

Sheriff's Committee Agenda 10/28/10

1. Accept the minutes from last meeting on 08/26/10.
2. Privilege of the floor to Mayor Diamond to discuss a formal request from the City of Glens Falls.
3. Request Resolution for New Contract with Correctional Medical Care, Inc. (Executive session to discuss performance of a corporation)

As I reported at last month's committee meeting, at my budget meeting we agreed to put into my 2011 budget \$18,000 for a part-time position to try to address the fire safety inspections.

To do that, my task was to find a way to make this budget neutral, to find revenues to cover the cost of that position.

In subsequent discussions with the budget committee and ultimately with the Director of Planning, Pat Tatich, the idea "sharing" an employee came into play. The Housing Cost Coordinator position is the position we are discussing.

Paul Dusek, Pat Tatich, Human Resource Director, Todd Lunt, Civil Service Personnel Officer, Kathy Barrie and I have been working to make this idea come to fruition.

It is to be understood that we are undertaking this as an experiment, for lack of a better word. There are a number of variables that are to be considered to make this work.

The most obvious task for me is trying to make this budget neutral. It became apparent in these discussions that we needed to consider changing our fee schedule to try and cover the cost of the salary for this position.

Here are some facts that need to be kept in mind:

- Currently we are **13%** behind last year in revenues. We are currently not meeting our projected revenues for 2010 and indications of future work from contractors are not good. *My projected revenue for 2010 was \$112,100.00; at the current rate we may make \$109,720.00 in revenues—a deficit of \$2,300.00 in estimated revenues.*
- Our present fee for "fire safety" inspections is \$75.00 per inspection, to cover \$18,000 it would take 240 inspections. In a 6 month period in which I had someone in place to do these inspections approximately 150 fire safety inspections were done based on a full workday. *So, to cover \$18,000 at an estimated 150 inspections we would need to charge on average \$120.00 per fire safety inspection.*
- We presently don't charge following entities for Fire Safety Inspections: Buildings owned by the towns, Warren County buildings, Warren County mealsites, Warren County Headstart sites, American Legion buildings, Cornell Co-operative Extension.
- I gathered fee schedules from other municipalities: Town of Moreau, City of Glens Falls, Town of Wilton, Village of Hudson Falls, Town of Corinth, Town of Queensbury, Washington County, Town of Milton, Town of Peru, (ALL OF THESE DO NOT CHARGE FOR FIRE SAFETY INSPECTIONS) Town of Colonie, Town of Bethlehem, and Town of Northumberland (THESE THREE ARE THE ONLY ONES THAT CHARGE FOR FIRE SAFETY INSPECTIONS). The City of Saratoga, Town of Saratoga, Town of Hadley and none of Essex County responded to our request.
- I had previously reported that the State had adopted an emergency measure which allowed them to charge \$500.00 per building if they were doing the inspection. In the last couple of weeks researching other municipalities' current fees, I was told

that the time-line of this emergency measure has expired and has not been re-adopted and presently the State is not charging for this inspection.

- NO OTHER CODE ENFORCEMENT OFFICES are self supporting.
- Our building construction permit costs fall into the “average” category in comparing all fee schedules. We are pretty much equal to Town of Queensbury, we charge more than Moreau, more than the City of Glens Falls, more than the Town of Corinth, and less than Washington County; to just compare the immediate surrounding areas.

I suggest an increase of \$.03 per square foot to new construction permit costs for Single and Two Family and Dwellings from \$.12 to \$.15, an increase of \$.03 per square foot to new construction permit costs for Multiple Dwellings, and all other new construction commercial permits from \$.15 to \$.18.

I suggest an increase of \$.02 to the alteration permit cost per square foot in Single and Two Family Dwellings from \$.08 to \$.10 and an increase of \$.03 per square foot to an alteration permit cost for Multiple Dwellings and all other commercial alterations from \$.12 to \$.15.

I suggest an increase of the minimum fee for Multiple Dwellings and all other Commercial permits from \$75.00 to \$100.00

FIRE SAFETY FEES

Using the hourly rate of pay for a Code Enforcement Officer, \$75.00 per inspection works out to roughly 4 hours per inspection. If we keep the minimum rate at \$75.00, I suggest that we break the Fire Safety into categories such as the following:

- ❖ Business and Mercantile—Minimum Fee \$75.00 up to 2,500 sq. ft per tenant.
2,500 to 5,000 sq. ft. \$150.00 per tenant
Over 5,000 sq. ft. \$200.00
- ❖ Assembly Spaces—Minimum Fee \$75.00 up to 50 occupants
51 to 100 occupants \$125.00
101 to 200 occupants \$175.00
Over 201 occupants \$225.00
- ❖ Multiple Dwellings (transient hotels, motels, and inns)—Minimum Fee \$75.00 up to 20 units per building, over 20 units in same building \$125.00
Any subsequent building of same business—up to 20 units an additional \$50.00, over 20 units an additional \$100.00
Cabins—per dwelling unit if part of hotel, motel complex \$10.00
Cabins—if only units are only cabins, first cabin \$75.00 each additional dwelling unit \$10.00
- ❖ Multiple Dwellings (non-transient apartments)—Minimum Fee \$75.00 up to and including 8 dwelling units per building
Additional \$50.00 per each 8 units over 8 per building

WARREN COUNTY DEPARTMENT OF
FIRE PREVENTION & BUILDING CODE ENFORCEMENT
1340 State Route 9
Lake George, NY 12845
518 761-6542
Fax 518 761-6564

All construction shall conform to the NEW YORK STATE UNIFORM FIRE PREVENTION & BUILDING CODE, the New York State Energy Code and all town and local zoning and sanitary codes.

*****FEE SCHEDULE*****

(All fees figured to the nearest dollar)

ONE AND TWO FAMILY DWELLINGS —INCLUDING MODULAR HOMES

NEW CONSTRUCTION (INCLUDING ADDITIONS) PER SQ. FT.....	\$.12
ALTERATIONS—PER SQ. FT	\$.08
MINIMUM FEE FOR CONSTRUCTION OR ALTERATIONS	50.00
CERTIFICATE OF OCCUPANCY (PER UNIT)	25.00

RESIDENTIAL GARAGES, POLE BARNs & STORAGE SHEDS

PER SQ. FT.	\$.10
MINIMUM FEE	50.00

MANUFACTURED HOMES—FORMERLY MOBILE HOMES

SINGLE, DOUBLE, AND TRIPLE WIDTH... WITHOUT FOUNDATION (INCLUDES C.O)	50.00
SINGLE, DOUBLE, AND TRIPLE WIDTH... WITH FOUNDATION (INCLUDES C.O.)	100.00

MULTIPLE DWELLINGS (MOTELS, HOTELS, TOWNHOUSES, ETC.)

NEW CONSTRUCTION (INCLUDING ADDITIONS) PER SQ. FT.....	\$.15
ALTERATIONS—PER SQ. FT	\$.12
MINIMUM FEE FOR CONSTRUCTION OR ALTERATIONS	75.00
CERTIFICATE OF OCCUPANCY	50.00
C.O. FOR TOWNHOUSES PER UNIT	25.00

BUSINESS, MERCANTILE, INDUSTRIAL, ASSEMBLY, INSTITUTIONAL

NEW CONSTRUCTION (INCLUDING ADDITIONS) PER SQ. FT.....	\$.15
ALTERATIONS—PER SQ. FT	\$.12
MINIMUM FEE FOR CONSTRUCTION OR ALTERATIONS	75.00
CERTIFICATE OF OCCUPANCY	50.00

DEMOLITION..... 50.00

SWIMMING POOLS..... 50.00

SOLID FUEL BURNING DEVICE—INCLUDES INSPECTION (PER EACH DEVICE)..... 50.00

SEPTIC PERMITS..... 50.00

FIRE SAFETY INSPECTIONS..... 75.00

TEMPORARY CERTIFICATE OF OCCUPANCY (EACH ISSUANCE)..... 25.00

BUILDING CODE ENFORCEMENT

September

ACTIVITY REPORT FROM 08/27/2010-09/30/2010

		No. of Permits			
		08/27/2010-09/30/2010		01/01/2010-09/30/2010	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	1	0	2	2
A3	Assembly Group	0	0	1	2
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	1	1	7
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	12	0	43	0
E1	Educational Group	0	0	0	0
F1	Factory Group	0	0	0	0
F2	Factory Group	0	0	0	0
H1	High-Hazard Group	0	0	0	0
H2	High-Hazard Group	0	0	0	0
H3	High-Hazard Group	0	0	0	0
H4	High-Hazard Group	0	0	0	0
H5	High-Hazard Group	0	0	0	0
I1	Institutional	0	0	0	0
I2	Institutional	0	0	0	0
I3	Institutional	0	0	0	0
I4	Institutional	0	0	0	0
M1	Mercantile	1	1	2	5
P1	Permit Renewals	45	0	306	0
R1	Residential Group	0	0	0	10
R2	Residential Group	0	0	0	5
R3	Residential Group	0	0	0	0
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	1	0	12	2
S1	Storage	0	0	0	1
S2	Storage	0	0	0	1
SF	SINGLE FAMILY DWELLING	6	19	44	121
TF	TWO FAMILY DWELLING	0	0	0	3
TH	TOWNHOUSE	0	0	4	4
U1	Miscellaneous	18	0	104	4
Permit Subtotal		84	21	519	167
Permit Total		105		686	

_____ Field Inspections

_____ Public Assembly Inspections

\$12,328.20 Total Fees For Date Range

_____ Fire Inspections

WARREN COUNTY

Budget Performance Report

From Date: 1/1/2010 To Date: 10/24/2010

Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund: A General										
REVENUE										
Department: 3620 Building & Fire Code										
2590	Building Permits	\$112,000.00	\$0.00	\$112,000.00	\$5,565.00	\$0.00	\$80,569.08	\$31,430.92	72%	\$0.00
2655	Minor Sales, Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
2770	Other Undersclassified Revenue	\$100.00	\$0.00	\$100.00	\$15.25	\$0.00	\$81.50	\$18.50	82%	\$0.00
Department: 3620 Building & Fire Code		\$112,100.00	\$0.00	\$112,100.00	\$5,580.25	\$0.00	\$80,650.58	\$31,449.42	72%	\$0.00
Totals: REVENUE Totals		\$112,100.00	\$0.00	\$112,100.00	\$5,580.25	\$0.00	\$80,650.58	\$31,449.42	72%	\$0.00
EXPENSE										
Department: 3620 Building & Fire Code										
110	Salaries - Regular	\$232,942.00	\$0.00	\$232,942.00	\$0.00	\$0.00	\$169,589.28	\$63,352.72	73%	\$0.00
120	Salaries - Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
130	Salaries - Part Time	\$0.00	\$2,300.00	\$2,300.00	\$0.00	\$0.00	\$0.00	\$2,300.00	0%	\$0.00
140	Salaries - Sick Leave	\$1,600.00	(\$400.00)	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0%	\$0.00
210	Incentive Furniture/Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
220	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
230	Automotive Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
410	Supplies	\$3,800.00	(\$42.04)	\$3,757.96	\$0.00	\$0.00	\$1,231.83	\$2,526.13	33%	\$0.00
418	Ins-General Liability	\$1,425.00	\$0.00	\$1,425.00	\$0.00	\$0.00	\$1,311.25	\$113.75	92%	\$0.00
421	Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
422	Repair/Maint-Equipment	\$650.00	(\$60.00)	\$590.00	\$0.00	\$0.00	\$0.00	\$590.00	0%	\$0.00
423	Telephone	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$355.47	\$244.53	59%	\$0.00
424	Postage	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$780.24	\$719.76	52%	\$0.00
426	Subscriptions	\$850.00	\$42.04	\$892.04	\$0.00	\$0.00	\$892.04	\$0.00	100%	\$0.00
427	Memberships & Dues	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	100%	\$0.00
428	Data Processing & Internet	\$225.00	\$0.00	\$225.00	\$0.00	\$0.00	\$225.00	\$0.00	100%	\$0.00
439	Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$0.00
439	Misc Fees & Expenses	\$0.00	\$60.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	100%	\$0.00
441	Auto-Supplies & Repair	\$1,900.00	\$0.00	\$1,900.00	\$0.00	\$0.00	\$1,448.67	\$451.33	76%	\$0.00
442	Automotive - Gas & Oil	\$8,900.00	(\$1,900.00)	\$7,000.00	\$0.00	\$0.00	\$4,710.26	\$2,289.74	67%	\$0.00
444	Travel/Education/Conference	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$495.00	\$5.00	99%	\$0.00
453	Uniforms & Clothing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
810	Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
830	Social Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
831	Medicare Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
840	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
850	Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
855	Disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
860	Hospitalization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
865	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

WARREN COUNTY

Budget Performance Report

From Date: 1/1/2010 To Date: 10/24/2010

Account Number	Account Description	Budget		Current Month Transactions	Encumbrances	YTD		Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
		Adopted Budget	Amendments			Amended Budget	YTD Transactions			
EXPENSE										
Department: 3620 Building & Fire Code		\$255,242.00	\$0.00	\$255,242.00	\$0.00	\$0.00	\$181,449.04	\$73,792.96	71%	\$0.00
Totals:		\$255,242.00	\$0.00	\$255,242.00	\$0.00	\$0.00	\$181,449.04	\$73,792.96	71%	\$0.00
EXPENSE Totals		\$255,242.00	\$0.00	\$255,242.00	\$0.00	\$0.00	\$181,449.04	\$73,792.96	71%	\$0.00
Revenue Totals:		\$112,100.00	\$0.00	\$112,100.00	\$5,580.25	\$0.00	\$80,650.58	\$31,449.42	72%	\$0.00
Expenditure Totals:		\$255,242.00	\$0.00	\$255,242.00	\$0.00	\$0.00	\$181,449.04	\$73,792.96	71%	\$0.00
Grand Totals: General		(\$143,142.00)	\$0.00	(\$143,142.00)	\$5,580.25	\$0.00	(\$100,798.46)	(\$42,343.54)		\$0.00
Revenue Grand Totals:		\$112,100.00	\$0.00	\$112,100.00	\$5,580.25	\$0.00	\$80,650.58	\$31,449.42	72%	\$0.00
Expenditure Grand Totals:		\$255,242.00	\$0.00	\$255,242.00	\$0.00	\$0.00	\$181,449.04	\$73,792.96	71%	\$0.00
Grand Totals:		(\$143,142.00)	\$0.00	(\$143,142.00)	\$5,580.25	\$0.00	(\$100,798.46)	(\$42,343.54)		\$0.00