

Karen Putney  
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TO: PUBLIC SAFETY COMMITTEE  
FIRE PREVENTION & BUILDING CODE ENFORCEMENT

FROM: KAREN PUTNEY, ADMINISTRATOR

DATE: JUNE 23, 2011

RE: AGENDA

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FIRE PREVENTION & BUILDING CODES PORTION

I. REPORTS/DISCUSSIONS/UPDATES

A. MONTHLY ACTIVITY REPORTS (JUNE) *permits issued, up 17% from JUNE 2010 and revenues up 19% from JUNE 2010. As of last Friday, we are up only 15% from last year in revenues and up only 13% from last year in the number of permits issued, so we have seen a drop in the last month.*

II. RESOLUTIONS

A. Request to Amend County Budget

B. Request for Transfer of Funds from Contingency

*These both are necessary to reflect the salary, benefits, and estimated revenues generated as a result of the 2 new part-time fire safety inspector positions. Please keep in mind that the revenue is an estimate and I may have to come back toward the end of the year and ask for more, especially as I project we will be \$1,800.00 short in .442 auto gas & oil.*

III. Clarify Fire Safety Fees

*Fire Safety Inspectors have questioned how to charge for properties, buildings, businesses that have many different uses or multiple same uses associated with them. Until I brought this to committee, I discussed the issue with Administrator Dusek and we agreed that we would charge for each use. Some businesses could have extensive fees based on this practice. I will provide examples and ask for the committee to clarify how we should proceed.*

# BUILDING CODE ENFORCEMENT

ACTIVITY REPORT FROM 05/27/2011-06/30/2011

		No. of Permits			
		05/27/2011-06/30/2011		01/01/2011-06/30/2011	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	1	0	6
A3	Assembly Group	0	0	0	2
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	2	0	10
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	6	0	31	1
E1	Educational Group	0	0	0	1
F1	Factory Group	0	0	1	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	1
I3	Institutional	0	0	0	0
I4	Institutional	0	0	0	0
M1	Mercantile	0	0	0	1
P1	Permit Renewals	40	0	220	0
R1	Residential Group	0	1	0	3
R2	Residential Group	0	1	0	1
R3	Residential Group	0	0	0	0
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	5	1	5	3
S1	Storage	0	0	0	1
S2	Storage	0	0	0	1
SF	SINGLE FAMILY DWELLING	8	25	32	74
TF	TWO FAMILY DWELLING	0	0	0	0
TH	TOWNHOUSE	0	0	0	0
U1	Miscellaneous	17	3	65	7
<b>Permit Subtotal</b>		76	34	354	112
<b>Permit Total</b>		110		466	

\_\_\_\_\_ Field Inspections

\_\_\_\_\_ Public Assembly Inspections

\$12,803.00 \_\_\_\_\_ Total Fees For Date Range

\_\_\_\_\_ Fire Inspections

# WARREN COUNTY Budget Performance Report

Fiscal Year To Date: 7/21/2011

Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>REVENUE</b>										
Department: 3620 Building & Fire Code										
2590	Building Permits	\$123,000.00	\$0.00	\$123,000.00	\$4,895.00	\$0.00	\$54,156.50	\$68,841.50	44%	\$121,696.05
2655	Minor Sales, Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
2770	Other Unclassified Revenue	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$60.50	\$39.50	61%	\$113.75
Department: 3620 Building & Fire Code Totals:		\$123,100.00	\$0.00	\$123,100.00	\$4,895.00	\$0.00	\$54,219.00	\$68,881.00	44%	\$121,809.80
<b>REVENUE Totals:</b>		\$123,100.00	\$0.00	\$123,100.00	\$4,895.00	\$0.00	\$54,219.00	\$68,881.00	44%	\$121,809.80
<b>EXPENSE</b>										
Department: 3620 Building & Fire Code										
110	Salaries - Regular	\$238,988.88	\$0.00	\$238,988.88	\$9,191.88	\$0.00	\$119,494.44	\$119,494.44	50%	\$232,946.35
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	\$0.00	\$0.00	\$1,459.00	\$0.00	\$4,012.25	(\$4,012.25)	+++	\$1,604.90
140	Salaries - Sick Leave Incentive	\$1,600.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$1,600.00	0%	\$1,200.00
210	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	\$1,800.00	(\$60.00)	\$1,740.00	\$0.00	\$0.00	\$647.20	\$1,092.80	37%	\$1,778.74
418	Ins-General Liability	\$1,425.00	\$0.00	\$1,425.00	\$0.00	\$0.00	\$1,402.26	\$22.74	98%	\$1,311.25
421	Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
422	Repair/Maint-Equipment	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0%	\$0.00
423	Telephone	\$600.00	\$0.00	\$600.00	\$61.91	\$0.00	\$256.76	\$343.24	43%	\$536.58
424	Postage	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$543.84	\$856.16	39%	\$1,093.35
426	Subscriptions	\$900.00	\$18.00	\$918.00	\$0.00	\$0.00	\$917.98	\$0.02	100%	\$892.04
427	Memberships & Dues	\$375.00	(\$18.00)	\$357.00	\$0.00	\$0.00	\$350.00	\$7.00	98%	\$350.00
428	Data Processing & Internet Fees	\$225.00	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	0%	\$225.00
439	Misc Fees & Expenses	\$0.00	\$60.00	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	0%	\$60.00
441	Auto-Supplies & Repair	\$1,900.00	\$0.00	\$1,900.00	\$0.00	\$0.00	\$754.23	\$1,145.77	40%	\$4,072.78
442	Automotive - Gas & Oil	\$7,000.00	\$0.00	\$7,000.00	\$742.90	\$0.00	\$3,550.26	\$3,449.74	51%	\$7,003.39
444	Travel/Education/Conferenc	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$192.00	\$308.00	38%	\$495.00
453	Uniforms & Clothing	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%	\$0.00
470	Contract	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0%	\$0.00
810	Retirement	\$34,683.03	\$0.00	\$34,683.03	\$1,525.85	\$0.00	\$17,438.65	\$17,244.38	50%	\$0.00
830	Social Security	\$14,916.52	\$0.00	\$14,916.52	\$661.96	\$0.00	\$7,555.96	\$7,360.56	51%	\$0.00
831	Medicare Contribution	\$3,488.53	\$0.00	\$3,488.53	\$154.80	\$0.00	\$1,767.12	\$1,721.41	51%	\$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	\$45,289.44	\$0.00	\$45,289.44	\$3,774.12	\$0.00	\$26,418.84	\$18,870.60	58%	\$0.00
865	Dental Insurance	\$984.00	\$0.00	\$984.00	\$58.00	\$0.00	\$406.00	\$578.00	41%	\$0.00

# Budget Performance Report

Fiscal Year To Date: 7/21/2011

Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund: A General										
EXPENSE										
Department: 3620 Building & Fire Code										
Totals:		\$374,625.40	\$0.00	\$374,625.40	\$17,630.42	\$0.00	\$185,707.79	\$188,917.61	50%	\$253,569.38
EXPENSE Totals		\$374,625.40	\$0.00	\$374,625.40	\$17,630.42	\$0.00	\$185,707.79	\$188,917.61	50%	\$253,569.38
Revenue Totals:		\$123,100.00	\$0.00	\$123,100.00	\$4,895.00	\$0.00	\$54,219.00	\$68,881.00	44%	\$121,809.80
Expenditure Totals:		\$374,625.40	\$0.00	\$374,625.40	\$17,630.42	\$0.00	\$185,707.79	\$188,917.61	50%	\$253,569.38
Fund Totals: General		(\$251,525.40)	\$0.00	(\$251,525.40)	(\$12,735.42)	\$0.00	(\$131,488.79)	(\$120,036.61)		(\$131,759.58)
Revenue Grand Totals:		\$123,100.00	\$0.00	\$123,100.00	\$4,895.00	\$0.00	\$54,219.00	\$68,881.00	44%	\$121,809.80
Expenditure Grand Totals:		\$374,625.40	\$0.00	\$374,625.40	\$17,630.42	\$0.00	\$185,707.79	\$188,917.61	50%	\$253,569.38
Grand Totals:		(\$251,525.40)	\$0.00	(\$251,525.40)	(\$12,735.42)	\$0.00	(\$131,488.79)	(\$120,036.61)		(\$131,759.58)

# RESOLUTION REQUEST FORM NO. 7

## *Request to Amend County Budget\**

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Fire Prevention & Building Code Enforcement

DATE: July 25, 2011

- (a) Purpose of Amendment: Amend budget to show expenditure for 2 less than part-time employees, retirement benefits and added revenues
  
- (b) Appropriation Code, Object Code, Full Title and Amount: A.3620 130, Building & Fire Code - Salaries Part-Time--\$12,323.00 and A.3620 810, Building & Fire Code - Retirement--\$952.00

**Sample: A.1010 470 Legislative Board – Contract**

- (c) Revenue Code (with title), and Amount: A.3620 2590 Building & Fire Code - Building Permits--\$13,275.00

**Sample: A. 6417.2654 Tourism Occupancy – Minor Sales – Tourism**

\*Please note all amount must be in whole dollars -- no cents.

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: **Fire Prevention & Building Code Enforcement**  
Name of Department

SIGNED:

DATE: July 25, 2011

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested:

\*Please note: All amounts must be in whole dollars – no cents.

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.3620 130	Salaries – Part Time	\$9,198

Please state reason for transfer request: Lack of funds in .130 for 2 new part-time employees

Please file original request with Clerk of the Board and retain copy for your records.

*RESOLUTION REQUEST FORM NO. 20*

*MISCELLANEOUS*

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Fire Prevention & Building Code Enforcement

DATE: July 25, 2011

- (a) Purpose of Request: Amend Resolution 278 of 2009
  
- (b) Details: Updating the Fee Schedule to reflect clarification on the Fire Safety Fees
  
- (c) Previous Resolution Number: 278 of 2009
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

Robert N. Patchett

Lake Shore Drive, Box 510

Hague, NY 12836

Supervisors of Warren County  
1340 State Rt. 9-N  
Lake George, New York 12845

Gentlemen:

Encouraging small business to succeed in Warren County, is a priority for most of you.

Where to start? Please consider fees that are presently in effect. An example is schedule A of "Fire Prevention and Building Code Enforcement" - Copy Enclosed.

The success of a small business in our country generates employment and income from sales tax. "The nickel and dime" agenda, such as the above mentioned fees are counter-productive. What a surprise it would be to announce the Board has lowered these type of fees.

Please consider for the good of all.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bob Patchett". The signature is written in dark ink and is positioned to the right of the typed name "Robert N. Patchett".

RNP/lap