

Karen Putney  
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TO: PUBLIC SAFETY COMMITTEE  
FIRE PREVENTION & BUILDING CODE ENFORCEMENT  
FROM: KAREN PUTNEY, ADMINISTRATOR  
DATE: DECEMBER 1, 2011  
RE: AGENDA

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## FIRE PREVENTION & BUILDING CODES PORTION

### I. REPORTS/DISCUSSIONS/UPDATES

A. MONTHLY ACTIVITY REPORTS (JULY through NOVEMBER). As of Friday, November 23, 2011 permits issued are up 6% and revenues are up 17% from the same time in 2010. Total revenues through November 23, 2011 are \$123,565.50. We are \$12,709.50 away from our targeted total revenues of \$136, 275.

B. BUDGET PERFORMANCE REPORT

### II. RESOLUTIONS

A. Request to Amend Resolution 524 of 2011 (Fee Schedule). We have always charged amendment fees and renewal fees but they are not listed on the fee schedule, so this amendment will add them to the fee schedule.

B. Request for Transfer of Funds. Requesting transfer of \$400.00 from .140 Sick Leave Incentive to .410 Supplies and requesting \$3,000.00 from Contingency to cover shortage in 442 Auto—Gas & Oil due to additional car for new part-time staff, plus higher than anticipated gasoline prices for the year.

III. Discussion regarding request to change the Department name. At the budget meetings I was approached by Supervisor Geraghty and Administrator Dusek with a request to change the department name. I am not opposed to doing this if necessary, but the office name has always been Fire Prevention and Building Code Enforcement, patterned after the proper name of the Uniform Code that we enforce. The official name of the office is what is all our forms say (and there are many), it is what is all our contacts have (International Code Council, National Fire Protection Agency, New York State Codes, NYS Building Officials Association, local level zoning and assessor offices to name some). It will be cumbersome and expensive to change. If the consensus of the committee is to change the name, I would suggest changing it to **FIRE AND BUILDING CODE ENFORCEMENT** or simply **CODE ENFORCEMENT**

WARREN COUNTY DEPARTMENT OF  
FIRE PREVENTION & BUILDING CODE ENFORCEMENT

1340 State Route 9  
Lake George, NY 12845  
518 761-6542  
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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 BARN & 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

PER TENANT AND/OR CLASSIFICATION (USE)..... 75.00

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

PERMIT RENEWAL FEES..... ONE HALF ORIGINAL FEE FOR AN ADDITIONAL YEAR

AMENDMENT FEE..... BASED ON THE TYPE OF USE PER THE INCREASED SQUARE FOOTAGE RATE

**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 and Building Code Enforcement**

**DATE: December 1, 2011**

- (a) Purpose of Request: Amend Resolution 524 of 2011
  
- (b) Details: We need to add 2 categories to the fee schedule (1. Permit Renewal Fee and 2. Amendment Fee). These fees have always been charged, they are just not listed on the fee schedule.
  
- (c) Previous Resolution Number: 524 of 2011
  
- (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

ACTIVITY REPORT FROM 07/01/2011-07/28/2011

*July*

		No. of Permits			
		07/01/2011-07/28/2011		01/01/2011-07/28/2011	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	0	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	1	0	1	10
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	4	0	35	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	32	0	252	0
R1	Residential Group	0	0	0	3
R2	Residential Group	0	0	0	1
R3	Residential Group	0	0	0	0
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	1	0	6	3
S1	Storage	0	0	0	1
S2	Storage	0	0	0	1
SF	SINGLE FAMILY DWELLING	8	10	40	84
TF	TWO FAMILY DWELLING	0	1	0	1
TH	TOWNHOUSE	0	0	0	0
U1	Miscellaneous	11	0	76	7
<b>Permit Subtotal</b>		57	11	411	123
<b>Permit Total</b>		68		534	

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

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

\$10,591.00 Total Fees For Date Range

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

# BUILDING CODE ENFORCEMENT

ACTIVITY REPORT FROM 07/29/2011-08/25/2011

*AUGUST*

		No. of Permits			
		07/29/2011-08/25/2011		01/01/2011-08/25/2011	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	0	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	1	1	11
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	8	0	43	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	1	0	2
P1	Permit Renewals	46	0	298	0
R1	Residential Group	0	0	0	3
R2	Residential Group	0	0	0	1
R3	Residential Group	0	0	0	0
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	1	1	7	4
S1	Storage	0	0	0	1
S2	Storage	0	0	0	1
SF	SINGLE FAMILY DWELLING	8	23	48	107
TF	TWO FAMILY DWELLING	0	0	0	1
TH	TOWNHOUSE	0	0	0	0
U1	Miscellaneous	9	3	85	10
<b>Permit Subtotal</b>		72	29	483	152
<b>Permit Total</b>		101		635	

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

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

\$14,899.00 Total Fees For Date Range

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

ACTIVITY REPORT FROM 08/26/2011-09/29/2011

SEPTEMBER

		No. of Permits			
		08/26/2011-09/29/2011		01/01/2011-09/29/2011	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	1	0	1
A2	Assembly Group	0	1	0	7
A3	Assembly Group	0	0	0	2
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	0	1	11
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	10	0	53	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	1	0	3
P1	Permit Renewals	43	0	341	0
R1	Residential Group	0	1	0	4
R2	Residential Group	1	0	1	1
R3	Residential Group	0	0	0	0
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	0	0	7	4
S1	Storage	0	0	0	1
S2	Storage	1	0	1	1
SF	SINGLE FAMILY DWELLING	2	25	50	132
TF	TWO FAMILY DWELLING	0	0	0	1
TH	TOWNHOUSE	0	0	0	0
U1	Miscellaneous	21	1	106	11
<b>Permit Subtotal</b>		78	30	561	182
<b>Permit Total</b>		108		743	

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

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

\_\_\_\_\_ \$13,012.00 Total Fees For Date Range

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

# BUILDING CODE ENFORCEMENT

ACTIVITY REPORT FROM 09/30/2011-10/27/2011

*OCTOBER*

		No. of Permits			
		09/30/2011-10/27/2011		01/01/2011-10/27/2011	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	1
A2	Assembly Group	0	1	0	8
A3	Assembly Group	0	0	0	2
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	1	1	12
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	3	0	56	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	1	0	4
P1	Permit Renewals	34	0	375	0
R1	Residential Group	0	3	0	7
R2	Residential Group	0	0	1	1
R3	Residential Group	0	0	0	0
R4	Residential Group	0	1	0	1
RM	Residential Manufactured Home	2	3	9	7
S1	Storage	0	0	0	1
S2	Storage	0	0	1	1
SF	SINGLE FAMILY DWELLING	13	19	63	151
TF	TWO FAMILY DWELLING	0	0	0	1
TH	TOWNHOUSE	0	0	0	0
U1	Miscellaneous	13	3	119	14
<b>Permit Subtotal</b>		65	32	626	214
<b>Permit Total</b>		97		840	

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

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

\$16,385.00 \_\_\_\_\_ Total Fees For Date Range

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

ACTIVITY REPORT FROM 10/28/2011-11/23/2011

NOVEMBER

		No. of Permits			
		10/28/2011-11/23/2011		01/01/2011-11/23/2011	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	1
A2	Assembly Group	0	0	0	8
A3	Assembly Group	1	1	1	3
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	0	1	12
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	9	0	65	1
E1	Educational Group	0	0	0	1
F1	Factory Group	0	1	1	1
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	4
P1	Permit Renewals	33	0	408	0
R1	Residential Group	0	1	0	8
R2	Residential Group	1	1	2	2
R3	Residential Group	0	0	0	0
R4	Residential Group	0	0	0	1
RM	Residential Manufactured Home	1	1	10	8
S1	Storage	0	0	0	1
S2	Storage	0	0	1	1
SF	SINGLE FAMILY DWELLING	8	18	71	169
TF	TWO FAMILY DWELLING	0	0	0	1
TH	TOWNHOUSE	0	1	0	1
U1	Miscellaneous	15	0	134	14
<b>Permit Subtotal</b>		68	24	694	238
<b>Permit Total</b>		92		932	

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

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

\$16,191.00 \_\_\_\_\_ Total Fees For Date Range

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

# Budget Performance Report

Fiscal Year To Date: 11/30/2011

Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Totals
<b>REVENUE</b>										
<b>Department: 3620 Building &amp; Fire Code</b>										
2590	Building Permits	\$123,000.00	\$13,275.00	\$136,275.00	\$14,138.00		\$0.00	\$14,762.50	89%	\$121,696.00
2655	Minor Sales, Other	\$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	(\$16.50)	117%	\$113.7
<b>Department: 3620 Building &amp; Fire Code</b>										
<b>Totals:</b>		\$123,100.00	\$13,275.00	\$136,375.00	\$14,138.00		\$0.00	\$14,746.00	89%	\$121,809.00
<b>REVENUE Totals:</b>		\$123,100.00	\$13,275.00	\$136,375.00	\$14,138.00		\$0.00	\$14,746.00	89%	\$121,809.00
<b>EXPENSE</b>										
<b>Department: 3620 Building &amp; Fire Code</b>										
110	Salaries - Regular	\$238,988.88	\$0.00	\$238,988.88	\$18,383.61		\$0.00	\$24,658.22	90%	\$232,946.3
120	Salaries - Overtime	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
130	Salaries - Part Time	\$0.00	\$21,521.00	\$21,521.00	\$2,918.01		\$0.00	\$5,836.72	73%	\$1,604.9
140	Salaries - Sick Leave Incentive	\$1,600.00	\$0.00	\$1,600.00	\$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
220	Office Equipment	\$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
410	Supplies	\$1,800.00	\$463.10	\$2,263.10	\$272.12		\$0.00	\$2,263.07	100%	\$1,778.7
418	Ins-General Liability	\$1,425.00	(\$22.00)	\$1,403.00	\$0.00		\$0.00	\$0.74	100%	\$1,311.2
421	Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
422	Repair/Maint-Equipment	\$250.00	(\$250.00)	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
423	Telephone	\$600.00	\$0.00	\$600.00	\$56.43		\$0.00	\$115.87	81%	\$536.5
424	Postage	\$1,400.00	\$0.00	\$1,400.00	\$0.00		\$0.00	\$1039.83	74%	\$1,093.3
426	Subscriptions	\$900.00	\$18.00	\$918.00	\$0.00		\$0.00	\$917.98	100%	\$892.0
427	Memberships & Dues	\$375.00	(\$25.00)	\$350.00	\$0.00		\$0.00	\$350.00	100%	\$350.0
428	Data Processing & Internet Fees	\$225.00	\$45.00	\$270.00	\$0.00		\$0.00	\$270.00	100%	\$225.0
439	Misc Fees & Expenses	\$0.00	\$60.00	\$60.00	\$0.00		\$0.00	\$0.00	100%	\$60.0
441	Auto-Supplies & Repair	\$1,900.00	(\$188.10)	\$1,711.90	\$0.00		\$0.00	\$1,194.99	70%	\$4,072.7
442	Automotive - Gas & Oil	\$7,000.00	\$10.00	\$7,010.00	\$0.00		\$0.00	\$7,009.01	100%	\$7,003.3
444	Travel/Education/Conference	\$500.00	(\$111.00)	\$389.00	\$0.00		\$0.00	\$388.06	100%	\$495.0
453	Uniforms & Clothing	\$300.00	\$0.00	\$300.00	\$0.00		\$0.00	\$132.50	44%	\$0.0
470	Contract	\$18,000.00	\$0.00	\$18,000.00	\$0.00		\$0.00	\$18,000.00	0%	\$0.0
810	Retirement	\$34,663.03	\$952.00	\$35,635.03	\$3,051.68		\$0.00	\$3,348.57	91%	\$0.0
830	Social Security	\$14,916.52	\$0.00	\$14,916.52	\$1,290.84		\$0.00	\$840.90	94%	\$0.0
831	Medicare Contribution	\$3,488.53	\$0.00	\$3,488.53	\$301.88		\$0.00	\$196.66	94%	\$0.0
840	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.0
850	Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.0
855	Disability	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.0
860	Hospitalization	\$45,289.44	\$0.00	\$45,289.44	\$3,774.12		\$0.00	\$3,774.12	92%	\$0.0
865	Dental Insurance	\$984.00	\$0.00	\$984.00	\$58.00		\$0.00	\$346.00	65%	\$0.0

WARREN COUNTY

# Budget Performance Report

Fiscal Year To Date: 11/30/2011

Account Number Fund: A General	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
<b>EXPENSE</b>										
<b>Department: 3620 Building &amp; Fire Code</b>										
<b>Totals:</b>										
<b>EXPENSE Totals</b>										
	Revenue Totals:	\$374,625.40	\$22,473.00	\$397,098.40	\$30,106.69	\$0.00	\$337,334.04	\$59,764.36	85%	\$253
	Expenditure Totals:	\$374,625.40	\$22,473.00	\$397,098.40	\$30,106.69	\$0.00	\$337,334.04	\$59,764.36	85%	\$253
	<b>Fund Totals: General</b>	<b>(\$251,525.40)</b>	<b>(\$9,198.00)</b>	<b>(\$260,723.40)</b>	<b>(\$15,988.69)</b>	<b>\$0.00</b>	<b>(\$215,705.04)</b>	<b>(\$45,018.36)</b>		<b>(\$131)</b>
	<b>Revenue Grand Totals:</b>	\$123,100.00	\$13,275.00	\$136,375.00	\$14,138.00	\$0.00	\$121,629.00	\$14,746.00	89%	\$121
	<b>Expenditure Grand Totals:</b>	\$374,625.40	\$22,473.00	\$397,098.40	\$30,106.69	\$0.00	\$337,334.04	\$59,764.36	85%	\$253
	<b>Grand Totals:</b>	<b>(\$251,525.40)</b>	<b>(\$9,198.00)</b>	<b>(\$260,723.40)</b>	<b>(\$15,988.69)</b>	<b>\$0.00</b>	<b>(\$215,705.04)</b>	<b>(\$45,018.36)</b>		<b>(\$131)</b>