

FIRE PREVENTION & BUILDING CODE ENFORCEMENT
WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE NY 12845

Karen Putney
Administrator

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TO: PUBLIC SAFETY COMMITTEE
FIRE PREVENTION & BUILDING CODE ENFORCEMENT
FROM: KAREN PUTNEY, ADMINISTRATOR
DATE: OCTOBER 1, 2012
RE: AGENDA

FIRE PREVENTION & BUILDING CODES PORTION

- I. PENDING ITEM-DEPARTMENT VEHICLE REPLACEMENT PLAN
- II. BUDGET PERFORMANCE REPORT
- III. MONTHLY ACTIVITY REPORTS (JUNE, JULY, AUGUST & SEPTEMBER). As of Friday, September 21, 2012 our numbers indicate we are 28% ahead of last year's revenues and building permit numbers are down 7% compared to last year at this time. Total Revenues through September 20, 2012 are: Building Permit fees **\$82,007.60**, Fire Safety fees **\$29,550.00**, and other misc. revenue of **\$291.50**—Total **\$111,849.10**
- IV. REQUEST FOR COMMITTEE APPROVAL TO REIMBURSE CONFERENCE REGISTRATION FEES OF \$100.00 EACH FOR 2 FIRE SAFETY INSPECTORS
- V. RECENT COURT ACTION

Budget Performance Report

Fiscal Year To Date: 9/27/2012

Account Number Fund: A - General	Account Description	Adopted Budget	Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
REVENUE										
Department: 3620: Building & Fire Code										
2590	Building Permits	\$160,500.00	\$0.00	\$160,500.00	\$4,743.00	\$0.00	\$0.00	\$54,421.40	66%	\$135,981.50
2609	Building Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$200.00)	+++	\$0.00
2655	Minor Sales, Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
2770	Other Unclassified	\$100.00	\$0.00	\$100.00	\$22.25	\$0.00	\$0.00	\$8.50	92%	\$148.81
	Revenue									
Department: 3620: Building & Fire Code										
Totals:		\$160,600.00	\$0.00	\$160,600.00	\$4,765.25	\$0.00	\$0.00	\$54,229.90	66%	\$136,130.31
REVENUE Totals										
EXPENSE										
Department: 3620: Building & Fire Code										
110	Salaries - Regular	\$238,989.00	\$0.00	\$238,989.00	\$18,383.60	\$0.00	\$0.00	\$174,644.26	73%	\$240,098.03
120	Salaries - Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
130	Salaries - Part Time	\$37,934.00	\$938.00	\$38,872.00	\$3,021.02	\$0.00	\$0.00	\$10,810.97	72%	\$22,979.32
140	Salaries - Sick Leave	\$1,600.00	(\$400.00)	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0%	\$1,200.00
210	Incentive	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
220	Furniture/Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
230	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	\$2,000.00	\$0.00	\$2,000.00	\$60.01	\$0.00	\$0.00	\$1,036.84	52%	\$2,903.61
418	Ins-General Liability	\$1,650.00	(\$74.00)	\$1,576.00	\$0.00	\$0.00	\$0.00	\$1,244.03	79%	\$1,402.26
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	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$351.15	50%	\$585.21
424	Postage	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$904.96	65%	\$1,319.23
426	Subscriptions	\$925.00	\$19.00	\$944.00	(\$42.01)	\$0.00	\$0.00	\$901.55	96%	\$917.98
427	Memberships & Dues	\$430.00	\$55.00	\$485.00	\$0.00	\$0.00	\$0.00	\$485.00	100%	\$350.00
428	Data Processing & Internet Fees	\$315.00	\$0.00	\$315.00	\$0.00	\$0.00	\$0.00	\$315.00	0%	\$270.00
439	Misc Fees & Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$60.00
441	Auto-Supplies & Repair	\$2,000.00	\$400.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$1,267.91	47%	\$1,508.71
442	Automotive - Gas & Oil	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$0.00	\$0.00	\$4,639.11	59%	\$9,798.47
444	Travel/Education/Conference	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$303.00	39%	\$388.06
453	Uniforms & Clothing	\$775.00	\$0.00	\$775.00	\$0.00	\$0.00	\$0.00	\$775.00	0%	\$407.50
470	Contract	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0%	\$18,000.00
810	Retirement	\$45,302.00	\$69.88	\$45,371.88	\$3,607.62	\$0.00	\$0.00	\$12,968.18	71%	\$34,349.68
830	Social Security	\$17,269.00	\$58.16	\$17,327.16	\$1,297.21	\$0.00	\$0.00	\$4,933.56	72%	\$16,117.93
831	Medicare Contribution	\$1,039.00	\$13.60	\$1,052.60	\$303.37	\$0.00	\$0.00	\$1,154.09	72%	\$3,774.71
840	Workmen's Compensation	\$161.00	\$0.00	\$161.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$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	\$50,914.00	\$0.00	\$50,914.00	\$4,242.84	\$0.00	\$0.00	\$12,728.44	75%	\$45,758.16

Budget Performance Report

Fiscal Year To Date: 9/27/2012

Account Number Fund: A: General	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
EXPENSE											
Department: 3620 Building & Fire Code											
65	Dental Insurance	\$696.00	\$0.00	\$696.00	\$58.00	\$0.00	\$0.00	\$522.00	\$174.00	75%	\$696.00
Department: 3620 Building & Fire Code		\$436,849.00	\$1,079.64	\$437,928.64	\$30,921.66	\$0.00	\$0.00	\$301,882.48	\$136,046.16	69%	\$402,884.86
Totals:		\$436,849.00	\$1,079.64	\$437,928.64	\$30,921.66	\$0.00	\$0.00	\$301,882.48	\$136,046.16	69%	\$402,884.86
Revenue Totals:											
Expenditure Totals:		\$160,600.00	\$0.00	\$160,600.00	\$4,765.25	\$0.00	\$0.00	\$106,370.10	\$54,229.90	66%	\$136,130.31
Totals: General		\$436,849.00	\$1,079.64	\$437,928.64	\$30,921.66	\$0.00	\$0.00	\$301,882.48	\$136,046.16	69%	\$402,884.86
		(\$276,249.00)	(\$1,079.64)	(\$277,328.64)	(\$26,156.41)	\$0.00	\$0.00	(\$195,512.38)	(\$81,816.26)		(\$266,754.55)
Revenue Grand Totals:		\$160,600.00	\$0.00	\$160,600.00	\$4,765.25	\$0.00	\$0.00	\$106,370.10	\$54,229.90	66%	\$136,130.31
Expenditure Grand Totals:		\$436,849.00	\$1,079.64	\$437,928.64	\$30,921.66	\$0.00	\$0.00	\$301,882.48	\$136,046.16	69%	\$402,884.86
Grand Totals:		(\$276,249.00)	(\$1,079.64)	(\$277,328.64)	(\$26,156.41)	\$0.00	\$0.00	(\$195,512.38)	(\$81,816.26)		(\$266,754.55)

**WARREN COUNTY DEPARTMENT OF FIRE PREVENTION &
BUILDING CODE ENFORCEMENT**

June

ACTIVITY REPORT FROM 06/01/2012-06/28/2012

		No. of Permits			
		06/01/2012-06/28/2012		01/01/2012-06/28/2012	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	1	0	9
A3	Assembly Group	0	1	0	5
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	1	0	4
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	3	0	22	0
E1	Educational Group	0	0	0	0
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	2
P1	Permit Renewals	44	0	185	0
R1	Residential Group	0	1	0	6
R2	Residential Group	0	0	1	10
R3	Residential Group	0	0	0	0
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	1	1	2	4
S1	Storage	0	1	0	2
S2	Storage	0	0	0	1
SF	SINGLE FAMILY DWELLING	7	15	35	82
TF	TWO FAMILY DWELLING	0	0	0	0
TH	TOWNHOUSE	0	0	0	1
U1	Miscellaneous	18	3	50	7
Permit Subtotal		73	24	296	134
Permit Total		97		430	

_____ Field Inspections

_____ Public Assembly Inspections

\$15,008.80 Total Fees For Date Range

_____ Fire Inspections

**WARREN COUNTY DEPARTMENT OF FIRE PREVENTION &
BUILDING CODE ENFORCEMENT**

July

ACTIVITY REPORT FROM 06/29/2012-07/26/2012

		No. of Permits			
		06/29/2012-07/26/2012		01/01/2012-07/26/2012	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	1	0	10
A3	Assembly Group	0	0	0	5
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	0	0	4
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	5	0	27	0
E1	Educational Group	0	0	0	0
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	2
P1	Permit Renewals	34	0	219	0
R1	Residential Group	0	0	0	6
R2	Residential Group	0	2	1	12
R3	Residential Group	0	1	0	1
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	3	0	5	4
S1	Storage	0	0	0	2
S2	Storage	0	0	0	1
SF	SINGLE FAMILY DWELLING	8	11	43	93
TF	TWO FAMILY DWELLING	0	1	0	1
TH	TOWNHOUSE	0	0	0	1
U1	Miscellaneous	10	1	60	8
Permit Subtotal		60	18	356	152
Permit Total		78		508	

_____ Field Inspections

_____ Public Assembly Inspections

\$15,692.80 Total Fees For Date Range

_____ Fire Inspections

**WARREN COUNTY DEPARTMENT OF FIRE PREVENTION &
BUILDING CODE ENFORCEMENT**

August

ACTIVITY REPORT FROM 07/27/2012-08/30/2012

		No. of Permits			
		07/27/2012-08/30/2012		01/01/2012-08/30/2012	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	0	0	10
A3	Assembly Group	0	0	0	5
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	1	0	5
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	7	0	34	0
E1	Educational Group	0	0	0	0
F1	Factory Group	0	0	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	2
P1	Permit Renewals	45	0	264	0
R1	Residential Group	0	0	0	6
R2	Residential Group	0	0	1	12
R3	Residential Group	0	0	0	1
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	3	2	8	6
S1	Storage	0	0	0	2
S2	Storage	1	0	1	1
SF	SINGLE FAMILY DWELLING	6	18	49	111
TF	TWO FAMILY DWELLING	0	0	0	1
TH	TOWNHOUSE	0	0	0	1
U1	Miscellaneous	16	4	76	12
Permit Subtotal		78	25	434	177
Permit Total		103		611	

_____ Field Inspections

_____ Public Assembly Inspections

\$13,143.00 Total Fees For Date Range

_____ Fire Inspections

**WARREN COUNTY DEPARTMENT OF FIRE PREVENTION &
BUILDING CODE ENFORCEMENT**

September

ACTIVITY REPORT FROM 08/31/2012-09/27/2012

		No. of Permits			
		08/31/2012-09/27/2012		01/01/2012-09/27/2012	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	0	0	10
A3	Assembly Group	2	0	2	5
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	0	0	5
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	5	0	39	0
E1	Educational Group	0	0	0	0
F1	Factory Group	0	0	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	2
P1	Permit Renewals	36	0	300	0
R1	Residential Group	0	2	0	8
R2	Residential Group	0	0	1	12
R3	Residential Group	0	0	0	1
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	1	1	9	7
S1	Storage	0	0	0	2
S2	Storage	0	0	1	1
SF	SINGLE FAMILY DWELLING	3	21	52	132
TF	TWO FAMILY DWELLING	0	0	0	1
TH	TOWNHOUSE	0	0	0	1
U1	Miscellaneous	10	3	86	15
Permit Subtotal		57	27	491	204
Permit Total		84		695	

_____ Field Inspections

_____ Public Assembly Inspections

\$13,749.00 Total Fees For Date Range

_____ Fire Inspections

RESOLUTION NO. 220 OF 2009

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Schedule "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
Out-Of State (needs Board resolution)

The Public Safety Committee hereby authorizes Thomas McKinney + John Pagano
(Supervisory Committee) (Employee Name)

to attend NYS FIRE MARSHALS + INSPECTORS 2012 Annual Educ. Seminar
(Name of meeting or organization)

at Lodge @ Welch Allyn, 4355 State Street Rd.
(Address) Skaneateles Fall, NY 13153

on Sept. 25 - 27. Mode of transportation to be used private vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:
Employees doing this on own time

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

None Room rate \$ GSA* Rate \$
Meal costs - GSA*per diem rate \$
*www.gsa.gov

Date: 9/21/12

Karin Putney
Department Head Signature

Date:

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

- 1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to County Administrator if credit card will be used.