

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

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TO: PUBLIC SAFETY COMMITTEE  
FIRE PREVENTION & BUILDING CODE ENFORCEMENT  
FROM: KAREN PUTNEY, ADMINISTRATOR  
DATE: JULY 1, 2013  
RE: AGENDA

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FIRE PREVENTION & BUILDING CODES PORTION

- I. BUDGET PERFORMANCE REPORT
- II. REPORTS
  - A. MONTHLY ACTIVITY REPORT(S) (MAY & JUNE) we are up 4% in **building permit** numbers and even in **revenues** compared to last year-to-date
- III. PENDING ITEM--table
- IV. REQUEST EXECUTIVE SESSION

# Budget Performance Report

Fiscal Year to Date 06/25/13  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund A - General	REVENUE									
2590	Department 3620 - Building & Fire Code									
2609	Building Permits	160,500.00	.00	160,500.00	.00	.00	57,217.00	103,283.00	36	159,895.60
2770	Other Unclassified Revenue	.00	.00	.00	.00	.00	.00	.00	+++	200.00
	Department 3620 - Building & Fire Code Totals	160,500.00	.00	160,500.00	.00	.00	57,217.00	103,283.00	36%	159,895.60
	REVENUE TOTALS	\$160,600.00	\$0.00	\$160,600.00	\$0.00	\$0.00	\$57,415.56	\$103,184.44	36%	\$160,229.10
	EXPENSE									
	Department 3620 - Building & Fire Code									
110	Salaries - Regular	241,221.00	632.00	241,853.00	18,599.20	.00	110,498.91	131,354.09	46	241,880.57
130	Salaries - Part Time	39,274.00	.00	39,274.00	3,112.40	.00	18,596.59	20,677.41	47	39,209.36
140	Salaries - Sick Leave Incentive	1,600.00	(1,600.00)	.00	.00	.00	.00	.00	+++	1,200.00
220	Office Equipment	.00	.00	.00	.00	.00	.00	.00		
220.1	Office Equipment - Reserve	.00	212.00	212.00	.00	.00	100.78	111.22	48	.00
230	Office Equipment Totals	.00	212.00	212.00	.00	.00	100.78	111.22	48	.00
230.1	Automotive Equipment - Reserve	.00	1,350.00	1,350.00	.00	.00	1,348.84	1.16	100	.00
	Automotive Equipment - Reserve Totals	.00	\$1,562.00	\$1,562.00	\$0.00	\$0.00	\$1,449.62	\$112.38	93%	\$0.00
230	Automotive Equipment - Reserve	.00	46,000.00	46,000.00	.00	.00	39,162.00	6,838.00	85	.00
410	Supplies	2,250.00	(212.00)	2,038.00	9.45	.00	630.60	1,407.40	31	1,534.53
418	Ins-General Liability	2,000.00	(837.00)	1,163.00	.00	.00	1,158.75	4.25	100	1,126.03
423	Telephone	700.00	.00	700.00	103.40	.00	209.03	490.97	30	582.57
424	Postage	1,550.00	.00	1,550.00	51.82	.00	333.52	1,216.48	22	1,457.13
426	Subscriptions	925.00	.00	925.00	.00	.00	1,211.64	.36	100	901.55
427	Memberships & Dues	500.00	287.00	787.00	.00	.00	485.00	302.00	97	535.00
428	Data Processing & Internet Fees	315.00	.00	315.00	.00	.00	.00	315.00	0	315.00
441	Auto-Supplies & Repair	2,500.00	(50.00)	2,450.00	.00	.00	341.06	2,108.94	14	4,596.92
442	Automotive - Gas & Oil	13,000.00	.00	13,000.00	806.89	.00	4,438.88	8,561.12	34	11,105.93
444	Travel/Education/Conference	500.00	600.00	1,100.00	.00	.00	370.00	730.00	34	397.00
453	Uniforms & Clothing	775.00	.00	775.00	.00	.00	.00	775.00	0	493.00
470	Contract	18,000.00	.00	18,000.00	.00	.00	.00	18,000.00	0	18,000.00
810	Retirement	56,218.00	.00	56,218.00	4,128.52	.00	24,459.92	31,758.08	43	45,770.93
830	Social Security	17,491.00	(60.20)	17,430.80	1,302.16	.00	7,785.51	9,645.29	45	17,589.73
831	Medicare Contribution	4,091.00	(15.20)	4,075.80	304.54	.00	1,820.83	2,254.97	45	4,027.13
840	Workmen's Compensation	2,264.00	1.00	2,265.00	.00	.00	2,264.16	.84	100	160.31
860	Hospitalization	56,544.00	(583.07)	55,960.93	5,192.80	.00	31,271.06	24,689.87	56	51,383.19
865	Dental Insurance	696.00	.00	696.00	68.00	.00	408.00	288.00	59	706.00
	Department 3620 - Building & Fire Code Totals	\$462,414.00	\$45,855.53	\$508,269.53	\$33,679.18	\$0.00	\$246,895.08	\$261,374.45	49%	\$442,971.88
	EXPENSE TOTALS	\$462,414.00	\$45,855.53	\$508,269.53	\$33,679.18	\$0.00	\$246,895.08	\$261,374.45	49%	\$442,971.88

# Budget Performance Report

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Account	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>Fund A - General Totals</b>										
	REVENUE TOTALS	160,600.00	.00	160,600.00	.00	.00	57,415.56	103,184.44	36	160,229.10
	EXPENSE TOTALS	462,414.00	45,855.53	508,269.53	33,679.18	.00	246,895.08	261,374.45	49	442,971.88
	<b>Fund A - General Totals</b>	<b>(\$301,814.00)</b>	<b>(\$45,855.53)</b>	<b>(\$347,669.53)</b>	<b>(\$33,679.18)</b>	<b>\$0.00</b>	<b>(\$189,479.52)</b>	<b>(\$158,190.01)</b>		<b>(\$282,742.78)</b>
<b>Grand Totals</b>										
	REVENUE TOTALS	160,600.00	.00	160,600.00	.00	.00	57,415.56	103,184.44	36	160,229.10
	EXPENSE TOTALS	462,414.00	45,855.53	508,269.53	33,679.18	.00	246,895.08	261,374.45	49	442,971.88
	<b>Grand Totals</b>	<b>(\$301,814.00)</b>	<b>(\$45,855.53)</b>	<b>(\$347,669.53)</b>	<b>(\$33,679.18)</b>	<b>\$0.00</b>	<b>(\$189,479.52)</b>	<b>(\$158,190.01)</b>		<b>(\$282,742.78)</b>

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

MAY

ACTIVITY REPORT FROM 4/26/2013-5/30/2013

		Number of Permits			
		4/26/2013-5/30/2013		1/1/2013-5/30/2013	
		New Construction	Addition or Alteration	New Construction	Addition or Alteration
A1	Assembly Group	0	0	0	1
A2	Assembly Group	0	1	0	11
A3	Assembly Group	0	1	1	2
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	2	0	6
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	3	0	21	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	0	2	0	6
P1	Permit Renewals	47	0	151	0
R1	Residential Group	0	0	0	5
R2	Residential Group	0	0	1	1
R3	Residential Group	0	0	0	1
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	5	2	7	3
S1	Storage	0	0	0	2
S2	Storage	0	0	0	1
SF	Single Family Dwelling	3	16	17	63
TF	Two Family Dwelling	0	0	0	2
TH	Townhouse	0	0	0	2
U1	Miscellaneous	18	4	40	6
	<b>Permit Counts</b>	<b>76</b>	<b>28</b>	<b>238</b>	<b>112</b>
		<b>104</b>		<b>350</b>	
	<b>Permit Fees</b>	<b>\$15,456.00</b>		<b>\$57,217.00</b>	

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

*JUNE*

**ACTIVITY REPORT FROM 5/31/2013-6/27/2013**

		Number of Permits			
		5/31/2013-6/27/2013		1/1/2013-6/27/2013	
		New Construction	Addition or Alteration	New Construction	Addition or Alteration
A1	Assembly Group	0	0	0	1
A2	Assembly Group	0	0	0	11
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	0	7
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	2	0	23	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	0	0	0	6
P1	Permit Renewals	37	1	188	1
R1	Residential Group	0	0	0	5
R2	Residential Group	0	8	1	9
R3	Residential Group	0	0	0	1
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	1	1	8	4
S1	Storage	0	0	0	2
S2	Storage	0	0	0	1
SF	Single Family Dwelling	2	24	19	87
TF	Two Family Dwelling	0	0	0	2
TH	Townhouse	0	0	0	2
U1	Miscellaneous	19	2	59	8
	<b>Permit Counts</b>	<b>61</b>	<b>37</b>	<b>299</b>	<b>149</b>
		<b>98</b>		<b>448</b>	
	<b>Permit Fees</b>	<b>\$15,221.00</b>		<b>\$72,438.00</b>	