

County Facilities Committee  
Fire Prevention & Building Code Enforcement Agenda

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February 23, 2021

COMMITTEE MEMBERS: Supervisors Magowan, Bruno, Wild, Shepler and Strough

- I. Committee meeting called to order by the Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Notice to Fill Vacant Position
- IV. Discussion Items:
  1. 2020 End Year Reports
- V. Referrals/Pending Items: None
- VI. Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)
- VII. Motion to Adjourn

Attachments:

1. Resolution Request Form No. 12, Schedule "A"
2. 2020 Final Budget Performance Report
3. 2020 Final Permit Numbers & Revenue Report

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Fire Prevention & Building Code Enforcement Payroll Dept. No: A.3620
Title of Position: Fire Prevention & Building Code Enforcement Officer #6 Base Salary of Position: \$45,455.00 Grade: 17
Filling at Step # (If Known): Entry Level
Budget code and title: A.3620 Fire Prevention & Building Code Enforcement Officer Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 13285 Bollinger Date of Vacancy: 11/18/2020
Is this position mandated? [ ] Yes [checked] No Is the position reimbursable? [ ] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other [ ]

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature] 2/1/21
Human Resources Director has approved this form when initialed. [Signature] 2/11/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 2/9/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 2/11/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[checked] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 2/23/21

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund A - General									
REVENUE									
2590	Department 3620 - Building & Fire Code Building Permits	202,000.00	.00	202,000.00	25,554.00	.00	200,589.20	1,410.80	99
2770	Other Unclassified Revenue	1,550.00	.00	1,550.00	433.75	.00	2,588.50	(1,038.50)	167
	Department 3620 - Building & Fire Code Totals	\$203,550.00	\$0.00	\$203,550.00	\$25,987.75	\$0.00	\$203,177.70	\$372.30	100%
	REVENUE TOTALS	\$203,550.00	\$0.00	\$203,550.00	\$25,987.75	\$0.00	\$203,177.70	\$372.30	100%
EXPENSE									
110	Department 3620 - Building & Fire Code Salaries - Regular	333,603.00	.00	333,603.00	32,077.51	.00	331,503.89	2,099.11	99
410	Supplies	1,950.00	250.00	2,200.00	262.74	.00	1,931.76	268.24	88
418	Ins-General Liability	1,750.00	.00	1,750.00	.00	.00	1,452.30	297.70	83
423	Telephone	2,592.00	200.00	2,792.00	406.19	.00	2,730.20	61.80	98
424	Postage	950.00	.00	950.00	133.15	.00	814.31	135.69	86
426	Subscriptions	1,485.00	107.00	1,592.00	.00	.00	1,591.35	.65	100
427	Memberships & Dues	505.00	(60.00)	445.00	.00	.00	445.00	.00	100
428	Data Processing & Internet Fees	324.00	.00	324.00	.00	.00	324.00	.00	100
441	Auto-Supplies & Repair	3,500.00	(500.00)	3,000.00	933.72	.00	1,962.14	1,037.86	65
442	Automotive - Gas & Oil	7,000.00	(2,266.00)	4,734.00	317.94	.00	3,464.58	1,269.42	73
444	Travel/Education/Conference	4,600.00	(2,541.00)	2,059.00	.00	.00	2,022.00	37.00	98
453	Uniforms & Clothing	1,000.00	(1,000.00)	.00	.00	.00	.00	.00	+++
810	Retirement	48,675.00	.00	48,675.00	3,429.50	.00	48,333.47	341.53	99
830	Social Security	20,685.00	.00	20,685.00	1,883.12	.00	19,509.07	1,175.93	94
831	Medicare Contribution	4,836.00	.00	4,836.00	440.40	.00	4,562.60	273.40	94
840	Workmen's Compensation	4,633.00	.00	4,633.00	.00	.00	4,632.02	.98	100
860	Hospitalization	63,198.00	.00	63,198.00	4,850.83	.00	63,187.39	10.61	100
861	Retirees Hospitalization	14,053.00	.00	14,053.00	774.08	.00	9,288.96	4,764.04	66
862	Health Insurance Cost Reimbursement	100.00	.00	100.00	.00	.00	412.95	(312.95)	413
865	Dental Insurance	1,056.00	.00	1,056.00	(64.54)	.00	910.82	145.18	86
	Department 3620 - Building & Fire Code Totals	\$516,495.00	(\$5,810.00)	\$510,685.00	\$45,444.64	\$0.00	\$499,078.81	\$11,606.19	98%
	EXPENSE TOTALS	\$516,495.00	(\$5,810.00)	\$510,685.00	\$45,444.64	\$0.00	\$499,078.81	\$11,606.19	98%
	Fund A - General Totals								
	REVENUE TOTALS	203,550.00	.00	203,550.00	25,987.75	.00	203,177.70	372.30	100%
	EXPENSE TOTALS	516,495.00	(5,810.00)	510,685.00	45,444.64	.00	499,078.81	11,606.19	98%
	Fund A - General Totals	(\$312,945.00)	\$5,810.00	(\$307,135.00)	(\$19,456.89)	\$0.00	(\$295,901.11)	(\$11,233.89)	
	Grand Totals								
	REVENUE TOTALS	203,550.00	.00	203,550.00	25,987.75	.00	203,177.70	372.30	100%
	EXPENSE TOTALS	516,495.00	(5,810.00)	510,685.00	45,444.64	.00	499,078.81	11,606.19	98%
	Grand Totals	(\$312,945.00)	\$5,810.00	(\$307,135.00)	(\$19,456.89)	\$0.00	(\$295,901.11)	(\$11,233.89)	

Warren County, NY

# Budget Performance Report

Date Range 01/01/20 - 12/31/20

Include Rollup Account and Rollup to Account

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

ACTIVITY REPORT FROM 1/1/2020-12/31/2020		Number of Permits			
		1/1/2020-12/31/2020		1/1/2020-12/31/2020	
		New Construction	Addition or Alteration	New Construction	Addition or Alteration
A1	Assembly Group	0	1	0	1
A2	Assembly Group	3	13	3	13
A3	Assembly Group	2	4	2	4
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	3	6	3	6
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	69	1	69	1
E1	Educational Group	0	1	0	1
F1	Factory Group	0	2	0	2
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	1	0	1
I2	Institutional	0	0	0	0
I3	Institutional	0	0	0	0
I4	Institutional	0	0	0	0
M1	Mercantile	1	6	1	6
P1	Permit Renewals	398	9	398	9
R1	Residential Group	1	5	1	5
R2	Residential Group	0	9	0	9
R3	Residential Group	0	4	0	4
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	6	5	6	5
S1	Storage	4	0	4	0
S2	Storage	1	2	1	2
SF	Single Family Dwelling	83	194	83	194
TF	Two Family Dwelling	1	0	1	0
TH	Townhouse	0	10	0	10
U1	Miscellaneous	206	21	206	21
	<b>Permit Counts</b>	<b>778</b>	<b>294</b>	<b>778</b>	<b>294</b>
		<b>1072</b>		<b>1072</b>	
	<b>Permit Fees</b>	<b>\$200,589.20</b>		<b>\$200,589.20</b>	