

County Facilities Committee
Fire Prevention & Building Code Enforcement Agenda
June 23, 2026

COMMITTEE MEMBERS: Supervisors Bruno, Conover, Patchett, Diamond, Strough, Beaty, Niles,
- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the
Section C (4) of the Rules of the Board

I. Committee meeting called to order by the Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items:

1. City of Glens Falls Fire Prevention and Building Codes proposal.

IV. Discussion Items:

1. Permit Renewal Fees
2. Permit time limits

V. Referrals/Pending Items:

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
2. Building Codes Agreement
3. Renewal Fee Comparison

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: JUNE 23, 2026

- (a) Purpose of Request:
To authorize the Chair of the Board to execute a shared services agreement with the City of Glens Falls for building inspection services

- (b) Details:
details of agreement to be determined prior to the July Board Meeting

- (c) Previous Resolution Number:

- (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**

Shared Services Proposal for Facilities Committee June 23, 2026

1) Operating Concept. Warren County Building Codes Office will assume Fire Safety and Building Code Inspection responsibility for the City of Glens Falls on Jan 1, 2027. **It must be noted that this implementation date is contingent on Building Codes being able to hire and train three qualified building code inspectors. We are currently not having significant success attracting applicants.**

Model: County-administered code enforcement unit housed within the Warren County Department of Fire Prevention & Building Code Enforcement.

- County becomes the Authority Having Jurisdiction (AHJ) operator for enforcement services within the city via Shared Services Agreement to be developed
- County provides staffing, inspections, plan review, permitting administration, and enforcement actions.

2) Legal Structure. Use an Intermunicipal Agreement (IMA) under NY General Municipal Law §119-0 to develop a shared services agreement which allows:

- Shared services across municipalities
- Transfer of operational responsibility without dissolving city authority
- Cost-sharing and phased financial arrangements

Required Actions:

- Board resolution authorizing Chairman to enter into a Shared Services Agreement
- Complete Shared Services Agreement

3) Staffing & Organizational Transition

- Building Codes will hire three additional staff members who will focus primarily on Glens Falls.
- Goal is to hire two or three this summer so they will begin training in July or August for completion of training in October or November. May hire one or two from the City of Glens Falls if they apply.
- Projected implementation date is Jan 1, 2027
- City will pay salary costs for new employees hired in 2026 at a maximum amount estimated \$115,567.
- City will reimburse the county for the salary costs by the end of 2026.

4) Financial Model

Expense: Baseline County Increased Administrative Cost (2027 - 2031)

- 2027: \$326,761 (Attachment A)
- 2028: \$244,738 (\$0 Automotive Cost but 3% salary increase – no boots)
- 2029: \$252,406 (3% salary and benefits increase - boots)
- 2030: \$259,238 (3.5% salary and benefits increase)
- 2031: \$266,815 (3.5% salary and benefits increase)

Revenue Assumption: Building Codes. Estimated first year income is \$172,449 based on Glens Falls 2025 revenue at Warren County rates.

Year	Est Revenue	City Net Cost per year
2027	\$172,449	\$154,312
2028	\$187,500	\$57,238
2029	\$205,000	\$47,406
2030	\$260,500	\$0
2031	\$268,000	\$0

\$172,449 is based on projected fire safety and building codes inspections in Glens Falls for 2025 using Warren County inspection rates. As more inspections are completed, the revenue is expected to increase. These estimates could be higher or lower based on number of inspections.

Key Observations

- City subsidizes first three years plus initial transition period to enable transition
- By year 4, revenue increase is expected to offset county costs.
- Post-Year 5: County assumes 100% financial responsibility regardless of cost.

5) Five-Year Transition Structure

Phase 0 – Initial hiring and training of three employees for Warren County. City funds at max of \$115,576 based on when each employee is hired.

Phase 1 – Implementation Year (Year 1-2) Beginning Jan 1 2027. City funds \$154,312 in year 1 and \$57,238 in year 2 (estimates based on projected revenue).

- County assumes inspections + permitting administration
- Immediate priorities:

- Standardize inspection protocols
- Migrate permits into county system
- Full adoption of:
 - County permitting software and fee schedule alignment

Phase 2 – Consolidation (Year 3-5). City cost \$47,406 in year 3 based on increasing revenue. City costs are expected to be \$0.00 in years 4 and 5.

- Fully unified department
- County handles:
 - All inspections
 - Enforcement actions
- City role reduced to:
 - Policy oversight
 - Local legislative updates

End State (Year 5 and beyond)

- Warren County fully funds and operates
- City exits operational responsibility entirely

6) Fee & Revenue Policy (Upon agreement and implementation)

- County fees are uniform throughout the entire county
- Revenue retained by county

Attachment A. Proposed Cost to Cover Code Enforcement duties in The City of Glens Falls

If Coverage begins in 2027 the following is a breakdown of cost (Note. If coverage begins in 2026, salary costs will be prorated and some mandatory costs may not exist until 2027. In addition, yearly revenue will also be prorated based on number of months):

Salary - $\$77,051 \times 3 \text{ employees} = \$231,153$ (CSEA entry at \$61,641 plus fringe)

Cars - $\$30,000 \times 3 = \$90,000$ (City has no transportation assets to transfer to Warren County)

Car Insurance - \$1,398 (annual cost)

Gas - \$1,500 (annual cost average per Buildings and Codes autos)

Office Supplies - \$1,630 (annual cost with copy paper and copiers being the biggest cost)

IT Costs - \$1,080 (annual license cost for Office 365 for three employees plus other IT)

PROPOSED TOTAL 2027 COST - \$326,761. Follow on costs for Year 2-5 are listed above. Salary increases will be built into the agreement based on Warren County CSEA agreements. Warren County will incorporate all other fee increases into the budget (fuel, maintenance and repair, IT, supplies, etc.)

Warren County
Renewal
Numbers & Fees
Collected

WARREN COUNTY	Washington County	Town of Queensbury	Glens Falls	Minerva	Town of Moreau	Town of Schroon	Saratoga Springs
Permit Renewal	1/2 of the Original Fee	Residential	1/2 of Original	1/2 of the Original Fee	N/A	1 Year 25% of the Original Fee 2	Residential \$65 per Six Months
		Commercial	fee (1 YR Only)	Year 50% of the Original Fee 3		Commercial \$130 per Six Months	
				Year 75% of the Original Fee			

2024
478 Renewals
Fees Collected
\$92,940

2025
397 Renewals
Fees Collected
\$67,973

2026
Thru May
135 Renewals
Fees Collected
\$22,489