

**SUPPORT SERVICES COMMITTEE**  
**COUNTY ADMINISTRATOR AGENDA**  
**SEPTEMBER 28, 2018**

*Committee Members: Supervisors Loeb, Leggett, Sokol, Hyde, Magowan, Hogan, Wild, and Driscoll*

- I. Committee meeting called to order by Chairman
  - II. Motion to approve the minutes of the prior meeting
  - III. Action Agenda/New Business Items:
    1. Review of 2019 Budget Request.
  - IV. Referrals/Pending Items:

None.
  - V. Discussion Items:

None.
  - VI. Privilege of the Floor to discuss any additional items to come before the Committee
  - VII. Motion to adjourn
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Attachments:

- 1.) County Administrator 2019 Budget Request.
- 2.) Mailroom 2019 Budget Request.
- 3.) Print Shop 2019 Budget Request.
- 4.) Public Nursing Home 2019 Budget Request.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS


WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: County Administrator  
BUDGET ACCOUNT CODE: A.1011

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$143,348.90	\$187,922.00	\$187,922.00	\$231,551.00
200's EQUIPMENT	\$580.27	\$0.00	\$1,000.00	\$0.00
400's CONTRACTUAL	\$3,936.12	\$9,948.00	\$9,448.00	\$2,998.00
800's EMPLOYEE BENEFITS	\$92,712.35	\$108,727.00	\$108,727.00	\$115,984.00
TOTALS	\$240,577.64	\$306,597.00	\$307,097.00	\$350,533.00

SIGNED:   
DEPARTMENT HEAD  
TITLE: County Administrator  
DATE: 9/13/18

# Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1011 - County Administrator						
<i>Personal Services</i>						
110	Salaries - Regular	113,772.32	187,622.00	157,622.00	129,591.24	231,251.00
120	Salaries - Overtime	.00	300.00	300.00	123.18	300.00
130	Salaries - Part Time	29,576.58	.00	30,000.00	30,250.71	.00
<i>Personal Services Totals</i>		<b>\$143,348.90</b>	<b>\$187,922.00</b>	<b>\$187,922.00</b>	<b>\$159,965.13</b>	<b>\$231,551.00</b>
<i>Equipment</i>						
220.1	Office Equipment - Reserve	580.27	.00	1,000.00	821.43	.00
<i>Equipment Totals</i>		<b>\$580.27</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$821.43</b>	<b>\$0.00</b>
<i>Contractual Expense</i>						
410	Supplies	339.52	600.00	600.00	392.52	400.00
423	Telephone	81.96	350.00	350.00	94.12	300.00
424	Postage	38.72	100.00	100.00	12.51	50.00
427	Memberships & Dues	.00	400.00	400.00	.00	400.00
428	Data Processing & Internet Fees	166.00	198.00	198.00	198.00	198.00
439	Misc Fees & Expenses	.00	200.00	283.25	283.25	150.00
444	Travel/Education/Conference	221.00	1,900.00	1,316.75	502.00	1,500.00
445	Foods	46.32	200.00	200.00	.00	.00
470	Contract	3,022.60	6,000.00	6,000.00	3,207.52	.00
<i>Contractual Expense Totals</i>		<b>\$3,936.12</b>	<b>\$9,948.00</b>	<b>\$9,448.00</b>	<b>\$4,689.92</b>	<b>\$2,998.00</b>
<i>Employee Benefits</i>						
810	Retirement	21,122.84	22,150.00	22,150.00	15,431.53	30,246.00
830	Social Security	8,463.51	11,652.00	11,652.00	9,458.58	14,357.00
831	Medicare Contribution	1,979.39	2,724.00	2,724.00	2,212.12	3,357.00
860	Hospitalization	24,953.85	36,595.00	36,595.00	20,998.00	30,742.00
865	Dental Insurance	304.58	576.00	576.00	337.35	864.00
<i>Employee Benefits Totals</i>		<b>\$56,824.17</b>	<b>\$73,697.00</b>	<b>\$73,697.00</b>	<b>\$48,437.58</b>	<b>\$79,566.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	1,640.05	1,148.00	1,148.00	1,147.37	1,179.00
861	Retirees Hospitalization	34,248.13	33,882.00	33,882.00	23,639.90	35,239.00
<i>Other Benefits Totals</i>		<b>\$35,888.18</b>	<b>\$35,030.00</b>	<b>\$35,030.00</b>	<b>\$24,787.27</b>	<b>\$36,418.00</b>
Department 1011 - County Administrator Totals		<b>\$240,577.64</b>	<b>\$306,597.00</b>	<b>\$307,097.00</b>	<b>\$238,701.33</b>	<b>\$350,533.00</b>
<b>EXPENSE TOTALS</b>		<b>\$240,577.64</b>	<b>\$306,597.00</b>	<b>\$307,097.00</b>	<b>\$238,701.33</b>	<b>\$350,533.00</b>
<b>Fund A - General Totals</b>						

# Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
	EXPENSE TOTALS	\$240,577.64	\$306,597.00	\$307,097.00	\$238,701.33	\$350,533.00
Fund A -	General Totals	(\$240,577.64)	(\$306,597.00)	(\$307,097.00)	(\$238,701.33)	(\$350,533.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$240,577.64	\$306,597.00	\$307,097.00	\$238,701.33	\$350,533.00
	Net Grand Totals	(\$240,577.64)	(\$306,597.00)	(\$307,097.00)	(\$238,701.33)	(\$350,533.00)

2019 Salary Schedule (Position Budgeting)  
Administrative Fiscal Services

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
9508	DeLorenzo, Tamara	Assist to County Administrator	\$72,342.00	Full Time	Appointed F/T	6/23/1997
	N/A / \$39.75	N/A / \$39.75				
12719	Miller, Kristy	Conf Secr to Cty Administrator	\$42,704.00	Full Time	Out of Unit FT	1/12/2015
	N/A / \$20.53	N/A / \$20.53				
13170	Moore, Ryan	County Administrator	\$110,000.00	Full Time	Appointed F/T	4/9/2018
	N/A / \$60.44	N/A / \$60.44				
		Fiscal Asst to Co Administrator	\$6,205.00			
	N/A / \$2.98	N/A / \$2.98				
		Overtime - County Administrator	\$300.00			
	N/A / \$0.00	N/A / \$0.00				
		5	\$231,551.00			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS


WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Mail Room  
BUDGET ACCOUNT CODE: A.1670

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$33,218.63	\$39,003.00	\$39,003.00	\$40,017.00
200's EQUIPMENT	\$580.27			\$0.00
400's CONTRACTUAL	\$1,581.44	\$1,717.00	\$1,717.00	\$1,716.00
800's EMPLOYEE BENEFITS	\$16,291.75	\$17,541.00	\$17,541.00	\$16,822.00
TOTALS	\$51,672.09	\$58,261.00	\$58,261.00	\$58,555.00

SIGNED:   
DEPARTMENT HEAD  
TITLE: County Administrator  
DATE: 9/13/18

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
EXPENSE						
Department 1670 - Mail Room						
Personal Services						
110	Salaries - Regular	33,218.63	39,003.00	39,003.00	24,751.64	40,017.00
<i>Personal Services Totals</i>		<u>\$33,218.63</u>	<u>\$39,003.00</u>	<u>\$39,003.00</u>	<u>\$24,751.64</u>	<u>\$40,017.00</u>
Equipment						
220.1	Office Equipment - Reserve	580.27	.00	.00	.00	.00
<i>Equipment Totals</i>		<u>\$580.27</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Contractual Expense						
410	Supplies	25.44	51.00	51.00	15.07	50.00
424	Postage	.00	100.00	100.00	.00	100.00
428	Data Processing & Internet Fees	62.00	66.00	66.00	66.00	66.00
439	Misc Fees & Expenses	1,494.00	1,500.00	1,500.00	899.94	1,500.00
<i>Contractual Expense Totals</i>		<u>\$1,581.44</u>	<u>\$1,717.00</u>	<u>\$1,717.00</u>	<u>\$981.01</u>	<u>\$1,716.00</u>
Employee Benefits						
310	Retirement	5,315.65	6,124.00	6,124.00	3,956.79	6,243.00
830	Social Security	1,967.70	2,418.00	2,418.00	1,461.49	2,481.00
931	Medicare Contribution	460.17	566.00	566.00	341.80	580.00
860	Hospitalization	6,986.18	6,809.00	6,809.00	4,476.01	6,996.00
865	Dental Insurance	288.00	288.00	288.00	190.60	288.00
<i>Employee Benefits Totals</i>		<u>\$15,017.70</u>	<u>\$16,205.00</u>	<u>\$16,205.00</u>	<u>\$10,426.69</u>	<u>\$16,588.00</u>
Other Benefits						
840	Workmen's Compensation	1,274.05	1,336.00	1,336.00	1,335.24	234.00
<i>Other Benefits Totals</i>		<u>\$1,274.05</u>	<u>\$1,336.00</u>	<u>\$1,336.00</u>	<u>\$1,335.24</u>	<u>\$234.00</u>
Department 1670 - Mail Room Totals		<u>\$51,672.09</u>	<u>\$58,261.00</u>	<u>\$58,261.00</u>	<u>\$37,494.58</u>	<u>\$58,555.00</u>
EXPENSE TOTALS		<u>\$51,672.09</u>	<u>\$58,261.00</u>	<u>\$58,261.00</u>	<u>\$37,494.58</u>	<u>\$58,555.00</u>
Fund A - General Totals		<u>\$51,672.09</u>	<u>\$58,261.00</u>	<u>\$58,261.00</u>	<u>\$37,494.58</u>	<u>\$58,555.00</u>
EXPENSE TOTALS		<u>\$51,672.09</u>	<u>\$58,261.00</u>	<u>\$58,261.00</u>	<u>\$37,494.58</u>	<u>\$58,555.00</u>
Fund A - General Totals		<u>(\$51,672.09)</u>	<u>(\$58,261.00)</u>	<u>(\$58,261.00)</u>	<u>(\$37,494.58)</u>	<u>(\$58,555.00)</u>
Net Grand Totals						
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		<u>\$51,672.09</u>	<u>\$58,261.00</u>	<u>\$58,261.00</u>	<u>\$37,494.58</u>	<u>\$58,555.00</u>
Net Grand Totals		<u>(\$51,672.09)</u>	<u>(\$58,261.00)</u>	<u>(\$58,261.00)</u>	<u>(\$37,494.58)</u>	<u>(\$58,555.00)</u>

2019 Salary Schedule (Position Budgeting)  
Mail Room

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan. Grade & Rate	Ann. Grade & Rate				
11230	VanNess, Connie	Messenger	\$40,017.00	Full Time	CSEA/FT	1/2/2007
	06-11 / \$19.24	06-12 / \$19.24				
		1	\$40,017.00			

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WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Print Shop  
BUDGET ACCOUNT CODE: A.1671

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$96,274.45	\$72,796.00	\$73,296.00	\$73,450.00
TOTALS	\$96,274.45	\$72,796.00	\$73,296.00	\$73,450.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$118,121.59	\$72,796.00	\$72,796.00	\$73,450.00

SIGNED:

  
DEPARTMENT HEAD

TITLE:

County Administrator

DATE:

9/13/18

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WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

FUND A TOTALS				
100's PERSONAL SERVICES	\$176,567.53	\$226,925.00	\$226,925.00	\$271,568.00
200's EQUIPMENT	\$1,160.54	\$0.00	\$1,000.00	\$0.00
300's DEPRECIATION				
400's CONTRACTUAL	\$101,792.01	\$84,461.00	\$84,461.00	\$78,164.00
600's INDEBTEDNESS				
700's INDEBTEDNESS				
800's EMPLOYEE BENEFITS	\$109,004.10	\$126,268.00	\$126,268.00	\$132,806.00
900's INTERFUND TRANSFERS				
REVENUES	\$118,121.59	\$72,796.00	\$72,796.00	\$73,450.00

SIGNED:

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DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

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Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<b>Fund A - General</b>						
REVENUE						
Department 1671 - Print Shop						
<i>Departmental Income</i>						
1272	Printshop Fees	2,400.00	2,200.00	2,200.00	1,420.00	2,400.00
1273	Printing/Copying Fees	115,456.09	70,296.00	70,296.00	58,814.61	71,050.00
<i>Departmental Income Totals</i>		\$117,856.09	\$72,496.00	\$72,496.00	\$60,234.61	\$73,450.00
<i>Sale of Property And Compensation for Loss</i>						
2658	Minor Sales - Printshop	265.50	300.00	300.00	140.25	.00
<i>Sale of Property And Compensation for Loss Totals</i>		\$265.50	\$300.00	\$300.00	\$140.25	\$0.00
Department 1671 - Print Shop Totals		\$118,121.59	\$72,796.00	\$72,796.00	\$60,374.86	\$73,450.00
REVENUE TOTALS		\$118,121.59	\$72,796.00	\$72,796.00	\$60,374.86	\$73,450.00

# Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department 1671 - Print Shop						
Contractual Expense						
410	Supplies	18.09	240.00	240.00	5.49	240.00
421	Equipment Rental	96,226.36	72,556.00	73,056.00	41,396.21	73,210.00
422	Repair/Maint-Equipment	30.00	.00	.00	.00	.00
<i>Contractual Expense Totals</i>		<u>\$96,274.45</u>	<u>\$72,796.00</u>	<u>\$73,296.00</u>	<u>\$41,401.70</u>	<u>\$73,450.00</u>
Department 1671 - Print Shop Totals		<u>\$96,274.45</u>	<u>\$72,796.00</u>	<u>\$73,296.00</u>	<u>\$41,401.70</u>	<u>\$73,450.00</u>
EXPENSE TOTALS		<u>\$96,274.45</u>	<u>\$72,796.00</u>	<u>\$73,296.00</u>	<u>\$41,401.70</u>	<u>\$73,450.00</u>
Fund A - General Totals						
REVENUE TOTALS		\$118,121.59	\$72,796.00	\$72,796.00	\$60,374.86	\$73,450.00
EXPENSE TOTALS		\$96,274.45	\$72,796.00	\$73,296.00	\$41,401.70	\$73,450.00
Fund A - General Totals		<u>\$21,847.14</u>	<u>\$0.00</u>	<u>(\$500.00)</u>	<u>\$18,973.16</u>	<u>\$0.00</u>
Net Grand Totals						
REVENUE GRAND TOTALS		\$118,121.59	\$72,796.00	\$72,796.00	\$60,374.86	\$73,450.00
EXPENSE GRAND TOTALS		\$96,274.45	\$72,796.00	\$73,296.00	\$41,401.70	\$73,450.00
Net Grand Totals		<u>\$21,847.14</u>	<u>\$0.00</u>	<u>(\$500.00)</u>	<u>\$18,973.16</u>	<u>\$0.00</u>

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WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Public Nursing Home  
BUDGET ACCOUNT CODE: A.4530

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	(\$340.71)			\$0.00
400's CONTRACTUAL	\$18,566.00	\$5,000.00	\$12,975.00	\$7,600.00
800's EMPLOYEE BENEFITS	\$492,017.36	\$400,508.00	\$400,508.00	\$395,081.00
TOTALS	\$510,242.65	\$405,508.00	\$413,483.00	\$402,681.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$19,476.60	\$0.00	\$0.00	\$0.00

SIGNED:

  
DEPARTMENT HEAD

TITLE:

County Administrator

DATE:

9/13/18

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

FUND A TOTALS				
100's PERSONAL SERVICES	(\$340.71)			\$0.00
200's EQUIPMENT				
300's DEPRECIATION				
400's CONTRACTUAL	\$18,566.00	\$5,000.00	\$12,975.00	\$7,600.00
600's INDEBTEDNESS				
700's INDEBTEDNESS				
800's EMPLOYEE BENEFITS	\$492,017.36	\$400,508.00	\$400,508.00	\$395,081.00
900's INTERFUND TRANSFERS				
REVENUES	\$19,476.60	\$0.00	\$0.00	\$0.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

# Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 4530 - Public Nursing Home						
Use of Money & Property						
2401	Interest & Earnings	941.95	.00	.00	708.40	.00
<i>Use of Money &amp; Property Totals</i>		\$941.95	\$0.00	\$0.00	\$708.40	\$0.00
<i>Miscellaneous &amp; Local Source</i>						
2701	Refund of Prior Year Expense	18,534.65	.00	.00	.00	.00
<i>Miscellaneous &amp; Local Source Totals</i>		\$18,534.65	\$0.00	\$0.00	\$0.00	\$0.00
Department 4530 - Public Nursing Home Totals		\$19,476.60	\$0.00	\$0.00	\$708.40	\$0.00
<b>REVENUE TOTALS</b>		\$19,476.60	\$0.00	\$0.00	\$708.40	\$0.00
<b>EXPENSE</b>						
Department 4530 - Public Nursing Home						
<i>Personal Services</i>						
110	Salaries - Regular	(340.71)	.00	.00	.00	.00
<i>Personal Services Totals</i>		(\$340.71)	\$0.00	\$0.00	\$0.00	\$0.00
<i>Contractual Expense</i>						
424	Postage	44.14	.00	.00	.00	.00
440	Legal/Transcript Fees	4,951.36	.00	4,433.15	2,680.94	3,500.00
459	Other Payments/Contributions	153.00	.00	.00	.00	.00
470	Contract	13,417.50	5,000.00	8,541.85	3,940.07	4,100.00
<i>Contractual Expense Totals</i>		\$18,566.00	\$5,000.00	\$12,975.00	\$6,621.01	\$7,600.00
<i>Employee Benefits</i>						
810	Retirement	89,708.28	.00	.00	668.50	.00
<i>Employee Benefits Totals</i>		\$89,708.28	\$0.00	\$0.00	\$668.50	\$0.00
<i>Other Benefits</i>						
840	Workmen's Compensation	73,931.36	71,653.00	71,653.00	71,652.05	69,542.00
850	Unemployment Insurance	167.37	.00	.00	.00	.00
861	Retirees Hospitalization	328,210.35	328,855.00	328,855.00	184,788.31	325,539.00
<i>Other Benefits Totals</i>		\$402,309.08	\$400,508.00	\$400,508.00	\$256,440.36	\$395,081.00
Department 4530 - Public Nursing Home Totals		\$510,242.65	\$405,508.00	\$413,483.00	\$263,729.87	\$402,681.00
<b>EXPENSE TOTALS</b>		\$510,242.65	\$405,508.00	\$413,483.00	\$263,729.87	\$402,681.00
<b>Fund A - General Totals</b>						
<b>REVENUE TOTALS</b>		\$19,476.60	\$0.00	\$0.00	\$708.40	\$0.00
<b>EXPENSE TOTALS</b>		\$510,242.65	\$405,508.00	\$413,483.00	\$263,729.87	\$402,681.00
<b>Fund A - General Totals</b>		(\$490,766.05)	(\$405,508.00)	(\$413,483.00)	(\$263,021.47)	(\$402,681.00)
<b>Net Grand Totals</b>						

# Budget Worksheet Report

Budget Year 2019

REVENUE GRAND TOTALS	\$19,476.60	\$0.00	\$0.00	\$708.40	\$0.00
EXPENSE GRAND TOTALS	\$510,242.65	\$405,508.00	\$413,483.00	\$263,729.87	\$402,681.00
Net Grand Totals	(\$490,766.05)	(\$405,508.00)	(\$413,483.00)	(\$263,021.47)	(\$402,681.00)