

**SUPPORT SERVICES COMMITTEE
PURCHASING AGENDA
SEPTEMBER 28, 2018**

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

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
 - A. Presentation of 2019 Stockroom and Purchasing Department Budgets
- IV. Referrals/Pending Items
 - A. None
- V. Information for Discussion/Review
 - A. None
- VI. Privilege of the Floor to discuss any additional items to come before the Committee

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: Central Storeroom
BUDGET ACCOUNT CODE: A.1660

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$6,882.60	\$6,642.00	\$6,642.00	\$6,908.00
TOTALS	\$6,882.60	\$6,642.00	\$6,642.00	\$6,908.00

SIGNED: Julio C. Brubaker
DEPARTMENT HEAD
TITLE: Purchasing Agent
DATE: 8/23/18

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1660 - Central Storeroom					
	Other Benefits					
861	Retirees Hospitalization	6,882.60	6,642.00	6,642.00	3,874.78	6,908.00
	<i>Other Benefits Totals</i>	\$6,882.60	\$6,642.00	\$6,642.00	\$3,874.78	\$6,908.00
	Department 1660 - Central Storeroom Totals	\$6,882.60	\$6,642.00	\$6,642.00	\$3,874.78	\$6,908.00
	EXPENSE TOTALS	\$6,882.60	\$6,642.00	\$6,642.00	\$3,874.78	\$6,908.00
Fund A - General Totals	EXPENSE TOTALS	\$6,882.60	\$6,642.00	\$6,642.00	\$3,874.78	\$6,908.00
Fund A - General Totals		(\$6,882.60)	(\$6,642.00)	(\$6,642.00)	(\$3,874.78)	(\$6,908.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$6,882.60	\$6,642.00	\$6,642.00	\$3,874.78	\$6,908.00
	Net Grand Totals	(\$6,882.60)	(\$6,642.00)	(\$6,642.00)	(\$3,874.78)	(\$6,908.00)

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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: Purchasing
BUDGET ACCOUNT CODE: A.1345

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$157,507.79	\$165,328.00	\$165,328.00	\$165,532.00
200's EQUIPMENT	\$2,899.69			\$0.00
400's CONTRACTUAL	\$6,809.36	\$9,348.00	\$9,348.00	\$9,223.00
800's EMPLOYEE BENEFITS	\$83,177.09	\$86,080.00	\$86,080.00	\$93,785.00
TOTALS	\$250,393.93	\$260,756.00	\$260,756.00	\$268,540.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$1,542.92	\$750.00	\$750.00	\$750.00

SIGNED: Julie C. Butler
DEPARTMENT HEAD
TITLE: Purchasing Agent
DATE: 8/23/18

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
	REVENUE					
	Department 1345 - Purchasing					
	<i>Sale of Property And Compensation for Loss</i>					
2666	Sales of Equipment - Ebay	1,542.92	750.00	750.00	1,319.57	750.00
	<i>Sale of Property And Compensation for Loss Totals</i>	\$1,542.92	\$750.00	\$750.00	\$1,319.57	\$750.00
	Department 1345 - Purchasing Totals	\$1,542.92	\$750.00	\$750.00	\$1,319.57	\$750.00
	REVENUE TOTALS	\$1,542.92	\$750.00	\$750.00	\$1,319.57	\$750.00

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
EXPENSE						
Department 1345 - Purchasing						
<i>Personal Services</i>						
110	Salaries - Regular	157,507.79	165,328.00	165,328.00	99,157.51	165,532.00
<i>Personal Services Totals</i>		\$157,507.79	\$165,328.00	\$165,328.00	\$99,157.51	\$165,532.00
<i>Equipment</i>						
220.1	Office Equipment - Reserve	2,899.69	.00	.00	.00	.00
<i>Equipment Totals</i>		\$2,899.69	\$0.00	\$0.00	\$0.00	\$0.00
<i>Contractual Expense</i>						
410	Supplies	1,262.47	1,500.00	1,500.00	878.26	1,750.00
423	Telephone	123.38	250.00	250.00	46.54	125.00
424	Postage	536.87	1,000.00	1,000.00	210.65	750.00
427	Memberships & Dues	150.00	150.00	150.00	150.00	150.00
428	Data Processing & Internet Fees	186.00	198.00	198.00	198.00	198.00
436	Advertising Fees	4,184.63	5,500.00	5,500.00	3,225.31	5,500.00
439	Misc Fees & Expenses	217.01	250.00	250.00	178.46	250.00
444	Travel/Education/Conference	149.00	500.00	500.00	.00	500.00
<i>Contractual Expense Totals</i>		\$6,809.36	\$9,348.00	\$9,348.00	\$4,887.22	\$9,223.00
<i>Employee Benefits</i>						
810	Retirement	21,173.16	23,753.00	23,753.00	15,491.57	23,607.00
830	Social Security	9,287.94	10,250.00	10,250.00	5,770.70	10,263.00
831	Medicare Contribution	2,172.19	2,397.00	2,397.00	1,349.58	2,400.00
860	Hospitalization	39,416.66	38,190.00	38,190.00	25,106.28	45,482.00
865	Dental Insurance	576.00	576.00	576.00	381.20	696.00
<i>Employee Benefits Totals</i>		\$72,625.95	\$75,166.00	\$75,166.00	\$48,099.33	\$82,448.00
<i>Other Benefits</i>						
840	Workmen's Compensation	888.74	885.00	885.00	884.54	905.00
861	Retirees Hospitalization	9,662.40	10,029.00	10,029.00	5,851.02	10,432.00
<i>Other Benefits Totals</i>		\$10,551.14	\$10,914.00	\$10,914.00	\$6,735.56	\$11,337.00
Department 1345 - Purchasing Totals		\$250,393.93	\$260,756.00	\$260,756.00	\$158,879.62	\$268,540.00
EXPENSE TOTALS		\$250,393.93	\$260,756.00	\$260,756.00	\$158,879.62	\$268,540.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
	Fund A - General Totals					
	REVENUE TOTALS	\$1,542.92	\$750.00	\$750.00	\$1,319.57	\$750.00
	EXPENSE TOTALS	\$250,393.93	\$260,756.00	\$260,756.00	\$158,879.62	\$268,540.00
	Fund A - General Totals	(\$248,851.01)	(\$260,006.00)	(\$260,006.00)	(\$157,560.05)	(\$267,790.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$1,542.92	\$750.00	\$750.00	\$1,319.57	\$750.00
	EXPENSE GRAND TOTALS	\$250,393.93	\$260,756.00	\$260,756.00	\$158,879.62	\$268,540.00
	Net Grand Totals	(\$248,851.01)	(\$260,006.00)	(\$260,006.00)	(\$157,560.05)	(\$267,790.00)

2019 Salary Schedule (Position Budgeting)
Purchasing

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13157	Brownell, Amber	Purchasing Assistant	\$34,090.00	Full Time	CSEA/FT	2/26/2018
	07-00 / \$16.15	07-01 / \$16.43				
9143	Butler, Julie	Purchasing Agent	\$76,442.00	Full Time	Out of UnitFT	6/26/1995
	N/A / \$36.75	N/A / \$36.75				
11361	Shpur, Jason	Deputy Purchasing Agent	\$55,000.00	Full Time	Out of UnitFT	8/27/2007
	N/A / \$26.44	N/A / \$26.44				
		3	\$165,532.00			