

**LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS  
COMMITTEE  
PURCHASING AGENDA  
SEPTEMBER 27, 2022**

Committee Members: Strough, Driscoll, Conover, Frasier, Thomas, McDevitt and Seeber - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board.

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Item:
  - A. Review of 2023 Purchasing & Stockroom Budgets
- IV. Discussion Items:
  - A. None
- V. Referrals/Pending Items:
  - A. None
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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Attachments: 1. 2023 Stockroom Budget  
2. 2023 Purchasing Budget

# **ATTACHMENT**

**1**

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

### WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Central Storeroom

BUDGET ACCOUNT CODE: A.1660

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$1,980.36	\$2,520.00	\$2,520.00	\$2,722.00
<b>TOTALS</b>	<b>\$1,980.36</b>	<b>\$2,520.00</b>	<b>\$2,520.00</b>	<b>\$2,722.00</b>

SIGNED: Julie C. Butler  
DEPARTMENT HEAD

TITLE: Purchasing Agent

DATE: 8/12/22

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
EXPENSE						
Department 1660 - Central Storeroom						
Other Benefits						
861	Retirees Hospitalization	1,980.36	2,520.00	2,520.00	1,260.18	2,722.00
	<i>Other Benefits Totals</i>	\$1,980.36	\$2,520.00	\$2,520.00	\$1,260.18	\$2,722.00
Department 1660 - Central Storeroom		\$1,980.36	\$2,520.00	\$2,520.00	\$1,260.18	\$2,722.00
	<b>EXPENSE TOTALS</b>	\$1,980.36	\$2,520.00	\$2,520.00	\$1,260.18	\$2,722.00
Fund A - General Totals		\$1,980.36	\$2,520.00	\$2,520.00	\$1,260.18	\$2,722.00
	<b>EXPENSE TOTALS</b>	(\$1,980.36)	(\$2,520.00)	(\$2,520.00)	(\$1,260.18)	(\$2,722.00)
Net Grand Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>REVENUE GRAND TOTALS</b>	\$1,980.36	\$2,520.00	\$2,520.00	\$1,260.18	\$2,722.00
	<b>EXPENSE GRAND TOTALS</b>	(\$1,980.36)	(\$2,520.00)	(\$2,520.00)	(\$1,260.18)	(\$2,722.00)
	<b>Net Grand Totals</b>					

# ATTACHMENT

2

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Purchasing  
 BUDGET ACCOUNT CODE: A.1345

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$183,205.52	\$193,426.00	\$195,846.00	\$203,515.00
200's EQUIPMENT	\$159.74			\$0.00
400's CONTRACTUAL	\$5,814.56	\$7,101.00	\$7,101.00	\$6,735.00
800's EMPLOYEE BENEFITS	\$90,538.49	\$90,772.00	\$91,211.23	\$92,250.00
<b>TOTALS</b>	<b>\$279,718.31</b>	<b>\$291,299.00</b>	<b>\$294,158.23</b>	<b>\$302,500.00</b>

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$472.51	\$2,500.00	\$2,500.00	\$2,500.00

SIGNED: Julie C. Butler  
 DEPARTMENT HEAD

TITLE: Purchasing Agent

DATE: 8/12/22

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Purchasing - American Rescue Plan Act (ARPA)

BUDGET ACCOUNT CODE: A.1345 4999

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
200's EQUIPMENT	\$372.85	\$0.00	\$2,504.79	\$0.00
<b>TOTALS</b>	<b>\$372.85</b>	<b>\$0.00</b>	<b>\$2,504.79</b>	<b>\$0.00</b>

  

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$372.85	\$0.00	\$2,504.79	\$0.00

SIGNED: Julie C. Butler  
 DEPARTMENT HEAD

TITLE: Purchasing Agent

DATE: 8/12/22

# Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department	1345 - Purchasing					
<i>Sale of Property And Compensation for Loss</i>						
2666	Sales of Equipment - Auction	472.51	2,500.00	2,500.00	7,465.61	2,500.00
	<i>Sale of Property And Compensation for Loss Totals</i>	\$472.51	\$2,500.00	\$2,500.00	\$7,465.61	\$2,500.00
<i>Sub Department 4999 - American Rescue Plan Act (ARPA)</i>						
<i>Federal Aid</i>						
4090	Coronavirus Local Fiscal Recovery Fund (CLFRF)	372.85	.00	2,504.79	.00	.00
	<i>Federal Aid Totals</i>	\$372.85	\$0.00	\$2,504.79	\$0.00	\$0.00
Sub Department	4999 - American Rescue Plan Act (ARPA) Totals	\$372.85	\$0.00	\$2,504.79	\$0.00	\$0.00
Department	1345 - American Rescue Plan Act (ARPA) Totals	\$845.36	\$2,500.00	\$5,004.79	\$7,465.61	\$2,500.00
	<i>Purchasing Totals</i>	\$845.36	\$2,500.00	\$5,004.79	\$7,465.61	\$2,500.00
<b>REVENUE TOTALS</b>						
<b>EXPENSE</b>						
Department	1345 - Purchasing					
<i>Personal Services</i>						
110	Salaries - Regular	183,205.52	193,426.00	195,846.00	111,549.29	203,515.00
	<i>Personal Services Totals</i>	\$183,205.52	\$193,426.00	\$195,846.00	\$111,549.29	\$203,515.00
<i>Equipment</i>						
220	Office Equipment	159.74	.00	.00	.00	.00
	<i>Equipment Totals</i>	\$159.74	\$0.00	\$0.00	\$0.00	\$0.00
<i>Contractual Expense</i>						
410	Supplies	1,235.05	1,500.00	1,500.00	552.83	1,500.00
423	Telephone	232.36	300.00	300.00	78.08	250.00
424	Postage	50.00	150.00	150.00	29.22	125.00
427	Memberships & Dues	150.00	150.00	150.00	150.00	150.00
428	Data Processing & Internet Fees	198.00	201.00	201.00	201.00	210.00
436	Advertising Fees	3,885.26	4,500.00	4,500.00	1,992.17	4,500.00
439	Misc Fees & Expenses	63.89	300.00	300.00	.00	.00
	<i>Contractual Expense Totals</i>	\$5,814.56	\$7,101.00	\$7,101.00	\$3,003.30	\$6,735.00
<i>Employee Benefits</i>						
810	Retirement	28,472.35	25,328.00	25,582.10	15,403.48	22,478.00
830	Social Security	10,588.96	11,993.00	12,143.04	6,465.56	12,618.00
831	Medicare Contribution	2,476.43	2,805.00	2,840.09	1,512.11	2,951.00
860	Hospitalization	43,694.78	44,050.00	44,050.00	27,107.68	47,075.00
865	Dental Insurance	696.28	696.00	696.00	428.48	696.00

# Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1345 - Purchasing						
Employee Benefits						
<i>Employee Benefits Totals</i>						
		\$85,928.80	\$84,872.00	\$85,311.23	\$50,917.31	\$85,818.00
<i>Other Benefits</i>						
840	Workment's Compensation	648.97	859.00	859.00	859.00	988.00
861	Retirees Hospitalization	3,960.72	5,041.00	5,041.00	2,520.36	5,444.00
	<i>Other Benefits Totals</i>	\$4,609.69	\$5,900.00	\$5,900.00	\$3,379.36	\$6,432.00
Sub Department 4999 - American Rescue Plan Act (ARPA)						
Equipment						
220	Office Equipment	372.85	.00	2,504.79	.00	.00
	<i>Equipment Totals</i>	\$372.85	\$0.00	\$2,504.79	\$0.00	\$0.00
Sub Department 4999 - American Rescue Plan Act (ARPA) Totals						
		\$372.85	\$0.00	\$2,504.79	\$0.00	\$0.00
Department 1345 - Purchasing Totals						
		\$280,091.16	\$291,299.00	\$296,663.02	\$168,849.26	\$302,500.00
	<b>EXPENSE TOTALS</b>	\$280,091.16	\$291,299.00	\$296,663.02	\$168,849.26	\$302,500.00
<b>Fund A - General Totals</b>						
	<b>REVENUE TOTALS</b>	\$845.36	\$2,500.00	\$5,004.79	\$7,465.61	\$2,500.00
	<b>EXPENSE TOTALS</b>	\$280,091.16	\$291,299.00	\$296,663.02	\$168,849.26	\$302,500.00
	<b>Net Grand Totals</b>	(\$279,245.80)	(\$288,799.00)	(\$291,658.23)	(\$161,383.65)	(\$300,000.00)
<b>Fund A - General Totals</b>						
	<b>Net Grand Totals</b>	\$845.36	\$2,500.00	\$5,004.79	\$7,465.61	\$2,500.00
	<b>EXPENSE GRAND TOTALS</b>	\$280,091.16	\$291,299.00	\$296,663.02	\$168,849.26	\$302,500.00
	<b>Net Grand Totals</b>	(\$279,245.80)	(\$288,799.00)	(\$291,658.23)	(\$161,383.65)	(\$300,000.00)

2023 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 07-04 / \$22.03	Purchasing Assistant 07-05 / \$23.82	\$48,973.00	Full Time	CSEA/FT	2/26/2018
9143	Butler, Julie N/A / \$43.61	Purchasing Agent N/A / \$43.61	\$90,706.00	Full Time	Out of UnitFT	6/26/1995
11361	Shpur, Jason N/A / \$30.69	Deputy Purchasing Agent N/A / \$30.69	\$63,836.00	Full Time	Out of UnitFT	8/27/2007
			<b>\$203,515.00</b>			
			<b>3</b>			

First Name	Last Name	Department Description	Position Title	Hire Date	2022 Salary	Position Grade	2022 Budgeted Increment	"Zero Year"	Year Attained	Typical Eligible Increment	entry	1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th
Julie	Buiter	(DH) Purchasing	Purchasing Agent	6/26/1995	\$ 90,706	16	25	1995	28	25	71,585	73,733	75,576	77,088	78,244	80,591	83,009	85,499	88,064	90,706	
Jason	Shipur	Purchasing	Deputy Purchasing Agent	8/27/2007	\$ 63,836	13	5	2008	15	15	56,702	58,403	59,863	61,061	61,976	63,836	65,751	67,743			

71,787

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**Department Head Instructions:**

The salaries listed above represent your employees' current budgeted salaries as well as the merit-based salaries they are eligible to receive in 2023 pursuant to your evaluation of their performance. Please attach your evaluations and circle the 2023 salary you recommend for each employee. Please note, these salaries do not reflect a cost of living adjustment for 2023. A uniform cost of living adjustment may be applied to all salaries on this grid at the discretion of the Budget Officer and the Full Board of Supervisors (if you would like to recommend one, please do so on this form). Please certify your salary recommendations by signing below:

*Michael Butcher*