

**LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS
COMMITTEE
PURCHASING AGENDA
SEPTEMBER 28, 2023**

Committee Members: Strough, Conover, Frasier, Geraci, Thomas, Driscoll, Wild - 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. Request for a transfer of funds in the amount of \$730.00

Rationale: 2 chairs were originally included in my 2024 budget request, however, due to a potential price increase after December 1st, I was directed to request a transfer of funds from 2023 contingency.

- IV. Discussion Items:

- A. Review of 2024 Stockroom & Purchasing Budgets

- V. Referrals/Pending Items:

- A. None

- VI. Privilege of the floor and public comment

- VII. Motion to adjourn

Attachments: 1. Resolution Request Form No. 10
2. 2024 Stockroom Budget
3. 2024 Purchasing Budget

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Purchasing

SIGNED: *Julie C. Butler*

DATE: 8/29/23

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1345 210	Furniture/Furnishings	\$730.00

Please state reason for transfer request:

New chairs for Purchasing Agent and Deputy. State contract pricing good through December 1, 2023.

Please file original request with Clerk of the Board and retain copy for your records.

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Central Storeroom
BUDGET ACCOUNT CODE: A.1660

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$200.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$2,520.36	\$2,596.00	\$2,596.00	\$2,596.00
TOTALS	\$2,520.36	\$2,596.00	\$2,596.00	\$2,796.00

SIGNED: Julie G. Butler
DEPARTMENT HEAD
TITLE: Purchasing Agent
DATE: 8/29/23

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 1660 - Central Storeroom					
	Equipment					
260	Other Equipment	.00	.00	.00	.00	200.00
	Comments					
	Level					
	Departmental Request	I'd like to purchase 2 hand carts for the Stockroom. One for each building. B&G carts are typically either unavailable, or in poor condition. These would be kept in the Purchasing Office in HSB & our designated paper storage area in the Municipal Center.				
	Equipment Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
	Other Benefits					
861	Retirees Hospitalization	2,520.36	2,596.00	2,596.00	1,514.31	2,596.00
	Other Benefits Totals	\$2,520.36	\$2,596.00	\$2,596.00	\$1,514.31	\$2,596.00
	Department 1660 - Central Storeroom Totals	\$2,520.36	\$2,596.00	\$2,596.00	\$1,514.31	\$2,796.00
	EXPENSE TOTALS	\$2,520.36	\$2,596.00	\$2,596.00	\$1,514.31	\$2,796.00
	Fund A - General Totals	\$2,520.36	\$2,596.00	\$2,596.00	\$1,514.31	\$2,796.00
	EXPENSE TOTALS	\$2,520.36	\$2,596.00	\$2,596.00	\$1,514.31	\$2,796.00
	Fund A - General Totals	(\$2,520.36)	(\$2,596.00)	(\$2,596.00)	(\$1,514.31)	(\$2,796.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$2,520.36	\$2,596.00	\$2,596.00	\$1,514.31	\$2,796.00
	Net Grand Totals	(\$2,520.36)	(\$2,596.00)	(\$2,596.00)	(\$1,514.31)	(\$2,796.00)

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$200,686.54	\$220,815.00	\$222,731.70	\$225,683.00
200's EQUIPMENT	\$96.89	\$0.00	\$86.00	\$200.00
400's CONTRACTUAL	\$5,133.74	\$6,735.00	\$6,649.00	\$7,946.00
800's EMPLOYEE BENEFITS	\$87,290.34	\$93,791.00	\$94,221.30	\$105,455.00
TOTALS	\$293,207.51	\$321,341.00	\$323,688.00	\$339,284.00

2022 REVENUES	2023 ADOPTED REVENUES	2023 AMENDED REVENUES	2024 DEPARTMENT REQUESTS
\$15,462.61	\$2,500.00	\$2,500.00	\$2,500.00

SIGNED: Julie L. Butler
 DEPARTMENT HEAD
 TITLE: Purchasing Agent
 DATE: 8/29/23

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 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	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
200's EQUIPMENT	\$2,306.04			\$0.00
TOTALS	\$2,306.04			\$0.00

2022 REVENUES	2023 ADOPTED REVENUES	2023 AMENDED REVENUES	2024 DEPARTMENT REQUESTS
\$2,306.04			\$0.00

SIGNED: Julio C. Butler
DEPARTMENT HEAD

TITLE: Purchasing Agent

DATE: 8/29/23

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
Fund - A - General						
REVENUE						
Department 1345 - Purchasing						
<i>Sale of Property And Compensation for Loss</i>						
2666	Sales of Equipment - Auction	15,462.61	2,500.00	2,500.00	1,752.00	2,500.00
	<i>Sale of Property And Compensation for Loss Totals</i>	\$15,462.61	\$2,500.00	\$2,500.00	\$1,752.00	\$2,500.00
	Department 1345 - Purchasing Totals	\$15,462.61	\$2,500.00	\$2,500.00	\$1,752.00	\$2,500.00
	REVENUE TOTALS	\$15,462.61	\$2,500.00	\$2,500.00	\$1,752.00	\$2,500.00
EXPENSE						
Department 1345 - Purchasing						
<i>Personal Services</i>						
110	Salaries - Regular	200,686.54	220,815.00	222,731.70	135,781.99	225,683.00
	<i>Personal Services Totals</i>	\$200,686.54	\$220,815.00	\$222,731.70	\$135,781.99	\$225,683.00
<i>Equipment</i>						
220	Office Equipment	96.89	.00	86.00	84.64	200.00
	Comments					
	Level					
	Departmental Request	Our battery backups tend to fail every couple of years. We've never had money in our office equipment code to cover the additional expense.				
	<i>Equipment Totals</i>	\$96.89	\$0.00	\$86.00	\$84.64	\$200.00
<i>Contractual Expense</i>						
410	Supplies	1,230.15	1,500.00	1,339.00	539.72	1,500.00
423	Telephone	155.16	250.00	250.00	109.64	250.00
424	Postage	58.40	125.00	125.00	23.76	125.00
427	Memberships & Dues	150.00	150.00	225.00	225.00	225.00
428	Data Processing & Internet Fees	201.00	210.00	210.00	210.00	246.00
436	Advertising Fees	3,339.03	4,500.00	4,500.00	2,364.97	5,000.00
	Comments					
	Level					
	Departmental Request	Legal Ad Fees - Post Star has raised prices for legal ads.				
444	Travel/Education/Conference	.00	.00	.00	.00	600.00
	Comments					
	Level					
	Departmental Request	SAMPO Conference - State Association of Municipal Purchasing Officials has started charging for conferences. In the past, the annual eastern conference was free.				
	<i>Contractual Expense Totals</i>	\$5,133.74	\$6,735.00	\$6,649.00	\$3,473.09	\$7,946.00
<i>Employee Benefits</i>						
810	Retirement	23,830.62	29,031.00	29,314.67	17,063.98	37,270.00

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
Fund A - General						
EXPENSE						
Department 1345 - Purchasing						
<i>Employee Benefits</i>						
830	Social Security	11,605.36	13,690.00	13,808.83	7,937.05	13,993.00
831	Medicare Contribution	2,714.17	3,202.00	3,229.80	1,856.24	3,272.00
860	Hospitalization	44,014.40	43,588.00	43,588.00	28,199.81	46,575.00
865	Dental Insurance	696.28	696.00	696.00	448.80	696.00
<i>Employee Benefits Totals</i>		\$82,860.83	\$90,207.00	\$90,637.30	\$55,505.88	\$101,806.00
<i>Other Benefits</i>						
840	Workmen's Compensation	859.00	988.00	988.00	988.00	1,053.00
861	Retirees Hospitalization	3,570.51	2,596.00	2,596.00	1,514.31	2,596.00
<i>Other Benefits Totals</i>		\$4,429.51	\$3,584.00	\$3,584.00	\$2,502.31	\$3,649.00
Department 1345 - Purchasing Totals		\$293,207.51	\$321,341.00	\$323,688.00	\$197,347.91	\$339,284.00
EXPENSE TOTALS		\$293,207.51	\$321,341.00	\$323,688.00	\$197,347.91	\$339,284.00
Fund A - General Totals						
REVENUE TOTALS		\$15,462.61	\$2,500.00	\$2,500.00	\$1,752.00	\$2,500.00
EXPENSE TOTALS		\$293,207.51	\$321,341.00	\$323,688.00	\$197,347.91	\$339,284.00
Fund A - General Totals		(\$277,744.90)	(\$318,841.00)	(\$321,188.00)	(\$195,595.91)	(\$336,784.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$15,462.61	\$2,500.00	\$2,500.00	\$1,752.00	\$2,500.00
EXPENSE GRAND TOTALS		\$293,207.51	\$321,341.00	\$323,688.00	\$197,347.91	\$339,284.00
Net Grand Totals		(\$277,744.90)	(\$318,841.00)	(\$321,188.00)	(\$195,595.91)	(\$336,784.00)

2024 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 07-05 / \$23.82	Purchasing Assistant 07-06 / \$23.82	\$49,545.00	Full Time	CSEA/FT	2/26/2018
9143	Butler, Julie N/A / \$47.52	Purchasing Agent N/A / \$47.52	\$98,837.00	Full Time	Out of UnitFT	6/26/1995
11361	Shpur, Jason N/A / \$37.16	Deputy Purchasing Agent N/A / \$37.16	\$77,301.00	Full Time	Out of UnitFT	8/27/2007
			3			
			\$225,683.00			