

**LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS COMMITTEE
PURCHASING AGENDA
OCTOBER 3, 2024**

Committee Members: Strough, Conover, Wild, Driscoll, Maday, Geraci and Thomas - 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. Privilege of the floor and public comment
- IV. Action Agenda/New Business Item:
 - A. None
- V. Discussion Items:
 - A. Presentation of 2025 Stockroom and Purchasing Budgets
- VI. Referrals/Pending Items:
 - A. None
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments: 1. 2025 Stockroom Budget
2. 2025 Purchasing Budget

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Central Storeroom

BUDGET ACCOUNT CODE: A.1660

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT		\$200.00	\$200.00	\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$2,595.96	\$2,388.00	\$2,388.00	\$2,070.00
TOTALS	\$2,595.96	\$2,588.00	\$2,588.00	\$2,070.00

SIGNED: Julie C. Butler
DEPARTMENT HEAD

TITLE: Purchasing Agent

DATE: 8/28/24



Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1660 - Central Storeroom						
<i>Equipment</i>						
260	Other Equipment	.00	200.00	200.00	170.96	.00
	<i>Equipment Totals</i>	\$0.00	\$200.00	\$200.00	\$170.96	\$0.00
<i>Other Benefits</i>						
861	Retirees Hospitalization	2,595.96	2,388.00	2,388.00	994.76	2,070.00
	<i>Other Benefits Totals</i>	\$2,595.96	\$2,388.00	\$2,388.00	\$994.76	\$2,070.00
	Department 1660 - Central Storeroom Totals	\$2,595.96	\$2,588.00	\$2,588.00	\$1,165.72	\$2,070.00
	EXPENSE TOTALS	\$2,595.96	\$2,588.00	\$2,588.00	\$1,165.72	\$2,070.00
	Fund A - General Totals	\$2,595.96	\$2,588.00	\$2,588.00	\$1,165.72	\$2,070.00
	Fund A - General Totals	(\$2,595.96)	(\$2,588.00)	(\$2,588.00)	(\$1,165.72)	(\$2,070.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$2,595.96	\$2,588.00	\$2,588.00	\$1,165.72	\$2,070.00
	Net Grand Totals	(\$2,595.96)	(\$2,588.00)	(\$2,588.00)	(\$1,165.72)	(\$2,070.00)

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$219,434.79	\$230,703.00	\$230,703.00	\$225,063.00
200's EQUIPMENT	\$858.67	\$200.00	\$200.00	\$150.00
400's CONTRACTUAL	\$5,298.67	\$7,746.00	\$7,746.00	\$7,825.00
800's EMPLOYEE BENEFITS	\$88,866.77	\$102,132.00	\$102,132.00	\$102,774.00
TOTALS	\$314,458.90	\$340,781.00	\$340,781.00	\$335,812.00

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$3,039.50	\$2,500.00	\$2,500.00	\$2,500.00

SIGNED: Julie Butler
DEPARTMENT HEAD
TITLE: Purchasing Agent
DATE: 8/28/24



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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 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	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
200's EQUIPMENT				\$0.00
TOTALS				\$0.00

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: Julie G. Butcher
DEPARTMENT HEAD
TITLE: Purchasing Agent
DATE: 8/28/24

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
REVENUE						
Department 1345 - Purchasing						
<i>Federal Aid</i>						
4960	Emergency Disaster Assist	9.50	.00	.00	.00	.00
	<i>Federal Aid Totals</i>	\$9.50	\$0.00	\$0.00	\$0.00	\$0.00
<i>Sale of Property And Compensation for Loss</i>						
2666	Sales of Equipment - Auction	3,030.00	2,500.00	2,500.00	1,263.00	2,500.00
	<i>Sale of Property And Compensation for Loss Totals</i>	\$3,030.00	\$2,500.00	\$2,500.00	\$1,263.00	\$2,500.00
	Department 1345 - Purchasing Totals	\$3,039.50	\$2,500.00	\$2,500.00	\$1,263.00	\$2,500.00
	REVENUE TOTALS	\$3,039.50	\$2,500.00	\$2,500.00	\$1,263.00	\$2,500.00
EXPENSE						
Department 1345 - Purchasing						
<i>Personal Services</i>						
110	Salaries - Regular	219,434.79	230,703.00	230,703.00	129,428.77	225,063.00
	<i>Personal Services Totals</i>	\$219,434.79	\$230,703.00	\$230,703.00	\$129,428.77	\$225,063.00
<i>Equipment</i>						
210	Furniture/Furnishings	727.48	.00	.00	.00	.00
220	Office Equipment	131.19	200.00	200.00	71.61	150.00
	<i>Equipment Totals</i>	\$858.67	\$200.00	\$200.00	\$71.61	\$150.00
<i>Contractual Expense</i>						
410	Supplies	1,134.18	1,300.00	1,300.00	698.55	1,500.00
423	Telephone	189.80	250.00	250.00	86.44	200.00
424	Postage	29.81	125.00	125.00	3.90	75.00
427	Memberships & Dues	225.00	225.00	225.00	225.00	225.00
428	Data Processing & Internet Fees	210.00	246.00	246.00	246.00	225.00
436	Advertising Fees	3,509.88	5,000.00	5,000.00	3,063.83	5,000.00
444	Travel/Education/Conference	.00	600.00	600.00	585.00	600.00
	<i>Contractual Expense Totals</i>	\$5,298.67	\$7,746.00	\$7,746.00	\$4,908.72	\$7,825.00
<i>Employee Benefits</i>						
810	Retirement	27,267.57	35,967.00	35,967.00	19,975.50	39,727.00
830	Social Security	12,861.96	14,304.00	14,304.00	7,576.43	13,954.00
831	Medicare Contribution	3,008.02	3,345.00	3,345.00	1,771.92	3,264.00
860	Hospitalization	41,502.50	44,379.00	44,379.00	21,036.00	42,151.00
865	Dental Insurance	642.76	696.00	696.00	304.80	528.00
	<i>Employee Benefits Totals</i>	\$85,282.81	\$98,691.00	\$98,691.00	\$50,664.65	\$99,624.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 1345 - Purchasing					
	<i>Other Benefits</i>					
840	Workmen's Compensation	988.00	1,053.00	1,053.00	1,053.00	1,080.00
861	Retirees Hospitalization	2,595.96	2,388.00	2,388.00	994.76	2,070.00
	<i>Other Benefits Totals</i>	\$3,583.96	\$3,441.00	\$3,441.00	\$2,047.76	\$3,150.00
	Department 1345 - Purchasing Totals	\$314,458.90	\$340,781.00	\$340,781.00	\$187,121.51	\$335,812.00
	EXPENSE TOTALS	\$314,458.90	\$340,781.00	\$340,781.00	\$187,121.51	\$335,812.00
Fund	A - General Totals					
	REVENUE TOTALS	\$3,039.50	\$2,500.00	\$2,500.00	\$1,263.00	\$2,500.00
	EXPENSE TOTALS	\$314,458.90	\$340,781.00	\$340,781.00	\$187,121.51	\$335,812.00
Fund	A - General Totals	(\$311,419.40)	(\$338,281.00)	(\$338,281.00)	(\$185,858.51)	(\$333,312.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$3,039.50	\$2,500.00	\$2,500.00	\$1,263.00	\$2,500.00
	EXPENSE GRAND TOTALS	\$314,458.90	\$340,781.00	\$340,781.00	\$187,121.51	\$335,812.00
	Net Grand Totals	(\$311,419.40)	(\$338,281.00)	(\$338,281.00)	(\$185,858.51)	(\$333,312.00)

2025 Salary Schedule (Position Budgeting)
Purchasing

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13862	Biddiscombe, Jeannie 07-01 / \$21.07	Purchasing Assistant 07-02 / \$21.39	\$43,905.00	Full Time	CSEA/FT	11/13/2023
9143	Butler, Julie N/A / \$48.87	Purchasing Agent N/A / \$48.87	\$101,654.00	Full Time	Out of UnitFT	6/26/1995
11361	Shpur, Jason N/A / \$38.22	Deputy Purchasing Agent N/A / \$38.22	\$79,504.00	Full Time	Out of UnitFT	8/27/2007
			3			\$225,063.00