

LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS COMMITTEE
PURCHASING AGENDA
OCTOBER 2, 2025

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 2026 Stockroom and Purchasing Budgets
- VI. Referrals/Pending Items:
 - A. None
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments: 1. 2026 Stockroom Budget
2. 2026 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 2026 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Central Storeroom

BUDGET ACCOUNT CODE: A.1660

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT	\$170.96			\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$1,889.90	\$2,497.00	\$2,497.00	\$2,747.00
TOTALS	\$2,060.86	\$2,497.00	\$2,497.00	\$2,747.00

SIGNED: Julie C. Butler
DEPARTMENT HEAD

TITLE: Purchasing Agent

DATE: 8/25/25

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 1660 - Central Storeroom						
<i>Equipment</i>						
260	Other Equipment	170.96	.00	.00	.00	.00
	<i>Equipment Totals</i>	\$170.96	\$0.00	\$0.00	\$0.00	\$0.00
<i>Other Benefits</i>						
861	Retirees Hospitalization	1,889.90	2,497.00	2,497.00	1,456.63	2,747.00
	<i>Other Benefits Totals</i>	\$1,889.90	\$2,497.00	\$2,497.00	\$1,456.63	\$2,747.00
	Department 1660 - Central Storeroom Totals	\$2,060.86	\$2,497.00	\$2,497.00	\$1,456.63	\$2,747.00
	EXPENSE TOTALS	\$2,060.86	\$2,497.00	\$2,497.00	\$1,456.63	\$2,747.00
	Fund A - General Totals	\$2,060.86	\$2,497.00	\$2,497.00	\$1,456.63	\$2,747.00
	EXPENSE TOTALS	\$2,060.86	\$2,497.00	\$2,497.00	\$1,456.63	\$2,747.00
	Fund A - General Totals	(\$2,060.86)	(\$2,497.00)	(\$2,497.00)	(\$1,456.63)	(\$2,747.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$2,060.86	\$2,497.00	\$2,497.00	\$1,456.63	\$2,747.00
	Net Grand Totals	(\$2,060.86)	(\$2,497.00)	(\$2,497.00)	(\$1,456.63)	(\$2,747.00)

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 2026 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$227,398.67	\$233,104.00	\$233,104.00	\$234,209.00
200's EQUIPMENT	\$71.61	\$150.00	\$150.00	\$150.00
400's CONTRACTUAL	\$6,730.72	\$7,825.00	\$7,825.00	\$7,633.00
800's EMPLOYEE BENEFITS	\$90,187.79	\$102,668.00	\$102,668.00	\$100,621.00
TOTALS	\$324,388.79	\$343,747.00	\$343,747.00	\$342,613.00

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$1,472.00	\$2,500.00	\$2,500.00	\$2,500.00

SIGNED: Julie A. Butler
DEPARTMENT HEAD
TITLE: Purchasing Agent
DATE: 8/25/25

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 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	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
200's EQUIPMENT				\$0.00
TOTALS				\$0.00

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: Julie L. Butler
DEPARTMENT HEAD

TITLE: Purchasing Agent

DATE: 8/25/25

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
REVENUE						
Department 1345 - Purchasing						
<i>Sale of Property And Compensation for Loss</i>						
2666	Sales of Equipment - Auction	1,472.00	2,500.00	2,500.00	1,709.00	2,500.00
	<i>Sale of Property And Compensation for Loss Totals</i>	\$1,472.00	\$2,500.00	\$2,500.00	\$1,709.00	\$2,500.00
Department 1345 - Purchasing Totals		\$1,472.00	\$2,500.00	\$2,500.00	\$1,709.00	\$2,500.00
REVENUE TOTALS		\$1,472.00	\$2,500.00	\$2,500.00	\$1,709.00	\$2,500.00
EXPENSE						
Department 1345 - Purchasing						
<i>Personal Services</i>						
110	Salaries - Regular	227,398.56	233,104.00	233,104.00	135,224.78	234,209.00
120	Salaries - Overtime	.11	.00	.00	.00	.00
	<i>Personal Services Totals</i>	\$227,398.67	\$233,104.00	\$233,104.00	\$135,224.78	\$234,209.00
<i>Equipment</i>						
220	Office Equipment	71.61	150.00	150.00	48.98	150.00
	<i>Equipment Totals</i>	\$71.61	\$150.00	\$150.00	\$48.98	\$150.00
Comments						
Account	Level	Comment				
220	Departmental Request	For UPS Battery backups				
<i>Contractual Expense</i>						
410	Supplies	1,354.91	1,500.00	1,500.00	510.53	1,500.00
423	Telephone	135.48	200.00	200.00	62.92	150.00
424	Postage	17.78	75.00	75.00	12.37	50.00
426	Subscriptions	.00	.00	.00	.00	1,080.00
427	Memberships & Dues	225.00	225.00	225.00	225.00	225.00
428	Data Processing & Internet Fees	246.00	225.00	225.00	225.00	228.00
436	Advertising Fees	4,166.55	5,000.00	5,000.00	1,179.80	4,000.00
444	Travel/Education/Conference	585.00	600.00	600.00	195.00	400.00
	<i>Contractual Expense Totals</i>	\$6,730.72	\$7,825.00	\$7,825.00	\$2,410.62	\$7,633.00
Comments						
Account	Level	Comment				
426	Departmental Request	Microsoft Office now being charged to departments				
436	Departmental Request	Reduced size of ads resulting in decreased costs				
<i>Employee Benefits</i>						
810	Retirement	33,453.07	40,987.00	40,987.00	23,780.85	44,588.00
830	Social Security	13,309.70	14,453.00	14,453.00	7,904.39	14,521.00

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 1345 - Purchasing						
<i>Employee Benefits</i>						
831	Medicare Contribution	3,112.74	3,379.00	3,379.00	1,848.63	3,395.00
860	Hospitalization	36,841.06	39,744.00	39,744.00	22,094.98	34,128.00
865	Dental Insurance	528.32	528.00	528.00	292.78	408.00
<i>Employee Benefits Totals</i>		\$87,244.89	\$99,091.00	\$99,091.00	\$55,921.63	\$97,040.00
<i>Other Benefits</i>						
840	Workmen's Compensation	1,053.00	1,080.00	1,080.00	1,080.00	834.00
861	Retirees Hospitalization	1,889.90	2,497.00	2,497.00	1,456.63	2,747.00
<i>Other Benefits Totals</i>		\$2,942.90	\$3,577.00	\$3,577.00	\$2,536.63	\$3,581.00
Department 1345 - Purchasing Totals		\$324,388.79	\$343,747.00	\$343,747.00	\$196,142.64	\$342,613.00
EXPENSE TOTALS		\$324,388.79	\$343,747.00	\$343,747.00	\$196,142.64	\$342,613.00
Fund A - General Totals						
REVENUE TOTALS		\$1,472.00	\$2,500.00	\$2,500.00	\$1,709.00	\$2,500.00
EXPENSE TOTALS		\$324,388.79	\$343,747.00	\$343,747.00	\$196,142.64	\$342,613.00
Fund A - General Totals		(\$322,916.79)	(\$341,247.00)	(\$341,247.00)	(\$194,433.64)	(\$340,113.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$1,472.00	\$2,500.00	\$2,500.00	\$1,709.00	\$2,500.00
EXPENSE GRAND TOTALS		\$324,388.79	\$343,747.00	\$343,747.00	\$196,142.64	\$342,613.00
Net Grand Totals		(\$322,916.79)	(\$341,247.00)	(\$341,247.00)	(\$194,433.64)	(\$340,113.00)

2026 Salary Schedule (Position Budgeting)
Purchasing

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
14088	Allen III, Preston	Purchasing Assistant	\$47,616.00	Full Time	CSEA/FT	6/23/2025
	07-00 / \$22.71	07-01 / \$23.05				
9143	Butler, Julie	Purchasing Agent	\$104,704.00	Full Time	Out of UnitFT	6/26/1995
	N/A / \$50.34	N/A / \$50.34				
11361	Shpur, Jason	Deputy Purchasing Agent	\$81,889.00	Full Time	Out of UnitFT	8/27/2007
	N/A / \$39.37	N/A / \$39.37				
		3	\$234,209.00			