



**Tourism Committee  
AGENDA  
September 23, 2025**

Committee Members: RUNYON, Geraci, Strainer, Crocitto, Turner, Strough, Merlino

*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.*

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- I. Committee meeting called to order by Chairwoman Runyon.
  - II. Motion to approve minutes of the August 19, 2025 Tourism Committee meeting.
  - III. Privilege of the floor and public comment:
  - IV. Action Agenda/New Business Items:
    - a. **Resolution Request:** To authorize a contract for printing of the 2026 Travel Guide at a cost not to exceed \$92,490.00.  
**Rationale:** Contract awarded to Freeport Press as they were the low and responsible bidder.
  - V. Discussion Items:
    - a. Tourism Department Budget Presentation
  - VI. Referrals: None
  - VII. Privilege of the floor and public comment
  - VIII. Motion to adjourn
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**Attachment #1:** Resolution Request 03 New Contract for printing of 2026 Travel Guide

**Attachment #3:** Tourism Department Budget Report



# **RESOLUTION REQUEST FORM NO. 3**

## **Request for New Contract**

**DEPARTMENT NAME: Tourism**

**DATE: September 23, 2025**

- (a) Is this a Result of a Bid or Request for Proposal? **Bid**
- (b) Purpose of Contract: **WC 40-25 2026 Warren County Travel Guide Printing**
- (c) Name of Contractor: **Freeport Press**
- (d) Address of Contractor: **2127 Reiser Avenue, SE, Philadelphia, OH 44663**
- (e) Contractor's Contact Person and Telephone Number: **Kevin Crandall  
607-316-6832**
- (f) Has or will the Contract be provided, if so, please attach: **N/A**
- (g) Commencement Date of Contract: **October 17, 2025**
- (h) Termination Date of Contract: **February 13, 2026**
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$92,490.00**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: a.6417.0001 470 - CONTRACT \$92,490.00**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS



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: Tourism/Occupancy - Tourism  
 BUDGET ACCOUNT CODE: A.6417 0001

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$447,220.13	\$566,474.00	\$566,474.00	\$577,432.00
200's EQUIPMENT	\$13,534.64	\$3,500.00	\$3,500.00	\$2,500.00
400's CONTRACTUAL	\$1,950,557.95	\$2,069,242.00	\$2,217,935.64	\$2,253,432.00
800's EMPLOYEE BENEFITS	\$117,137.00	\$164,872.00	\$164,872.00	\$195,784.00
<b>TOTALS</b>	<b>\$2,528,449.72</b>	<b>\$2,804,088.00</b>	<b>\$2,952,781.64</b>	<b>\$3,029,148.00</b>

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$2,528,449.72	\$2,804,088.00	\$2,804,088.00	\$3,029,148.00

SIGNED: *Heather Bayle*  
 DEPARTMENT HEAD  
 TITLE: *Tourism Director*  
 DATE: *9/5/2025*

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
REVENUE						
Department 6417 - Tourism/Occupancy						
Sub Department 0001 - Tourism						
<i>Non-Property Tax Items</i>						
1113	Tax - Hotel Room Occupancy	2,428,516.72	2,674,088.00	2,674,088.00	2,074,380.12	2,919,148.00
	<i>Non-Property Tax Items Totals</i>	<b>\$2,428,516.72</b>	<b>\$2,674,088.00</b>	<b>\$2,674,088.00</b>	<b>\$2,074,380.12</b>	<b>\$2,919,148.00</b>
<i>Departmental Income</i>						
2089	Tourism	39,225.00	50,000.00	50,000.00	16,990.00	50,000.00
	<i>Departmental Income Totals</i>	<b>\$39,225.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$16,990.00</b>	<b>\$50,000.00</b>
<i>State Aid</i>						
3715	Tourism Promotion	60,708.00	80,000.00	80,000.00	59,088.00	60,000.00
	<i>State Aid Totals</i>	<b>\$60,708.00</b>	<b>\$80,000.00</b>	<b>\$80,000.00</b>	<b>\$59,088.00</b>	<b>\$60,000.00</b>
	Sub Department 0001 - Tourism Totals	<b>\$2,528,449.72</b>	<b>\$2,804,088.00</b>	<b>\$2,804,088.00</b>	<b>\$2,150,458.12</b>	<b>\$3,029,148.00</b>
	Department 6417 - Tourism/Occupancy Totals	<b>\$2,528,449.72</b>	<b>\$2,804,088.00</b>	<b>\$2,804,088.00</b>	<b>\$2,150,458.12</b>	<b>\$3,029,148.00</b>
	REVENUE TOTALS	<b>\$2,528,449.72</b>	<b>\$2,804,088.00</b>	<b>\$2,804,088.00</b>	<b>\$2,150,458.12</b>	<b>\$3,029,148.00</b>

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 6417 - Tourism/Occupancy						
Sub Department 0001 - Tourism						
Personal Services						
110	Salaries - Regular	405,074.83	512,199.00	512,199.00	310,977.29	522,569.00
120	Salaries - Overtime	1,748.19	1,000.00	1,000.00	489.92	1,000.00
130	Salaries - Part Time	40,397.11	53,275.00	53,275.00	12,703.01	53,863.00
<i>Personal Services Totals</i>		<b>\$447,220.13</b>	<b>\$566,474.00</b>	<b>\$566,474.00</b>	<b>\$324,170.22</b>	<b>\$577,432.00</b>
Equipment						
210	Furniture/Furnishings	8,895.63	.00	.00	.00	.00
220	Office Equipment	4,639.01	3,500.00	3,500.00	239.94	2,500.00
<i>Equipment Totals</i>		<b>\$13,534.64</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>	<b>\$239.94</b>	<b>\$2,500.00</b>
Contractual Expense						
410	Supplies	4,501.80	4,300.00	4,300.00	3,016.25	4,300.00
423	Telephone	766.08	1,500.00	1,500.00	451.35	1,000.00
424	Postage	21,329.55	19,000.00	19,000.00	2,459.37	19,000.00
426	Subscriptions	36,137.98	47,168.00	56,368.00	55,408.30	68,058.00
427	Memberships & Dues	5,475.67	9,940.00	9,940.00	1,685.00	9,940.00
428	Data Processing & Internet Fees	22,738.00	22,838.00	22,838.00	17,175.00	22,838.00
444	Travel/Education/Conference	18,248.30	22,500.00	22,500.00	12,340.33	22,500.00
470	Contract	444,016.60	573,296.00	712,789.64	452,386.75	642,096.00
481	Tourism Promotion	1,397,343.97	1,368,700.00	1,368,700.00	781,922.80	1,463,700.00
<i>Contractual Expense Totals</i>		<b>\$1,950,557.95</b>	<b>\$2,069,242.00</b>	<b>\$2,217,935.64</b>	<b>\$1,326,845.15</b>	<b>\$2,253,432.00</b>
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
410	Departmental Request	Office Supplies \$1100: Business Cards \$200: Printing expense \$3000				
424	Departmental Request	UPS/Mailroom \$2000: Federal Express \$500: First Class \$16000				
426	Departmental Request	Benchmark \$3000: Post Star \$250: Rove \$50000: Adobe \$3000: Business Review \$200: Co-Star \$7500: Vimeo \$240: Google \$100: ISSUU \$528: Microsoft 365 \$3240				
428	Departmental Request	Ports \$738: Domains \$100: IT Support \$22000				
470	Departmental Request	Brochure Distribution \$15000: Simpleview \$67000: Rooted Rock \$37025: Cenergy Creative \$301046: Travel Guide Printing \$100000: Famous Destinations \$20000: New York Welcomes You \$20000: Rove \$32025: Transfer to the Region from Matching Funds \$50000				
481	Departmental Request	Print \$150000: Ad Workshop \$1,100,000: Digital/Social \$175000: Promotional Items \$2500: Petty Cash \$200: Wine, Water and Wonders \$15000: Reusable Bags \$12500: Fishing and Boating maps \$8500				
Employee Benefits						
810	Retirement	37,010.32	63,122.00	63,122.00	37,647.29	71,728.00
830	Social Security	26,878.28	35,122.00	35,122.00	19,299.16	35,801.00
831	Medicare Contribution	6,286.07	8,214.00	8,214.00	4,513.50	8,374.00

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 6417 - Tourism/Occupancy						
Sub Department 0001 - Tourism						
Employee Benefits						
860	Hospitalization	34,327.34	43,660.00	43,660.00	33,614.08	63,344.00
865	Dental Insurance	605.22	720.00	720.00	489.72	840.00
<i>Employee Benefits Totals</i>		<b>\$105,107.23</b>	<b>\$150,838.00</b>	<b>\$150,838.00</b>	<b>\$95,563.75</b>	<b>\$180,087.00</b>
Other Benefits						
840	Workmen's Compensation	2,515.00	1,695.00	1,695.00	1,695.00	1,608.00
861	Retirees Hospitalization	8,374.32	10,839.00	10,839.00	6,278.09	11,839.00
862	Health Insurance Cost Reimbursement	1,140.45	1,500.00	1,500.00	688.27	2,250.00
<i>Other Benefits Totals</i>		<b>\$12,029.77</b>	<b>\$14,034.00</b>	<b>\$14,034.00</b>	<b>\$8,661.36</b>	<b>\$15,697.00</b>
Sub Department 0001 - Tourism Totals		<b>\$2,528,449.72</b>	<b>\$2,804,088.00</b>	<b>\$2,952,781.64</b>	<b>\$1,755,480.42</b>	<b>\$3,029,148.00</b>
Department 6417 - Tourism/Occupancy Totals		<b>\$2,528,449.72</b>	<b>\$2,804,088.00</b>	<b>\$2,952,781.64</b>	<b>\$1,755,480.42</b>	<b>\$3,029,148.00</b>
EXPENSE TOTALS		<b>\$2,528,449.72</b>	<b>\$2,804,088.00</b>	<b>\$2,952,781.64</b>	<b>\$1,755,480.42</b>	<b>\$3,029,148.00</b>
Fund A - General Totals						
REVENUE TOTALS		<b>\$2,528,449.72</b>	<b>\$2,804,088.00</b>	<b>\$2,804,088.00</b>	<b>\$2,150,458.12</b>	<b>\$3,029,148.00</b>
EXPENSE TOTALS		<b>\$2,528,449.72</b>	<b>\$2,804,088.00</b>	<b>\$2,952,781.64</b>	<b>\$1,755,480.42</b>	<b>\$3,029,148.00</b>
Fund A - General Totals		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$148,693.64)</b>	<b>\$394,977.70</b>	<b>\$0.00</b>
Net Grand Totals						
REVENUE GRAND TOTALS		<b>\$2,528,449.72</b>	<b>\$2,804,088.00</b>	<b>\$2,804,088.00</b>	<b>\$2,150,458.12</b>	<b>\$3,029,148.00</b>
EXPENSE GRAND TOTALS		<b>\$2,528,449.72</b>	<b>\$2,804,088.00</b>	<b>\$2,952,781.64</b>	<b>\$1,755,480.42</b>	<b>\$3,029,148.00</b>
Net Grand Totals		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$148,693.64)</b>	<b>\$394,977.70</b>	<b>\$0.00</b>

2026 Salary Schedule (Position Budgeting)  
Tourism

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13784	Bagshaw, Heather	Director of Tourism	\$98,789.00	Full Time	Out of UnitFT	4/24/2023
	N/A / \$47.49	N/A / \$47.49				
11255	Cafaro, Magdalena	Keyboard Specialist #1	\$18,863.00	Less than Half	Less than P/T	2/13/2007
	03-18 / \$24.18	03-19 / \$24.18				
14012	Carson, Jessica	Fiscal Coordinator	\$58,455.00	Full Time	CSEA/FT	11/12/2024
	15-01 / \$28.04	15-02 / \$28.47				
13883	Davis, Erin	Assistant Tourism Coordinator	\$57,906.00	Full Time	Out of UnitFT	1/16/2024
	N/A / \$27.84	N/A / \$27.84				
13660	Ellis, Jaynie	Social Media Manager	\$60,803.00	Full Time	CSEA/FT	4/13/2022
	15-03 / \$28.91	15-04 / \$29.35				
13921	Frenette, Kyle	Communications Specialist	\$54,790.00	Full Time	CSEA/FT	5/20/2024
	12-01 / \$26.10	12-02 / \$26.49				
9949	Grant, Leisa	Principal Account Clerk - PD	\$35,000.00	Per Diem	Per Diem	4/4/2022
	10-22 / \$30.79	N/A / \$30.79				
13406	O'Brien, Kacey	Marketing Coordinator	\$67,781.00	Full Time	Out of UnitFT	12/11/2019
	N/A / \$32.59	N/A / \$32.59				
13965	Slattery, Kevin	Communications Asst. - Tourism	\$51,532.00	Full Time	CSEA/FT	6/24/2024
	09-01 / \$24.58	09-02 / \$24.95				
13187	Tackett, Paul	Tourism Coordinator	\$72,513.00	Full Time	Out of UnitFT	5/14/2018
	N/A / \$34.86	N/A / \$34.86				
		Tourism-Overtime	\$1,000.00			
	N/A / \$0.00	N/A / \$0.00				
		<b>11</b>	<b>\$577,432.00</b>			

**2026 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: Tourism Department

BUDGET CODE: 130

TITLE OF POSITION: Princiapal Account Clerk - PD

FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Remove position from department

Justification for Request: employee retired last year and position is not needed at this time

Projected change in Salary Dollars: Click or tap here to enter text.

Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.

**2026 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: Tourism Department

BUDGET CODE: 130

TITLE OF POSITION: Tourism - Overtime

**FOR NEW POSITIONS**

Is the requested position:  In Unit  Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

**FOR OTHER PERSONNEL REQUESTS** (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Increase tourism-overtime budget (from \$1,000 to \$2,000)

Justification for Request: more staff are attending evening and weekend events and shows outside of scheduled work hours

Projected change in Salary Dollars: +\$1,000

Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.