

**SUPPORT SERVICES COMMITTEE
PURCHASING AGENDA
SEPTEMBER 22, 2026**

Committee Members: Gilligan, Strough, Turner, Driscoll, Strainer, Maday and Etu - 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 2027 Stockroom and Purchasing Budgets
- VI. Referrals/Pending Items:
 - A. None
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments: 1. 2027 Stockroom Budget
2. 2027 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 2027 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2025 EXPENDITURES	2026 ADOPTED	2026 AMENDED	2027 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$2,497.08	\$2,837.00	\$2,837.00	\$3,120.00
TOTALS	\$2,497.08	\$2,837.00	\$2,837.00	\$3,120.00

SIGNED:

Julie B. Butler
DEPARTMENT HEAD

TITLE:

Purchasing Agent

DATE:

8/14/26

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2025 Actual Amount	2026 Adopted Budget	2026 Amended Budget	2026 Actual Amount	2027 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 1660 - Central Storeroom					
	Other Benefits					
861	Retirees Hospitalization	2,497.08	2,837.00	2,837.00	1,418.10	3,120.00
	Other Benefits Totals	\$2,497.08	\$2,837.00	\$2,837.00	\$1,418.10	\$3,120.00
	Department 1660 - Central Storeroom Totals	\$2,497.08	\$2,837.00	\$2,837.00	\$1,418.10	\$3,120.00
	EXPENSE TOTALS	\$2,497.08	\$2,837.00	\$2,837.00	\$1,418.10	\$3,120.00
	Fund A - General Totals					
	EXPENSE TOTALS	\$2,497.08	\$2,837.00	\$2,837.00	\$1,418.10	\$3,120.00
	Fund A - General Totals	(\$2,497.08)	(\$2,837.00)	(\$2,837.00)	(\$1,418.10)	(\$3,120.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$2,497.08	\$2,837.00	\$2,837.00	\$1,418.10	\$3,120.00
	Net Grand Totals	(\$2,497.08)	(\$2,837.00)	(\$2,837.00)	(\$1,418.10)	(\$3,120.00)

ATTACHMENT 2

WARREN COUNTY BUDGET SUMMARY SHEET**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2027 APPROPRIATIONS****REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Purchasing

BUDGET ACCOUNT CODE: A.1345

OBJECT CODES	2025 EXPENDITURES	2026 ADOPTED	2026 AMENDED	2027 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$227,294.82	\$245,667.00	\$245,667.00	\$248,068.00
200's EQUIPMENT	\$48.98	\$150.00	\$150.00	\$150.00
400's CONTRACTUAL	\$3,781.27	\$7,633.00	\$7,633.00	\$6,947.00
800's EMPLOYEE BENEFITS	\$90,031.95	\$103,757.00	\$103,757.00	\$112,410.00
TOTALS	\$321,157.02	\$357,207.00	\$357,207.00	\$367,575.00

2025 REVENUES	2026 ADOPTED REVENUES	2026 AMENDED REVENUES	2027 DEPARTMENT REQUESTS
\$3,306.00	\$2,500.00	\$2,500.00	\$2,500.00

SIGNED:

Julie G. Butler
DEPARTMENT HEAD

TITLE:

Purchasing Agent

DATE:

8/14/26

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2027 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	2025 EXPENDITURES	2026 ADOPTED	2026 AMENDED	2027 DEPARTMENT REQUESTS
200's EQUIPMENT				\$0.00
TOTALS				\$0.00

2025 REVENUES	2026 ADOPTED REVENUES	2026 AMENDED REVENUES	2027 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:

Julie G. Butler
DEPARTMENT HEAD

TITLE:

Purchasing Agent

DATE:

8/14/26

Account	Account Description	2025 Actual Amount	2026 Adopted Budget	2026 Amended Budget	2026 Actual Amount	2027 Departmental Request
Fund	A - General					
	REVENUE					
	Department 1345 - Purchasing					
	Sale of Property And Compensation for Loss					
2666	Sales of Equipment - Auction	3,306.00	2,500.00	2,500.00	996.00	2,500.00
	Sale of Property And Compensation for Loss Totals	\$3,306.00	\$2,500.00	\$2,500.00	\$996.00	\$2,500.00
	Department 1345 - Purchasing Totals	\$3,306.00	\$2,500.00	\$2,500.00	\$996.00	\$2,500.00
	REVENUE TOTALS	\$3,306.00	\$2,500.00	\$2,500.00	\$996.00	\$2,500.00
	EXPENSE					
	Department 1345 - Purchasing					
	Personal Services					
110	Salaries - Regular	227,294.82	245,667.00	245,667.00	138,747.40	248,068.00
	Personal Services Totals	\$227,294.82	\$245,667.00	\$245,667.00	\$138,747.40	\$248,068.00
	Equipment					
220	Office Equipment	48.98	150.00	150.00	67.75	150.00
	Equipment Totals	\$48.98	\$150.00	\$150.00	\$67.75	\$150.00
	Contractual Expense					
410	Supplies	1,094.00	1,500.00	1,500.00	508.57	1,500.00
423	Telephone	124.12	150.00	150.00	71.64	150.00
424	Postage	36.77	50.00	50.00	3.31	50.00
426	Subscriptions	.00	1,080.00	1,080.00	.00	915.00
427	Memberships & Dues	225.00	225.00	225.00	225.00	225.00
428	Data Processing & Internet Fees	225.00	228.00	228.00	228.00	207.00
436	Advertising Fees	1,881.38	4,000.00	4,000.00	1,064.06	3,500.00
444	Travel/Education/Conference	195.00	400.00	400.00	390.00	400.00
	Contractual Expense Totals	\$3,781.27	\$7,633.00	\$7,633.00	\$2,490.58	\$6,947.00
	Employee Benefits					
810	Retirement	35,125.70	47,377.00	47,377.00	26,382.70	52,809.00
830	Social Security	13,336.28	15,231.00	15,231.00	8,164.67	15,380.00
831	Medicare Contribution	3,119.00	3,562.00	3,562.00	1,909.47	3,597.00
860	Hospitalization	34,424.11	33,508.00	33,508.00	19,330.65	36,374.00
865	Dental Insurance	449.78	408.00	408.00	235.50	408.00
	Employee Benefits Totals	\$86,454.87	\$100,086.00	\$100,086.00	\$56,022.99	\$108,568.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2025 Actual Amount	2026 Adopted Budget	2026 Amended Budget	2026 Actual Amount	2027 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 1345 - Purchasing					
	Other Benefits					
840	Workmen's Compensation	1,080.00	834.00	834.00	834.00	722.00
861	Retirees Hospitalization	2,497.08	2,837.00	2,837.00	1,418.10	3,120.00
	Other Benefits Totals	\$3,577.08	\$3,671.00	\$3,671.00	\$2,252.10	\$3,842.00
Department	1345 - Purchasing Totals	\$321,157.02	\$357,207.00	\$357,207.00	\$199,580.82	\$367,575.00
	EXPENSE TOTALS	\$321,157.02	\$357,207.00	\$357,207.00	\$199,580.82	\$367,575.00
Fund	A - General Totals					
	REVENUE TOTALS	\$3,306.00	\$2,500.00	\$2,500.00	\$996.00	\$2,500.00
	EXPENSE TOTALS	\$321,157.02	\$357,207.00	\$357,207.00	\$199,580.82	\$367,575.00
Fund	A - General Totals	(\$317,851.02)	(\$354,707.00)	(\$354,707.00)	(\$198,584.82)	(\$365,075.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$3,306.00	\$2,500.00	\$2,500.00	\$996.00	\$2,500.00
	EXPENSE GRAND TOTALS	\$321,157.02	\$357,207.00	\$357,207.00	\$199,580.82	\$367,575.00
	Net Grand Totals	(\$317,851.02)	(\$354,707.00)	(\$354,707.00)	(\$198,584.82)	(\$365,075.00)

2027 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	\$50,017.00	Full Time	CSEA/FT	6/23/2025
	07-01 / \$23.85	07-02 / \$24.21				
9143	Butler, Julie	Purchasing Agent	\$111,157.00	Full Time	Out of UnitFT	6/26/1995
	N/A / \$53.44	N/A / \$53.44				
11361	Shpur, Jason	Deputy Purchasing Agent	\$86,894.00	Full Time	Out of UnitFT	8/27/2007
	N/A / \$41.78	N/A / \$41.78				
3			\$248,068.00			