

Minutes  
Budget Hearing  
Public Facilities Committee/Audit & Control Committee  
Wednesday, October 2, 2024, 9:00 a.m., Legislative Chambers  
Gerace Office Building

**Complete video of meeting can be viewed on YouTube**

Members Present: P.F. Heiser (Absent in PM), Scudder, Anthony (Absent: Nelson, Buchanan)  
A.C. Pavlock, Scudder, and Johnson (Absent: Niebel, Dickey)

Others: Lee, Chagnon, Swan, Crow, Ihrig, Zafuto, Songer, Bates, Fischer, Marx, Card, Rogers, Westphal, Gustafson, Oehlbeck, Walsh, Tampio, Pacos

Chairman Heiser called the meeting to order at 9:00 a.m.

Overview given by Jennifer Swan, Budget Director (Shown below)

2025 Budget Hearings: [Overview](#)

- I. Inside the Budget Binders
  - a. Tentative Budget:
    - i. "Operating Budget" section includes the local share summary that shows all activity for all funds, and displays tax levy, property valuation and tax rate for 2025, 2024 and changes year-over-year.
    - ii. "Capital Budget" section includes the status of active capital projects and a list of projects proposed for new or additional funding in 2025.
    - iii. "Fiscal Status" section includes fund balance and debt schedules.
    - iv. Demonstrates uses of Fund Balance and reserves. These uses are not reflected at the department level and are only broken out in detail on the Local Share spreadsheet.
  - b. Budget Summaries and Line Item Detail:
    - i. Behind the Tentative Budget
    - ii. In order by organization number ("Tab #" on your budget review schedule)
    - iii. Budget summary components
      1. Local share summary by department
      2. Full Time Equivalent (FTE) position summary
      3. Summary by department, at classification level, with comments. Budget hearings will focus on these exhibits.
      4. Summary by organization, at classification level. Summarizes the individual departments that follow.
    - iv. Budget Worksheet – Line Item Detail level.
  - c. Financial Projections for 2025-2029 – provided in your binder in the sleeve on the inside cover.  
Annual projection of appropriations, revenue, tax levy, tax cap, tax rate, and fund balance.
- II. Overall Highlights
  - a. FTE's in governmental funds increased 19.39.
  - b. Base pay includes percentage increases for managers and applicable increases from collective bargaining agreements.
  - c. A 5% Vacancy Savings is also budgeted in each departments .1 and .8 accounts.
  - d. Please note: all .8 accounts are a derivative of the .1 accounts. Amendments to this classification in any department can only take effect if there is a change in the .1's for that department.

- III. Recommended Format for Budget Review Hearing
- a. Department head leads the committee through his/her budget summary.
  - b. Refer to budget by account detail as necessary.
  - c. It is recommended that the Committee vote on any desired amendments to send on the Audit & Control Committee either throughout the hearing or at the end of today's hearing. It is further recommended that to the extent possible the Committee propose amendments to offset any increases to appropriations or decreases in revenue. As a reminder the Tentative Budget is just below the Tax Cap.
    - i. Additionally, after the Tentative Budget was prepared a couple of corrections were identified and new information also became available. I will identify these items as we proceed through the hearing so that you can consider these amendments.

Public Facilities/Audit & Control committees reviewed the 2025 tentative budget details with the following departments:

Department of Public Facilities

- Buildings and Grounds – Presented by Josh Rothwell, Assistant Deputy Director of Public Facilities, Chad Marx, Deputy Director of Finance for DPF and Tim Card, DPF Director
- Airports – Presented by Shannon Fischer, Manager of Airports and Brian Bates, Assistant Manager of Airports
- CHQ Transit – Presented by Michele Westphal, Senior Projects Coordinator at CHQ Transit
- Parks – Presented by Drew Rodgers, Engineer with DPF,
- Highways Fund – Presented by Drew Rodgers, Engineer with DPF, Chad Marx, Deputy Director of Finance for DPF and Tim Card, DPF Director
- Machinery Fund – Presented by Drew Rodgers, Engineer with DPF, Chad Marx, Deputy Director of Finance for DPF and Tim Card, DPF Director
- Landfill – Presented by Aaron Gustafson, Deputy Director of Public Facilities Environment, Chad Marx, Deputy Director of Finance for DPF and Tim Card, DPF Director
- Capital Projects – Presented by Jennifer Swan, Budget Director

Water Districts & Sewer Districts

- NCLSD – Presented by Mathew Oehlbeck, Director of North Chautauqua Lake Sewer District and Chad Marx, Deputy Director of Finance for DPF
- PPDSD – Presented by Mathew Oehlbeck, Director of North Chautauqua Lake Sewer District and Chad Marx, Deputy Director of Finance for DPF
- S&CCLSD – Presented by Thomas Walsh, Director of South & Center Chautauqua Lake Sewer Districts and Chad Marx, Deputy Director of Finance for DPF
- NCCWD – Presented by Kathy Tampio, Administrative Coordinator for the North Chautauqua County Water District and Dan Pacos, Chairman of the Board of Directors of the North Chautauqua County Water District and Chad Marx, Deputy Director of Finance for DPF

*MOVED by Legislator Anthony, SECONDED by Chairman Chagnon to adjourn.*

*Unanimously Carried (3:30 p.m.)*

Respectfully submitted and transcribed,  
Olivia Lee, Clerk/Nancy Quattrone, Senior Stenographer