

Minutes of City of Dunkirk Finance Committee held on August 26th, 2013

Present: Councilman Mike Michalski, Chairperson

Councilwoman Stacy Szukala, Member

Rich Halas, FAO

Mark Woods, City Treasurer

AJ Dolce, Mayor

Ron Szot, City Attorney

Guests: Gib Snyder- Observer

Absent: Stephanie Kiyak, Member

Opening: Chairman Michalski opened the meeting at 4:15pm.

Meeting Content:

Woods discussed an industrial billing error in Fund III. There were clerical errors in categories within Fund III revenues which will be corrected & reflected on the 08/31/2013 budget drops. There will be no changes to the bottom line of Fund III revenues.

Halas updated committee on insurance. City assessor Tom Mleczko met with Lawley Insurance to update city properties being insured. An intern will be starting in Fiscal Affairs department. This is a paid intern position for 15 hrs per week for one semester at \$10 per hour to help with city's industrial appraisal process.

Halas questioned if there was an approval to go with KVS software instead of Industrial Appraisal, saving the city money. Committee felt that there still needed to be a resolution to come before the common council to authorize such action.

Halas also made committee aware city has no backup software for city's computer software in case of fire or computer virus. There are ongoing discussions with KVS for such services. Woods felt an offsite storage site would be best option. Dolce added there will need to be a separate technology line for various software upgrades in the budget for city's computer system. Michalski stated any new KVS services and their associated costs would need to go through the city's procurement process.

Dolce updated committee with the following:

Bertgess Site – city cannot use HUD money to make \$50,000 payment due in September. Approximately \$250K is owing on the property. Dolce is looking to transfer property to the city (from LLC of the DLDC), so that it can be placed in a more reasonable & manageable payment schedule. There is currently \$30K in

development department budget. Meaning remaining \$20K will need to come from contingencies in the city budget. Dolce also said clean up costs of the property would have to be paid for by the city as well. Those costs are yet to be determined.

Because monies will need to be transferred within the budget, a budget modification will need to go before the finance committee and ultimately to council for approval.

Dolce also updated committee on city's summer camp program. Due to a slight increase in the fee charged to attending youth, city was able to cover busing as well as the fee for the camp which is approximately \$2,000. It was decided not to use HUD funds this year and to have a separate line in the 2014 budget for the camp. There will however still be a shortage in the city's Recreation line for 2013.

Dolce also gave an update on city's paving process. Due to the retirement of Dave Manzella, Dolce reached to engineering firm, Nussbaumer & Clarke, to help city allocate \$500,000 for hot-in-place paving projects this year. Nussbaumer is charging city \$850 for handling the bidding process. Nussbaumer will also be performing inspections of work completed and charging the city as such. Szukala questioned if engineering fees could come from CHIPS money. Dolce replied that CHIPS money would be the preferential source of money to pay for engineering services.

Fiscal Affairs Report:

Target is 58%

Revenues: Fund I 66%, Fund II 55%, Fund III 48%

Expenses: Fund I 49%, Fund II 51%, Fund III 51%

Fund III revenues, although low, did show an improvement and should continue to do so on the following month's report (08/31/2013) due to a one month lag in billing according to Woods.

Treasurer's Report:

Woods stated this is last report for city tax collection. Delinquent taxes will be turned over to the county for collections.

Michalski asked Woods about staffing issues within the Treasury department. Woods replied that Mayor Dolce is aware of his staffing requests.

Budget Drops:

Halas warned committee on problems within the Youth & Recreation Department budget lines.

Woods detailed adjustments to Fund III revenues as discussed earlier in the meeting.

Meeting adjourned at 5:18 pm.

