

Minutes of City of Dunkirk Finance Committee held on July 29th, 2013

Present: Councilman Mike Michalski, Chairperson

Councilwoman Stacy Szukala, Member

Councilman Andy Gonzalez

Mark Woods, Treasurer

Rich Halas, FAO

A.J. Dolce, Mayor

Ron Szot, City Attorney

Guests: Gib Snyder- Observer

Absent: Councilwoman-at-Large Stephanie Kiyak, Member

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

Meeting Content:

Fund I Expenses:

Harbor master/contracted services: 214% over budget – new roof on fish cleaning station.

Szukala questioned Streets Admin – O/T (5010 1001) – currently running in the negative. Szukala questioned what city will do. Halas stated line could continue to run in negative (budget deficit). Woods offered a budget modification could also be implemented.

Sanitary Sewer O/T (8120 1001) – street personnel backfilling water line breaks.

Fund II & III Expenses:

Worker's compensation – Szukala questioned when city is made aware costs/increases? Halas stated cost is based on past experience of claims.

Water Distribution overtime was only at 29% of budget.

Fund I Revenues:

Job Order changes - work done by city on behalf of individual. Property owner is billed by city for work done on individual property (water/sewer line).

Silver Sneakers grant - \$3,200 was budgeted for 2013, according to Woods program has been discontinued. City will not realize this revenue.

Chadwick Bay Marina – lease payments have been billed & are considered a receivable on the city's books. Payment has not yet been received. Dolce stated lease payment is due end of June, however giving them until end of 2013 to make payment.

Inter-fund revenues - \$250,000 transfer between general fund and water filtration & sewer. Woods will make total transfer due to waste water soon. Water will be split into two transfers of \$125K each. Transfers were done to cover administrative expenses in Fund I. Transfers will be completed by year end according to Woods.

State Revenue Sharing - \$180K will be realized in Sept. with remaining balance in paid December.

Szukala questioned CHIPS money and wanted to know where city stood on its paving bids for this year. Dolce replied city is very close to accepting bids for hot plate system. There may be a chance paving may be started by end of September.

Fund II & III Revenues:

Water sales – municipal sales – non-city: any sales to municipalities outside the city.

Industrial Sewer Revenues (2120-2124, 2123, 2128) – billings have not been generated yet. Woods has received data late due to employee death in department. Sampling has been completed on a daily basis, however not inputted on time. Invoices total \$180K.

Sewer Violations Fines – line was at zero, budgeted for \$50,000.

FAO Report:

As of June 30, 2013 (goal is 50% of plan)

Expenses: Fund I 41.23%, Fund II 45%, Fund III 45.9%

Revenues: Fund I 65%, Fund II 46%, Fund III 37%

Treasure's Report:

Stone Guard Grant – reimbursement of Border Patrol expenses incurred by Police department.

Surplus Vehicle Auction – revenue from sale of vehicles in Public Works Department by Tony Gugino.

Procurement Policy Review - committee reviewed the actual wording of policy to make sure everyone is clear.

Michalski questioned the use of “aggregate amounts” within the policy & how the committee will discern the overall amount spent to a particular vendor or payee. Szot stressed there must be some internal control among department heads & fiscal affairs to ensure aggregate amount is not exceeded without obtaining proper bids.

Szukala brought up a vendor regularly being used by the city to cut grass who she felt exceeded aggregate amounts for bidding process.

Dollar limit thresholds, purchasing agent, written versus verbal quotes, documentation, technical / professional expertise of vendors and emergency situations was also discussed.

Michalski felt the review of procurement resolutions should be as objective as possible, verifying ledger numbers & dollar amounts, and should not be used to trump the common council meetings.

Szukala discussed a letter received from V3 Studios regarding \$500 paid to V3 for clean-up of cable access studio. Szukala felt since their contract stated payment of \$1,000 per month, they should not have been paid an additional \$500 for this service. Gonzalez felt this issue should be brought to the mayor’s attention for his response.

Meeting adjourned at 5:30 pm.