

## Minutes of City of Dunkirk Finance Committee held on June 24th, 2013

**Present:** Councilman Mike Michalski, Chairperson  
Councilwoman Stacy Szukala, Member  
Councilwoman-at-Large Stephanie Kiyak, Member  
Councilman William Rivera  
Mark Woods, Treasurer  
Rich Halas, FAO  
Ron Szot, City Attorney  
Guests: Diane Chodan

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

### **Meeting Content:**

#### **Old Business**

Halas updated committee on city department insurance valuations. Fire & Police are completed and we are still waiting to hear back from Public Works & Assessor's office. Due to recent valuation of water treatment plants, Halas recommended the committee meet with insurance rep Walter Gotowka in the very near future.

Parking meter revenues of \$1,680 was recognized by the Treasurer's office as per Szukala's recent inquiry.

City Audit – Preliminary findings are as follows:

- (1) Bank reconciliations for payroll – Halas reported they are currently up-to-date.
- (2) Internal Controls for receivables (water bills) – Woods stated loss of one full time employee has affected checks & balances within Treasurer's department.

Halas reported the city audit was not completed on time. Due date for NYS was 04/30/2013. Audit was just recently filed on 06/23/2013. Szukala questioned why audit was late; both Halas & Woods felt that was a question for Johnson & Mackowiak.

## **New Business**

Procurement Policy – Kiyak questioned if city’s procurement policy was properly being filed. Kiyak felt a memo should be sent out, on behalf of the Finance Committee, reiterating what the policy is and requesting it be followed. Szot recommended all city employees receive stated email, not just department heads.

Woods stated it is the department heads responsibility to ensure the proper bid procedure is followed when procuring goods/services.

Szot explained the bidding process, the differences between RFP’s and RFQ’s and the acceptance of the lowest “responsible” bidder.

Halas questioned the roll of the Fiscal Affairs Officer acting as a purchasing agent for the city, instead of the department heads.

Responsibilities of the common council and the finance committee (paragraph 8) regarding the review of resolutions that pertain to procurements of goods & services needs to be reviewed by the committee prior to the CC meeting.

Kiyak felt past purchase orders should be reviewed for adherence to the procurement policy. Michalski stated he would rather concentrate on fixing any discrepancies with following the procurement policy going forward instead of delving on past practices.

Proper adherence to the policy was discussed regarding the bidding process, dollar limits and fairness to minority/women owned business in awarding of projects.

The proper procedure a purchase order follows between the department head, mayor, FAO, treasurer was then discussed.

The procurement policy will be discussed in detail at a future committee meeting.

Fiscal Affairs Report (as of 05/31/2013 plan is at 42%):

Expenses: Fund I 35%, Fund II 39%, Fund III 40%

Revenues: Fund I 60%, Fund II 37%, Fund III 31%

Michalski expressed concern with Fund III revenues, Woods suggested we wait until the 06/30 budget reports and revisit it then.

Kiyak noted the city will incur an additional \$10,000 in revenue from the sale of scrap. Woods explained there would have to be a budget modification to use any of it to an appropriation line.

Halas noted the 2013 budget did not include a line for Boardwalk Supplies and is currently coming out of the Parks Department – Supplies line. Szukala question why it was coming out of this line and not DPW's supply line which was discussed during budget meetings this past fall. Halas stated line will be over by \$3,000.

**Meeting adjourned at 5:27pm.**