

Minutes of City of Dunkirk Finance Committee held on October 21st, 2013

Present: Councilman Mike Michalski, Chairperson
Councilwoman Stacy Szukala, Member
Councilman Andy Gonzalez
Rich Halas, FAO
Mark Woods, City Treasurer
AJ Dolce, Mayor
Ron Szot, City Attorney
Lacy Lawrence, Department of Development (past City Clerk)
Nicole Joiner, City Clerk
Absent: Councilwoman Stephanie Kiyak, Member
Guests: Gib Snyder, Observer

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

Meeting Content:

The **resolution for a copier/fax/scanner machine** for the city clerk's office was reviewed in accordance with the procurement policy. The question was posed: should city purchase an all-in-one machine, replacing its existing one, or purchase a stand-alone scanner in conjunction with the existing copy/fax machine.

Michalski felt the Panasonic stand-alone scanner for \$1,200-1,300 and keeping the existing machine would be the best deal. Joiner pointed out this particular scanner is not a flat bed scanner, so with the more delicate documents there would be a chance of destroying documents.

The goal of the new machine would be to scan all existing documents (marriage/birth certificates, council minutes etc.) now kept in paper form to a digital format. Given the volume of documentation being considered, a higher speed scanner such as the ones included with the multi-use machines would be preferred.

Szukala questioned if the current machine could be moved to another department for use instead of buying out & replacing existing machine. There is two years remaining of this current lease, however Lawrence was not sure if machine could be moved as per existing lease agreement. The cost of keeping the existing machine versus the buyout was approximately the same.

Michalski recommended the Business Solutions/Toshiba as being the preferred option in procuring a copy machine. It was decided the lease would not go into effect until the following budget year.

Water rate increase (2014) – Woods gave a presentation on the expected water rate increase in 2014. The council approved the increase in October 2012 via resolution, the purpose of which is the debt service payment for the \$17 million in mandated upgrades at the water filtration plant. Starting January 2014, the minimum bill for all users will be increased \$11.25 per quarter. This increase will affect all eight revenue lines in Fund II revenues.

Treasurer's report – September report was reviewed. First portion of NYS Aid/state revenue sharing was received for \$173,000, with majority of monies received around December 15th.

Department transfers in excess of \$500 – any transfers in excess of \$500 needs to go through the finance committee/common council as per the city code. Michalski wanted to know how many of these transfers occur on a monthly basis and will these reviews bottle-neck city operations. Halas reported this policy has not been followed for past three years, other than the year-end adjustment resolutions.

Szukala questioned if the transfer limit should be increased from \$500 to \$1,000 so as to not hinder city operations. Szot stated a resolution to change the city code via a common council resolution would have to be initiated to change the dollar limit. Committee members in attendance favored increasing the limit to \$1,000 and would follow the same review process by the finance committee as budget modifications/procurements before being presented to the common council.

Budget Drops – September Goal is 75%

Expenses – Fund I 62%, Fund II 59%, Fund III 68%

Revenues – Fund I 75%, Fund II 71%, Fund III 63%

Halas reviewed the following lines: Unallocated insurance was understated for 2014 145%, repair to equipment-traffic controls – reimbursement from accident involving national fuel truck, Dunkirk Board of Education – school portion of Dunkirk Housing authority, sidewalk program – more people applied than anticipated plus funding was cut via HUD, overtime for Streets Admin over 187% of budget amount.

Woods reviewed revenue lines in all three funds. Most shortages were due to timing issues or payments from New York State.

Reimbursement of city housing demolitions – Michalski questioned what the process was for collection of incurred expenses for demolished properties due to fire. Was city placing liens against property or trying to collect from owner was discussed

Halas instructed committee it would have to develop a list of services it would like to see go RFP, RFQ or bids for 2014.

Meeting adjourned at 5:30 pm.

