

Minutes of City of Dunkirk Finance Committee held on September 30th, 2013

Present: Councilman Mike Michalski, Chairperson
Councilwoman Stephanie Kiyak, Member
Councilwoman Stacy Szukala, Member
Councilman Andy Gonzalez
Councilman William Rivera
Rich Halas, FAO
Mark Woods, City Treasurer
Ron Szot, City Attorney
Lacy Lawrence, Department of Development (past City Clerk)
Nicole Joiner, City Clerk

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

Meeting Content:

Kiyak wanted clarification from July meeting minutes which addressed the city's audit by Johnson & Mackowiak: \$4.2 million in long term financing for capital improvements in the water treatment plant, checking account reconciliation, KVS training for receivables and collection of receivables in a timely manner. Woods stated the next KVS upgrade for the collections module has yet to be scheduled.

Kiyak questioned Fund III sewer violations revenue budgeted at \$50,000 for 2013. Currently line is at zero. Woods explained the wrong billing code was used and currently \$14,000 has been billed.

Resolution for copier lease in city clerk's office:

Lawrence was asked to present written quotes for copy/fax/scanner machine. A lease for approximately \$4,000 per year would require three written requests/quotes. Quotes were obtained from Xerox, Eagle Systems and Toshiba Business Solutions. The current machine through Xerox has a remaining balance of \$6,141.16 (\$298/mo) and would roll the current balance plus new machine into one payment of \$350/month for 63 months. Eagle Systems offered to buy out the Xerox balance and would be a \$430 monthly payment for 60 months. Toshiba Business Solutions would also buy out the existing Xerox balance and would cost \$336/month for 63 months with a new machine.

Szukala questioned Lawrence as to why she felt city hall needed to upgrade to its current copier. Lawrence stated they needed a machine with document scanning capabilities.

Halas questioned why a stand-alone scanner is not being considered. Lawrence felt with the amount of scanning needed, a high-end scanner included in a multi-use machine would be preferred.

Michalski raised a concern there was not enough money in the current budget to cover existing scanner, never less a new one. Lawrence felt it may be better to wait until the next budget year in January to enter into the lease given the budget shortage.

It was decided to table the copier resolution at the common council meeting until the above questions were answered regarding the existing scanner in the basement of city hall and prices on a stand-alone scanner could be considered and compared with existing quotes.

Procurement resolution reviews:

Michalski discussed the purpose of the Finance Committee regarding the review of procurement resolutions as they pertain to the procurement policy. He felt the review should be as objective as possible and the procedure is being followed. Kiyak felt that having Halas in place would ensure there is enough money in budget and the committee should be questioning why procurement is being initiated and what other options may be available. Michalski questioned to what extent committee should be reviewing resolutions: will it be just a review or should a vote be taken as to whether it meets policy standards and be presented to council with the committee's approval?

Halas stated budget modifications should be presented to the committee without question. Halas differentiated between budget modifications (between different departments) and budget transfers (within a department).

Szukala felt it was important to openly discuss these modifications through the committee, however it is important that these resolutions are presented to the other two council persons at the common council meetings as well. All members were in agreement with the finance committee reviewing and discussing budget modifications/transfers and procurement resolutions, however the committee would not prevent these issues coming before the common council for its review by the entire council members.

Discussion turned to budget transfer limit of \$500 perhaps being too low and needing to be raised for finance committee and common council approval.

Meeting adjourned at 5:15 pm.

