

AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

July 7, 2008
Aldermen Sullivan, Lopez,
DeVries, M. Roy, Ouellette

5:30 PM
Aldermanic Chambers
City Clerk (3rd Floor)

1. Chairman Sullivan calls the meeting to order.
2. The Clerk calls the roll.
3. Department travel/conference summary reports submitted as follows:
 - Michael Robbins, (Airport) Explosive Detection K9/Handler Seminar and Training in Providence, RI.
(March 30- April 4, 2008)
 - Mark Brewer and J. Brian O'Neill, (Airport) Meeting with Southwest Airlines in Dallas, TX.
(April 8- April 9, 2008)
 - J. Brian McNeill, (Airport) ACI-NA Human Resources Conference in Ft. Lauderdale, FL.
(April 16- April 18, 2008)
 - John Haopian, (Airport) AAAE Airport Energy Efficiency Forum in Dallas, TX.
(April 20- April 22, 2008)
 - Mark Brewer, (Airport) Airport Security Policy & Technology Conference and IAAE Board of Directors Meeting in Vienna, Austria.
(April 28-April 30, 2008)
 - Jeffery Hood, David Murphy, Stephen Adams Jr., Joseph Pinard, and Nicholas Roessner (Airport) International Aviation Snow Symposium in Buffalo, NY.
(April 26- May 1, 2008)

- Sharon Wickens and Lisa Sorenson, (Finance) New Hampshire Government Finance Officer's Associations conference in North Conway, NH.
(May 1-May 2, 2008)
- Fred McNeill, (EPD) NEIWPC Commission Meeting in Providence, RI.
(May 8- May 9, 2008)
- Mark Brewer, (Airport) Meeting to discuss Intermodal Transportation in Billings, MT.
(May 8- May 10, 2008)
- Kevin Buckley, (Independent City Auditor) Annual Association of Government Auditors Annual Conference in Philadelphia, PA.
(May 19-20, 2008)
- Kevin Buckley, (Independent City Auditor) Biennial Forum of Government Auditors in Philadelphia, PA.
(May 21- May 22, 2008)
- Thomas Malafonte, (Airport) Airports Council International Conference in Phoenix, AZ.
(May 17-May 21, 2008)
- Carol Johnson, (City Clerk) International Institute of Municipal Clerks Conference in Atlanta, GA.
(May 17-May 21, 2008)
- Wayne Robinson, (Airport) AAIA Annual Conference in Anchorage, AK.
(May 31- June 5, 2008)
- Fred McNeill, (EPD) NEWEA Spring Meeting in Hyannis, MA.
(June 2- June 3, 2008)
- Dave Andreon and Michael Dalbec, (EPD) Shwing School in Wisconsin.
(June 3- June 5, 2008)
- Mark Brewer, (Airport) NEC/AAAE Past President's Meeting in Eastham, MA.
(June 20- June 21, 2008)

Ladies and Gentlemen, what is your pleasure?

4. Communication from William Sanders, Finance Officer, submitting the City's Monthly Financial Report (unaudited) for the eleven months ended May 31, 2008.

Ladies and Gentlemen, what is your pleasure?

5. Communication from Sharon Wickens, Assistant Director of Treasury, submitting Finance Department reports as follows:
 - a) Department Legend;
 - b) Open invoice report - over 90 days by fund;
 - c) Open invoice report - all invoices for interdepartmental billings only;
 - d) Open invoice report - all invoices due from the School Department only;
 - e) Listing of invoices submitted to City Solicitor for Legal Determination; and
 - f) Accounts Receivable summary.

Ladies and Gentlemen, what is your pleasure?

6. Recommendation from James Burkush, Fire Chief, on the request from Franco-American Centre for forgiveness of a \$200 bill for false alarm fees, if available.

Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any item from the table.

7. Communication from Kevin Buckley, Independent City Auditor, submitting an audit of the VISTA program and updating the committee on the status of pending and future audits.

(Note: Tabled 2/4/08 Copies of the audit and supporting documentation previously sent to the BMA and Committee members; Remained tabled 3/4/08; Updated communication between Kevin Buckley, Internal Auditor, and Janice Lopilato, State Program Specialist of the Corporation for National & Community Services attach; Tabled 3/11/08; Internal Auditor to present the attached Business Expense Policy as amended.)

On file for viewing with Office of the City Clerk, One City Hall Plaza.

8. Communication from Kevin Buckley, Independent City Auditor, listing audit observations and recommendations from all internal audits since *(Tabled 3/11/08)*
On file for viewing with Office of the City Clerk, One City Hall Plaza.

9. There being no further business, a motion is in order to adjourn.