

## AGENDA

### COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

May 19, 2009

Aldermen Sullivan, Lopez,  
DeVries, M. Roy, Ouellette

5:30 PM

Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)

1. Chairman Sullivan calls the meeting to order.
2. The Clerk calls the roll.
3. Department travel/conference summary reports submitted as follows:
  - Mark Brewer/Tom Malafronte, (Airport) US Airways visit, Phoenix, AZ.  
(March 10, 2009 to March 11, 2009)
  - Brian Keating, (Planning) National Community Development  
Association's CDBG Basics Training for Practitioners, Raleigh, NC.  
(April 8, 2009 to April 10, 2009)
  - Teresa Avampato, (Airport) PFC and Rates and Charges, Chicago, IL.  
(April 14, 2009 to April 16, 2009)
  - Carlton E. Braley, Jr., (Airport) 43<sup>rd</sup> International Aviation Snow  
Symposium, Buffalo, NY.  
(April 25, 2009 to April 30, 2009)

**Ladies and Gentlemen, what is your pleasure?**

4. Communication from William Sanders, Finance Officer, submitting the  
City's Monthly Financial Report (unaudited) for the ten months ended  
April 30, 2009.

**Ladies and Gentlemen, what is your pleasure?**

5. Communication from William Sanders, Finance Officer, submitting an updated  
budget forecast for FY2009, if available.

**Ladies and Gentlemen, what is your pleasure?**

6. 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?**

### **TABLED ITEMS**

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

7. Update on the status of Policy and Procedure manuals for each department.  
*(Note: The Committee has requested that all manuals be completed by June. Tabled 1/06/09)*
8. Communication from Kevin Buckley, Independent City Auditor, submitting the P-Card Program Performance Audit.  
*(Tabled 11/25/08)*  
***On file for viewing with Office of the City Clerk, One City Hall Plaza.***
9. Communication from Kevin Buckley, Independent City Auditor, submitting an audit of the Office of the City Clerk, Business License and Enforcement Division.  
*(Tabled 10/21/08)*  
***On file for viewing with Office of the City Clerk, One City Hall Plaza.***
10. 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.***

11. Copy of a communication from Alderman Lopez to Committee on Community Improvement requesting the BMA to ask the Finance Officer, City Solicitor and Bond Counsel (if needed) to review the possibility of using Rooms and Meals Tax money in the future for Storm Water Utility/Sidewalks/Streets. *(Tabled 09/25/2007 pending further information from the Finance Department. Retabled 7/07/08.)*
  
12. There being no further business, a motion is in order to adjourn.