

The Office of  
SUSAN ALIBOZEK  
City Clerk



TO: Common Council  
FROM: Susan Alibozek, City Clerk  
DATE: September 5, 2012

Aldermen Isabel and Dybas have called a Committee of the Whole Meeting for **Thursday, September 13, 2012 at 6:30 p.m.** in the Common Council Chambers, 61 Church Street.

The purpose of this meeting is:

1. Security Camera Installation
2. Capital Projects
3. Controller's Office
  - a. Status of current fiscal year's City Annual Update Document preparation for its submission to NYS Controller by the due date established by the NYS Controller
  - b. Status of real property tax foreclosure process for the City of Amsterdam's delinquent property tax payments comprising a listing of the properties so delinquent amounts and penalties updated by any current redemptions received.
  - c. The fiscal year-end balances contained in each of the City's fund balance accounts for unreserved/unencumbered fund balances.
  - d. The status of the City's bank account balances, their status with regard to each account's reconciliation process and their available balance of each as of the prior month's end.
  - e. The status of all funds account balances with regard to any over budget occurrences. The steps taken to bring these accounts into budget compliance.
  - f. The job duties/descriptions for each position in the Controller's office with specific attention to: who/how are tax bills, water bills, sewer bills, user fees and other invoices prepared; who/how are the aforementioned bills, fees and invoices audited for correctness.
  - g. The status of all funds capital projects accounts, by each individual capital project, undertaken by the City with regard to the original amount bonded for or ban for, the total amount spent to date, any increases in the project amounts made and the outstanding balance to be expended. This should be coordinated with the particular department head and may so as to monitor each project efficacy.
  - h. The status of any and all outstanding requests requiring report preparation or data submission by the Controller's office regarding the City receiving reimbursement by Federal, NYS or other Municipality.
  - i. Remedial action taken to correct the inefficiencies for positions/conditions in the Controller's Office.
4. Any other business to come before the committee

Cc: Media

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