

**Minutes of the
Finance Committee
Tuesday, December 11, 2018**

Attendance: Charlie Switzer, John Hodgdon, Adam Cobb, Mambwe Mutanuka, Lissa Dees

- I. Call to Order – Mr. Switzer called the meeting to order at 4:32 pm.
 - a) Mr. Switzer confirmed the meeting was properly noticed.
 - b) There was a motion and a second to approve the December 11, 2018 agenda
 - c) There was a motion and a second to approve the November 13, 2018 minutes.

- II. On-Going Business
 - a) Mrs. Dees provided treasurer's report for November and provided clarification on the DIB CRA check swap expense.
 - b) Mrs. Dees provided explanation on DPMD salaries and how this expense will appear on the financial statements for 2018/2019.
 - c) Finance Committee unanimously approved November financial statements.
 - d) Mrs. Dees provided annual paper and printing expense for DIB of \$170.40.
 - e) Mrs. Dees updated committee on Structured Parking Solutions quote of \$4,000 to provide a structural and code compliance assessment for Jefferson Street Garage. The committee unanimously approved the quote for DPMD and DIB review and approval.
 - f) Mrs. Dees updated the committee on the December 20th planned audit presentation.

- III. New Business
 - a) Mr. Switzer requested that Mrs. Dees provide a 6-month Y.O.Y comparison of in-house management versus contract management for parking funds. This will be on-hold until June.
 - b) Committee welcomed Councilwoman Hill to the meeting

- IV. Public Comment

None

- V. Adjournment the meeting was adjourned at 4:57 p.m.