

**Minutes of the
Finance Committee
Tuesday, January 8, 2019**

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

- I. Call to Order – Mr. Switzer called the meeting to order at 4:30 pm.
 - a) Mr. Switzer confirmed the meeting was properly noticed.
 - b) There was a motion and a second to approve the January 8, 2019 agenda
 - c) There was a motion and a second to approve the December 11, 2018 minutes.

- II. On-Going Business
 - a) Mrs. Dees provided treasurer's report for December provided clarification on the DIB CRA check swap revenue.
 - b) Mr. Switzer asked for clarification on DIB -4085 LTU pressure washing funds and committee agreed that if this is reflected as revenue there should be a counter expense line to provide transparency on in and out of money. Mrs. Dees will work with Baniakis & Associates to ensure an expense line item is created.
 - c) Mr. Switzer requested DIB line 6000 be broken out to show break down of expenses going forward.
 - d) Committee recommended the wording on the DIB Balance Sheet for 101- be changed to 'working or operating' funds.
 - e) Mr. Cobb asked for clarification on DIB 5004 – Mrs. Dees explained that this not related to health benefits as health insurance is not offered. This is related to workers comp and general DIB insurance increases associated with brining parking management in-house.
 - f) Finance Committee unanimously approved December DIB financial statement.
 - g) The Committee held a discussion on revenue impacts from Parking amnesty week.
 - h) The committee reviewed DPMP Nov. and Dec. revenue differences.
 - i) Finance Committee unanimously approved December DPMD financial statement.
 - j) Mrs. Dees provided update on approval of JSG structural and code compliance assessment.
 - k) Mrs. Dees provided copy of the completed 2017-2018 Audit.

- III. New Business
 - a) None

- IV. Public Comment

None

- V. Hold Items
 - a) 6-month Y.O.Y comparison of in-house management versus contract management for parking funds. This will be on-hold until June.

- VI. Adjournment the meeting was adjourned at 5:30 p.m.