

**Minutes of the
Finance Committee
Tuesday, June 11, 2019**

Attendance: Charlie Switzer, John Hodgdon, Adam Cobb, Mambwe Mutanuka, Malcom Ballinger, 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 June 11, 2019 agenda
 - c) There was a motion and a second to approve the April 9, 2019 minutes.

- II. On-Going Business
 - a) Mr. Switzer requested that the committee address the items concerning Mrs. Baniakis out of respect for her time.
 - b) Mrs. Baniakis explained the calculations for Allowance for doubtful accounts and answered questions from the committee. After discussions it was agreed by the committee that this is an area that the Parking Committee may want to pursue further. It was recommended that Mrs. Dees investigate total citations issued and percent of citations not paid and bring forth to the Parking Committee.
 - c) Mrs. Baniakis will research further the 490 deferred revenue line item and provide a written response for the next meeting.
 - d) The committee unanimously approved the April and May DIB financials.
 - e) The committee unanimously approved the April and May DPMD financials.
 - f) Mrs. Dees reported that both CD accounts have been established.
 - g) Mrs. Dees reported that Warren-Avertte has agreed to extend their audit services for an additional year.
 - h) Mrs. Mutanuka recommended standardizing the wording on the budget summary sheets for ease of understanding.
 - i) The Committee discussed upcoming changes to DIB Board and how these changes could impact current committees, to which Mrs. Dees explained that committee members are selected by the DIB chair.

- III. New Business
 - a) The Committee discussed upcoming changes to DIB Board and how these changes could impact current committees, to which Mrs. Dees explained that committee members are selected by the DIB chair.

- 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 after June.

- VI. Adjournment the meeting was adjourned at 5:20 p.m.