

**Minutes of the
Finance Committee
Tuesday, April 9, 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 April 9 12, 2019 agenda with the addition of (D) Special Event Parking under New Business.
 - c) There was a motion and a second to approve the March 12, 2019 minutes.

- II. On-Going Business
 - a) Mrs. Dees provided DIB treasure's report for March and explained variance for Palafox Market.
 - b) The committee unanimously approved the March DIB financials after discussing CRA Interlocal Income and item 490 on the Balance Sheet.
 - c) Committee requested further explanation from Accountants on Deferred Revenue – Prop Taxes.
 - d) Mrs. Dees provided DPMD treasure's report for March and explained monthly pass holder revenue showing in meter/pay-station line item due to Passport transition. Staff and accountants are currently working to correct going forward.
 - e) Mr. Hodgdon provided update on setting up the 3- and 6-month CD's.
 - f) Outstanding citation debt was held over to next meeting due to tax season and Mrs. Baniakis was not available to attend April meeting.
 - g) Mrs. Dees reported no contact has been reciprocated from auditors and she will follow-up again after tax season.
 - h) Mr. Switzer asked for clarification on process for collecting and reporting special event cash. Mrs. Dees provided current method for tracking cash received and explained that more time and additional infrastructure needed to be in place before we change current practices. These changes are in process and it is expected that the process will change within the next year given no unforeseen obstacles.
 - i) Mrs. Dees pointed out that the reserve fund expense and balance are reflected on the financial statements.

- III. New Business
 - a) Mr. Hodgdon asked for clarification on committee responsibilities for 2020 budget. Mrs. Dees explained that she will look to committee to assist in reviewing and checking for clarity.
 - b) Mrs. Dees informed the committee that she will be traveling in May and therefore the May meeting will be cancelled. April and May financial reports will be presented in the June meeting.

- IV. Public Comment

Ms. Dubuisson gave the committee an A+ for their diversity of members.
Mr. Buchanan asked if Synovus bank was still taking parking citations. Mrs. Dees informed him that only the Romana Street branch can accept current payments for parking citation and this information is listed on the citation as well as the DIB website.

- 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 5:20 p.m.

