



Finance & IT Committee

June 22, 2020 3:30 pm

Meeting Notes

Attendees via Microsoft Teams: Mayor Jennifer Gregerson, Council Vice President Sarah Kneller, Councilmembers Bob Champion and Elisabeth Crawford, City Administrator Steve Powers, Fire Chief Chris Alexander, and Finance Director Michelle Meyer.

1) Washington State Health Care Authority Ground Emergency Medical Transportation (GEMT) Program fee for service calculations and impact on 2021 Budget allocations

Director Meyer and Chief Alexander reviewed the history of how personnel costs for the Fire Department have been divided between the General Fund and the Emergency Medical Services (EMS) Fund over the past five years. They explained how the information recently compiled for the Washington State Health Care Authority Ground Emergency Medical Transportation (GEMT) Program could provide a more accurate basis for determining the cost split for the 2021 budget. The information reviewed is available as an attachment to the agenda for this meeting:

<https://mukilteowa.gov/wp-content/uploads/June-22-2020-Agenda.pdf>

Committee members understood the importance of using the most up to date and accurate information available to determine the personnel cost split and stressed the importance of communicating the new approach clearly during the budget process and in the budget document.

The item was subsequently scheduled for review with the full Council at the July 13, 2020 Work Session.

2) 2019 Financial Statement/Audit Update

As a follow-up from the May 26 Finance & IT Committee meeting when this topic was last discussed, Director Meyer informed the Committee that the 2019 Financial Statements had been completed and submitted to the State Auditor's Office on June 17, even though the deadline was subsequently extended until the end of June. The "on-site" audit is expected to begin in August but will be conducted mostly remotely due to the ongoing public health emergency.

3) CARES Grant

Director Meyer provided a brief overview of the CARES Grant item that was scheduled for the Special Council Meeting on June 29. The information can be viewed here:

https://mukilteo-wa.granicus.com/MetaViewer.php?view_id=4&clip_id=864&meta_id=37341

Next Meeting: Tentatively scheduled for July 28, time to be determined.

Extended Topic Items:

- Long Range Financial Plan
- Mukilteo Municipal Code Finance sections review
- Financial policy review