



Finance & IT Committee

May 26, 2020
Microsoft Teams
5:30-7:00 PM

Meeting Notes

Attendees: Mayor Jennifer Gregerson, Council Vice President Sarah Kneller, Councilmembers Bob Champion and Elisabeth Crawford, City Administrator Steve Powers, and Finance Director Michelle Meyer.

1) Gap Closing Policy for 2020 Budget

Director Meyer reviewed how the City's existing Gap Closing Policy was being used to provide a framework to address the financial impacts of the COVID-19 public health emergency, as outlined in the agenda bill for the same topic for the May 5th Council Meeting:

https://mukilteo-wa.granicus.com/MetaViewer.php?view_id=4&clip_id=854&meta_id=36841

While ensuring all minimum standards set forth in the policy are adhered to, the uniqueness of the ongoing situation necessitates more frequent reporting than the policy requires so reports are being provided to Council monthly before a formal plan is presented.

The next report to Council on the 2020 Budget Gap will be at the June 15 Council meeting. The July report will include information on sales tax remittances for April activity.

2) 2019 Financial Statement Update

Director Meyer provided an update on the State Auditor's Office (SAO) request to the Governor to extend the deadline for 2019 Financial Statements by 30 days beyond the scheduled deadline of 150 days after the close of the year in order to allow local governments additional time to make up for the increased workloads and reduced staffing levels resulting from COVID-19. At the time of the meeting it was considered highly unlikely that the legislature would meet within the next few days to grant an extension and Director Meyer explained that staff were following SAO recommendations to document extenuating circumstances and upload any schedules that were ready by the deadline if full report submission was not likely.

On May 29, SAO provided notification that the deadline was extended to June 17.

Next Meeting: Tentatively schedule for June 22, time to be determined.

Extended Topic Items:

- Long Range Financial Plan
- Mukilteo Municipal Code Finance sections review
- Financial policy review
- Fire/EMS cost of service allocation