



# Meeting Agenda

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Monday, April 20, 2026

4:30 PM

Council Chambers, Online and  
Via Phone

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**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_YGjc5GLOQkKWj7wugHD-2w](https://us02web.zoom.us/webinar/register/WN_YGjc5GLOQkKWj7wugHD-2w)

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. PUBLIC COMMENT**

*(Estimated Time: 0-15 Minutes)*

*During this portion of the meeting, community members may address the Committee for up to two (2) minutes regarding the Committee's business meeting topics.*

**5. APPROVAL OF MINUTES**

**5.A** [26-0299](#) Approval of March 16, 2026 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

**6. COMMITTEE BUSINESS**

**6.A** [26-0296](#) Budget Spotlight: Cost Allocations

**6.B** [26-0266](#) Briefing on the City Building Electrification Plan, Facility Condition Assessment and Future Funding Strategies

**6.C** [26-0297](#) Briefing on the Fleet Electrification Plan and Electric Vehicle Charging Recommendations

**7. REPORTS AND UPDATES**

**8. ADJOURNMENT**

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City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## Finance Committee

### Approval of March 16, 2026 Finance Committee Meeting Minutes

**Agenda Date:** 4/20/2026  
**Agenda Item Number:** 5.A  
**File Number:**26-0299

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**Type:** minutes **Version:** 1 **Status:** In Committee

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**Title**

Approval of March 16, 2026 Finance Committee Meeting Minutes



# Meeting Minutes - Draft

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Monday, March 16, 2026**

**4:30 PM**

**Council Chambers, Online and Via  
Phone**

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### Register to Attend:

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#### 1. CALL TO ORDER

The meeting was called to order at 4:30 p.m.

#### 2. ROLL CALL

**Present:** 3 - Chair Clark Gilman, Committee member Kelly Green and Committee member Robert Vanderpool

#### 3. APPROVAL OF AGENDA

The was approved.

#### 4. PUBLIC COMMENT - None

#### 5. APPROVAL OF MINUTES

5.A [26-0168](#) Approval of February 23, 2026 Finance Committee Meeting Minutes

The minutes were approved.

#### 6. COMMITTEE BUSINESS

6.A [26-0209](#) Waste Resources Carpenter Road Facility Update

Public Works Director Mark Russell and Interim Waste ReSources Director Ron Jones shared a presentation and provided an update on the Waste Resources Maintenance Facility on Carpenter Road Project Update. The Committee received the presentation, asked staff questions, and discussed the item.

The Committee expressed interest in understanding alternatives before moving forward with the Carpenter Road facility and providing the full City Council an opportunity to receive the presentation and have additional questions answered, including context of what neighboring jurisdictions pay for waste hauling services, at a future study session.

The discussion was completed.

**6.B**     [26-0210](#)     Budget Spotlight: Fund History

Senior Budget & Finance Manager Joan Lutz provided a presentation highlighting several city funds, including the Development Fee Revenue Fund, Facilities Fund, and Fire Fleet Fund. The Committee received the presentation, asked staff questions, and discussed the presentation.

**The discussion was completed.**

**7.        REPORTS AND UPDATES**

Finance Director Mike Githens updated the Committee on the publication of the 2026 Operating Budget document on the City website, shared the updated Investment Policy will be coming to the full City Council on consent on March 24th, and status of the 2025 Annual Comprehensive Financial Report.

**8.        ADJOURNMENT**

The meeting was adjourned at 6:05 p.m.



## Finance Committee

### Budget Spotlight: Cost Allocations

**Agenda Date:** 4/20/2026  
**Agenda Item Number:** 6.A  
**File Number:**26-0296

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**Type:** decision **Version:** 1 **Status:** In Committee

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**Title**

Budget Spotlight: Cost Allocations

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive a Budget Spotlight presentation on Cost Allocations.

**Report**

**Issue:**

Whether to receive a Budget Spotlight presentation on Cost Allocations.

**Staff Contact:**

Joan Lutz, Senior Budget and Finance Manager, 360.753.8760.

**Presenter(s):**

Joan Lutz, Senior Budget and Finance Manager.

**Background and Analysis:**

The City of Olympia operates with multiple funds - such as the General Fund, Utility Funds and Special Revenue Funds. To maintain transparency and fairness in budgeting, the City allocates direct and indirect costs to ensure each fund and program bears its fair share of operating expenses.

Direct costs are expenses that can be clearly attributed to a single department, program or service. Examples include departmental employee salaries, contracted services, PC use and device rates.

Indirect costs are shared expenses that support multiple departments, programs or services. These typically include Human Resources, Information Services, Legal, Finance and Front Desk. Since these costs benefit multiple areas, they are allocated based on reasonable and supportable methods such as number of employees, transaction volume or service hours.

The City's allocation plan is reviewed annually and updated as necessary under the guidance of federal standards such as OMB Uniform Guidance (2 CFR Part 200), even if not federally mandated,

to ensure consistency and audit readiness.

**Climate Analysis:**

This agenda item is not expected to result in climate impacts.

**Equity Analysis:**

One of the goals of the City's budget process is to ensure that city services are provided equitably to our residents and business communities, as well as the greater Olympia community. This agenda item is not expected to further impact known disparities in our community.

**Neighborhood/Community Interests (if known):**

Members of the community may have an interest in this agenda item as it deals with transparency, City finances and fiscal governance.

**Financial Impact:**

There is no financial impact associated resulting from this discussion, however, cost allocations impact rate models with direct and indirect costs.

**Options:**

1. Receive the presentation on cost allocations.
2. Do not receive the presentation on cost allocations.
3. Reschedule the presentation on cost allocations to a future meeting date.

**Attachments:**

Presentation



## Finance Committee

### Briefing on the City Building Electrification Plan, Facility Condition Assessment and Future Funding Strategies

**Agenda Date:** 4/20/2026  
**Agenda Item Number:** 6.B  
**File Number:**26-0266

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**Type:** discussion   **Version:** 1   **Status:** In Committee

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#### **Title**

Briefing on the City Building Electrification Plan, Facility Condition Assessment and Future Funding Strategies

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Managers Recommendation:**

Receive a briefing on the City Building Electrification Plan, Facility Condition Assessment and future funding strategies.

#### **Report**

##### **Issue:**

Whether to receive a briefing on the City Building Electrification Plan, Facility Condition Assessment and future funding strategies.

##### **Staff Contact:**

Eli Cole, CFM, Facility Manager, Public Works, 360.753.8154

##### **Presenter(s):**

Eli Cole, CFM, Facility Manager, Public Works

#### **Background and Analysis:**

Facilities staff have completed our first facility electrification roadmap, and it provides the framework to transition our facilities away from fossil fuels by 2040. Facilities staff have also completed our fourth Facility Condition Assessment that feeds into the building electrification roadmap. By looking at both the facility condition assessment and the facility electrification plan together, staff have a framework that replaces assets after they have met their useful life with the opportunity to transition from fossil fuel to renewable electricity.

Staff will give the Finance Committee a briefing on the Facility Condition Assessment and the Facility Electrification Plan, including cost to maintain our important facilities while working to reach full

electrification by 2040.

**Climate Analysis:**

In 2019, the City of Olympia signed a Resolution M-2320 that aligns with the Thurston Climate Mitigation Plan. This pledges that our facilities reach net zero emissions by 2040 and commits to establish an interim target to reduce carbon emissions 59% below our 2019 levels by 2030.

**Equity Analysis:**

There will be considerable opportunities for disadvantaged businesses to bid on these facility projects.

**Neighborhood/Community Interests (if known):**

The building electrification roadmap is aligned with the Thurston County Mitigation Plan that aims to reduce greenhouse gas emissions by 45% by 2030 and 85% by 2050.

**Financial Impact:**

The facilities capital repair and replacement fund (Fund 335) has a fund balance of \$5 million at the end of 2025. The current revenue for Fund 335 is \$1.8 million annually on average for the last 5 years.

Building Electrification

Building electrification and decarbonization is estimated to cost \$36.6 million for complete electrification of City owned facilities by 2040. These investments would average 2.8 million annually.

Facility Condition Assessment

The Facility Condition Assessment has estimated \$61 million in observed deficiencies over the next 13 years. These investments would average 4.7 million annually.

**Options:**

1. Receive a briefing on the City Building Electrification Plan, Facility Condition Assessment and future funding strategies.
2. Do not receive a briefing on the City Building Electrification Plan, Facility Condition Assessment and future funding strategies.
3. Take other action.

**Attachments:**

None



## Finance Committee

### Briefing on the Fleet Electrification Plan and Electric Vehicle Charging Recommendations

**Agenda Date:** 4/20/2026  
**Agenda Item Number:** 6.C  
**File Number:**26-0297

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**Type:** discussion **Version:** 1 **Status:** In Committee

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#### **Title**

Briefing on the Fleet Electrification Plan and Electric Vehicle Charging Recommendations

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Receive a briefing on the Fleet Electrification Plan and Electric Vehicle Charging recommendations.

#### **Report**

##### **Issue:**

Whether to receive a briefing on the Fleet Electrification Plan and Electric Vehicle Charging recommendations.

##### **Staff Contact:**

Thanh Jeffers, Deputy Director, Public Works Department, 360.753.8278

##### **Presenter(s):**

Thanh Jeffers, Deputy Director, Public Works  
Jaime Mastache, Fleet Operations Supervisor, Public Works

##### **Background and Analysis:**

The Public Works Fleet operates approximately 249 light, medium, and heavy-duty vehicles and equipment. Transitioning to electric vehicles (EVs) aligns with the City's Climate Action Plan and supports adopted sustainability and equity goals. Fleet electrification is anticipated to reduce greenhouse gas emissions, lower the City's carbon footprint, improve air quality, and support economic opportunities through workforce development and equitable contracting practices.

In 2025, the City retained DKS Consulting to assess fleet electrification and energy needs. The assessment evaluated existing fleet facilities for required infrastructure upgrades, feasibility of installing EV charging systems, and a phased implementation strategy with planning level cost estimates.

The assessment is intended to inform long-term planning. Additional design, engineering, and refined cost estimates will be required for each facility prior to construction and installation. Plans should be reevaluated before each phase of implementation to account for advancements in technology, market availability of vehicles, and evolving operational needs.

**Climate Analysis:**

Electrifying the City of Olympia’s fleet reduces greenhouse gas (GHG) emissions, lowers the municipal carbon footprint, improves air quality, and supports the City’s Climate Action Plan goals.

**Equity Analysis:**

Fleet electrification supports the City’s equity goals by creating workforce opportunities, supporting fair and inclusive contracting and demonstrating a commitment to sustainable and equitable municipal operations

Additionally, this will also provide an opportunity to install public EV charging infrastructure in areas with multifamily housing, helping community members without access to private charging as they transition to EVs.

**Neighborhood/Community Interests (if known):**

No neighborhood or community interests have been identified to date.

**Financial Impact:**

This briefing has no direct fiscal impacts. However, the Olympia Municipal Fleet Electrification and Electric Vehicle Charging Recommendations estimate that transitioning light and medium-duty fleet vehicles to EVs over the next eighteen years will result in significant costs, primarily due to vehicle replacement and charging infrastructure needs. Light and medium-duty vehicles account for approximately 75% of the total municipal fleet.

Fleet vehicle transition: \$26 million transitioning 220 light, medium and heavy vehicles by 2045 (excluding emergency vehicles for OFD).

Fleet charging infrastructure: \$7.5 million for 63 charging stations (materials, labor and installation cost).

Public charging infrastructure: \$2.6 million for 29 charging stations at 13 City-owned sites (materials, labor and installation cost).

Costs associated with emergency vehicles are not included, as options are currently limited. Implementation of an electric fleet will require additional funding through future City budget adoptions.

**Options:**

1. Receive a briefing on the Fleet Electrification Plan and Electric Vehicle Charging Recommendations.
2. Do not receive the briefing.

3. Take other action as directed by the committee.

**Attachments:**

None