



# Meeting Minutes - Draft

## 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**

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 agenda was approved.

**4. PUBLIC COMMENT - None**

**5. APPROVAL OF MINUTES**

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

**The minutes were approved.**

**6. COMMITTEE BUSINESS**

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

Senior Budget & Finance Manager Joan Lutz presented the monthly budget spotlight presentation on cost allocation. The presentation included an explanation of how and why the City maintains a cost allocation plan to ensure General Fund costs are recovered fairly and equitably from supported funds.

Committee members asked clarifying questions.

**The report was received.**

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

Public Works Director Mark Russell and Facilities Manager Eli Cole presented information on the City Building Electrification Plan, the Facility Condition Assessment, and future funding strategies. The presentation summarized work completed in partnership with a consultant, reviewed the results of the recent facility assessment, and outlined the gap between projected facility maintenance needs and existing funding levels.

Committee members asked clarifying questions.

**The discussion was completed.**

**6.C** [26-0297](#)

Deputy Public Works Director Thanh Jeffers and Fleet Operations Supervisor Jaime Mastache presented information on the City's Fleet Electrification Plan and Electric Vehicle Charging Recommendations. The presentation included an overview of the current fleet and progress toward electrification, as well as a discussion of current and anticipated market conditions affecting electric vehicle adoption, particularly for heavy-duty and emergency response vehicles. Staff also reviewed projected electric vehicle charging infrastructure needs.

Committee members asked clarifying questions.

**The discussion was completed.**

**7. REPORTS AND UPDATES**

City Manager Jay Burney and Finance Director Michael Githens provided the Finance Committee with an update on the new Monthly Financial Report Power BI Dashboard. Director Githens reviewed the dashboard's new features and demonstrated the dynamic analysis capabilities available through the tool. Staff noted that the new report will be presented to the full City Council at a future meeting and will also be made available on the City's website for public access.

In addition, Director Githens provided the Finance Committee with an update on the Annual Comprehensive Financial Report process.

**8. ADJOURNMENT**

The meeting adjourned at 6:54 p.m.