



City Council Regular Meeting **Amended*** Agenda

Refer to the bottom of the agenda for meeting information.

Tuesday, June 2, 2026

6:00 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Land Acknowledgement

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the Medicine Creek Treaty of 1854.

5. Approval of Agenda and Consent Agenda Items

- A. Informational Dinner Meeting Minutes of May 5, 2026
- B. Regular Meeting Minutes of May 5, 2026
- C. Joint Meeting Minutes of May 12, 2026
- D. Regular Meeting Minutes of May 19, 2026
- E. Approval of Payment of Claims, Wages, and Transfers for May 6-22, 2026

6. Public Recognitions, Proclamations, and Presentations

- A. **Lacey Youth Council Recognition**
Sadie Siglin, Management Analyst
- B. **TOGETHER Updates and Appreciation**
Vanessa Hurst, Co-Executive Director of Programs
Wendy Guzman, Club House Director
- C. **Proclamation: National Family Reunification Month**
Michael Rihtarich, Social Worker/Parent Representation Program, Office of Public Defense

7. Public Comment

Refer to the bottom of the agenda for instructions on how to provide public comment.

8. Agenda Items

A. Mandatory Watering Schedule and Water Shortage Response Plan

Charlene McHendry, Water Resources Specialist

B. Human Services Grant Policy Approval

Michelle Chavez, Human Services Coordinator

9. City Manager's Report

10. Mayor's Report

11. Council Reports

A. Deputy Mayor Malcolm Miller

B. Councilmember Lenny Greenstein

C. Councilmember Carolyn Cox

D. Councilmember Nicolas Dunning

E. Councilmember Maren Turner

F. Councilmember Ryan Siu

12. Executive Session

A. ~~Executive Session pursuant to RCW 42.30.110(1)(g)~~

~~*Item Removed on May 29, 2026~~

13. Adjourn

Attendance and Public Comment

Attend Remotely or in Person

The public may attend the meeting in person, or you may view or listen to the meeting using one of the following platforms:

In Person	Council Chambers at Lacey City Hall 420 College Street SE, Lacey, WA 98503
Zoom:	https://us02web.zoom.us/webinar/register/WN_4QP0YXEZREC7odkxV1V1dg
Website:	https://cityoflacey.org/government/public-meetings/
Facebook:	https://www.facebook.com/cityoflacey
YouTube:	https://www.youtube.com/watch?v=eKr7xlbAqNw
Cable:	Channel 77 with your local cable provider
Phone:	(888) 788-0099 or (877) 853-5247 (Webinar ID 892 4700 5576)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- a. Name
- b. City of residence or connection to the City
- c. Topic or subject matter of your comments

Those wishing to provide verbal public comment may do so in person or by Zoom:

In Person: Use the sign-up sheet located in the Council Chambers.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:
https://us02web.zoom.us/webinar/register/WN_4QP0YXEZREC7odkxV1V1dg

Instructions and access details will be provided once registration is complete.

Written Public Comment

Public comments may also be submitted by email to PublicComment@cityoflacey.org. The commenting period will close two hours before the meeting time. Written comments will be provided to the City Council electronically prior to the meeting. Comments will not be addressed during the Council meeting; however, comments received will be added to the official record.



Lacey City Council Informational Dinner Meeting Minutes

Tuesday, May 5, 2026

Lacey City Hall Community Room

1. Call to Order

Mayor Ryder called the meeting to order at 4:34 p.m.

2. Roll Call

Council Present

Mayor Andy Ryder

Deputy Mayor Malcolm Miller

Councilmember Lenny Greenstein

Councilmember Carolyn Cox

Councilmember Nicolas Dunning

Councilmember Maren Turner

Councilmember Ryan Siu

Staff Present

Rick Walk, City Manager

Elissa Fontaine, City Clerk

3. Land Acknowledgement

4. Approval of the Agenda

Councilmember Greenstein moved to approve the agenda. Councilmember Siu seconded. The motion carried.

5. Discussion on Local and Regional Matters

Discussion ensued on the following topics:

1. Council travel allocations
2. City Manager's annual evaluation process
3. Official Newspaper designation

4. Recruitment timeline for Public Works Director
5. Staff Report requirements for Council meeting materials
6. Regional Housing Council process and structure

No final action was taken per Lacey City Council Policies and Procedures, Chapter 7.01.

6. Adjourn

Mayor Ryder adjourned the meeting at 5:49 p.m.

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City Council Regular Meeting Minutes

Tuesday, May 5, 2026

Council Chambers and Online

1. Call to Order

Mayor Ryder called the meeting to order at 6:00 p.m.

2. Roll Call

Council Present

Mayor Andy Ryder
Deputy Mayor Malcolm Miller
Councilmember Lenny Greenstein
Councilmember Carolyn Cox
Councilmember Nicolas Dunning
Councilmember Maren Turner
Councilmember Ryan Siu

Staff Present

Rick Walk, City Manager
Shannon Kelley-Fong, Assistant City Manager
Dave Schneider, City Attorney
Scott Egger, Public Works Director
Troy Woo, Finance Director
Veronica Hand, Equity and Inclusion Program Manager
David Knox, Utility Engineer
Ryan Jewell, Utility Engineer
Shanelle Pierce, Special Projects Coordinator
Sadie Siglin, Management Analyst
Elissa Fontaine, City Clerk

3. Pledge of Allegiance

Mayor Ryder led the flag salute.

4. Land Acknowledgement

Mayor Ryder presented the abbreviated Land Acknowledgement.

5. Approval of Agenda and Consent Agenda Items

- A. Approval of the Minutes of March 24, 2026
- B. Approval of the Informational Dinner Meeting Minutes of April 7, 2026
- C. Approval of the Regular Meeting Minutes of April 7, 2026
- D. Approval of Payment of Claims, Wages, and Transfers for March 30 through April 24, 2026

Councilmember Greenstein moved to approve the agenda and consent agenda. Councilmember Cox seconded. The motion carried.

6. Public Recognitions and Presentations

A. Utility Wrap Artist Recognition

Sadie Siglin, Management Analyst
Shanelle Pierce, Special Projects Administrator

Siglin presented on the utility wrap program and recognized the program's artists. The program aligns with Council policies and procedures, the City of Lacey 6-Year Public Art Plan, and the DEIB Strategic Plan. The program includes 31 utility box wraps that celebrate Lacey's history and are located in highly visible, accessible areas. Siglin reviewed the project phases and recognized the artists who created artwork for the Utility Wrap Program.

Pierce outlined improvements made for future calls for art, including a revised application timeline. Art applications will be accepted from October through December, with installations planned for the spring and summer seasons.

B. Lacey Youth Council

The following representatives presented reports:

Joel Whipple, North Thurston
Matthew Mandig, Timberline
Luka Froehlich, Home School
Heeyoung Kim, River Ridge
Isabella Valerio, Lacey Youth Council

C. 2026 State Legislative Briefing

Brian Enslow, Arbutus Consulting
Shannon Kelley-Fong, Assistant City Manager

Enslow presented an overview of the 2026 state legislative session, including a summary of the state budget and key policy updates. The presentation covered enacted fiscal policy under HB 2442, introduced housing legislation under HB 2201, enacted housing bills HB 2266 and HB 6026, and enacted public safety

policy under SB 6002. Enslow also reviewed priorities and focus areas for the 2027 legislative agenda.

7. Public Comment

Annette Bullchild, Nisqually Tribe Archives Director, spoke on Item 6.A, Utility Wrap Artist Recognition, honoring Cecelia Svinth Carpenter, a tribal historian featured in the Utility Wrap Program.

8. Ordinances

A. Ordinance 1700: 2026 Budget Amendment

Troy Woo, Finance Director

Woo presented draft Ordinance 1700 authorizing the 2026 budget amendment. The Council received a detailed presentation on the proposed amendment during the April 28, 2026, worksession. The ordinance would approve adjustments to the General Fund, Special Funds, Capital Funds, and Utility Funds, for a total budget amendment of \$9,578,002.

Walk and Egger provided an update on the water meter replacement program.

Councilmember Greenstein moved to adopt Ordinance 1700 authorizing the 2026 budget amendment. Councilmember Siu seconded. The motion carried.

9. Mayor's Report

Mayor Ryder reported on the State of the City and Advisory Board Recognition event, held on April 29, 2026, at the Virgil Clarkson Senior Center.

Councilmembers Cox, Turner, Siu, and City Manager Walk provided additional comments on the event.

10. City Manager's Report

A. Contract Award: Jubilee Stormwater Pond Restoration

David Knox, Utility Engineer

Knox presented on the Jubilee Stormwater Pond Restoration. The City advertised this project for two weeks and bids were opened on April 1, 2026. Eleven (11) bids were received, ranging from \$437,717.26 to \$789,044.67 with an engineer's estimate of \$559,470. This project is to restore a group of aging and deteriorating stormwater ponds owned by the City to original condition. Work is expected to begin in early summer 2026 and there are 30 working days allotted to this project.

Councilmember Dunning moved to award contract PW2025-19 to qualified low bidder Miken Dirtworx LLC in the amount of \$437,717.26. Councilmember Siu seconded. The motion carried.

B. Contract Award: Lift Station 6 Replacement

Ryan Jewell, Utility Engineer

Jewell presented on the Lift Station 6 Replacement. The City advertised this project for twenty-one (21) days and bids were opened on April 8, 2026. Nine (9) bids were received, ranging from \$2,407,417.40 to \$1,847,251.467 with an engineer's estimate of \$2,296,501.26. This project includes the replacement of the existing wet pit/dry pit wastewater lift station, the construction of a submersible wastewater lift station, and the installation of water, wastewater, and power lines in 32nd Ct SE. Work is expected to begin in July 2026 and there are 250 working days allotted to this project.

Deputy Mayor Miller moved to award contract PW2022-08 to qualified low bidder Barcott Construction LLC in the amount of \$1,847,251.46. Councilmember Cox seconded. The motion carried.

C. Community and Cultural Events Grant

Veronica Hand, Equity and Inclusion Program Manager

Hand presented the 2026 Community and Cultural Events Grant. This pilot program provides funding to support community and cultural events that enhance community engagement, celebrate cultural diversity, and provide accessible opportunities for community participation. The City received 16 applications, with 12 meeting program criteria. All eligible applications were submitted by local organizations seeking support for community events and cultural programming. Requested funding exceeded the program's available budget of \$25,000. Council discussion followed regarding funding reimbursements and future funding cycles.

Deputy Mayor Miller moved to approve Option 1, providing funding for eight (8) events that are both community and cultural events, with the applicants receiving nearly 75% (74.6) of their requested amounts, for a total allocation of \$25,000. Councilmember Siu seconded. The motion carried.

D. Lodging Tax Advisory Committee Funding Process Briefing

Sadie Siglin, Management Analyst

Siglin provided an overview of the 2025 Lodging Tax Advisory Committee (LTAC) funding awards and updates for the 2026 process. In 2025, \$607,225 was authorized for events and festivals, tourism-related facilities, and tourism promotion activities, with event attendance falling below expectations and facility attendance exceeding projections. For 2026, \$685,239 in funding was authorized, along with several process updates, including Council review of LTAC awards outside the budget process, approval of preparatory marketing expenses before events occur, and the suspension of the 2026 JLARC reporting on 2025 attendance

outcomes. Planning for the 2027 cycle includes increasing RAC funding, prioritizing applicants with activities in Lacey and those with the highest potential to generate paid overnight stays, and continuing case-by-case application reviews. The anticipated 2026 application timeline was also reviewed, with applications scheduled to be accepted from July 1 through August 21, 2026.

Additional Reports

Walk recognized Municipal Clerks Week and expressed appreciation for the work and contributions of the City Clerk's Office.

11. Council Reports

A. Mayor Andy Ryder

1. Mayors' Forum
2. Thurston Chamber Shared Legislative Committee
3. Transportation Policy Board (TPB)

Mayor Ryder did not provide any reports.

B. Deputy Mayor Malcolm Miller

1. Economic Development Council (EDC)
2. Joint Animal Services Commission (JASCOM)
3. Lodging Tax Advisory Committee (LTAC)

Deputy Mayor Miller did not provide any reports. The Deputy Mayor provided comments regarding the DEIB Summit.

C. Councilmember Lenny Greenstein

1. Emergency Medical Services (EMS)
2. Law Enforcement Officers and Firefighters Plan 1 Disability Board (LEOFF-1)
3. TCOMM911
4. Thurston County Opioid Abatement Council

Councilmember Greenstein provided a report from EMS.

D. Councilmember Carolyn Cox

1. Lacey-Olympia-Tumwater-Thurston Clean Water Alliance (LOTT)
2. Intercity Transit Authority

Councilmember Cox did not provide any reports. Councilmember Cox provided comments regarding the system overhaul for Intercity Transit.

E. Councilmember Nicolas Dunning

1. Law Enforcement Officers and Fire Fighters Plan 1 Disability Board (LEOFF-1)
2. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)

3. Regional Housing Council

Councilmember Dunning provided a report from the VCB. Dunning provided additional information from recently attending a tourism conference.

F. Councilmember Maren Turner

1. Nisqually River Council
2. Thurston County Law & Justice Council
3. Thurston Regional Planning Council (TRPC)

Councilmember Turner provided reports from the TRPC.

G. Councilmember Ryan Siu

1. Olympic Region Clean Air Agency (ORCAA)
2. Solid Waste Advisory Committee (SWAC)
3. Thurston Climate Mitigation Collaborative (TCMC)

Councilmember Siu did not provide any reports. Councilmember Siu provided highlights from the DEIB Summit.

12. Adjourn

Mayor Ryder adjourned the meeting at 8:06 p.m.



City Council Joint Meeting with North Thurston Public School Board of Directors Minutes

Tuesday, May 12, 2026

Council Chambers and Online

1. Call to Order

Deputy Mayor Miller called the meeting to order at 6 p.m.

2. Roll Call and Introductions

City Council Present

Deputy Mayor Malcolm Miller

Councilmember Carolyn Cox

Councilmember Nicolas Dunning (remote)

Councilmember Maren Turner

Councilmember Ryan Siu

Lacey Youth Council Deputy Mayor Isabella Valerio (River Ridge High School)

Lacey Youth Council Representative to the Human Services Commission, Jennifer Zheng (North Thurston High School)

City Council Excused

Mayor Andy Ryder

Councilmember Lenny Greenstein

North Thurston Public School Board Directors Present

President Esperanza Badillo Diiorio

Vice President Michelle Gipson

Director Gretchen Maliska

Director Jeff Line

Director Sarah Tracy

Student Advisor Colten Bowman (Envision Career Academy)

Student Advisor Henry Bui (North Thurston High School)

Staff Present

Rick Walk, City Manager

Troy Oliver, District Superintendent

Jen Burbidge, Parks, Culture, and Recreation Director

Sue Falash, Recreation Manager

Sadie Siglin, Management Analyst
Brandy Legomina, Deputy City Clerk

3. Land Acknowledgement

Deputy Mayor Miller presented the abbreviated Land Acknowledgement.

4. Approval of the Agenda

Councilmember Siu moved to approve the agenda. Councilmember Cox seconded. The motion carried.

5. Public Comment

Cortni Holthaus, Tumwater resident, commented about the federal amended complaint challenging policies of the Washington State Department of Corrections.

6. Agenda Items

A. Youth DEIB Summit Panel Report

Annie Hicks, Nisqually Youth Council
Isabella Valerio, Deputy Mayor, Lacey Youth Council
Makayla Lesane, Summit Planning Subcommittee Rep., Lacey Youth Council
Jennifer Zheng, Summit Planning Subcommittee Rep., Lacey Youth Council

Valerio and Zheng reported on the 2026 Thurston Forward Youth DEIB Summit Panel, held on May 1-2, 2026, at the South Puget Sound Community College Lacey Campus. The Lacey Youth Council, Olympia Youth Council, and Nisqually Youth Council collaborated to organize a youth panel and mental health workshop focused on issues affecting youth, including environmental, tribal, juvenile justice, and mental health concerns.

B. 5th Grade Activity Night

Sean Dotson, Assistant Superintendent of Operations
Jen Burbidge, Lacey Parks, Culture, and Recreation Director

North Thurston Public Schools, Lacey Parks, Culture, and Recreation, and the Boys & Girls Clubs of Thurston County have partnered to organize activity nights for fifth-grade students. The first event is scheduled for May 15, 2026, at the Kaila Celeste Branch of the Boys & Girls Clubs of Thurston County and will have a capacity for up to 200 students. Due to sponsorship support, there will be no fee for the initial event, though fees may be considered for future events. During this event, district staff will offer a parent education session at the district office focused on supporting students' transition from fifth grade to middle school. Discussion ensued.

C. Lacey Parks and Aquatics

Jennifer Burbidge, Lacey Parks, Culture, and Recreation Director

Sue Falash, Lacey Recreation Manager

Burbidge provided an overview of upcoming Lacey Parks, Culture, and Recreation (PCR) spring and summer events and shared updates on 2026-2027 projects including Greg Cuoio Park Phase 1A, Regional Athletic Complex (RAC) Improvements, and Rainier Vista Park improvements.

Burbidge highlighted the department's long-standing partnership with North Thurston Public Schools through a Joint Use Agreement, which supports shared use and operation of pools, athletic fields, gyms, classrooms, and buses for community programs and user groups.

Falash reviewed the aquatics program, including staff training, swim lessons, aqua fitness, pool rentals, and family open swim passes, and discussed the potential community impacts associated with the possible closure of The Evergreen State College pool. Discussion ensued.

D. Raj Manhas Activity Center

Sean Dotson, Assistant Superintendent of Operations

Dotson reported on the February 3, 2026, ribbon-cutting ceremony for the Raj Manhas Activity Center. The newly renovated facility houses the Ignite Family Academy homeschool parent partnership program, the North Thurston Public Schools Family and Youth Resource Center, student records and archives, the South Sound Reading Foundation, and office space for community partners.

E. LEAF Center

Sean Dotson, Assistant Superintendent of Operations

Dotson reported on the groundbreaking ceremony for the Lacey Education and Family (LEAF) Center, which took place on March 30, 2026. The preschool and family education facility will include 18 classrooms, a multi-activity space, a library, and a community playground. The center is expected to serve up to 600 students and is scheduled to open in fall 2027.

7. Adjourn

Deputy Mayor Miller adjourned the meeting at 7:18 p.m.



City Council Regular Meeting Minutes

Tuesday, May 19, 2026

Council Chambers and Online

1. Call to Order

Mayor Ryder called the meeting to order at 6 p.m.

2. Roll Call

Council Present

Mayor Andy Ryder
Deputy Mayor Malcolm Miller
Councilmember Carolyn Cox
Councilmember Nicolas Dunning
Councilmember Maren Turner
Councilmember Ryan Siu

Council Excused

Councilmember Lenny Greenstein

Staff Present

Rick Walk, City Manager
Dave Schneider, City Attorney
Scott Egger, Public Works Director
Vince McGowan, Water Resource Manager
Teri O'Neal, Utility Capital Program Manager
Shanelle Pierce, Special Projects Administrator
Erin Quinn Valcho, Museum Curator
Ryan Jewell, Utility Engineer

Paul J. White, Deputy City Clerk

3. Pledge of Allegiance

Mayor Ryder led the flag salute.

4. Land Acknowledgement

Mayor Ryder presented the abbreviated Land Acknowledgement.

5. Approval of Agenda and Consent Agenda Items

- A. Approval of the Minutes of April 14, 2026
- B. Approval of the Minutes of April 28, 2026
- C. Approval of Payment of Claims, Wages, and Transfers for April 17 through May 8, 2026

Deputy Mayor Miller moved to approve the agenda and consent agenda. Councilmember Cox seconded. The motion carried.

6. Proclamations

A. Proclamation: Bicycle Month

Ali Fuller, Walk N Roll Program, Intercity Transit

Mayor Ryder and Council proclaimed May 2026 as Bicycle Month. Fuller was present to accept the proclamation.

B. Proclamation: Asian American Pacific Islander Heritage Month

Brian Lock, APIC South Puget Sound

Lynn Crowley, Co-Chair, Asian Pacific Islander Coalition of South Puget Sound

Mayor Ryder and Council proclaimed May 2026 as Asian American Pacific Islander Heritage Month. Lock and Crowley were present to accept the proclamation.

C. Proclamation: Memorial Day

Meghan Barnes, Blue Star Families Puget Sound

Mayor Ryder and Council proclaimed May 25, 2026, as Memorial Day. Barnes was present to accept the proclamation.

7. Public Comment

Two (2) people signed up to speak at the meeting.

Mike Brown, Lacey resident, commented on construction contracts and the need for apprenticeship utilization requirements.

Mark Howard, Lacey resident, commented on construction contracts and opportunities in the trades for young people.

No one registered to speak remotely and no written comments were received.

8. Resolutions

A. Resolution No. 1181: Council Policies and Procedures

Paul J. White, Deputy City Clerk

White presented Resolution No. 1181, which updates the structure and format of Council worksession and regular meeting agendas, revises a handful of clerical errors, and removes outdated references. All previous business items remain available for future agendas, and the revisions provide more flexibility for the efficient ordering of agenda items.

Deputy Mayor Miller moved to approve Resolution 1181 amending Chapter 7.07 of the Council Policies and Procedures. Councilmember Turner seconded. The motion carried.

9. Mayor's Report

Mayor Ryder did not provide any reports.

10. City Manager's Report

A. Appointment of Poet Laureate Sonya Wohletz

Shanelle Pierce, Special Projects Administrator

Pierce described the City's poet laureate program, including information about current poet laureate Cynthia Pratt and the process used to find a new poet laureate for 2026-2028. Sonya Wohletz has been recommended for appointment to the role by a review panel with representation from the Commission on Equity, Parks, Culture, and Recreation Board, Library Board, educational institutions, the current poet laureate, and community members.

Deputy Mayor Miller moved to appoint applicant Sonya Wohletz as Lacey Poet Laureate for 2026-2028. Councilmember Cox seconded. The motion carried.

B. Lacey Museum Annual Report and May Is History Month

Erin Quinn Valcho, Museum Curator

Kevin Wyckoff, Historical Commission Chair

Quinn Valcho presented the Lacey Museum Annual Report, summarizing programs, new acquisitions, and donations, and noting the successful January opening of the museum's new location at 4160 Sixth Avenue Southeast, Suite 101. Quinn Valcho announced the 2026 Ken Balsley Lacey Historian of the Year, Window Seat Media, which emphasizes oral history and community storytelling. Wyckoff presented the award to Elaine Vradenburgh, Director and founder of Window Seat Media, who made brief remarks.

C. Nomination of the Jacob Smith House to the Lacey Register of Historic Places

Erin Quinn Valcho, Museum Curator

Quinn Valcho presented the proposal to nominate the Jacob Smith House to the Lacey Register of Historic Places. The historic house is located on Intelco Loop and was built in 1859. The nomination and listing process was summarized, and the historic significance of the Smith family and the house were described.

Mayor Ryder moved to approve the addition of the Jacob Smith House to the Lacey Register of Historic Places. Councilmember Dunning seconded. The motion carried.

D. Contract Award: Hawks Prairie Reservoir Rehabilitation (PW2021-19)

Ryan Jewell, Utility Engineer

Jewell described the Hawks Prairie Reservoir Rehabilitation project, provided a summary of bids, and identified the project location at Marvin Road and 41st Avenue Northeast.

Deputy Mayor Miller moved to award contract number PW 2021-19 to the qualified low bidder T-Bailey LLC in the amount of \$6,247,028.84. Councilmember Cox seconded. The motion carried.

E. Utility Capital Improvement Program Briefing

Scott Egger, Public Works Director

Vince McGowan, Water Resource Manager

Teri O'Neal, Utility Capital Program Manager

McGowan presented an update on the City's Utility Capital Improvement Program, covering wastewater infrastructure, drinking water projects, stormwater collection, and water reclamation. O'Neal compared actual funding to rate study projections for stormwater, water, and wastewater capital program funding over multiple years. Funding increases in 2026 correspond to adding or sustaining needed capital projects. A new process for prioritizing and delivering capital projects organizes them as recurring or individual projects and ranks them by need based on a scoring matrix. The system accounts for need and capacity and is meant to result in more accurate phasing of projects over time. McGowan provided examples of the project prioritization scoring matrix.

F. Public Works Recognition

Rick Walk, City Manager

Walk acknowledged Public Works Week, commended public works staff and Public Works Director Scott Egger, and highlighted the range of work they do in the service of the Lacey community. A video presentation was shared.

11. Council Reports

A. Mayor Andy Ryder

1. Mayors' Forum
2. Thurston Chamber Shared Legislative Committee
3. Transportation Policy Board (TPB)

Mayor Ryder did not provide any reports.

B. Deputy Mayor Malcolm Miller

1. Economic Development Council (EDC)
2. Joint Animal Services Commission (JASCOM)
3. Lodging Tax Advisory Committee (LTAC)

Deputy Mayor Miller provided a report from the Transportation Policy Board (TPB) as an alternate.

C. Councilmember Lenny Greenstein

1. Emergency Medical Services (EMS)
2. TCOMM911
3. Opioid Abatement Council Independent Subcommittee
4. Law Enforcement Officers and Firefighters Plan 1 Disability Board (LEOFF-1)

Councilmember Greenstein was excused and no reports were provided.

D. Councilmember Carolyn Cox

1. Intercity Transit Authority
2. Lacey-Olympia-Tumwater-Thurston Clean Water Alliance (LOTT)

Councilmember Cox provided a report from LOTT.

E. Councilmember Nicolas Dunning

1. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)
2. Regional Housing Council
3. Law Enforcement Officers and Fire Fighters Plan 1 Disability Board (LEOFF-1)

Councilmember Dunning provided a report from the VCB.

F. Councilmember Maren Turner

1. Nisqually River Council
2. Thurston County Law & Justice Council
3. Thurston Regional Planning Council (TRPC)

Councilmember Turner commented on the Nisqually River Council retreat,

participating in the Spring FunFair City information booth, and visiting the Lacey MakerSpace.

G. Councilmember Ryan Siu

1. Olympic Region Clean Air Agency (ORCAA)
2. Solid Waste Advisory Committee (SWAC)
3. Thurston Climate Mitigation Collaborative (TCMC)

Councilmember Siu provided reports from SWAC, ORCAA, and TCMC.

12. Adjourn

Mayor Ryder adjourned the meeting at 8:16 p.m.



STAFF REPORT

Council Regular Meeting
June 2, 2026

Subject: Disbursement Approval
To: Lacey City Council
Prepared by: Alix Turcotte, Accounting Manager
Department Director: Troy Woo, Finance Director
Reviewed By: Troy Woo, Finance Director *tw*
Final Review: Same as Department Director

Purpose: Action Item

Recommendation: Motion to Approve

Brief: The action requested of the City Council is by motion to approve payment of claims, wages and transfers for 5/6/2026 through 5/22/2026. The disbursements consist of the items below.

Alternatives:

Not Applicable

Prior Review:

Not Applicable

Advisory Board Recommendation(s):

Not Applicable

Fiscal Impact:

Budgeted Item: No

Disbursements consist of the following:

Checks:

<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
5/15/2026	284048	284125	1,088,745.21
5/22/2025	284126	284231	637,119.08

Electronic Transfers:

<u>Week of</u>	<u>Amount</u>
5/6/2026	137,426.39
5/6/2026	3,900.73
5/6/2026	5,465.39
5/11/2026	179.30
5/11/2026	68.52
5/11/2026	50.35
5/11/2026	602.00
5/11/2026	30.00
5/13/2026	148.31
5/15/2026	883,307.10
5/15/2026	358,010.94
5/15/2026*	1,470.68
5/19/2026	225.00
5/20/2026	779.03
5/22/2026	1,720,911.43

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
WA State Dept. of Revenue	137,426.39	Excise tax
Carahsoft Technology	89,608.04	Coram recorder, licensing
Holt Services	203,103.24	Meridian Campus prod. well
Pacific Civil & Infrastructure	420,870.52	Liftstation 23 improvements
Puget Sound Energy	138,525.33	Utility bills
WA State Dept. of Commerce	691,440.47	Public Works Board loan payment
Lakeview Apartments	358,010.94	Cost Sharing Agreement
Nisqually Indian Tribe	78,235.68	Inmate support
Pacific Civil & Infrastructure	833,744.98	Madrona & Westside pH
Prospect Construction	233,984.96	Liftstation 3 replacement
Puget Sound Energy	145,623.93	Utility bills
R.W. Scott Construction	266,303.99	Sidewalk repair
Systems Engineering	134,395.21	Parks facilities

*Disbursements for employee out-of-pocket deductions and employee benefits.

CITY OF LACEY *Proclamation*

WHEREAS, strong families are the foundation of healthy communities, providing children and adults with identity, support, stability, and the nurturing necessary for personal growth and well-being; and

WHEREAS, parents and caregivers may at times encounter challenges that require additional guidance, services, and support to ensure the safety and well-being of their children, which can result in temporary placement outside the home; and

WHEREAS, maintaining and strengthening family connections whenever safely possible is vital to the emotional health and long-term success of children, and reunification with parents and family remains the preferred outcome for children placed in foster care; and

WHEREAS, each year, many parents and families demonstrate resilience, dedication, and growth as they work through the dependency process to create safe, stable, and supportive home environments for their children; and

WHEREAS, successful family reunification is made possible through the collective efforts of extended family members, foster parents, social workers, service providers, educators, attorneys, courts, advocates, and community organizations working together to support children and families; and

WHEREAS, celebrating Family Reunification Month is an opportunity to recognize and support families who have successfully reunified with their children, those families currently working through the process, and the many support persons who help these families; and

NOW, THEREFORE, I, Andy Ryder, Mayor of the City of Lacey, on behalf of the Lacey City Council, recognize June 2026 as

National Family Reunification Month

in the City of Lacey, and encourage all community members to join in recognizing and supporting families working toward reunification, as well as the dedicated individuals who help make reunification possible.



Mayor Andy Ryder
June 2, 2026



STAFF REPORT

Council Regular Meeting
June 2, 2026

Subject: 2026 Water Shortage Response Plan
To: Lacey City Council
Prepared by: Charlene McHendry, Water Resources Specialist
Department Director: Scott Egger, Public Works Director
Reviewed By: Scott Egger, Public Works Director
Final Review: Rick Walk, City Manager

RW

Purpose: Briefing

Recommendation: Review only.

Brief: This Water Shortage Response Plan (WSRP) provides operating procedures to be implemented by the City of Lacey Water Utility in the event of a weather-related water shortage, natural or human-caused disaster, or other water system operating emergency. Present possible production (P3) has been calculated by Water Resources staff for 2026.

Alternatives:

1. No change: Continue as is.
2. Add as many alternatives as necessary.
3. Some other option not contemplated in the above.

Prior Review:

Council Regular Meeting – 6/3/2025

Advisory Board Recommendation(s):

Not Applicable

Attachments:

1. 2026 Water Shortage Response Plan

Policy or Legal Alignment:

1. Adopted plan or policy reference, LMC, RCW, Comprehensive Plan, Work Plan, etc.
2. Add as necessary

Background:

This Water Shortage Response Plan (WSRP) provides operating procedures to be implemented by the City of Lacey Water Utility in the event of a weather-related water shortage, natural or human-caused disaster, or other water system operating emergency.

The objective of the WSRP is to establish procedures for managing water supply and demand in times of shortage. The WSRP identifies the range of demand reduction actions that are available and defines the mechanism(s) by which decisions will be made during a shortage event. Since each situation has unique characteristics, the WSRP cannot address all of the possible scenarios, or all of the supply and demand management actions that are appropriate to a given situation. For this reason, the WSRP is intended as a framework of actions that will be tailored to meet the specific needs of a shortage situation. The goal of the WSRP is to maintain essential public health and safety services, and minimize adverse impacts on the economy, environment, and lifestyle of the City's water customers. The present possible production (P3) is the maximum amount of water that can be produced with wells pumping 21 hours per day expressed in millions of gallons per day.

Daily Production is based on 21 hours instead of 24 to reflect wells shutting off as reservoirs fill overnight.

For the annual period beginning June 1, 2026, the present possible production (P3) is 18.78 million gallons per day (MGD). Therefore, the WSRP stage triggers are as follows:

Stage 1-Advisory: Every Summer June 1st - September 30th

Stage 2-Internal Action: 15.02 MGD 80% of P3 for 3 consecutive days

Stage 3-Mandatory: 16.90 MGD 90% of P3 for 3 days

or

17.84 MGD 95% of P3 for 1 day

Stage 4-Emergency: 17.84 MGD 95% for 3 consecutive days

or

18.78 MGD 100% of P3 for 1 day





CITY OF LACEY

WATER SHORTAGE RESPONSE PLAN

A Water Utility Demand Management Strategy



Plan Updated: May 12, 2026

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Background

This Water Shortage Response Plan (WSRP) provides operating procedures to be implemented by the City of Lacey Water Utility in the event of a weather-related water shortage, natural or human-caused disaster, or other water system operating emergency.

The objective of the WSRP is to establish procedures for managing water supply and demand in times of shortage. The WSRP identifies the range of demand reduction actions that are available and defines the mechanism(s) by which decisions will be made during a shortage event. Since each situation has unique characteristics, the WSRP cannot address all of the possible scenarios, or all of the supply and demand management actions that are appropriate to a given situation. For this reason, the WSRP is intended as a framework of actions that will be tailored to meet the specific needs of a shortage situation. The goal of the WSRP is to maintain essential public health and safety services, and minimize adverse impacts on the economy, environment, and lifestyle of the City's water customers.

Overview

The City of Lacey's water supplies are derived entirely from groundwater sources. For this reason, our water system is not highly vulnerable to short-term drought conditions. Summer drought conditions are a normal part of our annual weather cycle. Measures to meet annual summer demand are addressed in the City's Water Comprehensive Plan, which includes the Water Use Efficiency Program.

This WSRP establishes procedures intended for use during periods of water shortage. There are several scenarios that could result in a shortage that could impair the City's ability to meet demand.

Drought conditions resulting in less than average fall and winter precipitation may decrease recharge to local aquifers. Because of the lag time between drought conditions, recharge, and groundwater withdrawal, impacts from this scenario may not be immediately evident. Impacts may become evident in shallow aquifers 6 months to 1 year following below-average rainfall, and would likely be evident following a 1 to 2 year period of below-average precipitation. In deeper aquifers, it may take years before the impacts of below-normal precipitation are observed.

Unusually warm and dry weather sustained over the summer months may also potentially impact water supplies if our usual period of peak demand extends in duration. Effects from this scenario would be immediate.

Unexpected failure of water system components, natural or human-caused disaster, or contamination of some portion of the water supply poses the most sudden and direct impact on the City's ability to supply water. Depending on the severity of the incident and customer demand at that time, a swift implementation of the WSRP and/or the Emergency Water Supply Agreement with the City of Olympia may be necessary in all or part of the water service area. Specific criteria triggering WSRP implementation are listed for each stage in this document. For purposes of the Olympia Water Supply Agreement a water supply emergency is defined as an emergency resulting from a major water line break, contamination to the water supply system, mechanical equipment failure, electrical equipment failure or any other mutually agreed upon emergency affecting the water supply system.

Coordination

The Water Maintenance Supervisor, Senior Water Production Technician and the Operations Utility Engineer share primary responsibility for identifying water system supply and demand conditions that may lead to a water shortage. However, data that reflect daily water demand and current system production potential is routed to other Operations and Water Resources staff as well, any of which may notice conditions of concern. Once a trigger has been identified, the **Water Shortage Response Work Group (WSRWG)** led by the Water Maintenance Supervisor and including the Senior Water Production Technician, Senior Water Distribution Tech, Operations Utility Engineer, Water Resources Specialist, and the Water Quality Analyst will meet to develop recommendations regarding whether the WSRP should be implemented.

If a decision is made by the WSRWG to implement the WSRP, the Work group will then hold a meeting with the **Water Shortage Response Plan Team (WSRP Team)**, consisting of Water Resources Manager, Operations Manager, Public Affairs Manager and the Director of Public Works. The WSRP Team will decide which WSRP stage, if any, should be implemented based on recommendation from the WSRWG. They will take their recommendation to the City Manager. The City Council will be updated regularly about the status of the situation and may elect to pass a resolution or adopt ordinances to facilitate implementation of the WSRP.

The WSRP Team will consider a variety of factors in their decision-making to determine if and when to initiate restrictions, including:

- Duration of water shortage situation
- Risk to public health and safety
- Total supply availability, including interties and groundwater rights
- Operational status of City wells, reservoirs, pressure zones and other facilities
- Rate of decline in aquifer levels compared with normal operating levels
- Weather conditions derived from weather forecasts and modeling of the National Weather Service
- Water demand forecasts identifying normal consumption levels and projected consumption patterns based on available historical data for previous drought periods
- Time required to implement demand reduction measures and quantities expected to be saved by city owned facilities and usage
- The time delay to implement external mandatory actions
- Estimated margin of safety provided by the demand reduction compared with the level of risk assumed if no action is taken
- Consultation with elected officials, state resource agencies, the county, and other interested parties

Once WSRP implementation has been approved, the WSRP Team will coordinate as necessary with the WSRWG and other departments and staff to implement the Plan.

Water Shortage Response Plan Stages

The plan involves four stages of phased response, to be implemented as conditions warrant, in an effort to manage water demand when supplies become limited. The intent of these actions at each stage are designed to bring down overall demand back to 80% of the P3. Stages will be implemented progressively, if timing and conditions allow, providing internal staff, cooperating agencies and the public with reasonable warning that the next stage of response is needed. However, conditions may warrant immediate implementation of an advanced stage without first moving through initial stages. The four stages include a variety of communications, internal operations, and supply-side actions and demand management strategies as appropriate. Supply-side actions are actions that are taken internally to increase or better leverage water supply, such as adjusting pressure zones or well call order to better leverage supply or activating the intertie with the Olympia water system. Demand management strategies are actions that encourage or require water customers to use less water. The stages are characterized as follows:

- **Stage 1: Advisory Stage** – Internal evaluation of conditions and coordination are initiated to determine the likelihood of shortage and facilitate next steps. The public is reminded that the WSRP is in place and seasonal or other conditions may warrant its implementation. Conservation messaging is increased and targeted toward large discretionary users.
- **Stage 2: Internal Action Stage** – If supply conditions worsen, the plan moves to the internal action stage. During this stage, the City will implement demand and supply-side actions.
- **Stage 3: Mandatory Stage** – If the internal action stage does not result in needed demand reduction or if conditions worsen, the mandatory stage is implemented. During this stage, the City will implement more aggressive supply-side actions and will limit or prohibit certain uses of water by customers. This stage may involve an enforcement component with fines for non-compliance.
- **Stage 4: Emergency Stage** – This stage is implemented when supply conditions worsen and/or previous demand-reduction actions are not sufficient. Emergency curtailment addresses the most severe need for demand reduction and includes emergency restrictions.

Equation for Stage Triggers

Water Shortage Response Plan triggers involve a comparison of current water demand to potential production. Triggers are marked when current demand reaches certain percentages of potential production. In that case, the WSRP Team would evaluate whether or not to implement the corresponding stage of the Plan. Meeting or exceeding the trigger is not the sole variable to be considered and alone may not necessitate implementation of the corresponding plan stage.

Definitions for the trigger equation variables follow:

Useable Source: A source of potable water supply that can be relied upon to pump water into the system at a moment's notice. Tanks can be drawn down only a certain amount without affecting area pressures. Pumping time is limited by the amount of drawdown within the tanks, thus all well pumps within the water system do not pump for 24 hours. For the purpose of this plan, a pumping time of **21 hours** for each useable source will be utilized. Note: Sources can become unusable due to mechanical/electrical failure, the well water level being too low to the pump, or if water quality concerns render the water unusable.

Present Possible Production (P3): The maximum well pumping time of 21 hours per day is based on reservoir fill and draw cycles within the equalizing and operational storage bands. Each water source is assumed to operate at its current instantaneous flow rate, the sum of all sources operating for 21 hours is the P3 value in Million Gallons per Day (MGD). The P3 will be reevaluated by the WSRP Team annually prior to June 1st, and the adopted P3 value shall be inserted as Appendix G of this plan. During the high demand season, the P3 value will be continually monitored and updated as conditions change. Appendix G and H, and the date will be updated with the new P3 numbers. The updated WSRP will be posted on the N Drive and on the City website.

Current Demand (CD): The amount shown in the daily water production report exported each morning from the SCADA system. These values consider water pumped from wells and used from storage the previous day.

Stage 1: Advisory Stage –Reduce Demand

Objectives

- Evaluate water supply and demand conditions to determine if further implementation of the WSRP is warranted. Demand is defined as MGD.
- Initiate internal coordination to evaluate conditions and facilitate further implementation.
- Prepare City staff for a potential water shortage, thereby allowing adequate time for planning and coordination.
Inform public of WSRP and Mandatory Odd-Even Watering Schedule through press releases, City website posts, event tabling, billing insert, social media posts, and HOAs.
- **This is a water demand management tool to reduce peak demand June 1st through Sept 30th each year. Water conservation measures and practices are encouraged.**

Triggers

- The Mandatory Odd-Even Watering Schedule is in effect annually June 1st through September 30th

Advisory Stage Actions

Coordination

- Daily reports are posted to the N drive. Staff will monitor this in [Production Yearly Report](#)
- The Senior Water Production Technician or other staff will inform the Water Maintenance Supervisor if a trigger has been met or exceeded.
- If a trigger has been met, the Water Maintenance Supervisor will assemble a meeting of the WSRWG to develop a recommendation on whether to implement the WSRP and arrange a meeting with the WSRP Team to present their recommendation. The WSRP Team will decide if further implementation of the WSRP is needed.

Public Outreach

- The Water Resources Specialist will develop and distribute a press release

reminding the public that summer weather leads to increases in water demands and encouraging conservation. The message should include a reminder that the City has adopted a WSRP that can be implemented if necessary.

- The Water Resources Specialist will develop a fact sheet outlining the WSRP and provide it to City customer service staff and the public, as requested, to allow for uniform, consistent dissemination of information to the public.
- The Water Resources Specialist will include information regarding relative efficiencies of various irrigation systems and equipment in water conservation messages. The public will be reminded that use of less efficient equipment may be restricted or prohibited in the case of a water shortage.
- Ask the public to follow the Mandatory Odd/Even Watering Schedule with these specific watering guidelines:
 - Apply no more than one inch of water to landscaping each week.
 - Limit all landscape watering (turf and/or ornamental) to **no more than** three days per week.
 - Water customers with address ending in an EVEN number may water Sunday, Tuesday, and Thursday
 - Water customers with address ending in an ODD number may water Monday, Wednesday, and Saturday
 - Friday is a no watering day for all addresses to allow wells and water storage to recharge before the weekend.

Stage 2: Internal Action Stage–Reduce Irrigation Usage by 10%

Objectives

- Reduce water use to accommodate supply limitations through internal actions
- Forestall or minimize the need for more stringent demand or supply management actions
- Operations will ensure that we have enough water treatment supplies on hand for continuous running of the wells.
- Minimize the disruption/inconvenience to customers while meeting demand reduction goals
- Maintain the highest water quality standards throughout the shortage
- Maximize water production capabilities

Triggers

- Determined each year in advance of the summer season by WSRG using Usable Source information, P3 data, and Current Demand data.

Internal Action Stage Actions

Internal Actions

Coordination

- The goal would be to reduce demand to Stage 1 level, by reducing internal irrigation by an additional 10%. An additional 10% may be required if reduction goals are not effective in reducing peak demand.
- Establish regular meetings for the WSRP Team and systematic communications with the Assistant City Manager.
- WSRP Team to establish regular communications with all City departments and

- staff to keep them up to date on conditions, goals, and City actions.
- WSRP Team will consider current and projected supply conditions and seasonal demand and set demand reduction goals that may be revised as necessary.
- Plan for staffing reassignments as needed and that may be needed for the Mandatory stage, including staff to enforce mandatory restrictions. See Appendix E for suggested staffing assignments. Initiate planning and preparation for the Mandatory stage.
- Technical WSR Team staff will meet to discuss potential supply-side actions based on water supply and demand.

Public Outreach

- The Water Resources Specialist will begin additional, targeted outreach to commercial customers to remind them to adhere to the watering schedule listed above excessive users may be asked to prepare and implement a curtailment plan that reduces their water use by at least 10%.
- The Water Resource Specialist will contact the North Thurston School District (NTSD) and ask them to reduce watering by 10% system wide to match the City of Lacey irrigation reductions.
- Ask commercial customers and NTSD to plan ahead for possible implementation of the Mandatory stage. During that stage, they would be required to reduce irrigation water use by 20%.

Internal Operating Actions

- The Water Resources Specialist will begin close monitoring of the City's top 25 commercial irrigation consumers for compliance with the odd-even watering schedule.
- Reduce all operating system water uses (service line flushing, truck washing, etc.) to essential levels. Cut service line flushing program in half.
- Reduce irrigation at City-owned and managed landscapes by 10%. Reduce or eliminate seasonal plantings. See Appendix D for more details regarding management of City parks and landscapes during the Voluntary stage.
- Operations staff will implement recommended changes based on the technical WSR Team staff meeting.

Stage 3: Mandatory Stage - Reduce Demand by 20%

Objectives

- Achieve targeted reduction goal of at least 80% of P3 by restricting defined water uses.
- Ensure that adequate water supply will be available during the duration of the water shortage to protect public health and safety.
- Minimize the disruption to customers' lives and businesses while meeting target demand reduction goals.
- Communicate clear consistent messages about the restrictions that affect all customers pertaining to discretionary and/or wasteful water usage.
- Ensure water quality remains at the highest level possible.

- Goal is to reduce demand by 20% from current demand.

Triggers

- Determined each year in advance of the summer season by WSRG using Usable Source information, P3 data, and Current Demand data.

Mandatory Stage Actions

Coordination

- The WSRT, with approval from the Public Works Director, will recommend to the City Manager, the move to the Mandatory Stage, and adopt mandatory restrictions. The WSRT will recommend the nature, scope and timing of restrictions.
- Implement water use restrictions, as developed by the WSRT. The following list serves as the baseline for water use restrictions. The exact restrictions used will depend on the situation and may change as the severity of the situation changes. However, this list should be used as the starting point, with additional, more stringent restrictions put in place as necessary. The Water Resource Specialist will work with Public Affairs to create a communication plan:
- Limit outdoor watering to 2 days per week, based on customer address:
Residential Customers:
 - Odd address: may water WEDNESDAY and SATURDAY only
 - Even address: may water THURSDAY and SUNDAY only
 - No watering on MONDAY, TUESDAY or FRIDAY
 Commercial Irrigation:
 - Odd address: may water MONDAY and WEDNESDAY
 - Even address: may water TUESDAY and THURSDAY
 - No watering on FRIDAY, SATURDAY or SUNDAY
- Potentially prohibit all lawn/turf, and landscape irrigation, including all city property and NTPS property.
- Prohibit use of outdoor ornamental fountains using potable water.
- Prohibit car washing except at commercial car wash facilities that recycle water.
- Prohibit washing of sidewalks, streets, decks or driveways. Only waterless means of cleaning these areas are allowed during this stage.
- Limit pressure washing of buildings to situations that require it as part of a scheduled building rehabilitation project (e.g. painting).
- Prohibit water wasting including to permit or cause water flow, spray, or otherwise move or discharge water from the premises to or upon the street, alley, or public right-of-way, ditch or drain, or failing to repair a leak in a private plumbing system or in an irrigation system.
- Exemptions from restrictions might include:
 - Ball fields and playfields may be watered at the minimum rate necessary for safety purposes and dust control.
 - Landscapes installed within the previous 12 months may be exempt from watering bans if such bans would result in significant property damage. Exemption Application and accompanying documentation is required to be submitted to the Water Resources Specialist for approval.

- Implement the process for receiving, recording and responding to reported violations of restrictions. Enforcement procedures will be implemented to assess fines where mandatory restrictions are not followed (see Appendix B). The WSRT will review and process all requests for exemptions from mandatory requirements. **See Appendix F** for recommended process.
- Increase enforcement actions in accordance with the applicable ordinance approved by City Council.
- Notify the Police Department regarding enforcement of curtailment actions and coordinate with them regarding the need for additional enforcement assistance.
- Work with the Lacey Fire Department to ensure that their operations and maintenance activities are consistent with actions listed in Appendix C for the Mandatory Stage.
- Restrict hydrant usage to essential purposes, including recall of hydrant meters previously issued. Require use of best management practices to reduce water use, meet operational needs, and provide for dust control.
- Work with the City's Community Planning and Development Department to defer landscape installation requirements until the shortage is over.
- Evaluate resources and plans for moving into the Emergency Curtailment stage. As appropriate, begin preparations.
- Curtail sewer line flushing and cleaning, except to address emergencies.
- Contact the Lacey Fire Department to inform them of the situation and request implementation of actions listed in Appendix C.
- WSR Team have the option of preparing to implement the emergency water supply agreement with the City of Olympia if it appears likely that the City of Lacey will declare Stage 4 - Emergency Stage.

Note: The City of Lacey is currently purchasing water from Olympia through an emergency intertie on Pacific Ave. with a short-term wholesale water agreement effective through December 31, 2028. Additional emergency water supply may not be available to Lacey for the duration of this agreement. In the event of a supply emergency in their water utility, the City of Olympia has the right to temporarily interrupt delivery of water through the intertie.

Public Outreach

- The public will be notified immediately using one or more of the methods listed below. The WSRT will decide which method(s) will be most appropriate and effective based upon the specific situation:
 - Notifications using the City's choice of automated services coordinated with City Public Affairs, Community Public Relations, and the Emergency Management & Safety Coordinator
 - Directed phone calls to the City's highest water users
 - Directly contact HOAs, apartment managers, property/landscape management companies, other public agencies, and business groups listed in Appendix A
 - Deliver written notices to households through direct mailings.
 - Use Public Works Reader Boards on College St, Martin Way, and

Pacific Avenue and Marvin Rd.

- Social media outlets; Facebook, Twitter, etc,
- Install “Mandatory Outdoor Water Use Restrictions in Effect” banner at designated College St location. Banner is stored in Emergency Manager’s office in HR department.
- Door hanger notifications will be hung by City staff on customer’s door if a violation is witnessed.
- When feasible, include some or all of the following information when communicating the restrictions to the public:
 - Scope and nature of mandatory restrictions
 - Reasons for imposing restrictions
 - Reasons for exemptions of City owned athletic fields
 - Demand reduction goals and ways to achieve those goals
 - Pending additional restrictions if goals not met
 - Enforcement mechanisms and fines
 - Projections for how long restrictions will be in place
- Provide area landscape management and property management companies directly with water use restriction information.
- Contact irrigation customers using potable water and inform them that the City may shut off their irrigation meters in the event of an extreme water shortage situation.
- Post updated status reports on the City web site.
- The public can report violations by:
 - LaceyWorks link <https://laceywa.qscend.com/311> *The violation notices from LaceyWorks will go to WaterResources@cityoflacey.org
 - Public Works 360-491-5600
 - PublicWorks@cityoflacey.org
- Public may access the Laceyworks notification on City webpage.
- Coordinate public outreach with Communications Director in the City Manager’s Office.

Internal Operations Actions

- City-owned property irrigation will be restricted as proposed in Appendix D and will meet or exceed irrigation reduction goals being asked of the public.
- The Water Resource Specialist will contact NTSD and other large water use customers to request that their irrigation be reduced 25% to match City of Lacey owned irrigation reduction efforts.
- Enhance water quality monitoring actions as necessary.
- Fleet vehicles will be washed only at commercial facilities that recycle water and only when deemed necessary for public health and safety reasons. Notify vehicle washing staff at the maintenance center and the police department that this restriction is in place.
- The Water Resources Specialist will begin close monitoring of the City’s top 50 commercial irrigation consumers for compliance with the odd-even watering schedule and to identify excessive discretionary water use, specifically unnecessary or wasteful consumption of water beyond essential needs.

Stage 4: Emergency Stage-Reduce Demand by 25%

Objectives

- Ensure that throughout the water shortage, an adequate water supply exists to protect public health and safety.
- Sharply reduce water demand.
- Restrict certain defined water uses in order to meet demand reduction goals.
- Ensure water quality remains at the highest level possible.

Triggers

- Determined each year in advance of the summer season by the WSRG using the Usable Source information, P3 data, and Current Demand data.

Emergency Stage Actions

Coordination

- The WSRT will define the water shortage as an emergency and work through the City Manager to implement procedures to formally declare a Water Shortage Emergency.
- The WSRT will recommend to the City Manager a list of water use restrictions, prohibitions and exemptions for consideration once water levels are back at capacity to supply for irrigation. Restrictions and prohibitions may include any of the following:

Emergency – Step 1

- Prohibit all lawn/turf, and landscape irrigation, including all city property and NTPS property.
- City staff will be authorized to shut off irrigation meters.
- Prohibit use of any ornamental fountains using potable water for operation
- Prohibit car washing except at commercial car wash facilities that recycle water.
- Rescind all hydrant meters
- Prohibit washing of sidewalks, streets, decks and driveways
- Prohibit use of potable water for pressure washing of buildings
- Prohibit filling or adding potable water to swimming pools at public and private facilities
- Prohibit the use of water in training exercises and flushing activities by the Fire Department until the emergency is over

Emergency – Step 2

- Continue prohibition of items in Emergency - Step 1 and:
- Prohibit all irrigation of gardens and ornamental landscapes
- Prohibit irrigation of all turf and landscapes. Exemptions for turf and landscapes less than 6 weeks old are no longer in effect.
- Prohibit use of any ornamental fountains using potable water for operation

- Exemptions may include:
 - If dust control is required to comply with air quality standards and dust control and other hydrant uses are determined to be necessary to meet essential health and safety requirements, water may be applied to construction or other areas at the minimum rate necessary to achieve the desired result, provided that all appropriate best management practices are being employed.
- Increase enforcement actions in accordance with the applicable ordinance approved by City Council.
- Provide training for staff and deploy additional “Water Watcher” patrols.
- Notify the Police Department regarding enforcement of curtailment actions and coordinate with them regarding the need for additional enforcement assistance.
- The WSRT will increase the frequency of reports to the City Manager and City Council. Reports will provide detail on the implementation of the Emergency Curtailment Stage and customer response data.
- WSRP Team will coordinate use of emergency interties with neighboring water suppliers to increase emergency supply availability.
- Communicate with neighboring water suppliers (Cities of Olympia and Tumwater, Thurston PUD), state resource agencies, the county, and other interested parties to gauge regional status of supply.

Public Outreach

- The public will be notified immediately using one or more of the methods listed below. The Water resources Specialist and Water Resources Manager will coordinate public outreach with Communications Director in the City Manager’s Office.
- The WSRT will decide which method(s) will be most appropriate and effective based upon the specific situation:
 - Notifications using the City’s choice of automated services coordinated with City Public Affairs, Community Public Relations, and the Emergency Management & Safety Coordinator
 - Directed phone calls to the City’s highest water users
 - Directly contact HOAs, apartment managers, property/landscape management companies, other public agencies, and business groups listed in Appendix A
 - Direct mail pamphlets to households
 - Use Public Works Reader Boards on College St, Martin Way, Pacific Avenue, and Marvin Rd.
 - Social media outlets; Facebook, Twitter, etc.
 - TV- Lacey’s new channel, also network tv news, etc.
 - Use Public Works Reader Boards on College St, Martin Way, and Pacific Avenue and Marvin Rd.
 - Install “Water Shortage Emergency” banner at designated College St location. Banner is stored in Emergency Manager’s office in HR department.

- Door hanger notifications will be hung by City staff on customer's door if a violation is witnessed.
- When feasible, include some or all of the following information when communicating the restrictions to the public:
 - Scope and nature of mandatory restrictions
 - Reasons for imposing restrictions
 - Demand reduction goals and ways to achieve those goals
 - Pending additional restrictions if goals not met
 - Enforcement mechanisms and fines
 - Projections for how long restrictions will be in place
- Clearly identify and communicate exemptions from water use curtailment, such as for medical facilities and other public health situations.
- Inform customers about possible pressure reductions and problems this may cause.
- Provide area landscape firms with water use curtailment information to facilitate their compliance and ability to explain the need for compliance to their customers.
- Post updated status reports on the City website.

Appendix A: City of Lacey Shortage Response Contact List

A working list of contacts for easy reference has been developed and is to be regularly updated by the Water Resources Specialist on an excel spreadsheet. In the event of a weather-related water shortage, natural or human-caused disaster, or other water system operating emergency, the following will be contacted directly by City Staff. They will be apprised of the situation, and their support and cooperation in reducing demand will be requested.

Other Public Agencies

- City of Olympia
- City of Tumwater
- Thurston County
- North Thurston School District
- State Department of Ecology
- State Department of Health
- Thurston County PUD #1
- Washington Water Service

Intertied Water Systems

- City of Olympia

High Water Use Customers

- Includes top 25 commercial irrigation customers
- List will be extended to top 50 top water utility customers in Mandatory and Emergency Stages
- List Updated Annually

Landscape Interests

- WSU/Thurston County Cooperative Extension
- Local nurseries
- Local landscape contractors
- The Irrigation Association
- Washington Association of Landscape Professionals
- Washington State Nursery and Landscape Association
- Country Green Turf Farm

Business Groups

- Thurston County Chamber of Commerce
- Lacey/Olympia Chamber of Commerce
- Rotary Clubs of Thurston County
- Master Builders Association
- Home Owners Associations
- Apartment managers

Appendix B: Mandatory and Emergency Restrictions – Enforcement Procedures

1. Violations of the water use restrictions constitute civil violations, as explained in LMC 14.40. Upon determination by the Director of Public Works that a violation has occurred, a written notice, allowing for voluntary correction, as described in 14.40.030 will be issued. All subsequent offenses will be charged using the same schedule provided in LMC 14.40.040, as follows:

- a. 1st day of each violation: \$100 fine
- b. 2nd day of each violation: \$200 fine
- c. 3rd day of each violation: \$300 fine
- d. 4th day of each violation: \$400 fine
- e. Each additional day of violation beyond four days: \$500/day

2. Assign and train staff with customer service and communication experience to “Water Watch,” providing an explanation to the customer regarding the violation, suggestions for correcting the problem, and a reminder that further offenses result in fines.

3. Civil Violation notices may be issued by City law enforcement officers. Utility Billing is to be notified of violations, and fines applied to the customer’s utility account. The Water Resource Specialist will document and monitor all violations.

4. Establish “due process” to consistently collect and document evidence of violations. Violations must be documented by a Water Watcher in the following way:

- a.
 - Record written report including date, time, location, type of violation, or electronically report on the Mandatory Odd/Even Violation Report link at <https://cityoflacey.jotform.com/team/public-works/odd-even-violation>
 - WaterResources@cityoflacey.org
 - Public Works 360-491-5600, Water Resources Specialist 360-438-2687
- b. Take a photograph of the offense.
- c. Note corroboration from any witnesses to the violation.
- d. If the violation is not witnessed first-hand by a City employee **Water Watcher** and a photograph is not obtained, the suspected violator can be issued only a warning.
- e. All violations are to be submitted to the Water Resources Specialist for processing and monitoring
- f. City staff reporting violations must sign an affidavit prepared by the Water Resources Specialist. The affidavits will be held on file by the Water Resources Specialist.

5. The public can report violations by:

- LaceyWorks link <https://laceywa.qscend.com/311> The violation notices from LaceyWorks will go to WaterResources@cityoflacey.org
- Public Works 360-491-5600
- PublicWorks@cityoflacey.org
- Link on City homepage under the “Tell Us” tab that links to LaceyWorks
- Coordinate public outreach with Communications Director in the City Manager’s Office.

Appendix C: Lacey Fire Department Shortage Response

The Fire Department uses water in a variety of ways. These uses include:

- Fire flow pressure testing
- Vehicle washing
- Washing of drill pad
- Training (evolution/wet training)
- Irrigation

The following explains how these water uses might be affected during the four stages of drought response.

Advisory Stage

At this stage, we would be communicating a possible water supply shortage to our customers. It may make sense to schedule any line flushing or wet training for earlier in the season in case restrictions are in place. Irrigation should be restricted to no more than 1 inch of water per week

Internal Action Stage

In this stage, we would be asking our internal City staff to reduce their water use by a certain amount (generally about 10 percent). The Fire Department may change their water use at this stage in the following ways:

- Vehicle washing: Currently, several of the vehicles washed or at least rinsed daily. Washing is more frequent during the wet season, when vehicles are muddy. During this stage, vehicles would only be washed if they have mud on them but could continue to be rinsed each evening.
- Drill pad washing: The pad is now washed twice during the summer. If this internal action stage occurs during summer months, a sweeper from the Public Works Department would be brought in to sweep the pad instead of washing it.
- Fire flow testing: Testing could still occur at this stage.
- Training: Scheduled training could still occur at this stage. However, the need for the training should be weighed carefully against the water use.
- Irrigation: Irrigation of landscape should be reduced by an additional 10% at this stage.

Mandatory Stage

At this stage, we would acknowledge a serious water supply shortage. Water use restriction would be enforced with fines. The Fire Department may alter their water use in the following way at this stage:

- Vehicle washing: As in the Internal Action Stage, vehicles would only be washed or rinsed if there is mud on them.

- Drill pad washing: As in the Internal Action Stage, the sweeper would be used instead of water.
- Fire flow testing: Testing should be postponed during this stage.
- Training: Scheduled training should not occur at this stage. If this stage continues for more than one month, limited training exercises would resume.
- Irrigation: Irrigation of landscape should be reduced further by 20% at this stage.

Emergency Stage

At this stage, the utility would be faced with a critical water supply shortage. The goal would be to provide enough water to provide for our customers' health and safety during the duration of the emergency. No outdoor irrigation would be allowed for any of our customers. At this stage, the Fire Department would need to change their water uses in the following ways:

- Vehicle washing: Vehicles would only be washed if there is mud on them. No rinsing could occur. Vehicles that can fit in commercial washes must be washed only at facilities that recycle water.
- Drill pad washing: As in the Internal Action and Mandatory Stages, the sweeper would be used instead of water.
- Fire flow testing: Testing may not occur during this stage.
- Training: Scheduled training may not occur at this stage.
- Irrigation: No irrigation of landscape may occur at this stage.

Appendix D: Lacey Parks Department Alternative Irrigation Plan

This plan will provide for reductions in irrigation water usage that meet thresholds provided for each of the stages of the Water Shortage Response Plan. The plan reduces water use at City- owned parks, streetscapes and other facilities by shifting irrigation schedules and prioritizing City facilities based on the age of landscaping, watering needs and public use.

In Stage 2: Action Stage - Water use consumed through non-exempt meters will be reduced by 10%.

In Stage 3: Mandatory Stage - Provides for water use reduction of 20%.

In Stage 4: Emergency Stage – Prohibit all lawn/turf and landscape irrigation, including all City property and NTPS property.

Appendix E: Water Watcher Staffing Assignments

- All City staff will watch for violations when in the field as they go about their usual business.
- During the Advisory and Internal Advisory and Internal Action Stages, AMI Technicians will watch for non-compliance with the odd-even watering schedule, and report non-compliance to the Water Resources Specialist.
- During the Mandatory and Emergency Stages, Water Watchers would respond to reports of suspected violations from the public via [LaceyWorks](#), Public Works email pwfrontcounter@cityoflacey.org, Public Works phone 360-491-5600, WaterResources@cityoflacey.org, or other reporting mechanism.
- Door hanger notifications will be hung by City staff on customer's door if a violation is witnessed.
- Water Watchers will respond to reports of suspected violations from City staff to WaterResources@cityoflacey.org, Public Works phone 360-491-5600, the Mandatory Odd/Even Schedule Violation Reporting link <https://cityoflacey.jotform.com/team/public-works/odd-even-violation>, or some other reporting mechanism. This will be coordinated with the Special Projects Administrator in the City Manager's Office.
- Staff available for duty may include: Water Quality Technician, Water Resources Specialist, Water Resources Manager, Public Works Inspectors, Senior Patrols.
- Water Watchers would investigate complaints, interact with customers for 1st offenses (friendly encounters) and gather evidence for all offenses.
- Inside City Limits: Police Officers would deliver civil violation notices for subsequent offenses involving fines. It is expected that there will be very few civil violations. Police officers could complete this task as time allows, since the evidence will have been gathered previously by the Water Watchers and the fines will be included on the water bills. The City Attorney's office would also deliver violation notices for subsequent offences involving fines inside city limits.
- Outside City Limits: The City Attorney's office would deliver violations notices for subsequent offences outside city limits.

Appendix F: Procedure for Exemptions

An Exemption Application and accompanying documentation, such as invoices and photographs, must be submitted to the Water Resources Specialist for approval.

Customers may request exemption for the following water uses:

- Irrigating new landscapes installed within the past 6 weeks.
- Exemptions for non-turf/grass plants may be granted for landscapes up to 12 months old by application only at discretion on Water Resources Specialist.
- Irrigating public ball fields used regularly by community sports teams.
- Water use for dust suppression to meet air quality standards.
- Landscapes installed within the previous 12 months may be exempt from watering bans if such bans would result in significant property damage.

Appendix G: Present Possible Production (P3)

Last updated: May 12, 2026

For the annual period beginning **June 1, 2026** unless modified by the WSRP Team at a sooner date, the P3 value, and corresponding triggers are identified as:

Triggers	
Stage 1-Advisory:	Every Summer June 1st - September 30 th
Stage 2-Internal Action:	15.02 MGD 80% of P3 for 3 consecutive days
Stage 3-Mandatory:	16.90 MGD 90% of P3 for 3 days or 17.84 MGD 95% of P3 for 1 day
Stage 4-Emergency:	17.84 MGD 95% for 3 consecutive days or 18.78 MGD 100% of P3 for 1 day

The P3 value for this period was determined by the WSRP Group and is summarized below:

Supply Source	Normal Operating Capacity		Zone	Notes
	GPM	MGD		
Source 1 (College St. Well 1)	650	0.94	337	
Source 2 (College St. Well 2)	600	0.86	337	
Source 3 (College St. Well 3)	200	0.29	337	
Source 4 (Capitol City)	700	1.01	337	
Source 6 (Judd Hill)	325	0.47	337	
Source 7 (Fire Station)	1,400	2.02	337	
Source 9 (Little Prairie)	750	1.08	337	
Source 10 (Mountain Greens)	1,150	1.66	337	
Source 33 (Beachcrest 15R)	250	0.36	400	
Source 16 (Beachcrest 2)	200	0.29	400	
Source 19 (Hawks Prairie 1)	450	0.65	400	
Source 31 (Hawks Prairie 2)	700	1.01	400	
Source 20 (McAllister Park)	600	0.86	400	
Source 21 (Madrona 1)	4,800	6.91	400	3-pump call @ 1,600 gpm each
Source 22 (Madrona 2)				
Source 28 (Madrona 3)				
Source 24 (Nisqually 19a)	80	0.12	188	
Source 25 (Nisqually 19c)	250	0.36	188	
Source 27 (Evergreen)	800	1.15	400	
Source 29 (Betti)	1,000	1.44	400	
Source 30 (Mt. Aire)	0	0.00	337	2.0 MGD only counted if a primary source fails
100% Production Rate	14,905	21.46		
Pumping Hours per Day	21			
P3 Value (System)	13,042	18.78	6 - 16	Demand Range MGD
337	5,775	7.28	4 - 10	Demand Range MGD
400	8,800	11.09	2.5 - 6.5	Demand Range MGD
188	330	0.42	<0.2	Demand Range MGD
Trigger Levels				
Stage 2 (3 Days)	80%	15.02		
Stage 3 (3 Days)	90%	16.90		
Stage 4 (3 Days)	95%	17.84		

Appendix H: WSRP Summary

P3 – Present Possible Production

The maximum well pumping time of **21 hours per day** is based on the available standby and operational reservoir storage capacity of the water system, and expressed in million gallons per day (MGD) units. It is in effect every year **June 1st through September 30th**, unless modified by the water shortage response team at any time in between.

2026 P3 = 18.78

Triggers

Stage 1-Advisory:	Every Summer June 1st - September 30 th
Stage 2-Internal Action:	15.02 MGD 80% of P3 for 3 consecutive days
Stage 3-Mandatory:	16.90 MGD 90% of P3 for 3 days or 17.84 MGD 95% of P3 for 1 day
Stage 4-Emergency:	17.84 MGD 95% for 3 consecutive days or 18.78 MGD 100% of P3 for 1 day

Stage 1 - Advisory Stage

- This stage affects ALL water customers.
- A press release and other public outreach will remind the public of the Mandatory Odd-Even Watering Schedule in effect annually June 1 through September 30.
- Goal is to reduce demand.

Stage 2 - Internal Action Stage

Coordination:

- Maintain regular, systematic communication between the WSRT and all City departments including the Assistant City Manager.
- Begin additional outreach to commercial irrigation customers.
- Technical WSRT will meet to discuss potential supply-side actions based on water supply and demand.

Internal Operations Actions:

- Begin to closely monitor consumption of the top 25 commercial irrigation customers for compliance with the odd-even watering schedule
- Reduce irrigation at City-owned/managed non-exempt class landscapes by 10%.
- Reduce washing of all City fleet vehicles.

Stage 3 - Mandatory Stage

Public Message: *"In order to ensure that an adequate supply of water is available to maintain public health and safety, it is necessary to impose mandatory water use restrictions."*

- This stage affects ALL water customers.
- Provide customers with water use restrictions, which may include:
 - Limit watering to 2 assigned weekdays only
 - The public can report violations by:
 - LaceyWorks link <https://laceywa.qscend.com/311> *The violation notices from LaceyWorks will go to WaterResources@cityoflacey.org
 - Public Works 360-491-5600
 - PublicWorks@cityoflacey.org
 - Link on City homepage under "Tell Us" tab that links to LaceyWorks
- Public outreach and communication will be coordinated with the City Manager's Office.

Coordination:

- The Water Shortage Response Team, with approval from the Public Works Director, will recommend to the City Manager the move to the Mandatory Stage, and adopt mandatory restrictions.
- Lacey Fire will be notified and requested to follow a specific set of actions to reduce water consumption.
- Implement process for receiving, recording, and responding to reported violations of restrictions.
- See Appendix B-section 6 & 7.

Internal Operations Actions:

- Reduce irrigation at City-owned/managed landscapes by 20%.
- Monitor top 50 commercial irrigation customers.

Stage 4 - Emergency Stage

Public Message: *"A water supply emergency exists. Severe restrictions on water use are necessary to maintain adequate water supplies essential for basic health and safety."*

- This stage affects ALL water customers.
- Provide customers with water use restrictions that will be strictly enforced, which may include:
 - Prohibit all lawn/turf and landscape irrigation.
 - Prohibit hydrant meters use.
 - Prohibit filling of swimming pools.
 - Prohibit all use of water for cleaning sidewalks or driveways.
- Restrictions may be grouped by: Emergency Level 1 or Emergency Level 2
- The public can report violations by:
 - LaceyWorks link <https://laceywa.qscend.com/311> *The violation notices from LaceyWorks will go to WaterResources@cityoflacey.org
 - Public Works 360-491-5600
 - PublicWorks@cityoflacey.org
 - Link on City homepage under "Tell Us" tab that links to LaceyWorks
- Public outreach and communication will be coordinated with the City Manager's Office.

Coordination:

- The Water Shortage Response Team will define the water shortage as an emergency and work through the City Manager to implement procedures to formally declare a Water Shortage Emergency.

Internal Operations Actions:

- Prohibit all lawn/turf and landscape irrigation, including all City property and NTPS property.



STAFF REPORT

Council Regular Meeting
June 2, 2026

Subject: Human Services Grant Program (HSGP) Update
To: Lacey City Council
Prepared by: Michelle Chavez *mjc*
Department Director: Shannon Kelley-Fong, Assistant City Manager *SKF*
Reviewed By: Not Applicable
Final Review: Rick Walk, City Manager *RW*

Purpose: Action Item

Recommendation: Motion to approve updating the HSGP Policy to **Option 3**, which includes: No Admin Cap, Maximum Award \$30,000 for Service Projects and \$50,000 for Capital Projects, No Minimum ask, add points for the number of Lacey residents served, and add points for priority areas.

Brief: The City provides and supports a broad range of local human services to the community. One of the core ways the City engages in this work is by providing funding to support the work of non-profits through the HSGP. The City Council allocated \$300,000 for the 2026 HSGP. This staff report outlines potential updates to the HSGP Policy for 2026. Draft updates were informed by City Council, Human Service Commission (HSC), and staff feedback from previous HSGP funding rounds.

Alternatives:

1. No change: continue as is.
2. Select an Option other than 3
3. Some other option not contemplated in the above.

Prior Review:

Human Services Commission – 4/3/2025 [Link](#)
Council Worksession – 4/22/2025 [Link](#)
Human Services Commission – 6/5/2025 [Link](#)
Human Services Commission – 6/26/2025 [Link](#)
Human Services Commission – 7/10/2025 [Link](#)
Council Regular Meeting – 8/5/2025 [Link](#)
Human Services Commission – 11/6/2025 [Link](#)
Human Services Commission – 1/8/2026 [Link](#)
Human Services Commission – 3/5/2026 [Link](#)
Human Services Commission – 5/7/2026 [Link](#)
Council Worksession – 5/26/2026 [Link](#)

Advisory Board Recommendation(s):

Human Services Commission - Recommended Option 3 on May 7, 2026.

Fiscal Impact:

Budgeted Item: Yes

Amount: \$ 300,000

Project Code:

Funding Source: 001-0801-552.58-17

Attachments:

1. 2026 HSGP Draft Policy
2. 2026 HSGP Draft Application
3. 2026 HSGP Draft Rubric

Policy or Legal Alignment:

1. [Ordinance No. 1667](#)

Background: General information on the City of Lacey's (City) Human Services can be accessed here: [Human Services - City of Lacey](#). The City provides and supports a broad range of local human services to the community. One of the core ways the City engages in this work is by providing funding to support the work of non-profits through the HSGP. The City Council allocated \$300,000 for the 2026 HSGP.

In the first program year, the City received \$1,121,195 HSGP funding requests. Requests averaged \$50,000 for capital (1 applicant) and \$71,346 for service projects (15 applicants). For service projects, there was one applicant that requested the majority of the funding (at over \$284,000), 4 requests for over \$100,000, and 7 requests for \$50,000 to \$99,999. Through their review process, the HSC recommended funding applicants at an average of \$27,272, with the highest grant award of \$31,233. As part of the deliberation, the HSC, with the help of a scoring rubric, decided to recommend funding more applicants rather than selecting a few applicants to fund. **Table 1** lists 2024 applicants awarded HSGP grants and their original 2024 requests.

Table 1.			
2024 HSGP Awardees			
Organization	Program / Project	2024 Request	2024 HS Grant Funding Awarded
North Thurston Education Foundation (NTEF)	Student Assistance Grants	\$60,000	\$31,233
Homes First	Homes First Lacey Housing	\$50,000	\$31,233
Boys & Girls Clubs of Thurston County	Scholarships for youth experiencing homelessness	\$25,000	\$25,000
Community Action Council of Lewis, Mason, & Thurston County	Lacey Housing Services	\$284,129.52	\$31,233
Family Support Center of South Sound	Homeless Family Services	\$50,000	\$31,233
Garden-Raised Bounty	GRuB Garden Project	\$6,000	\$6,000
South Puget Sound Habitat for Humanity	Home Repair Program	\$50,000	\$31,233
TOGETHER!	Host Homes	\$25,366	\$25,366
TOGETHER!	Club House Program	\$25,000	\$25,000
Interfaith Works	Sergio's Service Center	\$120,000	\$31,233
Rebuilding Together Thurston County	Critical Home Repair	\$125,000	\$31,233
Total Budget			\$299,997

In February of 2025, the HSC discussed the HSGP Policy to improve the program for the next cycle. After deliberating, the HSC recommended program adjustments to the City Council based on this experience. Their recommended adjustments were:

1. Cap the public service applications at \$35,000
2. Cap the capital project applications at \$50,000
3. Limit agency applications to one per agency

The HSC recommended establishing funding caps to help ensure that the limited HSGP funding could potentially support a greater number of recipients rather than being



concentrated among a small number of applicants. The \$35,000 public service cap was recommended based on prior award history, including the highest previous award amount of \$31,233, and it would allow for a similar number of grant awards. While slightly higher than the previous maximum award, the cap was intended to provide some flexibility in future funding cycles should the number of applications or requested amounts decrease. The cap also encourages applicants to submit more focused and cost-effective funding requests that align with available program resources.

In April of 2025, the City Council reviewed the updated program adjustments and accepted the HSC's recommendation, with one modification: to cap public service applications at \$50,000 rather than \$35,000. The discussions centered on avoiding overly restricting applicant requests, recognizing that some larger applicants may merit more funding in future rounds.

In the subsequent HSGP grant cycle, the number of applications increased from 16 in 2024 to 21 in 2025. Of the public service applications received, 14 applicants requested the maximum allowable amount of \$50,000. As in the prior funding cycle, the HSC used a scoring rubric to help assess applications and develop funding recommendations. While many applicants requested the maximum of \$50,000, the HSC recommended awards at levels significantly below the cap to maximize the number of organizations receiving funding, see **Table 2**. The highest recommended public service awards were \$30,000, with the average award amount approximately \$25,000. Consistent with previous discussions and funding priorities, the HSC prioritized distributing limited available HSGP funding across a broader range of applicants rather than concentrating larger award amounts among fewer recipients, recognizing that many of the applicants were supporting worthwhile programs and services that addressed important community needs. A \$30,000 grant cap would allow for a similar number of awardees as in past cycles.

Table 2.			
2025 HSGP Awardees			
Organization	Program / Project	2025 Requests	2025 HS Grant Funding Awarded
North Thurston Education Foundation (NTEF)	Student Assistance Grants	\$50,000	\$30,000
Interfaith Works	Sergio's Service Center	\$50,000	\$30,000
Boys & Girls Clubs of Thurston County	Scholarships for youth experiencing homelessness	\$25,000	\$25,000
CIELO	Lacey Housing Stability and Advocacy Initiative	\$50,000	\$30,000
Community Action Council of Lewis, Mason, & Thurston County	Lacey Housing Services	\$50,000	\$23,125
Community Youth Services	Haven House	\$50,000	\$23,125
TOGETHER!	Host Homes	\$50,000	\$23,125
All Kids Win FKA Homeless Backpacks	Weekend Food Bags	\$50,000	\$23,125
Rebuilding Together Thurston County	Critical Home Repair	\$50,000	\$23,125
Senior Services for South Sound	Home Share Program	\$50,000	\$23,125
Homes First	Increasing the Pace of Homes First Affordable Housing Development	\$50,000	\$23,125
South Puget Sound Habitat for Humanity	Home Repair Program	\$50,000	\$23,125
Total Budget			\$300,000



In January of 2026, the HSC began reviewing the HSGP Policy to improve the program for the next cycle. **Table 3** shows potential options reviewed by the HSC for modifying the HSGP policy and rubric.

Table 3.					
Potential HSGP Modification Options					
Program Parameter	Option 1	Option 2	Option 3 (Staff Recommendation)	Option 4	Option 5
Policy	• Cap Admin at 20% • Max Award \$50,000 • Minimum Ask \$10,000	• Cap Admin at 15% • Max Award \$50,000 • No Minimum Ask	• Do not set an Admin Cap (0% to 100% admin costs allowed) • Max Award \$30,000 for Service Projects and \$50,000 for Capital Projects • No Minimum Ask	No Change	Something Else
Rubric	Add Points for number of Lacey residents served Add Points for Priority Areas	Add Points for number of Lacey residents served Add Points for Priority Areas	Add Points for number of Lacey residents served. Add Points for Priority Areas	No Change	Something Else
* Cap admin: This means determining the highest percent of funding that could be used for administration costs, i.e., staff time, in-direct services costs, etc.					

The HSGP Policy was last updated in April of 2025. Based on feedback from the City Council, HSC, and ongoing needs assessment, the following are some policy and program options that were considered for 2026 (**red indicates options that are recommended this year**):

- Adding a staffing / administrative cap (e.g., 10% to 20%)
- Limiting the eligible programs / projects to service only
- **Changing the cap on grant awards:**
 - **Services awards max of \$30,000**
- Creating a minimum grant amount
- Considerations for organization size or longevity
- **Additional points for number of Lacey residents served**
- **Spread out applicant presentations across two meetings**

Similar to the previous year, the HSC recommended placing a cap on service awards, this



time \$30,000, based on experiences and feedback from past HSGP funding rounds. To date, service funding awards have averaged less than \$30,000, at \$26,087. However, applicants' asks have been much higher, including many at the maximum of \$50,000. The HSC, through conversations, discussed how reducing the cap could help the review process and ensure that limited HSGP funding can support a greater number of recipients rather than being concentrated among a small number of applicants. There was also discussion at the HSC on how to promote equitable access across organizations, e.g., by size and longevity. A smaller cap could help reduce the likelihood that larger or more established organizations receive a disproportionate share of available resources, creating more opportunities for smaller or newer groups to participate. In addition, establishing a funding cap can help the HSC evaluate applications more consistently and make funding decisions more efficiently within the available budget.

To simplify a complex and nuanced topic, the underlying policy question related to the funding cap appears to be whether HSGP program should have a:

- 1) **Lower funding cap:** to potentially help support the distribution of funding across a larger number of programs to support a broader range of community needs, and potentially streamline the review process by allowing more applicants the potential to get funding; or
- 2) **Higher funding cap:** to allow for maximum flexibility, but also potentially increase the chances that applicants get fewer dollars than requested, and that funding may be distributed among fewer organizations by providing larger awards, which potentially may have a greater impact within those selected program areas.

This is not an easy policy question to answer, and both the City Council and HSC have discussed it extensively over the past several funding cycles. Throughout recent funding cycles, the HSC's recommendations have generally reflected a preference for funding more programs and organizations, recognizing the breadth of community needs and the value of supporting multiple providers rather than concentrating funding among potentially fewer organizations.

The HSC also discussed the possibility of establishing a cap on the use of grant funds for administrative expenses. However, after deliberation, the HSC recommended continuing to monitor administrative funding allocations more closely during the current funding cycle before pursuing any formal limitations in the future. In those discussions, the HSC recognized that administrative support is essential for organizations to deliver services effectively and manage grant-funded programs. The HSC also acknowledged that HSGP funds are among the least restrictive funding sources available to many applicants, and that administrative funding can play an important role in supporting organizational capacity and overall program implementation.

In addition to all of the above, based on preliminary information for the ongoing Human Services Needs Assessment, which will inform a forthcoming Human Services Strategic



Plan, the HSC recommended that the following additions should be included for this cycle:

- Add priority for homelessness prevention projects / programs
- Add priority for youth services, including child care
- Add priority for behavioral health services

The goal of examining these program parameters is to make the review process more accessible and streamlined. In 2025, there were 11 scenarios evaluated before final funding decisions were made. HSC needed two meetings to make the final funding recommendations.

At the May 26, 2026 Council Worksession, staff gave an overview of the first two years of the grant program and highlighted the Human Services Commission recommendation for 2026. Council members discussed options including: administrative caps in grant applications, grant reporting structure, reimbursement monitoring, and rubric changes. Council directed staff to return for final consideration with the HSC recommendation of Option 3.

Proposed 2026 HSGP Timeline – Table 4 provides a proposed timeline for 2026. These details are subject to change.

Table 4.		
Proposed 2026 Human Services Grant Program Timeline (Dates subject to change)		
Activity	2026 Dates	Needs Assessment
HSC Review Program Materials, Policy, Scoresheet (Rubric) Options	January	Focus Groups, Writing Strategic Plan, Present for Approval
HSC Review Draft Policy and Rubric	March	
City Council Reviews Draft Policy and Rubric – Motion to Adopt	May 26/June 2	
Program Opens for Applications	June	
Applicant Presentations / Review and Score Applications	July (2 dates)	
HSC Award Recommendations and City Council Final Approval	August	
Program Year Begins (September 1, 2026 to August 31, 2027)	September	

HSGP Draft Policy – The HSGP Policy was last updated in April of 2025. Based on feedback from the City Council, HSC, and existing research for the needs assessment, the following are recommended changes for 2026:

- update priority goal areas (based on current research):
 - Add priority for homelessness prevention projects / programs
 - Add priority for youth services, including child care
 - Add priority for behavioral health services

- update amount of cap on grant awards:
 - Service awards max of \$30,000

HSGP Draft Application – update the application to include any recommended changes

HSGP Draft Rubric – update rubric to include any recommended changes



Human Services Grant Program Policy

Goals

The City provides and supports a broad range of local human services to community members. These services are targeted to help individuals access community resources. One of the core ways the City engages in this work is by providing funding to support the work of non-profits.

Categories

HSGP funds are dedicated to providing essential social services for low-income and special needs populations. Services must focus on basic needs and serve Lacey community members. Basic needs are defined as: focused on affordable housing, preventing homelessness, youth programs and services, and behavioral health services will be given priority.

Affordable Housing / Homelessness Prevention: expanding and upgrading affordable housing programs, emergency rental assistance, housing education, creating and maintaining supportive housing services that prevent homelessness.

SurvivalYouth: access to food, water, shelter, sleep, clothing, programs and projects that serve Lacey youth including day care.

SecurityBehavioral Health: job training and placement, mental and physical health care, drug and alcohol recovery, support in times of personal and family crisis, transportation.

Information

- 1) The City at its discretion awards funding. Selected applicants may not receive full funding.
- 2) Maximum award of (\$~~350~~,000) for service programs.
- 3) Maximum award (\$50,000) for capital (brick and mortar) projects.
- 4) One proposal allowed per agency per application cycle.

- 5) Proposals do not require a dollar-for-dollar funding match for City funds awarded. However, proposals with funding matches may be allocated additional points during evaluation.
- 6) The Human Services Commission will review proposals and make recommendations for final approval by the Lacey City Council.
- 7) Presentations may be requested of applicants.
- 8) A signed, written agreement with the City will be required before funds are awarded.
 - a. Contract will include an approved scope of work, term, and reimbursement guidelines, and any other requirements as deemed necessary by the City.
 - b. Proof of insurance is required as laid out in the grant program agreement.
- 9) Applicants will need to provide the following documents as part of their applications:
 - a. Program or Project Budget (using the City's form)
 - b. Current list of Board Members
 - c. IRS Tax-Exempt Determination as a 501(c)3
 - d. Copy of organization's I-990 tax filing or year-end financial statement
 - e. A copy of the agency's current annual operating budget (income and expenses)
- 10) Organizations selected to receive human services funding must be able to:
 - a. Provide proof of general liability insurance coverage of at least \$1,000,000 and meet other City insurance requirements
 - b. Provide reports and invoices with back up documentation.
 - c. Provide 501c3 determination letter or equivalent.
 - d. Sign documents electronically through City approved systems.
 - e. Commit to an annual site visit by City of Lacey staff.
 - f. Submit an annual report.
 - g. Retain records for seven years.
- 11) Organizations that apply must be authorized by their governing body or executive director (or equivalent) to apply and receive program funds.
- 12) Probation for Incomplete Projects
 - a. If an agency is unable to complete the project within the term of the agreement, or program year, and does not use any portion of the allocated

grant funds, the agency will be ineligible to participate in the HSGP the following year.

- b. Accommodations may be made to the above for extenuating circumstance

Eligibility

Requirements:

- 1) Proposals must be submitted by non-profits.
- 2) Applicants do not need to be physically located in Lacey to apply. However, applicants must demonstrate how programs and projects would positively benefit community members in Lacey.
- 3) All programs and projects must meet city regulations, ordinances, and non-discrimination policies.
- 4) **Capital projects:** Maximum award for capital (brick and mortar) projects is \$50,000. Capital projects must be located in Lacey.
- 5) **Service projects:** Maximum award for service projects is \$350,000.
- 6) Applicants may receive partial funding.
- 7) Applications must be completed and submitted before the deadline.
- 8) One application per agency

The following are not eligible for the HSGP:

- 1) Applications from individuals, for-profit groups, or political groups.
- 2) Projects that are for routine maintenance purposes or any maintenance of previously funded projects.
- 3) Capital (brick and mortar) projects outside of Lacey city limits.
- 4) Projects that seek to promote any public or private group, business or commercial enterprise, political, or religious group.
- 5) Organizations or projects that do not meet the City's non-discrimination policies.

Contact

For further details, contact Michelle Chavez, Human Services Coordinator, at 360-486-8746 or email HumanServices@cityoflacey.org

DRAFT



2026 Human Services Grant Application

Overview - DRAFT not confirmed

The Lacey City Council approved the 2026 Human Services Grant priorities. Grant funding will be prioritized on programs or projects that focus on:

Affordable Housing / Homelessness Prevention: expanding and upgrading affordable housing programs, emergency rental assistance, housing education, creating and maintaining supportive housing services that prevent homelessness.

Youth Services: Youth focused programs or projects including child care.

Behavioral Health: mental health care, drug and alcohol recovery, support in times of personal and family crisis.

Grant Requirements (in brief see full policy):

Applicants must be non-profits.

Applicants do not need to be physically located in Lacey to apply. However, applicants must demonstrate how programs and projects would positively benefit community members in Lacey.

Maximum award for capital (brick and mortar) projects is \$50,000. Capital projects must be located in Lacey. Maximum award for service projects is \$30,000. NOTE: Applicants may receive partial funding.

One application per agency

Program Year Runs September 1, 2026 to August 31, 2027.

Timelines (Not Confirmed):

Applicant Workshop: June 1, 2026 9:30am to 11:00am

Applications open: June 1 to June 26, 2026. Applications are due June 26, 2026 by 4pm (PST)

Applicant Presentations: July 9th and July 16th at 5:30pm at City Hall and via Zoom

NOTE: This online application does not have an auto-save feature. A PDF version of the application is available to help draft your submission, if needed

Please fill out this form completely. Applications are due June 26, 2026 by 4pm (PST). Late Applications will not be accepted.

Contact: HumanServices@CityofLacey.org or call 360-486-8746

Section 1. General Information

1.1 Agency Name *

1.2 Program or Project Name *

Only one program or project will be accepted by each agency.

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below.

1.4 Is this a new or existing program or project? *

1.5 Program or Project Area *

Select all that apply.

1.6 Have you received funding from the City of Lacey for this project or program in the last three years? If yes, what were the outcomes? *

If yes, what were the outcomes?

1.7 Future Community Members Served *

Please provide the anticipated number of Lacey community members that will be served by this program or project within the contract year, if funding is awarded. This answer should only be a number.

Scored Question (15 points total)

1.8 Program or Project Description *

Briefly describe your program or project (2-3 sentences).

1.9 Priority Focus

Does the program or project meet the priority focus (Affordable Housing / Preventing Homelessness, Youth Programs/Projects, Behavioral Health)? If yes, please provide a description of how it meets the priority focus.

Scored Question (15 points total)

1.10 Program Requirements *

Organizations selected to receive human services funding must be able to:

Provide proof of general liability insurance coverage of at least \$1,000,000
Provide reports and invoices with back up documentation.
Provide your 501c3 determination letter or equivalent.
Sign documents electronically through City approved systems.
Commit to an annual site visit by City of Lacey staff.
Submit an annual report.
Retain records for seven years

☐

Authorization to Apply *

To the best of my knowledge, all information in this application is true and correct. The applicant's governing body or Executive Director (or equivalent) has authorized this application to be submitted. My organization is able to provide all program requirements noted above and if funded, will comply with all contractual obligations.

Date Approved * 

Section 2. Organizational Overview

2.1 Organization Legal Name ***2.2 Mailing Address *****2.3 Physical Street Address *****2.4 Main Business Phone *****2.5 Contract Signatory (Name and Title) *****2.6 Signatory Email Address for Approval *****2.7 Organization Primary Contact (Name and Title) *****2.8 Primary Contact Phone *****2.9 Primary Contact Email *****2.10 Years in business (current dba or previous) ***

Provide names and number of years the agency has been in business under current or previous names including additional assumed business names.

2.11 Federal Tax ID *

2.12 Partnerships and Service Coordination *

Describe how your organization collaborates and coordinates with local entities, organizations, stakeholders, or community members.

Scored Question (5 points total)

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

2.14 Diversity, Equity, Inclusion and Belonging *

Describe how your agency applies diversity, equity, inclusion and belonging principles in your work.

Scored Question (15 points total)

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered.

Scored Question (5 points total)

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes.

Scored Question (10 points total)

3.3 Program or Project Eligibility *

Who will receive services under this grant and how will you determine service eligibility?

2026 Funding Priorities are affordable housing / preventing homelessness, youth services and projects, behavioral health.

Scored Question (5 points total)

3.4 Project Location *

3.5 Project Address *

Section 4. Budget Overview

4.1 Budget Narrative *

Please describe how the Lacey Human Services Grant funds will be used to fund your program or project.

Scored Question (10 points total)

4.2 Audit Findings *

Have you had an audit finding in the last two years? If yes, please explain.

4.3 Program or Project Sustainability *

If your program or project is not fully funded by the requested amount, would you still be able to provide services or complete the project? Describe the impacts you anticipate if receiving less than full funding.

Scored Question (5 points total)

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DRAFT 2026 Human Services Grant Program Application Scoring Rubric

Reviewer Name _____

Total Score _____

Section 1 – General Information	How to Rank Answers: You may use any number in the range. 0 means it does not answer the question. Mid-range means it somewhat explains the question and the top score means it clearly answers the question.	Total Possible Points	Points Awarded
1.7 Please provide the anticipated number of Lacey community members that will be served by this program or project within the contract year 2026 (add program year dates), if funding is awarded.	Does the answer fully explain the number of participants This should be a number only and the higher number served should receive a higher range score.	5-15	
1.9 Does the program or project meet the priority focus (basic needs that serve Lacey community members)? Basic needs include: housing, survival, and security. Affordable Housing / Homelessness Prevention: expanding and upgrading affordable housing programs, emergency rental assistance, housing education, creating and maintaining supportive housing services that prevent homelessness. Youth Services: Youth-focused programs or projects, including child care. Behavioral Health: mental health care, drug and alcohol recovery, support in times of personal and family crisis. If yes, please provide a description of how it meets the priority focus.	Does the program or project meet the priority areas (basic needs that serve Lacey community members). Basic needs include: housing, survival, and security)? Affordable Housing / Homelessness Prevention, Youth Services or Behavioral Health? Does the application clearly explain how it meets the priority focus? Programs or projects that address more than one priority should be given a higher range score.	15	

Section 2 – Organizational Overview	How to Rank Answers: – You may use any number in the range. 0 means it does not answer the question. Mid-range means it somewhat explains the question and the top score means it clearly answers the question.	Total Possible Points	Points Awarded
2.12 Describe how your organization collaborates and coordinates with local entities, organizations, stakeholders, or community members.	Does the organization describe collaboration or coordination with others?	5	
2.13 Describe how you incorporate a client-centered voice to ensure program quality and effective services.	Does the program or project include people receiving services from the community in creating the program or project?	15	
2.14 Describe how your agency applies diversity, equity, inclusion and belonging principles in your work.	Does the organization have established DEIB principles and practices?	15	

Section 3 – Program or Project Overview	How to Rank Answers: – You may use any number in the range. 0 means it does not answer the question. Mid-range means it somewhat explains the question and the top score means it clearly answers the question.	Total Possible Points	Points Awarded
3.1 Please describe how the program or project will be delivered.	Does the applicant clearly describe the program or project and how it will be delivered?	10 5	
3.2 Describe the program or project's specific and measurable outcomes.	Does the applicant clearly describe the program or project's specific and measurable outcomes?	10	
3.3 Who will receive services under this grant and how will you determine service eligibility? <i>2024 Funding Priorities are essential social services for low-income and special needs populations. Services must focus on basic needs and serve Lacey community members. Basic needs include housing, survival, and security.</i> Affordable Housing / Homelessness Prevention, Youth Services or Behavioral Health	How will the program or project determine who is eligible for services? Are the benefactors of the program or project primarily low income and Lacey community members?	10 5	

Section 4 – Budget Overview	How to Rank Answers: – You may use any number in the range. 0 means it does not answer the question. Mid-range means it somewhat explains the question and the top score means it clearly answers the question.	Total Possible Points	Points Awarded
4.1 Please describe how the Lacey Human Services Grant funds will be used to fund your program or project. What percentage of your program or project will be spent on admin?	Does the applicant clearly describe how they will use the HSGP funds?	10	
4.3 Project Sustainability - If your program or project does not receive funding, will you still be able to provide services or complete the project?	Does the applicant have outside funding?	5	
Attachments	Are all the required attachments included in the application?	Y/N	NONE
Total		100	