



# STAFF REPORT

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**Meeting Type:** City Council  
**Meeting Date:** July 21, 2025  
**From:** Jeff Aprati, Deputy City Manager  
**Subject:** Policy Adoption: Special Service Contract Program Guidelines

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## DECISION TO BE MADE:

Whether to adopt new guidelines for the Special Service Contract Program.

## APPLICABLE COUNCIL GOAL:

n/a

## BACKGROUND / CONTEXT:

Approximately 10 years ago the City established the Special Service Contract Program (SSCP) to provide a mechanism through which the City can fund community services administered by local non-profit organizations. The Council most recently received midterm reports from 2023-2025 grant recipients during the [August 19, 2024 meeting](#).

The previous program guidelines/criteria are quite minimal (the 2023-2025 program document is attached to this staff report as Exhibit B, for reference). Recently the City Council has expressed its desire to establish more formal program guidelines and processes in the interest of increasing consistency, easing program administration, and ensuring that projects directly benefit city residents. Council review of new draft program guidelines is needed before the City advertises the new 2025-2027 application period.

## KEY CONSIDERATIONS / ANALYSIS:

Attached to this staff report are new draft guidelines for the Special Service Contract Program. Several notable features include:

- Requirement for projects to meet at least one specific program objective established for the biennium, such as tourism-related economic development, health and wellbeing, community livability, or history and heritage
- Several new eligibility criteria, including exclusion of projects that would engage in discrimination, involve 'self-dealing,' or promote or inhibit political or religious activity
- Requirement for applicants to describe how their projects will specifically benefit residents who live within Sandy city limits

- Standardized project budget tables to clearly and consistently display funding sources and uses
- Stipulation that grants funds are paid on a reimbursement basis rather than up-front, and that reimbursement requests must be submitted along with required written reports

**BUDGET IMPACT:**

The new guidelines do not affect the amount budgeted for the program, which remains at \$60,000 for this new biennium.

**RECOMMENDATION:**

- If desired, edit the proposed Program Objectives
- If desired, edit the proposed Eligibility Requirements
- Adopt the guidelines for the Special Service Contract Program.

**SUGGESTED MOTION LANGUAGE:**

"I move to adopt the 2025-2027 guidelines for the Special Service Contract Program:

- as included in the meeting packet, OR
- as amended."

**LIST OF ATTACHMENTS / EXHIBITS:**

- New draft SSCP guidelines
  - Budget worksheet
- Previous 2023-2025 program criteria