



STAFF REPORT

Meeting Type: City Council
Meeting Date: August 4, 2025
From: Jeff Aprati, Deputy City Manager
Subject: Policy Adoption: Special Service Contract Program Guidelines

DECISION TO BE MADE:

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

APPLICABLE COUNCIL GOAL:

n/a

BACKGROUND / CONTEXT:

The Council last discussed this program at the July 21, 2025 meeting. The materials from that meeting [are available here](#).

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 previous program guidelines/criteria were 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, facilitating alignment with Council goals, 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.

After reviewing proposed new program guidelines during the July 21, 2025 meeting, the Council requested several additions/amendments. Those changes have been made by staff and are outlined in the following section of this report.

KEY CONSIDERATIONS / ANALYSIS:

Attached to this report are revised draft guidelines for the Special Service Contract Program. Notable components of the guidelines are included below. **Blue text** indicates language that is identical to that presented to the Council on July 21, 2025. **Green text** indicates language that has been changed or added in response to Council feedback received at that meeting.

- Requirement for projects to meet at least one specific program objective established for the biennium: 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 forms to clearly and consistently display funding sources and uses
- Provision that while grants funds are generally paid on a reimbursement basis, applicants may request an alternative payment accommodation, the details of which the City Manager is empowered to negotiate and approve
- Stipulation that written grant reports are due twice during the biennium, at the same time as reimbursement requests. In the case of an alternative funding accommodation, written reports are due when required by the City Manager
- Broadening of the definition of eligible organizations to include all tax-exempt organizations established under the Internal Revenue Code [for example, chambers of commerce are included under 501(c)(6) rather than 501(c)(3)]
- "Involve" has been deleted from the eligibility criteria related to politics and religion
- Scoring criteria, to be used by the SSCP Review Subcommittee, have been developed. They are:
 - Advancement of program objectives: projects that will achieve greater advancement of program objectives will be scored higher (*maximum of 20 points*)
 - Positive impact on Sandy residents: projects that will produce greater positive impact on residents within Sandy city limits will be scored higher (*maximum of 20 points*)
 - Relative value of the investment: greater "bang for the buck" will be scored higher (*maximum of 20 points*)
 - Long-term sustainability of the investment: (*maximum of 20 points*)
 - Initial investments or "seed money" that will be leveraged by the applicant to provide sustainable ongoing services without future City funding will be scored higher
 - Funding for long-term assets that will be leveraged by the applicant to provide services for multiple years will be scored higher
 - Successful track record of the applicant: applicants with a track record of successful implementation of SSCP or other formal grant programs will be scored higher (*maximum of 20 points*)

BUDGET IMPACT:

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

RECOMMENDATION:

- 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."

LIST OF ATTACHMENTS / EXHIBITS:

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