



# STAFF REPORT

---

**Meeting Type:** City Council Meeting  
**Meeting Date:** September 18, 2023  
**From:** David Snider – Economic Development  
**Subject:** Award of Special Service Contract Program Grants for 2023-2025

---

## DECISION TO BE MADE:

Whether to accept the award recommendations of the Special Service Contract Program (SSCP) application review subcommittee for the 2023-2025 biennium

## BACKGROUND / CONTEXT:

The application review process for the Special Service Contract Program (SSCP) for the 2023-2025 biennium took place on August 29<sup>th</sup> in Council Chambers with Mayor Pulliam, Councilor Walker, and Councilor Exner present. The program received six applications for the current biennium: three of the applications came from long time participants (Sandy Action Center, Sandy Historical Museum and the Sandy Area Chamber of Commerce) and three came from organizations that are new to the program (Friends of the Sandy Library, D31 Foundation, and the Sandy Seventh Day Adventist Church. AntFarm Youth Services did not re-apply for the program.

## KEY CONSIDERATIONS / ANALYSIS:

The SSCP is allocated \$60,000 in biennial funding. The total combined funding requests for the six project proposals totaled \$95,104. Program proposal descriptions from the six applicants are as follows:

- **Sandy Action Center - Food Box & Lunch Box programs; marketing; partnership development** (*Request: \$20,000*): This request for funding is for supplemental food and supplies for the Food & Lunch Box Programs, the creation of marketing materials in both Spanish and English, outreach to the community through the local school system and through partner organization like AntFarm Youth Services and Compassion Sandy. This is the same request we have received from the Action Center for several biennia now.
- **Sandy Area Chamber of Commerce - Travel26 - create a local DMO for promoting tourism in Sandy & the Villages** (*Request: \$20,000*): This proposal calls for the creation of a local destination marketing organization similar to *Explore the Dalles* and the *Mt. Hood and Columbia River Gorge Regional Tourism Alliance* to establish a local tourism brand. Requested funding would go mostly towards staff time to set up this organization, and for multiple advertising campaigns (digital ads, partnering with Travel Oregon). The Chamber already owns the domains and social media handles for "Travel26".

- **Sandy Historical Museum - Youth intern program** (*Request: \$14,714*): This is a request for the funding of internships at the Museum for local youth and has been the same request this organization has had for several biennia now. These internships help to keep the Museum fully staffed and have been extremely helpful to the organization's existing staff due to their technical proficiency and their energy.
- **Friends of the Sandy Library – Sandy Post digitization and electronic storage** (*Request: \$16,900*): This proposal would begin the process of digitizing and electronically storing historical copies of the Sandy Post (1936 to present) to preserve them for future generations through the University of Oregon Knight Library's "Digital Newspaper Library Service". The request, along with a small match from the Friends of the Library, would cover this process for approximately 25 years' worth of Post editions. The organization intends to fundraise to cover the cost for the remaining editions. The review panel also determined, in the interest of completing the preservation of Sandy's history as quickly as possible, that the full biennial project allocation of \$16,900 should be distributed to this applicant up front in their Year 1 fall distribution.
- **D31 Foundation - Bold Works: A collection of eight community service projects** (*Request: \$8,990*): This proposal is for the funding of eight community service projects based around providing service primarily to community seniors and families with small children. Projects to include Photos with Santa (x2) and Single Parents Night Out events at the Senior Center for local families, making and delivering blankets to Mount Hood Hospice, dinners for Seniors at the Sandy Senior Center, building and delivering planter boxes for a local assisted living facility, and hosting a game night at a senior living facility. Projects are to be held at the Sandy Senior Center, Mount Hood Hospice and local assisted living facilities.
- **Sandy Seventh-Day Adventist Church - Free one-day dental & vision clinics** (*Request: \$14,500*): This proposal is to help fund two free dental clinics (Fall 2023 and Fall 2024) and one free vision clinic (Spring 2024) open to underserved and under-covered populations in our community.

The review panel was generally impressed by the quality of the proposed projects received this biennium, resulting in a general desire to try and find a way to fund all six of the project proposals. Ultimately, the review panel chose to fully fund the Action Center, Friends of the Sandy Library, and Seventh-Day Adventist projects and partially fund the D31 project (~95% of requested funding).

The proposals from the Chamber of Commerce and the Historical Museum are centered around increasing staffing for these organizations. The review panel recommends holding a work session in the near future to discuss the development of common tourism goals for Sandy and finding a more permanent regular funding source within the City budget for these institutions.

For reference, the SSCP update report issued at the end of 2022 [can be viewed here](#). It was recommended that for our midterm report in 2024, the Sandy City Council may prefer to hear directly from the grant recipients at a regularly scheduled Council meeting rather than a written report.

## **BUDGET IMPACT:**

The City's 2023-2025 budget allocated \$60,000 in funding for the Special Service Contract Program. Approval of these recommendations would account for all of the funding in this budget line for the biennium.

**RECOMMENDATION:**

Staff recommends acceptance of the award recommendations forwarded by the SSCP application review panel as presented.

**SUGGESTED MOTION LANGUAGE:**

"I move to accept the award recommendations forwarded by the SSCP application review panel as presented."

**LIST OF ATTACHMENTS / EXHIBITS:**

- SSCP 23/25 application review information spreadsheet