



CITY COUNCIL MEETING

Monday, September 15, 2025 at 6:00 PM
Sandy City Hall and via Zoom

AGENDA

TO ATTEND THE MEETING IN-PERSON:

Come to Sandy City Hall (lower parking lot entrance) - 39250 Pioneer Blvd., Sandy, OR 97055

TO ATTEND THE MEETING ONLINE VIA ZOOM:

Please use this link: <https://us02web.zoom.us/j/89606975566>

Or by phone: (253) 215-8782; Meeting ID: 89606975566

WORK SESSION – 6:00 PM

1. [Code Update Discussion: Chapter 8.36 Outdoor Burning](#)

REGULAR MEETING – 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

CHANGES TO THE AGENDA

PUBLIC COMMENT (3-minute limit)

The Council welcomes your comments at this time. The Mayor will call on each person when it is their turn to speak for up to three minutes.

-- If you are attending the meeting in-person, please submit your comment signup form to the City Recorder before the regular meeting begins at 7:00 p.m. Forms are available on the table next to the Council Chambers door.

-- If you are attending the meeting via Zoom, please complete the online comment signup webform by 4:00 p.m. on the day of the meeting: <https://www.ci.sandy.or.us/citycouncil/webform/council-meeting-public-comment-signup-form-online-attendees>.

RESPONSE TO PREVIOUS COMMENTS

CONSENT AGENDA

2. [City Council Minutes: August 18, 2025](#)
3. [Resolution 2025-33: Authorizing City of Sandy to Apply for a Local Government Grant From the Oregon Department of Energy](#)
4. [Resolution 2025-34: Updating the City of Sandy Transit Title VI Program](#)
5. [Contract Amendment: TriMet Subrecipient Agreement No. GG230851EVL for disbursement of Statewide Transportation Improvement Funds to City of Sandy](#)

OLD BUSINESS

6. [PUBLIC HEARING: Ordinance 2025-17 - Alternative Wastewater Systems Code Additions \(File No. 25-031 DCA\)](#)

REPORT FROM THE CITY MANAGER

COMMITTEE / COUNCIL REPORTS

STAFF UPDATES

Monthly Reports: <https://reports.cityofsandy.com/>

ADJOURN

EXECUTIVE SESSION – The City Council will meet in executive session pursuant to ORS 192.660(2)(d)

Americans with Disabilities Act Notice: Please contact Sandy City Hall, 39250 Pioneer Blvd. Sandy, OR 97055 (Phone: 503-668-5533) at least 48 hours prior to the scheduled meeting time if you need an accommodation to observe and/or participate in this meeting.

Meeting Type: City Council Work Session
Meeting Date: September 15, 2025
From: Kelly O'Neill Jr., Development Services Director
Subject: Code Update Discussion: Chapter 8.36 Outdoor Burning

DECISION TO BE MADE:

This is an introductory work session to discuss proposed code amendments to Sandy Municipal Code [Chapter 8.36 - Outdoor Burning](#).

APPLICABLE COUNCIL GOAL:

- **Goal 6.8:** Study options for updating the City's regulations on outdoor burning

BACKGROUND / CONTEXT:

Councilor Hokanson brought up amending Chapter 8.36 during the City Council goal setting session in February 2025 and it became one of the Council's goals for 2025-2027.

On May 27, 2025, staff asked the Planning Commission for input on the draft code amendments. The Planning Commission made a few recommendations as detailed in the [meeting minutes](#) that have been incorporated into the draft code amendments

The agencies that have fire related jurisdiction over the City of Sandy are Clackamas Fire (in contract with Sandy Fire), the [Department of Environmental Quality](#) (DEQ), and the Oregon Department of Forestry (ODF) for burning of slash. In Sandy, DEQ burning seasons are from March 1st to June 15th (spring) and October 1st to December 15th (fall). These seasons are subject to changes based on fire danger and other factors. Clackamas Fire's burn seasons mirror the Oregon DEQ burn seasons.

The City of Sandy's regulations on outdoor burning are found in [Chapter 8.36 - Outdoor Burning](#) and were last updated in 2005. The current code for "Outdoor Burning" is relatively short, vague, limited, and does not address matters like "Enforcement and Violations" (See Exhibit A).

KEY CONSIDERATIONS / ANALYSIS:

The proposed code amendments are intended to promote public health, safety, and welfare. The Clackamas County Fire Marshals Shawn Olson and Mike Boumann reviewed the draft code amendments, as did our City Attorney. Their comments and suggested edits have been incorporated into the draft code amendments. Multiple subsections of the revised code were taken from the Clackamas Fire District "Open

Burn Guidelines” and the Oregon Fire Code (Interpretations and Technical Advisories) sheet consist with [OAR 340](#).

Item # 1.

Open fires must be limited in size, be controlled, and not be a hazard to people, property, or vegetation.

Code Issues Addressed

The modified code amendments address the following:

1. Outlines jurisdiction requirements, including Clackamas Fire and the Department of Environmental Quality (DEQ).
2. Added Agriculture Burn Permit requirements and parameters.
3. Added additional yard debris burning (i.e. Backyard Burning) requirements and parameters.
4. Created minimum lot size parameters for agricultural burning and backyard burning.
5. Added timeframes for Agricultural and Backyard burning: All fires shall be extinguished two hours before sunset in accordance with state law.
6. Added parameters for burn pile size and height.
7. Added adjacent ground cover restrictions of vegetation growth to mitigate fire spread.
8. Added safety provisions, such as having a garden hose present connected to a water supply within 25 feet of the fire and that burning material shall be constantly attended.
9. Added that materials that emit noxious odors are prohibited.
10. Added local enforcement standards.
11. Added local violation parameters.

Recommended Standards for Sandy

The following is a list of items that are not governed by the Fire District, DEQ, or ODF and therefore the City has discretion on the standards that we implement. Here is what is recommended by staff and the Planning Commission:

- Minimum lot sizes for permitted burns (agricultural and backyard burning)
 - Agricultural Burning: minimum of five acres (83 parcels in Sandy)
 - Backyard Burning: minimum of one acre (309 parcels in Sandy)
- Distance of the burn piles to lot lines and structures
 - Agricultural Burning: minimum of 200 feet to any property line or structure
 - Backyard Burning: minimum of 50 feet to any property line or structure
- Fine amounts (proposed as Class A infraction at \$1,000)
- Size of burn piles (proposed to not exceed 10 feet in diameter and 3 feet in height)

The following is a list of local jurisdictional-specific regulations for comparison's sake:

Happy Valley (<https://www.happyvalleyor.gov/services/code-enforcement/residential-open-burning/>)

- Allow recreational fires and barbeques just like Sandy.
- Allow backyard burning on properties one acre or larger.
- Burn piles shall not exceed 10 ft by 10 ft by 10 ft.
- Requires a permit and inspection prior to backyard burning.

Gresham (<https://www.greshamoregon.gov/outdoor-burning/>)

- Allow backyard burning on properties one acre or larger.

Canby (<https://www.canbyfire.org/burning-and-wildland>)

- Approved fire pits and ceremonial or warming fires will remain allowed unless we move into extreme fire danger.
- Outdoor burning shall be at least 50 feet from structures or combustible materials.
- Burn piles shall not exceed 9 ft by 9 ft by 9 ft.

Estacada (<https://www.estacadafire.org/general-8>)

- Outdoor burning shall be at least 50 feet from structures.
- Dimensional lumber, trash, and other non-yard debris items cannot be burned at any time.

Jurisdictions in Tualatin Valley FD (<https://www.tvfr.com/426/Backyard-Burning-of-Yard-Debris>)

- Does not regulate recreational fires such as small fire pits, fire tables, outdoor fireplaces, barbecue pits, campfires, and similar activities.
- Outdoor burning shall be at least 50 feet from structures or combustible materials.
- Burning of land or waste from land clearing operations, in preparation for construction of structures, homes or any other types of building, or non-agricultural operations, is prohibited.

BUDGET IMPACT:

None

RECOMMENDATION:

Staff recommend that the City Council discuss the proposed code modifications and provide staff with suggested modifications for staff to prepare an ordinance.

SUGGESTED MOTION LANGUAGE:

(none)

LIST OF ATTACHMENTS / EXHIBITS:

- Exhibit A: Chapter 8.36 with track change amendments

Title 8 - HEALTH AND SAFETY
CHAPTER 8.36 OUTDOOR BURNING

CHAPTER 8.36 OUTDOOR BURNING

Sec. 8.36.010. Outdoor burning.

- A. No person shall kindle, maintain, or allow to be maintained, an outdoor fire, bonfire, rubbish fire, or garbage fire; nor shall any person kindle, maintain, or allow to be maintained a fire for the purpose of burning grass, hay or straw, tree limbs, and trimmings; nor shall any person maintain or allow to be maintained a fire for land clearing operations, or commercial burning; nor shall any person kindle, maintain, or allow to be maintained any other type of open burning with the following exceptions:
1. Outdoor recreation fire no larger than three feet by three feet used for cooking or recreation with the fire in a fireplace, barbecue set, grill, wood smoker, pellet smoker, or outdoor fire pit. All such fires must comply with all applicable law, including but not limited to regulations of Sandy Fire District No. 72 (the "fire district"), the Oregon Department of Environmental Quality ("DEQ"), and the Oregon Department of Forestry (ODF).
 2. Fires set and maintained by the fire district for firefighting training or training fire protection personnel.
 3. ~~In cases of fire hazard that cannot in the judgment of the fire district be removed or disposed of in any other practical manner, a fire may be allowed by written permit only. Said permit is to be issued by the fire district.~~ Burning of slash as permitted by the Oregon Department of Forestry (ODF).
 4. Burning for which an Agricultural Burn Permit has been issued by the fire district. The following burning conditions shall apply:
 - a. Must comply with all applicable laws, including but not limited to regulations of the fire district and DEQ.
 - b. Must meet the definition of an agricultural operation before a permit is issued.
 - c. Must be located on a property at least five acres in size.
 - d. Must be located at least 200 feet from any property line or structure.
 - e. Burn pile debris may not exceed 10 feet in diameter and three feet in height and shall be done in a barrel or on the ground cleared of all vegetative growth.
 - f. All fires shall be extinguished two hours before sunset, or as otherwise prescribed on the daily burn message line.
 - g. Must call the daily burn message line to verify burning is allowed.
 5. Burning of ~~cut or limbed brush and yard debris~~ (vegetation, tree limbs, and small wooded material) is allowed during the time periods designated for backyard burning by DEQ. ~~on lots larger than one-quarter acre, provided such burning complies with all requirements and restrictions of the Sandy Fire District fire district (including permits, when required). Outdoor burning within the Sandy Fire District fire district is prohibited at certain times of the year due to fire hazard or air pollution constraints; any person maintaining or allowing to be maintained an outdoor fire under s~~Section 8.36.010.A.4. shall contact the Sandy Fire District fire district before starting the fire. The following burning conditions shall apply:
 - a. Must comply with all applicable laws, including but not limited to regulations of the fire district and DEQ.
 - b. Must be located on a property at least one acre in size.

- c. Must be located at least 50 feet from any property line or structure.
- d. Burn pile debris may not exceed 10 feet in diameter and three feet in height and shall be done in a barrel or on the ground cleared of all vegetative growth.
- e. All fires shall be extinguished two hours before sunset, or as otherwise prescribed on the daily burn message line.
- f. Must call the daily burn message line to verify burning is allowed.
- 6. Nothing in this chapter shall be construed to prohibit the otherwise lawful use of flame-based equipment such as torches used for welding, roofing, plumbing, or paving.
- B. In addition to complying with all other applicable laws, the following regulations shall be followed at all times for all types of outdoor burning:
 - 1. The fire must be attended constantly until it is completely out.
 - 2. A water hose connected to an active water service or other extinguishing source must be readily available within 25 feet of the fire.
 - 3. The burning of materials such as rubber, plastics, paints, tarpaper, asphalt, shingles, animal remains, petroleum treated materials, painted or pressure/weather treated wood, or any other material that creates a public nuisance, is strictly and expressly prohibited.

Sec. 8.36.020. Enforcement.

- A. Burning in violation of this chapter is a civil infraction under Chapter 1.18. Nothing in this section is intended to limit or prohibit any other enforcement permitted by law, including but not limited to enforcement by the fire district or DEQ for violation of their respective regulations.

Sec. 8.36.030. Violations.

Upon conviction, any person who violates any of the provisions of this chapter is subject to the following:

- A. Any person violating any of the provisions of this chapter commits a Class A Civil Infraction.
- B. Each day a property is in violation of these regulations, it shall be considered a new violation.

(Ord. No. 06, 2005)



CITY COUNCIL MEETING

Monday, August 18, 2025 at 7:00 PM
Sandy City Hall and via Zoom

MINUTES

EXECUTIVE SESSION Prior to the Regular Meeting, the City Council met in executive session pursuant to ORS 192.660(2)(h)

REGULAR MEETING – 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor Kathleen Walker
Council President Don Hokanson
Councilor Chris Mayton
Councilor Laurie Smallwood
Councilor Rich Sheldon
Councilor Kristina Ramseyer
Councilor Lindy Hanley

CHANGES TO THE AGENDA

The Council agreed to add a discussion after the Presentations section about recent Oregon Government Ethics Commission (OGE) opinions about serial meetings

PUBLIC COMMENT (3-minute limit)

Nicole O'Neill: expressed thanks to the City on behalf of the Historical Museum; provided an update on the 2023-2025 funding received for the internship program; summarized the new exhibit that will be unveiled soon; summarized the work of the new intern highlighting past female city leaders and other historical notes; referenced a recent social media post that received considerable attention.

Khrys Jones: read aloud a letter from the Sandy Area Chamber of Commerce, which referred to comments made during the July 21, 2025 City Council meeting. A copy of the letter is attached to these minutes.

Nikki Skinner: expressed concern that many residents are unaware of the City's wastewater plans; expressed concern about working with another community in a high-tax county; expressed concern about excessive wastewater rate increases; asked where the proposed wastewater pipeline would be placed; expressed concern about possible pipeline breaks;

expressed concern that Gresham would charge the City excessive amounts in the future. It was noted that a final decision about wastewater facilities has not yet been made.

Carl Exner: expressed concern that the cost of water is too high, especially for seniors; concern that increased rates will lower consumption, resulting in revenue problems for the City; concern that the City may be pushing forward on capital projects in an unsustainable manner; and emphasis on the importance of executing favorable intergovernmental agreements with Portland and Gresham, especially with respect to rate setting. In response, discussion with the Council ensued regarding the City's recent \$5 million grant from the State; the lack of equity of the City's grant given the large relative scope of Sandy's needs; the need for community members to help advocate for additional funding assistance; the fact that recent project bids have been favorable in terms of cost now that the City is beyond the initial emergency phase and is able to proceed more deliberately; and the efforts of the City Council to provide effective project oversight, question assumptions, and find cost savings.

With respect to alternative wastewater systems, Mr. Exner expressed appreciation for the efforts to maintain development but expressed concern about installation of portable toilets; expressed concern about additional septic systems within city limits, and about possible public perception that growth in Sandy is not possible.

RESPONSE TO PREVIOUS COMMENTS

(none)

CONSENT AGENDA

1. City Council Minutes: August 4, 2025
2. Policy Approval: Transit Drug and Alcohol Policy Update

MOTION: Adopt the Consent Agenda

Motion made by Councilor Ramseyer, Seconded by Councilor Sheldon.

Voting Yea: Mayor Walker, Council President Hokanson, Councilor Mayton, Councilor Smallwood, Councilor Sheldon, Councilor Ramseyer, Councilor Hanley

MOTION CARRIED: 7-0

PRESENTATIONS

3. Overview: 2025 Water Management and Conservation Plan Update

The Public Works Director provided a presentation regarding the draft update to the City's Water Management and Conservation Plan (WMCP). It was noted that updates to the curtailment plan are included in the draft. Feedback from the Council was requested by September 5th.

Council discussion ensued on the following topics:

- Consistency between the WMCP and the Water Master Plan
- The need to consider tiered rates in the future; although at this point the intention is only to study the idea in light of the City's infrastructure needs
- The requirement to update the plan every 10 years
- Suggestion to more actively promote water conservation methods, including rain barrels and drought-resistant grass seeds, which could potentially be provided to the community
- Staff's intention to bring a new revision to the utility assistance program to the Council in the near future

OGEC DISCUSSION

4. Discussion About Serial Meetings

The City Attorney provided an overview of the recent OGEC opinion about serial meetings, and the significant impact it poses on the ability of local governments to effectively function.

Discussion topics included the following:

- Overview of the context that led to the OGEC opinion, and the details of the opinion
- Concern that this constitutes overkill and will effectively make it impossible to govern locally, leading to staff making decisions instead
- Emphasis on the need to partner with other entities and lobby the Legislature to head this off, and potentially to engage in litigation to the extent possible
- Overview of the efforts of the League of Oregon Cities (LOC) and the Oregon City Attorney Association on this issue
- Discussion on the need for a legislative fix
- Suggestion that the Legislature not being subject to the opinion constitutes a double standard
- Comparison to the recent public debate over farm stands
- Reflections and input from the City's government relations consultant, Nellie deVries
- Suggestion to cooperate with the efforts of LOC, but move quickly
- Discussion on potentially appealing the OGEC ruling

Following the discussion, Ms. deVries provided remarks on the upcoming special session of the Legislature and expected results related to transportation funding. The City's potential \$1 million in federal funding for wastewater was also discussed.

EXECUTIVE SESSION The City Council met in executive session pursuant to ORS 192.660(2)(f)

OLD BUSINESS

5. Alternative Wastewater Systems: Discussion and Policy Direction

The City Manager summarized the staff report in the meeting packet.

Council discussion ensued on the following topics:

- Overview of the categories and conditions included in the proposed ordinance
- Discussion of whether the City can require properties to connect to the sewer system in the future
- Ability of developers to determine which option to pursue
- Questions as to why the code section was placed in Title 17
- Concern about the City having to monitor septic systems and the lack of staff capacity
- Concern that DEQ and Clackamas County have not been heavily involved in writing the proposed code
- Concern about having too many septic systems in Sandy
- Concern about lack of clarity within the approval process
- Recognition that development would have to meet numerous regulations in addition to alternative wastewater matters
- Suggestion to add language that explicitly states properties can only utilize the alternative wastewater program if no ERUs are available; discussion regarding the parameters and definitions that would be necessary to make this work
- Discussion regarding how a variance process would work
- Suggestion that Option 3 in the staff report is preferred
- Suggestion to apply the discretionary approval language, which was previously reserved for systems other than portable toilets and gray water systems, to all proposed systems

After discussion, the Council directed staff to prepare a revised ordinance consistent with Option 3 from the staff report, but including the following: (1) language that explicitly states properties can only utilize the alternative wastewater program if no ERUs are available, and (2) application of the discretionary approval language, previously reserved for systems other than portable toilets and gray water systems, to all proposed systems. Consequently, there will no longer be two different approval pathways. The revised language is to also clearly define the meaning of 'ERU availability.'

REPORT FROM THE CITY MANAGER

- The City Manager expressed thanks and appreciation to the City Council

COMMITTEE / COUNCIL REPORTS

Councilor President Hokanson

(none)

Councilor Hanley

(none)

Councilor Ramseyer

(none)

Councilor Sheldon

- Questions related to how wastewater rate setting would work if/when the City connects to Gresham's wastewater system

Councilor Smallwood

(none)

Councilor Mayton

- Overview of Meinig Park and Deer Pointe projects discussed at the recent Parks and Trails Advisory Board meeting

Mayor Walker

- Recap of the recent Oregon Mayors Association: suggestions for strategies to address vacant commercial buildings; suggestions for council and community relations; suggestions for addressing homelessness

STAFF UPDATES

Monthly Reports: <https://reports.cityofsandy.com/>

ADJOURN



STAFF REPORT

Item # 3.

Meeting Type: City Council
Meeting Date: September 15, 2025
From: Andi Howell, Transit Director
Subject: Resolution 2025-33: Authorizing City of Sandy to Apply for a Local Government Grant From the Oregon Department of Energy

DECISION TO BE MADE:

Whether to authorize the City of Sandy to apply for the Community Renewable Energy Grant.

APPLICABLE COUNCIL GOAL:

- **Goal 4.2:** Implement infrastructure improvements, including the Operations Center expansion, bus stops along the Clackamas Town Center route, and other improvements within the City.

BACKGROUND / CONTEXT:

The Sandy Transit Department has been working with a MWA Architects to design tenant improvements to the current administration building at the Sandy Operations Center as well as a new maintenance and operation building. Both the improvements and the new building are one project referred to as the Sandy Operations Expansion Project.

As part of the planned maintenance and operations building, Sandy staff, Sandy's design team, Energy Trust of Oregon (ETO) and Portland General Electric have worked together to identify the electrical needs of the new building that will include adequate energy and energy resilience utilizing roof top solar arrays and battery backup.

The Community Renewable Energy Grant Program, administered by the Oregon Department of Energy, is open to Oregon Tribes, public bodies, and consumer-owned utilities. Public bodies include municipalities, such as Sandy. Grants are awarded on a competitive basis and priority will be given to projects that support program equity goals, demonstrate community energy resilience, and include energy efficiency and demand response.

The application period closes September 19, 2025 and the evaluation committee will begin to review applications in October.

This grant program requires applicants to provide explicit support from their governing body for the application, hence the reason for this proposed resolution.

KEY CONSIDERATIONS / ANALYSIS:

Sandy's Operation Center Expansion Project is an eligible project under the "constructing a community energy resilience project". The required match for the grant is 50%.

BUDGET IMPACT:

Undetermined. The design team is currently working with Sunbreak Energy Advisors to determine a cost of construction estimate for the solar project. Sandy Transit's cost would be reduced by 50% if the project was awarded grant funding. Sandy Transit has secured the local match for the overall project estimate from the State STIF Discretionary grant program and continues to seek additional funding sources, including this one, for construction costs.

RECOMMENDATION:

Adopt Resolution 2025-33 to authorize the City of Sandy to apply for funding through the Oregon Department of Energy's Community Renewable Energy Grant Program.

SUGGESTED MOTION LANGUAGE:

"I move to adopt Resolution 2025-33."

LIST OF ATTACHMENTS / EXHIBITS:

- Resolution 2025-33



RESOLUTION NO. 2025-33

A RESOLUTION TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON DEPARTMENT OF ENERGY FOR THE INSTALLATION OF A SOLAR ARRAY AND BATTERY BACKUP FOR THE SANDY OPERATIONS CENTER EXPANSION PROJECT

WHEREAS, the Oregon Department of Energy is accepting applications for the Community Renewable Energy Grant Program; and

WHEREAS, the City of Sandy Transit Department desires to participate in this grant program as a means of providing construction funding for solar panel installation on the planned maintenance and operations building; and

WHEREAS, the Sandy City Council, the Transit Advisory Board and the Transit Master Plan have identified a new maintenance and operation building referred to as the Sandy Operations Center Expansion Project; and

WHEREAS, the project will include tenant improvements to the current administration building and the construction of a new maintenance and operations building at the Sandy Operations Center, including solar panel installation and PV and battery backup for energy resilience; and

WHEREAS, the City of Sandy Transit Department has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY:

Section 1: The City Council demonstrates its support for the submittal of a grant application to the Oregon Department of Energy Community Renewable Energy Grant Program for the Sandy Operations Center Expansion Project.

Section 2: The City Manager or designee is authorized to execute any and all documents related to the grant application and to effectuate its award.

This resolution is adopted by the City Council of the City of Sandy this 15 day of September, 2025.

Kathleen Walker, Mayor

ATTEST:

Jeffrey Aprati, City Recorder



STAFF REPORT

Item # 4.

Meeting Type: City Council
Meeting Date: September 15, 2025
From: Andi Howell, Transit Director
Subject: Resolution 2025-34: Updating the City of Sandy Transit Title VI Program

DECISION TO BE MADE:

Whether to update and revise the Sandy Transit Title VI Program.

APPLICABLE COUNCIL GOAL:

- **Goal 4.1:** Continue to promote transit as a safe, efficient mode of transportation; Continue to increase ridership.

BACKGROUND / CONTEXT:

Transit agencies are required by federal regulation (FTA Circular 4702.1B) and by the Oregon Department of Transportation (ODOT) Rail and Public Transit Division to draft and maintain a Title VI Program. These programs are updated every three years.

A Title VI Program "establishes guidelines to effectively monitor and ensure that City of Sandy Transit (known as Sandy Area Metro or SAM) is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation's (DOT) Title VI Regulations at 49 CFR Part 21".

SAM Title VI Program creates policy to ensure that all Sandy Transit programs and services remain free of forms of discrimination. To ensure compliance SAM notifies beneficiaries of protections under Title VI through postings on the Transit web page, all transit bus schedules and all buses; maintains procedures for investigating and tracking Title VI complaints, records all Title VI investigations, complaints and lawsuits; provides meaningful access to Limited English Proficient (LEP) persons; provides additional information upon requests at the discretion of FTA; and prepares and submits a Title VI Program.

To date, Sandy Transit has never had a civil rights complaint. The Transit program closely monitors the Sandy community using American Community Survey (ACS) data and annual on-board surveys to understand community and rider demographics to meet any needs that arise, such as the need for signage to be in a language other than English. This 2025 Title VI Program has the most recent, updated ACS data compared to the plan approved by resolution in 2021.

Another key update in this Title VI Plan is the revision of the Title VI Non-Discrimination Policy Statement. For reference, the 2021 Non-Discrimination Policy Statement read:

City of Sandy Transit, under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person in the City of Sandy, on the grounds of race, color, national origin, gender, disability, religion, sexual orientation, age, marital status or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.”

For information or guidance on how to file a complaint based on the grounds of race, color, national origin, gender, disability, religion, sexual orientation, age, marital status or disability please visit the following web page:

http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/Pages/tvi_disc_comp.aspx

Title VI of the Civil Rights Act of 1964 and related statutes ensure that no person is excluded based on the grounds of race, color or national origin. Although the City may choose non-discrimination based on gender, disability, religion, sexual orientation, age, marital status or disability, it is not required under Title VI of the Civil Rights Act of 1964 and therefore has been removed from SAM's Title VI Non-Discrimination Program and Policy Statement.

KEY CONSIDERATIONS / ANALYSIS:

A primary change to this Title VI Plan is updated census data and the removal of gender, disability, religion, sexual orientation, age, marital status or disability from the Title VI Non-Discrimination Policy Statement as these are not a requirement under Title VI of the Civil Rights Act of 1964. Non-discrimination against persons living with a disability, for example, is ensured under the American Disabilities Act (ADA), not Title VI of the Civil Rights Act. Therefore, it has been removed from this policy statement but remains in the Sandy Transit's ADA Plan.

BUDGET IMPACT:

None.

RECOMMENDATION:

Adopt Resolution 2025-34 to update and revise the Sandy Transit Title VI Program.

SUGGESTED MOTION LANGUAGE:

"I move to adopt Resolution 2025-34."

LIST OF ATTACHMENTS / EXHIBITS:

- Resolution 2025-34
 - Title VI Program



RESOLUTION NO. 2025-34

A RESOLUTION ADOPTING THE 2025 REVISED VERSION OF A DOCUMENT ENTITLED “CITY OF SANDY TRANSIT TITLE VI PROGRAM”

WHEREAS, the City of Sandy is required by federal regulation and by Oregon Department of Transportation (ODOT) Rail and Public Transit Division to maintain a Title VI Program for its public transportation services; and

WHEREAS, this document revises the “City of Sandy Transit Title VI Program” effective July 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY:

The City Council of Sandy does hereby RESOLVE and ORDER that the document entitled “City of Sandy Transit Title VI Program” (dated September 2025), attached hereto as Exhibit “A” and by this reference incorporated herein, is adopted by the Sandy City Council.

This resolution is adopted by the City Council of the City of Sandy this 15th day of September, 2025.

Kathleen Walker, Mayor

ATTEST:

Jeffrey Aprati, City Recorder

City of Sandy

Transit Department

TITLE VI PROGRAM

September 2025

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Title VI Program Effective September 2025

Ref: FTA Circular 4702.1B Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients

Purpose: The purpose of this policy is to establish guidelines to

effectively monitor and ensure that City of Sandy Transit is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation's (DOT) Title VI Regulations at 49 CFR Part 21.

Policy: The City of Sandy Transit ensures that its programs, policies, and activities comply with the Department of Transportation's (DOT) Title VI regulations. Sandy Transit is committed to creating and maintaining public transit service that is free of all forms of discrimination. The agency will take whatever preventive, corrective and disciplinary action necessary for behavior that violates this policy or the rights and privileges it is designed to protect.

Required to provide an annual Title VI certification and assurance. To ensure accordance with 49 CFR Section 21.7, every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI of the Civil Rights Act of 1964. This requirement shall be fulfilled when the applicant submits its annual certifications and assurances to FTA. The text of FTA's annual certifications and assurances is available on FTA's Web site. The City of Sandy complies with this instruction annually in order to receive FTA funding.

Required to notify beneficiaries of protection under Title VI. In order to comply with 49 CFR Section 21.9(d), recipients shall provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. Recipients that provide transit service shall disseminate this information to the public through measures that can include but shall not be limited to a posting on the agency's web site. City of Sandy has information on their web site, included on transit bus schedules and signage posted on all buses.

Required To Develop Title VI Complaint Procedures. In order to comply with 49 CFR Section 21.9(b), recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request. Sandy Transit provides for their dispatchers and/or supervisor to take complaints as well as comment cards available on

buses. All complaints are forwarded to the Title VI Complaint Coordinator (Transit Program Administrator) who categorizes, tracks them and develops responses.

Required to record Title VI investigations, complaints and lawsuits. In order to comply with 49 CFR Section 21.9(b), recipients shall prepare and maintain a list of any active investigations conducted by entities other than the FTA, lawsuits, or complaints naming the recipient that allege discrimination on the basis of race, color, or national origin. This list shall include the date of the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response to the investigation, lawsuit, or complaint. The Sandy Transit Title VI Complaint Coordinator (Transit Program Administrator) maintains these files. Sandy Transit has had no Title VI investigations, complaints or lawsuits.

Required to provide meaningful access to Limited English Proficient (LEP) persons. Title VI and its implementing regulations require that FTA recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient. The City of Sandy has developed a LEP plan and identified Spanish as the most commonly spoken foreign language of Sandy area riders. Other language groups have been an incidental portion Sandy Transit's of ridership which is reflective of the general population. Therefore, transit bus schedules and brochures are published in English and Spanish. Schedules, park and ride information and the nondiscrimination policy are available in English and Spanish on the website. Transit operators and dispatchers have access to Spanish language translations of commonly used phrases. Sandy Transit is involved with public outreach activities to ensure our LEP customers have access to services as well as information they may need in Spanish. In 2017, Sandy Transit activated a telephone translation service that provides interpreters of 222 languages.

Required to provide additional information upon request. At the discretion of the FTA, information other than that required by the referenced circular may be requested, in writing, from a recipient in order to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI requirements. The City of Sandy Title VI Complaint Coordinator (Transit Program Administrator) is available to provide additional information as needed and to respond to any inquiry.

Required to prepare and submit a Title VI Program. FTA requires recipients to report certain general information to determine their compliance with Title VI. The collection and reporting of this program constitute the recipients' Title VI Program. To ensure compliance with 49 CFR Section 21.9(b), FTA requires that all recipients document their compliance with this chapter by submitting a Title VI Program to FTA's regional civil rights officer once every three years.

Discrimination

Any act or omission of an act which would prevent the use of or exclude a person from access to public transportation based on (but not limited to) race, color, natural origin, gender, disability, or religion.

**NON-DISCRIMINATION
POLICY STATEMENT**

City of Sandy Transit, under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person in the City of Sandy, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

For information or guidance on how to file a complaint based on the grounds of race, color, or national origin please visit the following web page:

http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/Pages/tvi_disc_comp.aspx

If information is needed in another language please call: 503-489-0921
Si se necesita informacion in otro idioma de contacto, 503-489-0921

To be posted:

City of Sandy Website
At the reception desk of the Sandy Operations Center
Operations Center breakroom
Inside vehicles
In bus schedules

LA NO DISCRIMINACION POLITICA DE EST ADO

Ciudad de Sandy Transporte, en el Titulo VI del Acta de Derechos Civiles de 1964 y los estatutos relacionados, asegura que ninguna persona en el Ciudad de Sandy podrim, por motivos de raza, color, o origen nacionalse excluidos de la participacion en, negarsele los beneficios de, o ser de otra manera sujeto a discriminacion bajo cualquier programa o actividad que administra.

Para obtener informacion sobre como presenlar una denuncia basada en motivos de raza, color, o origen nacional, por favor visite la siguiente pagina:

http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/Pages/tvi_disc_comp.aspx

Si se necesita informacion in otro idioma de contacto, 503-489-0921

To be posted:

City of Sandy Website
At the reception desk of the Sandy Operations Center
Operations Center breakroom
Inside vehicles
In bus schedules

City of Sandy Title VI Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of Sandy Transit Authority (hereinafter referred to as “the Authority”) may file a Title VI complaint using any of the six methods listed below. The City of Sandy Transit Authority investigates complaints received no more than 180 days after the alleged incident. The Authority will process complaints that are complete.

Methods of filing a complaint:

- 1) Submit a customer comment card with contact information
- 2) Phone the transit office at 503-489-0921 or 503-668-3466
- 3) E-mail the transit office at mrustam@ci.sandy.or.us
- 4) Submit an online civic service complaint form at <http://www.cityofsandy.com>
- 5) In person at the transit office located at 16610 Champion Way Sandy, OR 97055
- 6) Mail written complaint to 16610 Champion Way Sandy, OR 97055

The program administrator will investigate the complaint and make a determination. Formal investigation of the complaint will be confidential and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Customer will be notified of resolution.

If the complainant is not satisfied with the resolution, an appeal process is available. An appeal request for review of a determination of unlawful denial of access or accommodation to public transportation must be filed, in writing, within 60 calendar days of the incident. The written appeal must include the customer’s name, address, and telephone contact number. A statement of reason(s) why the applicant believes the denial of accommodation request or access to public transportation was inappropriate is recommended.

The Transit Director will set a mutually agreed-upon time and place for the review process with the applicant and/or representatives within 30 days of request. The applicant can waive personal appearance in preference of a phone review followed by written determination. The applicant may submit documents or other information to be included with the record and considered in the review process. A record of the review will be kept, as determined by the Transit Director. Anyone needing special accommodations may contact the Transit Director at 503-489-0921 for assistance.

The right of the appellant to a prompt and equitable resolution of the complaint must not be impaired by the appellant’s pursuit of other remedies, such as filing of a complaint with the Department of Justice or other appropriate federal agency or the filing of a suit in state or federal court. Use of this procedure is not a prerequisite to the pursuit of other remedies.

City of Sandy Title VI Complaint Form

Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Title 42 U.S.C. Section 2000d

Please provide the following information necessary in order to process your complaint. A formal complaint must be filed within 180 days of the occurrence of the alleged discriminatory act. Assistance is available upon request. Please contact Sandy Transit at (503) 489-0921.

Complete this form and return to:

**Sandy Transit
16610 Champion Way
Sandy, OR 97055**

Complainants Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone Home: _____

Telephone Cell: _____ Telephone Work: _____

Person (s) Discriminated Against (if other than complainant):

Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone Home: _____

Telephone Cell: _____ Telephone Work: _____

On which of the following is the discrimination based?

☐ Race/Color ☐ National Origin ☐ Gender ☐ Disability

☐ Low Income ☐ Limited English Proficiency ☐ Religion ☐ Sexual Orientation ☐ Age

Date of Alleged Discrimination: _____ Location: _____

Agency or person who was responsible for alleged discrimination: _____

Describe the alleged discrimination. Explain what happened and whom you believe was responsible (for additional space, attach additional sheets of paper to this form).

How can this complaint be resolved? How can the problem be corrected?

Please sign and date. The complaint will not be accepted if it has not been signed. You may attach any written materials or other supporting information that you think is relevant to your complaint.

Signature

Date

Title VI Investigations, Lawsuits and Complaints 2024-2027

2024-2027	Date (MM/DD/YY)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
Lawsuits				
Complaints				

*To be reported to ODOT every 3 years

Public Participation Plan:

Our agency develops policies that are inclusive of diverse populations. On-going analysis is performed to identify populations who live in geographic proximity. The Hispanic/Latino population is the only minority with a significant (6.2% total population, with 4.9% speaking English “very well” and 1.8% speaking English “less than very well”, according to 2022 American Community Survey) of the local population.

(2022: ACS 5- Year Estimates Subject Table)

All service design and development involves public process with special efforts made to include these populations and ensure equal access. The Sandy Transit Advisory Board consists of individuals with disabilities, senior citizens and business owners. Notifications are provided to local papers, community centers, library, shopping centers, on buses and at bus stops/shelters. Sandy Transit offers transit training and conducts annual surveys. Additionally, the City Council meets bi-monthly and all meetings are open to the public.

The website has been updated to include more information in Spanish. All staff have the "Basic Spanish for Transit Employees" reference booklet. Translation services were added to the Transit Department account as of 2017 for LEP telephone conversations.

Language Assistance Program for Limited English Proficient Population

Sandy Transit’s Limited English Proficiency Policy:

Sandy Transit is committed to providing quality services to all citizens, including those with limited English proficiency.

Background and Analysis:

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be considered limited English proficient, or "LEP."

These individuals may be entitled language assistance with respect to a particular type or service, benefit, or encounter.

According to the U.S. Department of Transportation’s (USDOT) Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons, “Title VI and its implementing regulations require that recipients take responsible steps to ensure meaningful access by LEP persons. Recipients should use the guidance to determine how best to comply with statutory and regulatory obligations to provide meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are LEP.”

Federal financial assistance includes grants, cooperative agreements, training, use of equipment, donations of surplus property, and other assistance. Recipients of USDOT assistance that are subject to LEP requirement include:

- State departments of transportation;
- Metropolitan planning organizations (MPOs);

- Regional transportation agencies;
- Regional, state, and local transit operators;
- State and local agencies with emergency transportation responsibilities (e.g.,
- Transportation of supplies for natural disasters, planning for evacuations, quarantines and other similar actions).

Sandy Transit acts as the local transit operator for the City of Sandy. LEP requirements extend to all local transit programs or activities, even if some activities are not funded by federal assistance. Subrecipients are also covered in cases when federal funds are passed through from a recipient to a subrecipient.

The USDOT recommends four factors that should be analyzed by federally assisted agencies and programs to determine the level and extent of language-assistance measures required to sufficiently ensure meaningful access to programs, activities, and services within the City of Sandy's area of responsibility. After conducting the four-factor analysis, Sandy Transit is in a better position to implement a cost-effective mix of proactive language-assistance measures, target resources appropriately, and to respond to requests for LEP assistance from constituents.

The four factors to be considered are:

1. The number and proportion of LEP persons served or encountered in the eligible service population.
2. The frequency the LEP individuals come into contact with programs, activities and services.
3. The importance of programs, activities and services, to LEP persons
4. Resources available to the recipient and costs

What specific steps should be taken will depend on the information gathered from Census and other data and from analysis of agency resources and the costs of providing language assistance.

MEETING THE REQUIREMENTS**Safe Harbor Stipulation:**

Federal law provides a “safe harbor” stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A safe harbor means that as long as a recipient has created a plan for the provision of written translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI.

However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four factor analysis. Evidence of compliance with the recipient’s written translation obligations under “safe harbor” includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less of eligible persons served or likely to be affected. Translation can also be provided orally.

The safe harbor provision applies only to the translation of written documents. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters, where oral language services are needed and reasonable to provide.

Providing Notice to LEP Persons:

USDOT guidance indicates that once an agency has decided, based on the four factors, to provide language services, it is important that the recipient notify LEP persons of services available free of charge in a language the LEP persons would understand. Example methods for notification include:

1. Signage that indicates when free language assistance is available with advance notice;

2. Stating in outreach documents that language services are available;
3. Working with community-based organizations and other stakeholders to inform LEP individuals of Sandy Transit services and the availability of language assistance;
4. Using automated telephone voice mail or menu to provide information about available language-assistance services;
5. Including notices in local newspapers in languages other than English;
6. Providing presentations and/or notices at schools and community-based organizations about available language services.

LEP

Four Factor Analysis

Factor 1: The Number and Proportions of LEP Persons in the Eligible Service Area.

Table 1—Language Spoken at Home by the Ability to Speak English: Population 5 Years and Over
(2022: ACS 5- Year Estimates Subject Table)

City of Sandy												
Pop (5 yrs and over)	Speak English Less Than Very Well		Speak English Only		Speak Spanish		Speak Indo-European Language		Speak Asia or Pacific Island Language		Speak Other Language	
	#	%	#	%	#	%	#	%	#	%	#	%
	11,800	578	4.9%	11,009	93.3%	401	3.4%	177	1.5%	177	1.5%	35

**Table 2—LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH
FOR THE POPULATION 5 YEARS AND OVER**

Universe: Population 5 years and over ⓘ

(2022: ACS 5-Year Estimates Subject Tables)

Pop	Speak English Less Than Very Well		Speak English Only		Speak Spanish		Speak Spanish and Speak English Less Than Very Well	
	#	%	#	%	#	%	#	%
11,800	578	4.9%	11,009	93.3%	401	3.4%	0	0

According to the 2022 American Community Survey 3.4% of the population speak Spanish, the most common language after English. Of those who speak Spanish, 0people) self-report that they speak English less than very well.

Conclusion: Spanish is the most frequently spoken foreign language spoken by LEP individuals in the Sandy Transit area and should be the focus of any translation or language assistance activities.

Factor 2: The Frequency in which LEP Individuals Encounter City of Sandy Transit Programs.

The analysis identified Spanish as the most prevalent language spoken by LEP individuals in the Sandy Transit service area. The analysis further reveals that LEP individuals comprise 6.7% or less of the region’s population. To date, no requests for language-assistance services have been made by LEP individuals, although during a City of Sandy survey, 24.21of the ridership reported identifying as Hispanic and 5 people took the Spanish version of the survey.

Factor 3: The Importance of the Service Provided by Sandy Transit

Public transportation is vital to many people’s lives. According to the Department of Transportation’s *Policy Guidance Concerning Recipient’s Responsibilities to Limited English Proficient (LEP) Persons*, “Providing public transportation access to LEP persons is crucial. An LEP person’s inability to effectively utilize public transportation may adversely affect his or her ability to obtain health care, or education, or access to employment.”

The City of Sandy survey revealed that the percentage of Hispanic/Latino ridership (24.21%) was greater than that of the general population at the time (30%). Therefore, this population does utilize public transportation and may need language assistance.

Factor 4: The Resources Available and Overall Sandy Transit Costs

Sandy Transit has traditionally budgeted between \$5,000 annually for printing product documents, schedules and other public participation material. The bus schedule and route map is currently in both English and Spanish. Information is also currently available in Spanish and English on the City of Sandy web page and inside Sandy buses.

The City of Sandy implemented a multi-lingual telephone translation service available for callers who do not speak English as their primary language. The annual operating budget for Sandy Transit service is \$1.5 million.

IMPLEMENTATION

Due to the importance of the service provided, as indicated in factor 3, Sandy Transit will implement the following Limited English Proficiency (LEP) Plan. This plan will provide limited language assistance services to the LEP population in the Sandy Transit region.

All language assistance activities detailed below will be coordinated by the City of Sandy Transit Department's Transit Director.

Identifying LEP Individuals Who Need Language Assistance:

Key staff at Sandy Transit offices will use language identification cards when first encountering a LEP individual. These cards, developed by the U.S. Census Bureau, have the phrase "Mark this box if you read or speak [name of language]" translated into 38 different languages. It was developed by the Census Bureau and is used by government and non-government agencies to identify the primary language of LEP individuals during face-to-face contacts. The Census Bureau's Language Identification Flashcard can be downloaded for free at www.usdoj.gov/crt/cor/Pubs/ISpeakCards2004.pdf.

The Language Identification flashcards will be made available at public meetings and the front desk of the City of Sandy Operations Center. Once a language is identified, the LEP coordinator or relevant point of contact will be notified to assess feasible translation or oral interpretation assistance.

Basic Spanish for Transit Employees will be available on-board buses and available to all dispatch and operations staff.

The Language Line Solutions, a telephone translation service, provides another useful tool for telephone conversations with LEP populations.

Language Assistance Measures:

Language assistance will be provided for LEP individuals through the translation of some key materials, as well as through oral interpretation when necessary and possible.

Translation of Written Materials:

Translation of all Sandy Transit plans and materials is not possible due to cost restrictions, and the current population levels do not warrant such translations. However, Sandy Transit will provide the following translated materials:

- Current Sandy Transit outreach materials should be translated on a case-by-case basis. Sandy Transit will also consider requests to provide key outreach materials in Spanish as new materials are developed. Documents that will be or are in Spanish are:

- Title VI Notice
- On-board signage
- Published transit schedule and route map

- Sandy Transit website – the City of Sandy is currently assessing cost and infrastructure requirements to efficiently modify the City of Sandy Transit Department’s website to provide as much information as possible in Spanish as well as English.

Oral Language Services:

Sandy Transit will provide some oral interpretation services to Spanish-speaking LEP individuals. In order to provide these services, the LEP coordinator will:

- Maintain a list of outside sources that can provide oral translation services (including both paid and unpaid services). Outline the cost of these services. Identify budget and personnel limitations.

Providing Notice of Available Language Service to LEP Persons:

Sandy Transit has established the following methods to inform Spanish-speaking LEP individuals, supporting organizations, as well as the general public, of available no-fee LEP services.

- Posting information – Sandy Transit will post information at the front-desk reception area to notify LEP individuals of any available services to translate Sandy oral or written program material, and how to obtain these services.

- Outreach documents – Key outreach documents will include a notice that some language assistance services are available. This notice will be listed in Spanish and English.

- Community organizations – Sandy Transit will notify area community-based organizations and other stakeholders of available language-assistance services.

- Community presentations – participate in presentations, trainings and/or notices in Spanish at schools, low-income housing and religious organizations.

Current budget and staff limitations preclude Sandy Transit from implementing all available notification techniques. However, in the future, Sandy Transit may consider additional notification methods, such as:

- Automated telephone voice mail attendant or menu system – provides information about available language-assistance services and how LEP individuals can obtain access.
- Website translation services.

Monitoring and Updating the LEP Plan:

Sandy Transit will monitor changing population levels and the language needs of LEP individuals in the region. An annual review of this LEP plan will coincide with the annual evaluation of the public participation activity and the Title VI program. Evaluation results and recommended changes will be shared with Sandy Transit's Transit Advisory

Board (TAB). The LEP Coordinator will also keep a record of any LEP services provided and will make this information available during the annual review process.

In connection with updates to Sandy Transit's Title VI Program and Public Participation Plan, Sandy Transit may use some of the following tools to conduct further assessment:

1. Conduct surveys or focus groups.
2. Develop an evaluation process to assess LEP service provision.
3. Establish a tracking system to collect primary-language data for individuals that participate in programs and activities.

Sandy Transit will determine the appropriate mix of written and oral language communications for LEP individuals — to include but not limited to — translations, on paper, over the Internet, interpreter assistance, or by working with local organizations that serve LEP persons in the City of Sandy and surrounding areas.

Contact:

Sandy Transit will respond to reasonable requests for LEP consideration in its programs and activities.

In order to request assistance or to discuss LEP issues, please contact:

Program Administrator
City of Sandy, Transit Department
16610 Champion Way
Sandy, OR 97055
Phone: (503) 489-0925
Fax: (503) 826-0618

To file a complaint regarding LEP activities, please fill out the Title VI complaint form available at <http://www.cityofsandy.com>. Should an LEP complaint be filed, the Title VI review process will be followed.

More information on filing an LEP complaint with the Department of Justice can be found at <http://www.usdoj.gov/crt/cor/complaint.php>.

Minority Representation Table					
Body	Caucasian	Hispanic/ Latino (of any race)	African American	Asian American	American Indian/ Alaskan Native
Pop*	87.4%	6.2%	0.1%	1.8%	1.5%
Transit Advisory Board	80.0%	0%	0%	0%	20%

[*2022: ACS 5-Year Estimates Subject Tables](#)



FIXED/COMMUTER ROUTE SERVICE STANDARDS POLICY

Vehicle Load Standards

The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 40 passengers for a 31' high-floor bus-on-chassis and 56 passengers for a 35' low-floor transit vehicle.

Vehicle Type	Seated Capacity	Standing Capacity	Total Capacity	Maximum Load Factor
31' High-Floor	26	14	40	
35' Low-Floor	32	24	56	

Vehicle Headway Standards

Service operates on the commuter route between Sandy and Gresham every 30 minutes on weekdays; hourly (60 minutes) on Saturdays; and 8 times on Sundays over a 15 hour period.

Service operates on the commuter route between Sandy and Estacada on Monday – Saturday, 5 times daily over a 12.5 hour period.

Service operates a shuttle in Sandy Monday through Saturday, 6 times a day over a seven hour period.

Service operates a commuter route between Sandy and Clackamas every 3 hours, Monday through Saturday over a 16 hr period.

Scheduling involves the consideration of a number of factors including: ridership, productivity, transit/pedestrian friendly streets, density of transit-dependent population and activities, relationship to the Sandy Transit Master Plan and Regional Coordinated Transportation Plan, relationship to major developments, land use connectivity, and transit demand management.

Headways and Periods of Operation

	Weekday Frequency		Saturday Frequency		Sunday Frequency
Commuter Gresham	30 minutes 16 hours daily		60 minutes 17 hours daily		8 runs daily subject to schedule over 14 hour period
Commuter Estacada	5 runs daily subject to schedule over 12.5 hour period		5 runs daily subject to schedule over 12.5 hour period		NONE
Commuter Clackamas	6 runs daily over 16 hour period		6 runs daily over 16 hour period		NONE
Deviated Shopper Shuttle	6 runs daily over a 7 hour period		6 runs daily over a 7 hour period		NONE

DEMAND-RESPONSE SERVICE STANDARDS POLICY

Vehicle load standards

Sandy Transit will operate cutaway vehicles with less than 16 passenger capacity of the local demand-response service. Vehicles must be able to operate on surface streets, in parking lots, residential streets and private driveways. Low-floor vehicles will be considered for this application as equipment and funding become available and reliable. The service area for this service is the Sandy city-limits and up to a 3-mile radius subject to availability.

Demand response also acts as complimentary ADA service all hours of fixed route operation hours.

Service Area and Periods of Operation

	Weekday Hours	Saturday Hours	Sunday Hours
Demand- Response	5:30a-9:00p	10:15a-4:30p	NONE

On-Time Performance Standard

The on-time service standard for Sandy Transit per the Transit Master Plan is to maintain a record of 90% on-time service on all routes. A commuter/fixed route vehicle is considered on-time if it departs a scheduled time point no more than 1 minute early and no more than 5 minutes late. The demand-response service allows a 15-minute window

on either side of the scheduled pick-up time (while ensuring on-time arrival at set appointments).

The commuter/fixed routes average an on-time performance of 99.2% and the demand-response services average an on-time performance of 95.4%.

Service Availability Standards

Sandy Transit will operate transit service along the main arterial (Highway 26) with bus stops approximately 3 blocks apart. All city residents will be eligible for special services (ADA) subject to qualification. Sandy Transit will maintain a 0% turn down rate for ADA qualified individuals requesting eligible service by 5 p.m. the previous day. General public demand-response service will be scheduled on a first-come, first-served basis guaranteeing rides booked by 5 p.m. the day prior and same-day service subject to availability.

Vehicle Assignment

Vehicle will be assigned to the commuter/fixed route such that the average age of the fleet serving the routes do not exceed “10” years. Low-floor buses will be deployed on the more frequently used routes. Vehicle equipment will be assigned considering a number of factors including: ridership, productivity, transit/pedestrian friendly streets, density of transit-dependent population and activities, relationship to the Sandy Transit Master Plan and Regional Coordinated Transportation Plan, relationship to major developments, land use connectivity, and transit demand management. All buses will be equipped with air conditioning, bike racks, stop request capability, and at least two wheelchair securement stations. Commuter/fixed route stops will be announced by all drivers and/or an automated announcement system that provides visual and verbal announcements.

TRANSIT AMENITY POLICY

Sandy Transit will construct bus shelters whenever feasible at bus stops with at least 10 boardings per day. In the event that there is insufficient funding to install shelters at eligible bus stops, establish a priority list based on the following criteria:

- Number of passenger boardings per day
- Proximity to major activity centers
- Seniors or special-needs population in the vicinity
- Availability of space to construct shelter and waiting area
- Adjacent land use compatibility

In selecting sites for bus stops, preference will be given to locations that can accommodate a future bench or passenger shelter within the public right-of-way, and at locations that operate safely given roadway traffic conditions.

A priority list will be maintained for bus stop benches, where bus shelters might otherwise be warranted, but the ridership isn’t high enough or the site is unsuitable.

Bus stop shelters will be located close to ambient lighting whenever possible and shelters will be equipped with solar lighting.



STAFF REPORT

Item # 5.

Meeting Type: Council Meeting
Meeting Date: September 15, 2025
From: Andi Howell, Transit Director
Subject: Contract Amendment: TriMet Subrecipient Agreement No. GG230851EVL for disbursement of Statewide Transportation Improvement Funds to City of Sandy

DECISION TO BE MADE:

Whether to authorize the City Manager to sign the TriMet Subrecipient Agreement No. GG230851EVL Agreement Modification No. 2 for disbursement of Statewide Transportation Improvement Funds to the City of Sandy.

APPLICABLE COUNCIL GOAL:

- **Goal 4.1:** Continue to promote transit as a safe, efficient mode of transportation; Continue to increase ridership.

BACKGROUND / CONTEXT:

Each biennium Sandy Transit (SAM) designs a new STIF Plan funded with Statewide Transportation Improvement Fund (STIF). STIF was created as part of the HB2017 Keep Oregon Moving Legislation that was passed in 2017.

To be eligible for funding, projects must be part of a local plan, therefore each project funded in the Sandy STIF Plan is designed using the Transit Master Plan goals and priorities. The funding allocations are presented to the Transit Advisory Board and the Clackamas County HB2017 Transit Advisory Committee.

The Plan was included in the November 2024 Transit Monthly Report, published on December 6, 2024, and included in the subsequent City Council meeting packet. The Plan was then added to TriMet's STIF Plan and approved by the Oregon Transportation Commission.

SAM STIF History

Three SAM routes were expanded in the 2019-2021 STIF plan as well as some capital upgrades such as new computers, new software for transit tax collection and dispatch and more. SAM has also set aside funding in each biennium for planning of a future expansion of the Operations Center as identified in the Transit Master Plan update adopted in April 2020.

During the FY21-23 STIF cycle, SAM continued the expanded services and added program administration costs to the plan to cover the heavy administrative burden of the STIF program as it

requires special reporting and its own audit process. SAM also added a Program Reserve category which allows funds to be held in reserve in the event there is an unexpected downfall in revenue. Sandy signed the Tri-County Metropolitan Transportation District of Oregon Subrecipient Agreement for disbursement of those funds.

In the FY23-25 plan, the Special Transportation Fund (STF) was incorporated into the Statewide Transportation Improvement Fund (STIF). STF funds are designated for programs that serve those who are elderly and/or have a disability. STF funds have long been a stable source of funding for the Sandy Dial-A-Ride (SAM rides, formerly STAR) and SAM Elderly and Disabled (ED) Medical Rides program.

In FY23-25, SAM also applied for and received STIF Regional Coordination funds. Regional Coordination Funds are taken from the TriMet portion of the STIF Funds and allocated to projects that provide access to the TriMet service district. Sandy's project for those funds is designated to support the new SAM Clackamas Town Center Route. That route was implemented in January 2024 and the operation costs of that route are paid entirely through the STIF Regional Coordination Program, including two new medium sized cut-a-way vehicles. Sandy signed the Tri-County Metropolitan Transportation District of Oregon Subrecipient Agreement Modification No. 1 for disbursement of the FY23-25 funds.

KEY CONSIDERATIONS / ANALYSIS:

Below are highlights of the STIF Plan for the 2025-2027 Biennium:

1. Continue to fund route expansions begun in 2019 (\$213,699).
2. Add weekend service to the Shopper Shuttle (\$52,256 - highest community priority from the public and stakeholder feedback during the Transit Master Plan process).
3. Vehicle Maintenance – fleet maintenance costs associated with SAM services (\$20,000).
4. Cover administrative costs that are generated through this program such as the audit fees (\$20,000).
5. Program Reserve allows funding to be set aside in case STIF or other expected funds decrease unexpectedly (\$30,061).
6. STF Funds to support SAM rides (\$310,364, formerly STF).
7. STF Funds to support the Elderly and Disabled Program (\$11,201, formerly STF).
8. STF Funds to support the Estacada route (\$101,926, formerly STF).
9. Regional Coordination Funds (\$900,000) and Regional Coordination Carry Over (\$78,261).

Funds have been approved by the Oregon Transportation Commission. Due to contract timing these funds are currently being held by TriMet for the City. Upon signature of this agreement, the funds will be released to the City including all interest accrued.

BUDGET IMPACT:

Sandy Transit's allocated revenue as part of the TriMet STIF Plan is (not to exceed) \$1,659,507. The entire TriMet STIF Plan consists of \$161,897,322.

RECOMMENDATION:

Transit staff have submitted the agreement to Sandy's legal representation and recommend that the Council authorize the City Manager sign TriMet Subrecipient Agreement No. GG230851EVL Agreement Modification No. 2 for disbursement of Statewide Transportation Improvement Funds to City of Sandy.

SUGGESTED MOTION LANGUAGE:

"I move to authorize the City Manager sign TriMet Subrecipient Agreement No. GG230851EVL Agreement Modification No. 2, for disbursement of Statewide Transportation Improvement Funds to the City of Sandy."

LIST OF ATTACHMENTS / EXHIBITS:

- Tri-County Metropolitan Transportation District of Oregon Subrecipient Agreement No. GG230851EVL Modification No. 2: Disbursement of State of Oregon, Public Transit Section Statewide Transportation Improvement Funds
- Exhibit G: ODOT Agreement No. 35860 – STIF Formula Program
- Exhibit H: City of Sandy's Biennium 2025-2027 STIF Plan



AGREEMENT MODIFICATION

Modification No. 2
 Agreement No. GG230851EVL
 City of Sandy

This Modification amends the above-referenced Agreement for Disbursement of State of Oregon, Public Transit Section Statewide Transportation Improvement Funds (STIF) between TriMet and the **City of Sandy** (Subrecipient).

The effective date of this Modification is the date of the last signature below.

RECITALS

1. The Oregon Transportation Commission (OTC) has approved TriMet's STIF Plan for use of STIF Formula Funds for the period of Fiscal Year 2026 (beginning July 1, 2025) through the end of Fiscal Year 2027 (June 30, 2027).

AMENDMENT TO THE AGREEMENT

Based on the forgoing, the Agreement is amended as follows:

1. A new Exhibit D, appended to this Modification 2, replaces the prior Exhibit D and reflects Subrecipient's new Scope of Work for the FY 2026-27 period.
2. A new Exhibit E, Parts 1 and 2, appended to this Modification 2, replaces the prior Exhibit E Parts 1 and 2 and reflects the distribution of new STIF Formula Funds to Subrecipients for the FY 2026-27 period. Exhibit E, Part 3 has been removed from the Agreement, as this table is no longer relevant.
3. Subrecipient may use STIF Formula Funds for allowable costs incurred after July 1, 2025 and through the term of this Agreement, June 30, 2027, unless the Agreement is terminated earlier as provided in this Agreement. Section 10 (Term), of the Agreement is modified accordingly.
4. The total Agreement is hereby increased by \$1,659,507 to account for the City of Sandy's FY 2026-27 STIF Formula Plan funds as approved by the OTC. The revised Agreement amount shall not exceed \$3,548,515.
5. The Oregon Department of Transportation (ODOT) has provided Agreement No. 35860 to TriMet (the Qualified Entity) to formalize the execution of the OTC approved FY 2026-27 STIF Plan. As required by ODOT, Agreement No. 35860, appended to this Modification 2 as Exhibit G, is made part of the Agreement between TriMet and Subrecipient. Qualified Entities and their Subrecipients must comply with all applicable provisions of Agreement No. 35860.

6. The Subrecipient's STIF plan, appended to this Modification 2 as Exhibit H, is made part of the Agreement.

7. Exhibit A, Section 2.A of the Agreement is replaced with the following:

Disbursement and Recovery of STIF Formula Funds.

- A. **Disbursement Generally.** TriMet shall promptly disburse STIF Formula Funds to Subrecipient after the Oregon Department of Transportation provides funding to TriMet in accordance with and subject to approval of the STIF Plan, the terms and conditions of this Agreement, and Subrecipient's compliance with this Agreement. As used in this Section, "promptly, means within 10 business days of TriMet's receipt of STIF Formula Funds from ODOT, absent a written notification from TriMet to Subrecipient explaining the reason(s) for any delay beyond 10 business days. Subject to the forgoing and based on the current and best available information, TriMet anticipates the following schedule for distribution of STIF Formula funds to Subrecipient:

NO OTHER CHANGES

By executing below, both Parties agree to the Modification. Contractor certifies under penalty of perjury as provided in ORS 305.385(6) that it is not, to the best of its knowledge, in violation of any Oregon tax law. For the purposes of this certification, "Oregon Tax Laws" are state taxes imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS Chapters 118, 314, 316, 317, 318, 321 and 323, and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

CITY OF SANDY

TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF
OREGON (TRIMET)

(signature)

Name:

Title:

Date:

(signature)

Name: Nancy Young-Oliver

Title: Chief Financial Officer

Date:

Approved as to Form:

TriMet Legal Counsel

Date:

EXHIBIT D

SUBRECIPIENT SCOPE OF WORK

Subrecipient Contact Information:

- Name of Organization: City of Sandy
- Contact Person: Andi Howell, Transit Director – Sandy Area Metro
- Address: 16610 Champion Way, Sandy, OR 97055
- Telephone: 503-489-0925
- E-mail: ahowell@ci.sandy.or.us

TriMet Contact for Reporting and Compliance:

- Contact Person: John Paul (JP) Gonzalez, Senior Grants Compliance Analyst
- Address: 101 SW Main St., Suite 700, Portland, OR 97204
- Telephone: 503-962-4854
- E-mail: gonzajoh@trimet.org and/or STIFCompliance@trimet.org

TriMet Contact about HB2017 Program:

- Contact Person: Tom Mills, Director – Mobility Planning & Policy
- Address: 101 SW Main St., Suite 700, Portland, OR 97204
- Telephone: 503-962-4883
- E-mail: millst@trimet.org

Term of Contract: 7/1/2025 thru 6/30/2027

Total FY26-27 STIF Formula Funds (with unspent funds/interest from prior STIF Plans):
\$1,903,406

Total New FY26-27 STIF Formula Funds (no unspent funds/interest): \$1,659,507

PROJECT DESCRIPTION:

City of Sandy will conduct the following activities with FY26-27 STIF Payroll-Based and Population-Based Formula Funds received via TriMet:

STIF Plan Project Number	Project Name	Project Description	Task Number & Description
1	Expanded Services Continuance	Continue funding for existing STIF service on three SAM fixed route services. This includes at least one hour of service Monday through Friday on the SAM Gresham, one hour of service Monday through Saturday on the SAM Estacada, and two hours of service Monday through Friday on the	Task 1: Operations
			Task 2: Operations
			Task 3: Operations

STIF Plan Project Number	Project Name	Project Description	Task Number & Description
		SAM Shopper. These runs were added during the FY19/21 funding cycle. Eligible expenses for the project include all operational (operating assistance) costs. This project maintains STIF expanded bus services in communities with a high percentage of low-income households, improves connectivity inside the QE's service area while also coordinating with other public transportation service providers outside the QE service area.	
2	Saturday Shopper	Funding for STIF service on SAM Shopper Saturdays. This expansion project includes operation costs for at least 5 hours of Saturday service.	Task 1: Operations
3	Administration Costs	Approved category to cover the costs of administering the STIF program, including project/plan development, ongoing operating costs of SAM Gresham, Estacada, Shopper, Town Center, Rides and ED, procurement, surveys of services, expanded facilities plans, and audit costs.	Task 1: Project Administration

STIF Plan Project Number	Project Name	Project Description	Task Number & Description
4	Program Reserve	Funds will be used to maintain existing services if any Sandy Transit funds are reduced, flat, lost/eliminated or delayed. This is an approved category to cover cost of preserving service if Federal or State grant funding, local tax or any other revenue sources fall or if operations costs (including maintenance or increased contractor rates) rise on any SAM service including the SAM, Estacada, Shopper Shuttle, Clackamas Town Center, rides and ED service. The Coordinated Transportation Plan and Sandy Master Plan all prioritize funding existing services before capital projects and expansions.	Task 1: Program Reserve/Contingency
5	Preventative Maintenance	Vehicle maintenance costs associated with the Gresham, Estacada, Clackamas Town Center, Shopper Shuttle, rides, and Elderly and Disabled services.	Task 1: Preventive Maintenance
6	Capacity Project	Construction of maintenance and administration space for the Sandy Operations Center. Project is to expand the administrative and maintenance space at the Sandy Operations Center. These funds may be used to pay for permitting, zoning adjustments, construction, match or other funding needs for the expansion and addition of administrative and maintenance space both in the existing buildings and the construction of new buildings. Other funds have also been awarded to aide in the planning phase as well as funding from previous STIF Plans. Project may also fund equipment or office furniture needs once	Task 1: Capital

STIF Plan Project Number	Project Name	Project Description	Task Number & Description
		constructed. Complete project will provide adequate maintenance space and equipment, training rooms, conference space, administrative offices, break rooms, and restrooms. This project and these funds have been accumulating since 2019. This project includes the prior biennia interest accrued and project carry over from unspent capital projects.	
7	Supporting Older Adults and People w Disabilities	The SAM rides service provides the only public transit demand response option available to the general public. It is available for everyone in city limits as well as a 3-mile radius from city center. As our vehicles proudly state on the back "Give us a call, we'll pick you up". It is a destination-to-destination service and provides the complimentary ADA paratransit service for SAM fixed routes. All vehicles are ADA equipped. New mapping and scheduling software has been procured, vehicles are equipped with mobile data terminals and automated announcements.	Task 1: Operations
			Task 2: Operations
			Task 3: Operations
8	Regional Coordination, Clackamas Town Center Route	This project funds the Sandy Clackamas Town Center service begun in FY24 using Regional Coordination funds.	Task 1: Operations
			Task 2: Operations

PLAN BUDGET:

STIF Plan Project Number	FY26 New Funds	FY27 New Funds	Prior Biennia STIF Funds Unspent	Prior Biennia STIF Interest Unspent
1	\$101,762	\$111,937	\$0	\$0
2	\$24,884	\$27,372	\$0	\$0
3	\$10,000	\$10,000	\$0	\$0

STIF Plan Project Number	FY26 New Funds	FY27 New Funds	Prior Biennia STIF Funds Unspent	Prior Biennia STIF Interest Unspent
4	\$15,000	\$15,061	\$0	\$0
5	\$10,000	\$10,000	\$0	\$0
6	\$0	\$0	\$145,638	\$20,000
7	\$211,745	\$211,746	\$0	\$0
8	\$450,000	\$450,000	\$78,261	\$0
<i>Subtotal</i>	<i>\$823,391</i>	<i>\$836,116</i>	<i>\$223,899</i>	<i>\$20,000</i>
Grand Total (all funds): \$1,903,406				
Grand Total (new funds): \$1,659,507				

REPORTING:

Required Elements	FY26-27 Plan	Quarterly Report	Annual Report
Plan Outcomes			
Revenue Miles	239,873	X	
Revenue Hours	14,191,	X	
Rides	54,689	X	
Number of new shared stops with other transit providers	33	X	
Number of students in grades 9-12 served by demand response	N/A	X	
Number of students in grades 9-12 with free or reduced fares	N/A	X	
Other outcomes	N/A	X	
Number of individuals within a ½-mile of a transit stop for fixed-route transit	41,090		X
Number of low-income households within a ½-mile of a transit stop for fixed-route transit	5,952		X
Number of students in grades 9-12 attending a school served by transit	N/A		X
Number of rides to students in grades 9-12	200		X
Program Criteria			
Increased frequency to areas with a high percentage of low-income households	N/A		X
Expanded routes or services to areas with a high percentage of low-income households	N/A		X
Reduced fares in communities with a high percentage of low-income households	N/A		X
Procurements of low or no emission buses for use in areas with a population of 200,000 or more	N/A		X

Required Elements	FY26-27 Plan	Quarterly Report	Annual Report
Improved frequency and reliability of service between communities in and out of the Qualified Entity's area	N/A		X
Improved coordination among Public Transportation Service Providers to reduce fragmentation of service	N/A		X
Implementation of programs to provide student transit service for students in grades 9-12	N/A		X
Capital Assets			
Acquired, purchased or leased capital assets Qualified Entities and Public Transportation Service Providers using STIF funds	N/A	X	
Low-Income Tax Mitigation			
Report on mitigating the tax on low-income passengers	N/A		X
Audit Reports			
Copy of financial audits, including STIF procedures	N/A		X

EXHIBIT E**STIF FORMULA FUNDS - DISBURSEMENT FORMULA**

EXHIBIT E – PART 1
PAYROLL-BASED FORMULA FUNDS DISBURSEMENT AMOUNTS AND
METHODOLOGY

	FY26 Planned New Funds						
Jurisdictions	TriMet In-District / Regional Coordination	Out-of-District	TriMet In-District / Human Services	Total	In-District Percent of Total	Out-of-District Percent of Total	Combined Percent of Total
TriMet	\$ 58,100,087.00	\$ -	\$ 253,465.00	\$ 58,353,552.00	79.35%	0.00%	79.35%
Clackamas County	\$ 1,141,757.00	\$ 669,908.00	\$ -	\$ 1,811,665.00	1.55%	0.91%	2.46%
Multnomah County	\$ 1,049,000.00	\$ 70,000.00	\$ -	\$ 1,119,000.00	1.43%	0.10%	1.53%
Washington County	\$ 3,046,900.00	\$ 459,000.00	\$ -	\$ 3,505,900.00	4.14%	0.62%	4.76%
City of Wilsonville/South Metro Area Regional Transit	\$ 1,812,000.00	\$ 915,427.00	\$ -	\$ 2,727,427.00	2.46%	1.24%	3.70%
City of Canby	\$ -	\$ 371,856.00	\$ -	\$ 371,856.00	0.00%	0.51%	0.51%
City of Sandy	\$ 450,000.00	\$ 161,646.00	\$ -	\$ 611,646.00	0.61%	0.22%	0.83%
South Clackamas Transportation District	\$ -	\$ 299,000.00	\$ -	\$ 299,000.00	0.00%	0.41%	0.41%
City of Portland/Portland Streetcar	\$ 3,000,000.00	\$ -	\$ -	\$ 3,000,000.00	4.08%	0.00%	4.08%
Ride Connection	\$ -	\$ -	\$ 1,746,535.00	\$ 1,746,535.00	2.37%	0.00%	2.37%
Total	\$ 68,599,744.00	\$ 2,946,837.00	\$ 2,000,000.00	\$ 73,546,581.00	95.99%	4.01%	100.00%

	FY27 Planned New Funds						
Jurisdictions	TriMet In-District / Regional Coordination	Out-of-District	TriMet In-District / Human Services	Total	In-District Percent of Total	Out-of-District Percent of Total	Combined Percent of Total
TriMet	\$ 61,597,088.00	\$ -	\$ 191,994.00	\$ 61,789,082.00	79.06%	0.00%	79.06%
Clackamas County	\$ 1,141,756.00	\$ 670,463.00	\$ -	\$ 1,812,219.00	1.46%	0.86%	2.32%
Multnomah County	\$ 1,092,000.00	\$ 71,739.00	\$ -	\$ 1,163,739.00	1.40%	0.09%	1.49%
Washington County	\$ 2,775,414.00	\$ 474,960.00	\$ -	\$ 3,250,374.00	3.55%	0.61%	4.16%
City of Wilsonville/South Metro Area Regional Transit	\$ 1,812,000.00	\$ 2,201,542.00	\$ -	\$ 4,013,542.00	2.32%	2.82%	5.14%
City of Canby	\$ -	\$ 390,255.00	\$ -	\$ 390,255.00	0.00%	0.50%	0.50%
City of Sandy	\$ 450,000.00	\$ 174,370.00	\$ -	\$ 624,370.00	0.58%	0.22%	0.80%
South Clackamas Transportation District	\$ -	\$ 299,168.00	\$ -	\$ 299,168.00	0.00%	0.38%	0.38%
City of Portland/Portland Streetcar	\$ 3,000,000.00	\$ -	\$ -	\$ 3,000,000.00	3.84%	0.00%	3.84%
Ride Connection	\$ -	\$ -	\$ 1,808,006.00	\$ 1,808,006.00	2.31%	0.00%	2.31%
Total	\$ 71,868,258.00	\$ 4,282,497.00	\$ 2,000,000.00	\$ 78,150,755.00	94.52%	5.48%	100.00%

Notes:

1. Percent of Total factor is based on the NEW Payroll funds not TOTAL Payroll funds that include carry over from previous biennia.
2. Total biennium disbursements are not-to-exceed total biennium planned amounts.
3. Total STIF Formula Payroll funds disbursed to the Subrecipient quarterly will be based on the Subrecipient's Percentage of the Total for In-District and Out-of-District apportionments, as referenced in the table above, relative to the total STIF quarterly allocation received from ODOT.

EXHIBIT E – PART 2
POPULATION-BASED FORMULA FUNDS DISBURSEMENT AMOUNTS AND
METHODOLOGY

	FY26		
Jurisdictions	Total	Quarterly	Percent of Total
TriMet	\$ -	\$ -	0.00%
Clackamas County	\$ 815,463.50	\$ 203,866.00	15.99%
Multnomah County	\$ 557,359.00	\$ 139,340.00	10.93%
Washington County	\$ -	\$ -	0.00%
City of Wilsonville/South Metro Area Regional Transit	\$ -	\$ -	0.00%
City of Canby	\$ 126,803.00	\$ 31,701.00	2.49%
City of Sandy	\$ 211,745.00	\$ 52,936.00	4.15%
South Clackamas Transportation District	\$ 77,026.00	\$ 19,257.00	1.51%
City of Portland/Portland Streetcar	\$ -	\$ -	0.00%
Ride Connection	\$ 3,311,595.00	\$ 827,899.00	64.93%
Total	\$ 5,099,991.50		100.00%

	FY27		
Jurisdictions	Total	Quarterly	Percent of Total
TriMet	\$ -	\$ -	0.00%
Clackamas County	\$ 815,463.50	\$ 203,866.00	15.99%
Multnomah County	\$ 557,359.00	\$ 139,340.00	10.93%
Washington County	\$ -	\$ -	0.00%
City of Wilsonville/South Metro Area Regional Transit	\$ -	\$ -	0.00%
City of Canby	\$ 126,803.00	\$ 31,701.00	2.49%
City of Sandy	\$ 211,746.00	\$ 52,937.00	4.15%
South Clackamas Transportation District	\$ 77,026.00	\$ 19,257.00	1.51%
City of Portland/Portland Streetcar	\$ -	\$ -	0.00%
Ride Connection	\$ 3,311,597.00	\$ 827,899.00	64.93%
Total	\$ 5,099,994.50		100.00%

Notes:

1. Total biennium disbursements are not-to-exceed total biennium planned amounts.
2. Total STIF Formula Population funds disbursed to the Subrecipient quarterly will be based on the recommended amounts by the Accessible Transportation Fund Advisory Committee, as referenced in the table above and relative to the total STIF quarterly allocation received from ODOT.

EXHIBIT G

ODOT AGREEMENT NO. 35860 – STIF FORMULA PROGRAM

Refer to attached agreement.

EXHIBIT H

CITY OF SANDY'S BIENNIUM 2025-27 STIF PLAN

Refer to attached STIF Plan.

PUBLIC TRANSPORTATION DIVISION OREGON DEPARTMENT OF TRANSPORTATION

STIF FORMULA PROGRAM

This Grant Agreement ("Agreement") is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation, Public Transportation Division, hereinafter referred to as "State," and **Tri County Metropolitan Transportation District of Oregon**, acting by and through its Governing Body, hereinafter referred to as "Recipient," and collectively referred to as the "Parties." Recipient is a "Qualified Entity" as that term is defined in ORS 184.752(2).

AGREEMENT

1. **Authority.** ORS 184.766(2).
2. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2025** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, grant funds under this Agreement shall be available for eligible project costs incurred on or after the Effective Date and on or before **June 30, 2027** (the "Expiration Date").
3. **Agreement Documents.** This Agreement consists of this document and the following documents, all of which are attached hereto and incorporated herein by reference:

Exhibit A: Project Description

Exhibit B: Financial Information

Exhibit C: Contractor Insurance Requirements

Exhibit D: Approved Statewide Transportation Improvement Fund (STIF) Plan

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits; Exhibit A; Exhibit D; Exhibit B; Exhibit C.

4. **Grant Funds; STIF Plan Maximum; Reserve Payment.** In accordance with the terms and conditions of this agreement and applicable administrative rules:
 - a. State will provide Recipient with up to an amount of funds ("Grant Funds") not to exceed the lesser of:
 - i. The total amount of Grant Funds calculated using the methods described in OAR 732-042-0010(4) ("QE Allocation"); or
 - ii. \$161,897,322.00, which is the amount of total funding sought in Recipient's STIF Plan, as that term is defined in OAR-732-040-0005(35), and approved by the OTC ("STIF Plan Maximum").
 - b. If the QE Allocation exceeds the STIF Plan Maximum, ODOT will hold in reserve an amount of Grant Funds that equals the difference between the QE Allocation and the STIF Plan Maximum ("Reserve Payment"). Recipient will receive the Reserve Payment at the beginning of the next biennium, after its STIF plan for the next biennium is approved by OTC, as part of its first quarterly disbursement. The Reserve Payment will count towards the maximum Grant Funds available to Recipient under its OTC-approved STIF plan for the next biennium.
5. **Project.** The Grant Funds shall be used solely for the project(s) described in Exhibit A (the "Project") and shall not be used for any other purpose.
6. **Progress Reports.** Recipient shall submit quarterly progress reports ("Reports") to State no later than forty-five (45) days after the close of each quarterly reporting period. Reporting

periods are July through September, October through December, January through March, and April through June. Reports must be in a format acceptable to State and must be entered into the Oregon Public Transit Information System (OPTIS), which may be accessed at <https://www.oregon.gov/odot/RPTD/Pages/optis.aspx>. Reports shall include a statement of revenues and expenditures for each quarter, project progress, and measures achieved. State reserves the right to request such additional information as may be necessary to comply with federal or state reporting requirements.

7. Disbursement and Recovery of Grant Funds.

Disbursement Generally. During the 2025-2027 biennium, State shall make quarterly installment payments of the Grant Funds to Recipient within sixty (60) days of the beginning of each calendar quarter described in Section 5. State shall determine the amount of each quarterly payment based on the amount of Grant Funds divided by the number of calendar quarters for which payments are scheduled to be made, with any adjustments as may be determined by State if Grant Funds are adjusted as provided in Section 4.

a. **Conditions Precedent to Disbursement.** State's obligation to disburse funds to Recipient is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:

- i. State has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to make the disbursement.
- ii. Recipient is in compliance with the terms of this Agreement, Recipient's STIF Plan, STIF program administrative rules (OAR chapter 732, divisions 40 and 42) and STIF statutes (ORS 184.751-184.766).
- iii. Recipient's representations and warranties set forth in Section 8 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
- iv. Any audit findings relating to Recipient's use of Grant Funds under this Agreement or any other agreement with State have been resolved.

b. Recovery of Grant Funds

- i. **Recovery of Misexpended Grant Funds.** Any Grant Funds disbursed to Recipient under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement, Recipient's STIF plan, STIF program administrative rules (OAR chapter 732, divisions 40 and 42) or STIF statutes (ORS 184.751-.766) ("Misexpended Grant Funds") must be returned to State. Recipient shall return all Misexpended Grant Funds to State no later than fifteen (15) days after State's written demand.
- ii. **Recovery of Grant Funds upon Termination.** If this Agreement is terminated under either Section 10(a)(i) or Section 10(a)(v) below, Recipient shall return to State all funds disbursed to Recipient within 15 days after State's written demand for the same.
- iii. **Recovery of Grant Funds for Violation of Agreement.** Pursuant to ORS 184.766(2), Recipient shall repay, in full, distributions paid to Recipient, if the Oregon Transportation Commission determines that Recipient has failed to meet or comply with any terms or conditions of this Agreement, Recipient's STIF plan, STIF program administrative rules (OAR chapter 732, divisions 40 and 42) or STIF statutes (ORS 184.751-.766).

8. Representations and Warranties of Recipient. Recipient represents and warrants to State as follows:

- a. **Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the funds. Recipient has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement

(1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.

- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- c. **No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subcontracts, except as permitted by applicable law. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- d. **No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from any federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify State immediately if it is debarred, suspended or otherwise excluded by any state or federal agency or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

9. Records Maintenance and Access; Audit.

- a. **Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations. Recipient shall require that each of its subrecipients and contractors complies with these requirements. State, the Secretary of State of the State of Oregon ("Secretary") and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the Grant Funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, State, the Secretary, and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of State and the Secretary to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient.
- b. **Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, including, without limitation, records relating to capital assets funded by this Agreement, the Grant Funds or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the Expiration Date. If there are unresolved audit questions at the end of the six (6) year period, Recipient shall retain the records until the questions are resolved.
- c. **Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by State under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in

sufficient detail to permit State to verify how the Grant Funds were expended.

d. Audit Requirements.

- i. Recipient shall comply with the audit and compliance review requirements set out in OAR 732-040-0015 and, at Recipient's own expense, submit to State, Public Transportation Division, 355 Capitol Street N.E., MS43, Salem, Oregon, 97301-4179 or ODOTPTDreporting@odot.oregon.gov, a copy of, or electronic link to, any annual audit covering the Grant Funds expended under this Agreement by Recipient or a party to any contract with Recipient, as well as the annual audit of any subrecipient(s), contractor(s), or subcontractor(s) of Recipient responsible for the financial management of Grant Funds received under this Agreement.
- ii. Recipient shall save, protect and hold harmless State from the cost of any audits or special investigations performed by the Secretary with respect to the Grant Funds expended under this Agreement. Recipient acknowledges and agrees that any audit costs incurred by Recipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Recipient and State.
- iii. Recipient shall provide State with documentation of compliance with ODOT's STIF Agreed Upon Procedures (AUP) for audits. Documentation of compliance with ODOT's STIF AUP for audits is due 30 days after the Recipient's receipt of the auditor's final report of the Recipient's annual audit, or by a date established by rule, each year this agreement is in effect.

This Section 9 shall survive any expiration or termination of this Agreement.

10. Recipient Contracts and Procurements

Recipient may enter into contracts with subrecipients or contractors ("contractor") for performance of the Project. If Recipient enters into a contract, Recipient agrees to comply with the following:

a. Contracts.

- i. All contracts must be in writing, executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the contract(s). Use of a contract does not relieve Recipient of its responsibilities under this Agreement.
- ii. Recipient shall require all of its contractors performing work under this Agreement to name State as a third-party beneficiary of Recipient's contract with the contractor.
- iii. Recipient shall require its construction contractor to submit a performance bond and payment bond to Recipient for an amount equal to or greater than the estimated cost of the construction contract price. Recipient shall require its construction contractor to name State as an additional or dual obligee on construction contractors' performance and payment bonds.
- iv. Recipient shall provide State with a copy of any signed contract, as well as any other purchasing or contracting documentation, upon request by State. This subparagraph shall survive expiration or termination of this Agreement.
- v. Recipient must report to State any material breach of a term or condition of a contract within ten (10) days of Recipient discovering the breach.

b. Contract Indemnification.

- i. **Recipient's contracts(s) shall require the other party to such contract(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, the Oregon Transportation Commission, and the Oregon Department of Transportation and their officers, members, employees and agents from and against any and all claims, actions, liabilities, damages, losses, cost or expenses, including attorneys' fees, of any nature whatsoever resulting from arising out of or related to, in whole or in part, the negligent or willful acts or omissions of the other party to Recipient's contract or any of such**

party's officers, agents, employees or subcontractors ("Claims"). It is the specific intention of the Parties that the State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the other party to Recipient's contract(s) from and against any and all Claims.

- ii. **Any such indemnification shall also provide that neither Recipient's subrecipient(s), contractor(s) nor subcontractor(s) (collectively "Contractor"), nor any attorney engaged by Recipient's contractor(s), shall defend any claim in the name of the State or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient's contractor is prohibited from defending State or that Recipient's contractor is not adequately defending State's interests, or that an important governmental principle is at issue or that it is in the best interests of State to do so. State reserves all rights to pursue claims it may have against Recipient's contractor if the State of Oregon elects to assume its own defense.**
- iii. Recipient shall include provisions in each of its contracts requiring its contractor(s) to comply with the indemnification requirements within this Contract Indemnification section.

c. Contractor Insurance.

- i. Recipient shall require its contractors(s) to meet the minimum insurance requirements provided in Exhibit C. Recipient shall perform a risk assessment for the work to be performed under its contract(s) and may specify insurance requirements of its contractor(s) above the minimum insurance requirements specified in Exhibit C. Recipient shall verify its contractor(s) meet the insurance requirements in Exhibit C.
 - ii. Recipient shall require its contractor(s) to require and verify that all subcontractors carry insurance coverage deemed appropriate based on the risk of the subcontracted work.
 - iii. Recipient shall include provisions in each of its contrast requiring its contractor(s) to comply with the insurance requirements within this Contract Insurance section.
- d. Procurements.** Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, including all applicable provisions of the Oregon Public Contracting Code, Oregon Revised Statutes (ORS) 279 A, B and C, and rules, ensuring that all procurement transactions are conducted in a manner providing full and open competition. In addition, the Recipient shall:
- i. obtain approval from State, prior to solicitation, of any procurements for rolling stock, facilities and personal services for any amount, and all procurements for an amount greater than \$100,000.
- e. Conflicts of Interest.** Recipient's public officials shall comply with Oregon's government ethics laws, ORS 244.010 et seq., as those laws may be subsequently amended.

11. Termination and Additional Remedies

- a. **Termination by State.** State may terminate this Agreement effective upon delivery of written notice of termination to Recipient, or at such later date as may be established by State in such written notice, under any of the following circumstances:
 - i. If Recipient fails to perform the Project within the time specified in this Agreement or any extension thereof or commencement, continuation or timely completion of the Project by Recipient is, for any reason, rendered improbable, impossible, or illegal;
 - ii. State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative

- discretion, to continue to make payments for performance of this Agreement;
- iii. If Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement;
 - iv. If the Project would not produce results commensurate with the further expenditure of Grant Funds;
 - v. If Recipient has failed to comply with: (a) any provision of this Agreement, (b) Recipient's STIF plan, (c) STIF program administrative rules (OAR chapter 732, divisions 40 and 42) or (d) STIF statutes (ORS 184.751-184.766); or
 - vi. If Recipient takes any action pertaining to this Agreement without the approval of State and which under the provisions of this Agreement would have required the approval of State.
- b. **Additional Remedies Available to the State.** If Recipient has failed to comply with any provision of this Agreement, Recipient's STIF plan, STIF program administrative rules (OAR chapter 732, divisions 40 and 42) or STIF statutes (ORS 184.751-184.766) or takes any action pertaining to this Agreement without the approval of State and which under the provisions of this Agreement would have required the approval of State, then State may, in its sole discretion, impose remedies in addition to or in lieu of termination under Section 10.a.(v) and 10.a.(vi) above. Such remedies include, without limitation, (i) imposing additional reporting requirements on Recipient; (ii) withholding further distribution of Grant Funds; and (iii) the partial or full recovery of Grant Funds already distributed to Recipient.
- c. **Termination by Recipient.** Recipient may terminate this Agreement effective upon delivery of written notice of termination to State, or at such later date as may be established by Recipient in such written notice:
- i. Upon notification to State of its desire to withdraw from eligibility to receive the Grant Funds and providing to State a reason acceptable to State for the withdrawal; or
 - ii. If federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- d. **Termination by Either Party.** Either Party may terminate this Agreement upon at least ten (10) days' notice to the other Party and failure of the other Party to cure within the period provided in the notice, if the other Party fails to comply with any of the terms of this Agreement.

12. General Provisions

- a. **Contribution.** For purposes of this Section 12.a., the term "State" means "the State of Oregon, the Oregon Transportation Commission, the Oregon Department of Transportation, and their respective officers, members, agents, and employees."
- i. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
 - ii. With respect to a Third Party Claim for which State is jointly liable with Recipient (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of the State on the

one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

- iii. With respect to a Third Party Claim for which Recipient is jointly liable with State (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
- iv. This Contribution Section shall survive termination of this Agreement.
- b. **Insurance; Workers' Compensation and Employer's Liability.** All employers, including Recipient, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide Workers' Compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability insurance with limits not less than \$500,000 each accident. Recipient shall ensure that each of its contractor(s) complies with these requirements.
- c. **Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- d. **No Third-Party Beneficiaries.** State and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.
- e. **Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Recipient Contact or State Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this section. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.
- f. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles

of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between State (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURT, WAIVES ANY OBJECTION TO VENUE, AND WAIVES ANY CLAIM THAT SUCH FORUM IS AN INCONVENIENT FORUM.

- g. **Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project, as applicable to Recipient. Without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- h. **Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- i. **Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of State. Recipient has no right or authority to incur or create any obligation for or legally bind State in any way. State cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an "officer", "employee", or "agent" of State, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- j. **Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- k. **Counterparts.** This Agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- l. **Integration and Waiver.** This Agreement, including all Exhibits, constitutes the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. Recipient, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.
- m. **Survival.** The following provisions survive termination of this Agreement: Sections 7.b, 9, 12, and any Sections that by their nature survive termination.
- n. **Electronic Signatures.** Signatures showing on PDF documents, including but not limited to PDF copies of the Agreement, Work Orders, and amendments, submitted or exchanged via email are "Electronic Signatures" under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. State reserves the right at any time to require the submission of the hard copy originals of any documents.

The Parties, by execution of this Agreement, hereby acknowledge that each Party has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

**Tri County Metropolitan Transportation
District of Oregon**, by and through its

State of Oregon, by and through its
Department of Transportation

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

By _____
Suzanne Carlson
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Drew Orr

Date _____ 06/06/2025

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

By _____
Assistant Attorney General

Name _____ Nina R. Englander by email
(printed)

Date _____ 06/04/2025

Recipient Contact:

Erika Turney
101 SW Main Street, Suite 700
Portland, OR 97204
1 (503) 962-4832
turneye@trimet.org

State Contact:

Jennifer Cooper
355 Capitol St NE, MS43
Salem, OR 97301
1 (971) 446-0225
Jennifer.COOPER@odot.oregon.gov

Signed Agreement Return Address: ODOTPTDReporting@odot.oregon.gov

EXHIBIT A
Project Description

Project Description

Recipient shall comply with all terms of its OTC-approved STIF Plan, a copy of which is Exhibit D to this Agreement and shall complete the Projects, tasks and outcomes measures described in Section 6 of the STIF Plan ("Section 6") consistent with the expenditure estimates, also described in Section 6.

EXHIBIT B
FINANCIAL INFORMATION

This Agreement is financed by the funding source indicated below:

State Program STIF: ORS 184.758 through ORS 184.766 and OAR Chapter 732, Divisions 040, 042, and 044.	State Funding Agency Oregon Department of Transportation 355 Capitol St. N.E. Salem, OR 97301-3871		
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Administered By Public Transportation Division 355 Capitol St NE, MS43 Salem, OR 97301
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EXHIBIT C

Insurance Requirements

Contractor Insurance Requirements

1. GENERAL.

- a. Recipient shall require in its contracts with entities that are not units of local government as defined in ORS 190.003 (if any) that its subrecipients or contractors ("contractor"): i) obtain insurance specified in this Exhibit under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the contract commences, and ii) maintain the insurance in full force throughout the duration of the contract. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the state of Oregon and that are acceptable to the Recipient. Recipient shall not authorize work to begin under contracts until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the contract permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Recipient permit work under a contract when Recipient is aware that the contractor is not in compliance with the insurance requirements. All references to "contractor" in this Exhibit refer to Recipient's contractor(s) as identified in this Paragraph 1.a.
- b. The insurance specified below is a minimum requirement that the Recipient shall require each of its contractors to meet, and shall include such requirement in each of Recipient's contracts with its contractors. Recipient may determine insurance types and amounts in excess of the minimum requirement as deemed appropriate based on the risks of the work outlined within the contract.
- c. Recipient shall require each of its contractors to require that all of its subcontractors carry insurance coverage that the contractor deems appropriate based on the risks of the subcontracted work. Recipient's contractors shall obtain proof of the required insurance coverages, as applicable, from any subcontractor providing services related to the subcontractor contract(s).

2. TYPES AND AMOUNTS.

- a. **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY.**
All employers, including Recipient's contractors, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide Workers' Compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability insurance with limits not less than \$500,000 each accident. **Recipient's contractors shall require compliance with these requirements in each of their subcontractor contracts.**
- b. **COMMERCIAL GENERAL LIABILITY.**
Commercial General Liability insurance shall be issued on an occurrence basis covering bodily injury and property damage and shall include personal and advertising injury liability, products and completed operations, and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track, roadbed, tunnel, underpass or crossing, the Recipient's contractors shall provide the Contractual Liability - Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy.

Amounts below are a minimum requirement as determined by State:

Prime construction contractor: Coverage shall be written on an occurrence basis in an

amount of not less than **\$1,000,000** per occurrence. Annual aggregate limit shall not be less than **\$2,000,000**.

Other contractor(s): Coverage shall be written on an occurrence basis in an amount of not less than **\$1,000,000** per occurrence. Annual aggregate limit shall not be less than **\$2,000,000**.

c. **AUTOMOBILE LIABILITY.**

Automobile Liability insurance covering business-related automobile use covering all owned, non-owned, or hired vehicles for bodily injury and property. Amount below is a minimum requirement as determined by State: Coverage shall be written with a combined single limit of not less than **\$1,000,000**.

d. **EXCESS/UMBRELLA LIABILITY.**

A combination of primary and Excess/Umbrella Liability insurance may be used to meet the minimum required limits of insurance. If any Excess/Umbrella Liability policies are in place, they must be on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying insurance.

e. **ADDITIONAL INSURED.**

The liability coverages, except Professional Liability and Workers' Compensation/Employer's Liability, if included, must endorse the **"State of Oregon, the Oregon Transportation Commission and the Oregon Department of Transportation, and their respective officers, members, agents and employees"** as an **endorsed** Additional Insured but only with respect to the contractor's activities to be performed under the contract. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations.

Additional Insured Endorsements shall be submitted with the certificate(s) of insurance and must be acceptable to the Recipient.

f. **"TAIL" COVERAGE.**

If any of the required insurance policies is on a "claims made" basis, such as Professional Liability insurance or Pollution Liability insurance, the contractor shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the contract, for a minimum of twenty-four (24) months following the later of : (i) the contractor's completion and Recipient's acceptance of all services required under the contract or, (ii) the expiration of all warranty periods provided under the contract. Notwithstanding the foregoing twenty-four (24) month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then the contractor may request and State may grant approval of the maximum "tail" coverage period reasonably available in the marketplace. If State approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

3. **NOTICE OF CANCELLATION OR CHANGE.**

The contractor or its insurer must provide thirty (30) days' written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

4. **CERTIFICATE(S) OF INSURANCE.**

Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the contract. The certificate(s) or an attached endorsement must endorse: i) **"State of Oregon, the Oregon Transportation Commission and the Oregon Department of Transportation, and their respective officers, members, agents and employees"** as an **endorsed** Additional Insured in regards to the Commercial General Liability and Automobile Liability policies and ii) that all

liability insurance coverages shall be primary and noncontributory with any other insurance and self-insurance, with exception of Professional Liability and Workers' Compensation/ Employer's Liability.

The Recipient shall immediately notify State of any change in insurance coverage.

Exhibit D

See attached OTC Approved STIF Plan 2025-27

1. Qualified Entity
- 1.2 Sub-Recipients in STIF Plan
2. Advisory Committees
- 2.1 Advisory Committee Website
3. Local Plan Compliance
- 3.1 Existing Local Plans from which project(s) are derived.
- 3.2 Local Plan Requirements
4. Accountability
- 4.1 Accountability methods
- 4.2 Sub-Allocation method
- 4.3 High Percentage of Low-Income Households
5. STIF Plan Period and Adoption
- 5.1 Period Covered by STIF Plan
- 5.2 STIF Plan Adoption
6. Projects
- 6.1 Project Detail Entry
- 6.1.1 Project Scope
- 6.1.2 Expenditure Estimates
- 6.2 Allocations of STIF funds by project
- 6.3 Oregon Public Transportation Plan Goals
- 6.4 Project Summary
7. STIF Plan Summary



STIF Subrecipient Project Application 2025-27

For alternative formats / accessibility questions please reach out to: The Regional Transit Coordinator in your region or Brian Roth: brian.roth@odot.oregon.gov

1. Subrecipient Information

Service Provider Name

City of Sandy

Service Provider Contact Name

Andi Howell

Service Provider Contact Title

Transit Director

Service Provider Phone Number

(503) 489-0925

Service Provider Email

ahowell@ci.sandy.or.us

Service Provider Type

City

Employer Identification Number (EIN)

93-6002250

Service Provider Website

ci.sandy.or.us/transit

2. Qualified Entity representing Subrecipient

Qualified Entity Name

Tri County Metropolitan Transportation District of Oregon

STIF Plan Contact Name

JP Gonzalez

STIF Plan Contact Title

Senior Grants Compliance Analyst

STIF Plan Contact Phone Number

(503) 962-4854

STIF Plan Contact Email

gonzajoh@trimet.org

End Date of QE STIF Plan

6/30/2027

3. Local Plan Compliance

3.1 Existing Local Plans from which project(s) are derived.

Local Plan 1

Local Plan Name

Sandy Transit Master Plan

Governing Body that adopted Local Plan

Sandy City Council

Plan Adoption Date

4/1/2020

Local Plan Web Address

https://www.ci.sandy.or.us/sites/default/files/fileattachments/transit/page/2011/sandy_transit_master_plan

_ - 20200414_print_quality.pdf

Upload copy of Local Plan if it's not available on a website.

3.2 Local Plan requirements

I agree that the Local Plan(s), either separately or together, contain all of the information required by OAR 732-040-0005(19).

Yes

4. Projects

4.1 Project Detail Entry

Project 1

Subrecipient or Qualified Entity Name

SAM

Project Name

Expanded Services Continuance

Project Description

Continue funding for existing STIF service on three SAM fixed route services. This includes at least one hour of service Monday through Friday on the SAM Gresham, one hour of service Monday through Saturday on the SAM Estacada, and two hours of service Monday through Friday on the SAM Shopper. These runs were added during the FY19/21 funding cycle. Eligible expenses for the project include all operational (operating assistance) costs. This project maintains STIF expanded bus services in communities with a high percentage of low-income households, improves connectivity inside the QE's service area while also coordinating with other public transportation service providers outside the QE service area.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?

No

Percent of project budget in district

0%

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service

0%

Maintain Service

100%

Please explain why all or part of this project is maintaining an existing service.

Continuation of service added during 19-21 Plan.

Local Plan this project is derived from:

Coordinated Transportation Plan, Sandy Transit Master Plan CTP 5-4: SMP 5-6, 14- 19

Local Plan Page Number

Multi-Phase Project

Is your project part of a larger multi-phase project?

No

4.1.1 Project Scope

Task 1

Task Description

SAM Gresham. Continue funding for existing STIF service on the SAM Gresham route from the City of Sandy to the Gresham Transit Center. This includes at least one evening run Monday through Friday added during the FY19/21 funding cycle and all other operating costs.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Fixed Route

Operations Task Category

Task Category Amount

\$42,874.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
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STIF Population Funds	\$0.00	\$0.00		\$0.00
STIF Payroll Funds	\$20,416.00	\$22,458.00		\$42,874.00
Federal	\$6,565.00	\$6,565.00		\$13,130.00
Other State	\$0.00	\$0.00		\$0.00
Local	\$6,287.00	\$6,287.00		\$12,574.00
Other Funds	\$0.00	\$0.00		\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00		\$0.00
Prior Biennia Interest Accrued	\$0.00	\$0.00		\$0.00
	\$33,268.00	\$35,310.00	\$0.00	\$0.00
				\$68,578.00

By checking this box, I confirm that this project task is only funded by STIF.

No

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles

12,480

Revenue Hours

520.00

Rides

2,600

Number of people with access to transit (within ½ mile of transit stop for fixed route)

15,636

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)

3,003

Number of new shared stops with other transit providers (reducing fragmentation in transit services)

0

Is this project supporting student transportation?

No

Task 2

Task Description

SAM Estacada. Continue funding for existing STIF service on the SAM Estacada route from the City of Sandy to Estacada City Hall. This includes at least one evening run Monday through Saturday added during the FY19/21 funding cycle and all other operating costs.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Deviated Fixed Route

Operations Task Category

Task Category Amount

\$51,584.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$24,564.00	\$27,020.00			\$51,584.00
Federal	\$6,196.00	\$6,196.00			\$12,392.00

Other State	\$0.00	\$0.00		\$0.00
Local	\$5,934.00	\$5,934.00		\$11,868.00
Other Funds	\$0.00	\$0.00		\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00		\$0.00
Prior Biennia Interest Accrued	\$0.00	\$0.00		\$0.00
	\$36,694.00	\$39,150.00	\$0.00	\$0.00
				\$75,844.00

By checking this box, I confirm that this project task is only funded by STIF.

No

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles

14,976

Revenue Hours

624.00

Rides

3,120

Number of people with access to transit (within ½ mile of transit stop for fixed route)

5,854

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)

898

Number of new shared stops with other transit providers (reducing fragmentation in transit services)

0

Is this project supporting student transportation?

No

Task 3

Task Description

SAM Shopper. Continue funding for existing STIF service on the SAM Shopper Shuttle route in the City of Sandy. This includes at least two evening runs daily added during the FY19/21 funding cycle and all other operating costs.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Deviated Fixed Route

Operations Task Category

Task Category Amount

\$119,240.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$56,782.00	\$62,459.00		\$119,241.00	
Federal	\$3,205.00	\$3,205.00			\$6,410.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$3,069.00	\$3,069.00			\$6,138.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00			\$0.00

Prior Biennia Interest Accrued	\$0.00	\$0.00	\$0.00
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\$63,056.00	\$68,733.00	\$0.00	\$0.00	\$131,789.00
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By checking this box, I confirm that this project task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles	Revenue Hours	Rides
4,332	1,040.00	5,200

Number of people with access to transit (within ½ mile of transit stop for fixed route)
5,854

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)
898

Number of new shared stops with other transit providers (reducing fragmentation in transit services)
0

Is this project supporting student transportation?
Yes

Choose at least one

Operations

Number of rides provided to students in grades 9-12

Number of rides provided to students in grades 9-12
200

4.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total
\$101,762.00

FY 2027 STIF Total
\$111,937.00

FY 2028 STIF Total
\$0.00

FY 2029 STIF Total
\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	0%	0%		
Criterion 2	25%	25%		
Criterion 3	0%	0%		
Criterion 4	0%	0%		
Criterion 5	25%	25%		
Criterion 6	25%	25%		
Criterion 7	25%	25%		
Criterion 8	0%	0%		
	100.00%	100.00%	0.00%	0.00%

4.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

Goal 1 Mobility: Public Transportation User Experience
 Goal 2: Accessibility and Connectivity
 Goal 3: Community Livability and Economic Vitality
 Goal 4: Equity
 Goal 5: Health
 Goal 6: Safety and Security
 Goal 7: Environmental Sustainability
 Goal 9: Funding and Strategic Investment
 Goal 10: Communication, Collaboration, and Coordination

4.4 Project Summary

Project Name

Expanded Services Continuance

Subrecipient Project Total

\$213,699.00

FY 2026 STIF Project

Total

\$101,762.00

FY 2027 STIF Project

Total

\$111,937.00

Funds Supporting Student Transportation

FY 2026 STIF Funds supporting student transportation

\$25,440.50

FY 2027 STIF Funds supporting student transportation

\$27,984.25

FY 2026 percent of STIF Funds supporting student transportation

25%

FY 2027 percent of STIF Funds supporting student transportation

25%

Funds Supporting Older and Disabled Persons Transportation

FY 2026 STIF Funds supporting older and disabled persons transportation

\$0.00

FY 2027 STIF Funds supporting older and disabled persons transportation

\$0.00

FY 2026 percent of STIF Funds supporting older and disabled persons transportation

0%

FY 2027 percent of STIF Funds supporting older and disabled persons transportation

0%

Funds from Previous Biennia

**FY 2026 STIF Funds
From Previous Cycle**
\$0.00

**FY 2027 STIF Funds
From Previous Cycle**
\$0.00

Project 2

Subrecipient or Qualified Entity Name
SAM

Project Name
Saturday Shopper

Project Description
Funding for STIF service on SAM Shopper Saturdays. This expansion project includes operation costs for at least 5 hours of Saturday service.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?
No

Percent of project budget in district
0%

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service
0%

Maintain Service
100%

Please explain why all or part of this project is maintaining an existing service.
Continuation of service added during 19-21 plan.

Local Plan this project is derived from:
Transit Master Plan page 18

Local Plan Page Number

Multi-Phase Project

Is your project part of a larger multi-phase project?
No

4.1.1 Project Scope

Task 1

Task Description

Funding for STIF service on SAM Shopper Saturdays. This includes operation costs for at least 5 hours of Saturday service.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Deviated Fixed Route

Operations Task Category**Task Category Amount**

\$52,256.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$24,884.00	\$27,372.00			\$52,256.00
Federal	\$6,273.00	\$6,273.00			\$12,546.00
Other State	\$0.00	\$0.00			\$0.00

Local	\$6,007.00	\$6,007.00		\$12,014.00
Other Funds	\$0.00	\$0.00		\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00		\$0.00
Prior Biennia Interest Accrued	\$0.00	\$0.00		\$0.00
	\$37,164.00	\$39,652.00	\$0.00	\$0.00
				\$76,816.00

By checking this box, I confirm that this project task is only funded by STIF.

No

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles

3,640

Revenue Hours

260.00

Rides

1,040

Number of people with access to transit (within ½ mile of transit stop for fixed route)

5,854

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)

898

Number of new shared stops with other transit providers (reducing fragmentation in transit services)

0

Is this project supporting student transportation?

No

4.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total
\$24,884.00

FY 2027 STIF Total
\$27,372.00

FY 2028 STIF Total
\$0.00

FY 2029 STIF Total
\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	0%	0%		
Criterion 2	25%	25%		
Criterion 3	0%	0%		
Criterion 4	0%	0%		
Criterion 5	25%	25%		
Criterion 6	25%	25%		
Criterion 7	25%	25%		
Criterion 8	0%	0%		
	100.00%	100.00%	0.00%	0.00%

4.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

Goal 1 Mobility: Public Transportation User Experience
 Goal 2: Accessibility and Connectivity
 Goal 3: Community Livability and Economic Vitality
 Goal 4: Equity
 Goal 5: Health
 Goal 6: Safety and Security
 Goal 7: Environmental Sustainability

4.4 Project Summary

Project Name

Saturday Shopper

Subrecipient Project Total

\$52,256.00

FY 2026 STIF Project

Total

\$24,884.00

FY 2027 STIF Project

Total

\$27,372.00

Funds Supporting Student Transportation

FY 2026 STIF Funds supporting student transportation

\$6,221.00

FY 2027 STIF Funds supporting student transportation

\$6,843.00

FY 2026 percent of STIF Funds supporting student transportation

25%

FY 2027 percent of STIF Funds supporting student transportation

25%

Funds Supporting Older and Disabled Persons Transportation

FY 2026 STIF Funds supporting older and disabled persons transportation

\$0.00

FY 2027 STIF Funds supporting older and disabled persons transportation

\$0.00

FY 2026 percent of STIF Funds supporting older and disabled persons transportation

0%

FY 2027 percent of STIF Funds supporting older and disabled persons transportation

0%

Funds from Previous Biennia

**FY 2026 STIF Funds
From Previous Cycle**
\$0.00

**FY 2027 STIF Funds
From Previous Cycle**
\$0.00

Project 3

Subrecipient or Qualified Entity Name
SAM

Project Name
Administration Costs

Project Description
Approved category to cover the costs of administering the STIF program, including project/plan development, ongoing operating costs of SAM Gresham, Estacada, Shopper, Town Center, Rides and ED, procurement, surveys of services, expanded facilities plans, and audit costs.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?
No

Percent of project budget in district
0%

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service
100%

Maintain Service
0%

Local Plan this project is derived from:
Transit Master Plan, STIF RULES pages 40-55

Local Plan Page Number

Multi-Phase Project

Is your project part of a larger multi-phase project?
No

4.1.1 Project Scope

Task 1

Task Description
Approved category to cover the costs of administering the STIF program, including project/plan development, ongoing operating costs, procurement, surveys of services, expand facilities plans, and

audit costs for all SAM services.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Project Administration 11.79.00

Project Administration Task Category

Task Category Amount

\$20,000.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$10,000.00	\$10,000.00			\$20,000.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00

Prior Biennia STIF Funds	\$0.00	\$0.00	\$0.00
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Prior Biennia Interest Accrued	\$0.00	\$0.00	\$0.00
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\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$20,000.00
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By checking this box, I confirm that this project task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

4.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total	FY 2027 STIF Total	FY 2028 STIF Total	FY 2029 STIF Total
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\$10,000.00

\$10,000.00

\$0.00

\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	16%	16%		
Criterion 2	12%	12%		
Criterion 3	12%	12%		
Criterion 4	12%	12%		
Criterion 5	12%	12%		
Criterion 6	12%	12%		
Criterion 7	12%	12%		
Criterion 8	12%	12%		
	100.00%	100.00%	0.00%	0.00%

4.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

Goal 10: Communication, Collaboration, and Coordination

4.4 Project Summary

Project Name

Administration Costs

Subrecipient Project Total

\$20,000.00

FY 2026 STIF Project

Total

\$10,000.00

FY 2027 STIF Project

Total

\$10,000.00

Funds Supporting Student Transportation

FY 2026 STIF Funds supporting student transportation

\$1,200.00

FY 2027 STIF Funds supporting student transportation

\$1,200.00

FY 2026 percent of STIF FY 2027 percent of

**Funds supporting
student transportation**
12%

**STIF Funds supporting
student transportation**
12%

Funds Supporting Older and Disabled Persons Transportation

**FY 2026 STIF Funds
supporting older and
disabled persons
transportation**
\$1,200.00

**FY 2027 STIF Funds
supporting older and
disabled persons
transportation**
\$1,200.00

**FY 2026 percent of STIF
Funds supporting older
and disabled persons
transportation**
12%

**FY 2027 percent of
STIF Funds
supporting older and
disabled persons
transportation**
12%

Funds from Previous Biennia

**FY 2026 STIF Funds
From Previous Cycle**
\$0.00

**FY 2027 STIF Funds
From Previous Cycle**
\$0.00

Project 4

Subrecipient or Qualified Entity Name
SAM

Project Name
Program Reserve

Project Description

Funds will be used to maintain existing services if any Sandy Transit funds are reduced, flat, lost/eliminated or delayed. This is an approved category to cover cost of preserving service if Federal or State grant funding, local tax or any other revenue sources fall or if operations costs (including maintenance or increased contractor rates) rise on any SAM service including the SAM, Estacada, Shopper Shuttle, Clackamas Town Center, rides and ED service. The Coordinated Transportation Plan and Sandy Master Plan all prioritize funding existing services before capital projects and expansions.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?

No

Percent of project budget in district

0%

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service

100%

Maintain Service

0%

Local Plan this project is derived from:

Coordinated Transportation Plan, Sandy Transit Master Plan, STIF
RULES CTP 5-4; SMP 56-60

Local Plan Page Number

Multi-Phase Project

Is your project part of a larger multi-phase project?

No

4.1.1 Project Scope

Task 1

Task Description

Approved category to cover cost of preserving service, including operations costs and match, if Fed or State grant funding, local tax or other revenue sources fall, are flat, are lost/cut or delayed. Cover cost of operations if costs rise on any SAM services including the SAM, Estacada, Shopper Shuttle, Town Center, rides and ED services including maintenance or contractor costs.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Program Reserve/Contingency 11.73.00

Program Reserve Task Category

Task Category Amount

\$30,001.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for

another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$15,000.00	\$15,061.00			\$30,061.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00			\$0.00
Prior Biennia Interest Accrued	\$0.00	\$0.00			\$0.00
	\$15,000.00	\$15,061.00	\$0.00	\$0.00	\$30,061.00

By checking this box, I confirm that this project task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

4.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-](#)

[0010\(1\)\(a\).](#)

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total
\$15,000.00

FY 2027 STIF Total
\$15,061.00

FY 2028 STIF Total
\$0.00

FY 2029 STIF Total
\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	0%	0%		
Criterion 2	0%	0%		
Criterion 3	0%	0%		
Criterion 4	0%	0%		
Criterion 5	100%	100%		
Criterion 6	0%	0%		
Criterion 7	0%	0%		
Criterion 8	0%	0%		
	100.00%	100.00%	0.00%	0.00%

4.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

Goal 1 Mobility: Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 4: Equity

Goal 7: Environmental Sustainability

Goal 9: Funding and Strategic Investment

4.4 Project Summary

Project Name

Program Reserve

Subrecipient Project Total

\$30,061.00

FY 2026 STIF Project**Total**

\$15,000.00

FY 2027 STIF Project**Total**

\$15,061.00

Funds Supporting Student Transportation

**FY 2026 STIF Funds
supporting student
transportation**

\$0.00

**FY 2027 STIF Funds
supporting student
transportation**

\$0.00

**FY 2026 percent of STIF
Funds supporting
student transportation**

0%

**FY 2027 percent of
STIF Funds supporting
student transportation**

0%

Funds Supporting Older and Disabled Persons Transportation

**FY 2026 STIF Funds
supporting older and
disabled persons
transportation**

\$0.00

**FY 2027 STIF Funds
supporting older and
disabled persons
transportation**

\$0.00

**FY 2026 percent of STIF
Funds supporting older
and disabled persons
transportation**

0%

**FY 2027 percent of
STIF Funds
supporting older and
disabled persons
transportation**

0%

Funds from Previous Biennia

**FY 2026 STIF Funds
From Previous Cycle**
\$0.00

**FY 2027 STIF Funds
From Previous Cycle**
\$0.00

Project 5

Subrecipient or Qualified Entity Name
SAM

Project Name
Preventative Maintenance

Project Description
Vehicle maintenance costs associated with the Gresham, Estacada, Clackamas Town Center, Shopper Shuttle, rides, and Elderly and Disabled services.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?
No

Percent of project budget in district
0%

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service
0%

Maintain Service
100%

Please explain why all or part of this project is maintaining an existing service.
Funding is to support costs of operations on all SAM services including STIF services previously added during the 19-21 plan as maintenance costs have increased significantly while funding for maintenance has remained flat.

Local Plan this project is derived from:
Coordinated Transportation Plan, Sandy Transit Master Plan, CTP 5-4; SMP 56-60

Local Plan Page Number

Multi-Phase Project

Is your project part of a larger multi-phase project?
No

4.1.1 Project Scope

Task 1

Task Description

Vehicle maintenance costs associated with the Gresham, Estacada, Clackamas Town Center, Shopper Shuttle, rides, and Elderly and Disabled services.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Preventive Maintenance 11.7A.00

Preventive Maintenance Task Category

Task Category Amount

\$20,000.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$10,000.00	\$10,000.00			\$20,000.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00

Local	\$0.00	\$0.00		\$0.00
Other Funds	\$0.00	\$0.00		\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00		\$0.00
Prior Biennia Interest Accrued	\$0.00	\$0.00		\$0.00
	\$10,000.00	\$10,000.00	\$0.00	\$0.00
				\$20,000.00

By checking this box, I confirm that this project task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

4.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.

7. Implementation of programs to provide student transit service for students in grades 9-12.

8. Services for older adults and people with disabilities.

FY 2026 STIF Total
\$10,000.00

FY 2027 STIF Total
\$10,000.00

FY 2028 STIF Total
\$0.00

FY 2029 STIF Total
\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	0%	0%		
Criterion 2	0%	0%		
Criterion 3	0%	0%		
Criterion 4	0%	0%		
Criterion 5	100%	100%		
Criterion 6	0%	0%		
Criterion 7	0%	0%		
Criterion 8	0%	0%		
	100.00%	100.00%	0.00%	0.00%

4.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

Goal 1 Mobility: Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 4: Equity

Goal 5: Health

Goal 6: Safety and Security

Goal 9: Funding and Strategic Investment

4.4 Project Summary

Project Name

Preventative Maintenance

Subrecipient Project Total

\$20,000.00

**FY 2026 STIF Project
Total**

\$10,000.00

**FY 2027 STIF Project
Total**

\$10,000.00

Funds Supporting Student Transportation

**FY 2026 STIF Funds
supporting student
transportation**
\$0.00

**FY 2027 STIF Funds
supporting student
transportation**
\$0.00

**FY 2026 percent of STIF
Funds supporting
student transportation**
0%

**FY 2027 percent of
STIF Funds supporting
student transportation**
0%

Funds Supporting Older and Disabled Persons Transportation

**FY 2026 STIF Funds
supporting older and
disabled persons
transportation**
\$0.00

**FY 2027 STIF Funds
supporting older and
disabled persons
transportation**
\$0.00

**FY 2026 percent of STIF
Funds supporting older
and disabled persons
transportation**
0%

**FY 2027 percent of
STIF Funds
supporting older and
disabled persons
transportation**
0%

Funds from Previous Biennia

**FY 2026 STIF Funds
From Previous Cycle**
\$0.00

**FY 2027 STIF Funds
From Previous Cycle**
\$0.00

Project 6

Subrecipient or Qualified Entity Name
SAM

Project Name
Capacity Project

Project Description

Construction of maintenance and administration space for the Sandy Operations Center. Project is to expand the administrative and maintenance space at the Sandy Operations Center. These funds may be used to pay for permitting, zoning adjustments, construction, match or other funding needs for the the

expansion and addition of administrative and maintenance space both in the existing buildings and the construction of new buildings. Other funds have also been awarded to aide in the planning phase as well as funding from previous STIF Plans. Project may also fund equipment or office furniture needs once constructed. Complete project will provide adequate maintenance space and equipment, training rooms, conference space, administrative offices, break rooms, and restrooms. This project and these funds have been accumulating since 2019. This project includes the prior biennia interest accrued and project carry over from unspent capital projects.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?

No

Percent of project budget in district

0%

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service

100%

Maintain Service

0%

Local Plan this project is derived from:

Sandy Transit Master Plan page 37

Local Plan Page Number

Multi-Phase Project

Is your project part of a larger multi-phase project?

Yes

Project Timeline

2019-2027

Total Project Budget (All Phases)

\$180,638.00

Other Planned Funding Sources

STIF

Federal

Local

Phase represented in current STIF Plan

Construction phase to build, improve and equip (vehicle maintenance equipment and office equipment and furniture) the new building for improved and expanded administration and operation capabilities.

4.1.1 Project Scope

Task 1

Task Description

Construction of new building, tenant improvements to current administrative building, vehicle and office equipment and/or match to complete the Sandy Operations Center Expansion Project.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Capital 117-00 Other Capital Items (Bus)

117-00 Other Capital Items Activity Type

Third Party Contracts 11.71

Third Party Contracts 11.71 Activity Detail

11.71.08 Construction (Force Account)

Other Capital Items Task Category

Task Category Amount

\$165,638.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$0.00	\$0.00			\$0.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00

Prior Biennia STIF Funds	\$145,638.00	\$0.00		\$145,638.00
Prior Biennia Interest Accrued	\$20,000.00	\$0.00		\$20,000.00
	\$165,638.00	\$0.00	\$0.00	\$0.00
				\$165,638.00

By checking this box, I confirm that this project task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Optional Outcome Measures

Outcome Measure 1

All Project Types

Other Measure

Capital Improvements Completed

Number of Units:

1

4.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.

4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total
\$165,638.00

FY 2027 STIF Total
\$0.00

FY 2028 STIF Total
\$0.00

FY 2029 STIF Total
\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	0%	0%		
Criterion 2	50%	50%		
Criterion 3	0%	0%		
Criterion 4	0%	0%		
Criterion 5	50%	50%		
Criterion 6	0%	0%		
Criterion 7	0%	0%		
Criterion 8	0%	0%		
	100.00%	100.00%	0.00%	0.00%

4.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

Goal 1 Mobility: Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 4: Equity

Goal 6: Safety and Security

Goal 7: Environmental Sustainability

Goal 8: Land Use

Goal 9: Funding and Strategic Investment

Goal 10: Communication, Collaboration, and Coordination

4.4 Project Summary

Project Name

Capacity Project

Subrecipient Project Total

\$165,638.00

FY 2026 STIF Project

Total

\$165,638.00

FY 2027 STIF Project

Total

\$0.00

Funds Supporting Student Transportation

FY 2026 STIF Funds supporting student transportation

\$0.00

FY 2027 STIF Funds supporting student transportation

\$0.00

FY 2026 percent of STIF Funds supporting student transportation

0%

FY 2027 percent of STIF Funds supporting student transportation

Funds Supporting Older and Disabled Persons Transportation

FY 2026 STIF Funds supporting older and disabled persons transportation

\$0.00

FY 2027 STIF Funds supporting older and disabled persons transportation

\$0.00

FY 2026 percent of STIF Funds supporting older and disabled persons transportation

0%

FY 2027 percent of STIF Funds supporting older and disabled persons transportation

Funds from Previous Biennia

FY 2026 STIF Funds From Previous Cycle

\$165,638.00

FY 2027 STIF Funds From Previous Cycle

\$0.00

Project 7

Subrecipient or Qualified Entity Name

SAM

Project Name

Supporting Older Adults and People w Disabilities

Project Description

The SAM rides service provides the only public transit demand response option available to the general public. It is available for everyone in city limits as well as a 3-mile radius from city center. As our vehicles proudly state on the back "Give us a call, we'll pick you up". It is a destination-to-destination service and provides the complimentary ADA paratransit service for SAM fixed routes. All vehicles are ADA equipped. New mapping and scheduling software has been procured, vehicles are equipped with mobile data terminals and automated announcements.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?

No

Percent of project budget in district

0%

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service

0%

Maintain Service

100%

Please explain why all or part of this project is maintaining an existing service.

This is a project formerly funded by STF, referred to as "population funds".

Local Plan this project is derived from:

Coordinated Transportation Plan; Sandy Transit Master Plan CTP 5-4; SMP 56-60

Local Plan Page Number

Multi-Phase Project

Is your project part of a larger multi-phase project?

No

4.1.1 Project Scope

Task 1

Task Description

This task provides local dial-a-ride service for the city of Sandy. SAM rides provides service within 3 miles of city limits Mondays through Saturdays and was formerly funded with STF funding. STIF funds support approximately 52% of the contracted costs of drivers, dispatch, and other contracted

transportation service employees for this service.

Is this task supporting services for older adults and people with disabilities?

Yes

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Demand Response

Operations Task Category

Task Category Amount

\$310,364.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$155,182.00	\$155,182.00			\$310,364.00
STIF Payroll Funds	\$0.00	\$0.00			\$0.00
Federal	\$175,013.00	\$180,000.00			\$355,013.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$111,206.00	\$106,219.00			\$217,425.00
Other Funds	\$1,976.00	\$1,976.00			\$3,952.00

Prior Biennia STIF Funds	\$0.00	\$0.00	\$0.00
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Prior Biennia Interest Accrued	\$0.00	\$0.00	\$0.00
--------------------------------------	--------	--------	--------

\$443,377.00	\$443,377.00	\$0.00	\$0.00	\$886,754.00
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By checking this box, I confirm that this project task is only funded by STIF.

No

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles	Revenue Hours	Rides
17,045	2,094.00	4,050

Number of people with access to transit (within ½ mile of transit stop for fixed route)
5,854

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)
898

Number of new shared stops with other transit providers (reducing fragmentation in transit services)
0

Is this project supporting student transportation?
No

Optional Outcome Measures

Outcome Measure 1

Outcome Measures for Older Adults and People with Disabilities

Revenue Miles	Revenue Hours	Rides
17,045	2,094.00	4,050

Other Measure
Paratransit Rides Provided

Number of Units:

2700

Task 2

Task Description

Elderly and Disabled Door to Door Service. This service is available to frail elderly and person with disabilities who live in Sandy city limits for services (primarily medical) which they cannot receive in city limits. It is the only medical rides program available for seniors and/or persons with disabilities in city limits for out-of-town demand response services for rides originating in the city limits. Individuals are enrolled through an interview process with City staff to determine the medical condition that necessitates the use of the program.

Is this task supporting services for older adults and people with disabilities?

Yes

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Demand Response

Operations Task Category

Task Category Amount

\$11,201.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$5,600.00	\$5,601.00			\$11,201.00

STIF Payroll Funds	\$0.00	\$0.00		\$0.00
Federal	\$105,287.00	\$105,286.00		\$210,573.00
Other State	\$0.00	\$0.00		\$0.00
Local	\$21,311.00	\$21,311.00		\$42,622.00
Other Funds	\$3,852.00	\$3,852.00		\$7,704.00
Prior Biennia STIF Funds	\$0.00	\$0.00		\$0.00
Prior Biennia Interest Accrued	\$0.00	\$0.00		\$0.00
	\$136,050.00	\$136,050.00	\$0.00	\$0.00
				\$272,100.00

By checking this box, I confirm that this project task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles

8,400

Revenue Hours

607.00

Rides

479

Number of people with access to transit (within ½ mile of transit stop for fixed route)

15,636

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)

3,003

Number of new shared stops with other transit providers (reducing fragmentation in transit services)

0

Is this project supporting student transportation?

No

Optional Outcome Measures

Outcome Measure 1

Outcome Measures for Older Adults and People with Disabilities

Revenue Miles

8,400

Revenue Hours

607.00

Rides

479

Other Measure

Paratransit Rides Provided

Number of Units:

479

Task 3

Task Description

The city of Estacada lies south of Sandy and has approximately 5,308 residents. This service is an intercity commuter route with the ability to deviate in a rural, underserved service area. Deviations are primarily requested by individuals who are not physically able to walk or ride to the main highway for transportation and live in mobile home parks located along the route. This is a scheduled route so individuals only need to telephone the Sandy dispatch office to request a route deviation.

Is this task supporting services for older adults and people with disabilities?

Yes

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Demand Response

Operations Task Category

Task Category Amount

\$101,926.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF

money during the 2023-2025 biennium, which should be listed as "Prior Biennia Interest Accrued," for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$50,963.00	\$50,963.00			\$101,926.00
STIF Payroll Funds	\$0.00	\$0.00			\$0.00
Federal	\$93,000.00	\$93,000.00			\$186,000.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$109,000.00	\$124,000.00			\$233,000.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00			\$0.00
Prior Biennia Interest Accrued	\$0.00	\$0.00			\$0.00
	\$252,963.00	\$267,963.00	\$0.00	\$0.00	\$520,926.00

By checking this box, I confirm that this project task is only funded by STIF.

No

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles	Revenue Hours	Rides
45,000	2,246.00	4,200

Number of people with access to transit (within ½ mile of transit stop for fixed route)
5,854

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)
898

Number of new shared stops with other transit providers (reducing fragmentation in transit services)

0

Is this project supporting student transportation?

No

4.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total

\$211,745.00

FY 2027 STIF Total

\$211,746.00

FY 2028 STIF Total

\$0.00

FY 2029 STIF Total

\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	0%	0%		
Criterion 2	0%	0%		

Criterion 3	0%	0%		
Criterion 4	0%	0%		
Criterion 5	0%	0%		
Criterion 6	0%	0%		
Criterion 7	0%	0%		
Criterion 8	100%	100%		
	100.00%	100.00%	0.00%	0.00%

4.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

Goal 1 Mobility: Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 4: Equity

Goal 5: Health

4.4 Project Summary

Project Name

Supporting Older Adults and People w Disabilities

Subrecipient Project Total

\$423,491.00

FY 2026 STIF Project

Total

\$211,745.00

FY 2027 STIF Project

Total

\$211,746.00

Funds Supporting Student Transportation

**FY 2026 STIF Funds
supporting student
transportation**

\$0.00

**FY 2027 STIF Funds
supporting student
transportation**

\$0.00

**FY 2026 percent of STIF
Funds supporting
student transportation**

0%

**FY 2027 percent of
STIF Funds supporting
student transportation**

0%

Funds Supporting Older and Disabled Persons Transportation

**FY 2026 STIF Funds
supporting older and
disabled persons
transportation**
\$211,745.00

**FY 2027 STIF Funds
supporting older and
disabled persons
transportation**
\$211,746.00

**FY 2026 percent of STIF
Funds supporting older
and disabled persons
transportation**
100%

**FY 2027 percent of
STIF Funds
supporting older and
disabled persons
transportation**
100%

Funds from Previous Biennia

**FY 2026 STIF Funds
From Previous Cycle**
\$0.00

**FY 2027 STIF Funds
From Previous Cycle**
\$0.00

Project 8

Subrecipient or Qualified Entity Name
SAM

Project Name
Regional Coordination, Clackamas Town Center Route

Project Description
This project funds the Sandy Clackamas Town Center service begun in FY24 using Regional Coordination funds.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?
No

Percent of project budget in district
0%

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service
0%

Maintain Service
100%

Please explain why all or part of this project is maintaining an existing service.

This is a continuation of STIF funded services from FY24.

Local Plan this project is derived from:
Sandy Transit Master Plan page 26-27

Local Plan Page Number

Multi-Phase Project

Is your project part of a larger multi-phase project?
No

4.1.1 Project Scope

Task 1

Task Description

Funding to cover all operations costs for the Clackamas Town Center route including contractor rates, fuel, maintenance, fare collection, security measures, signs, schedules, marketing materials and all other associated expenses.

Is this task supporting services for older adults and people with disabilities?
No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?
No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.
Fixed Route

Operations Task Category

Task Category Amount

\$900,000.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$450,000.00	\$450,000.00		\$900,000.00	
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$161,720.00	\$161,720.00		\$323,440.00	
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00			\$0.00
Prior Biennia Interest Accrued	\$0.00	\$0.00			\$0.00
	\$611,720.00	\$611,720.00	\$0.00	\$0.00	\$1,223,440.00

By checking this box, I confirm that this project task is only funded by STIF.

No

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles	Revenue Hours	Rides
67,000	3,400.00	17,000

Number of people with access to transit (within ½ mile of transit stop for fixed route)
19,600

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)
2,051

Number of new shared stops with other transit providers (reducing fragmentation in transit services)
33

Is this project supporting student transportation?

No

Task 2**Task Description**

Regional coordination carryover from FY24/25 used to cover operational expense of the Clackamas Town Center route as described in Project Description.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Fixed Route

Operations Task Category**Task Category Amount**

\$78,261.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$0.00	\$0.00			\$0.00

Federal	\$0.00	\$0.00		\$0.00
Other State	\$0.00	\$0.00		\$0.00
Local	\$0.00	\$0.00		\$0.00
Other Funds	\$0.00	\$0.00		\$0.00
Prior Biennia STIF Funds	\$39,130.00	\$39,131.00		\$78,261.00
Prior Biennia Interest Accrued	\$0.00	\$0.00		\$0.00
	\$39,130.00	\$39,131.00	\$0.00	\$0.00
				\$78,261.00

By checking this box, I confirm that this project task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles	Revenue Hours	Rides
6,700	3,400.00	17,000

Number of people with access to transit (within ½ mile of transit stop for fixed route)
19,600

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)
2,051

Number of new shared stops with other transit providers (reducing fragmentation in transit services)
33

Is this project supporting student transportation?
No

4.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-](#)

[0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total
\$489,130.00

FY 2027 STIF Total
\$489,131.00

FY 2028 STIF Total
\$0.00

FY 2029 STIF Total
\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	25%	25%		
Criterion 2	25%	25%		
Criterion 3	0%	0%		
Criterion 4	0%	0%		
Criterion 5	25%	25%		
Criterion 6	25%	25%		
Criterion 7	0%	0%		
Criterion 8	0%	0%		
	100.00%	100.00%	0.00%	0.00%

4.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

Goal 1 Mobility: Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 4: Equity

Goal 5: Health

Goal 7: Environmental Sustainability

Goal 10: Communication, Collaboration, and Coordination

4.4 Project Summary

Project Name

Regional Coordination, Clackamas Town Center Route

Subrecipient Project Total

\$978,261.00

FY 2026 STIF Project Total

\$489,130.00

FY 2027 STIF Project Total

\$489,131.00

Funds Supporting Student Transportation

FY 2026 STIF Funds
supporting student
transportation
\$0.00

FY 2027 STIF Funds
supporting student
transportation
\$0.00

FY 2026 percent of STIF
Funds supporting
student transportation
0%

FY 2027 percent of
STIF Funds supporting
student transportation
0%

Funds Supporting Older and Disabled Persons Transportation

FY 2026 STIF Funds
supporting older and
disabled persons
transportation
\$0.00

FY 2027 STIF Funds
supporting older and
disabled persons
transportation
\$0.00

FY 2026 percent of STIF
Funds supporting older
and disabled persons
transportation

FY 2027 percent of
STIF Funds
supporting older and
disabled persons

0%

transportation
0%

Funds from Previous Biennia

**FY 2026 STIF Funds
From Previous Cycle**
\$39,130.00

**FY 2027 STIF Funds
From Previous Cycle**
\$39,131.00

5. All Projects Totals

Subrecipient Projects Grand Total	Planned Carried Forward	Amount in District	Amount out of District
\$1,903,406.00	\$0.00	\$0.00	\$1,903,406.00

Subrecipient Projects Total
\$1,659,507.00

**FY 2026 Total Prior
Biennia Funds**
\$204,768.00

**FY 2027 Total Prior
Biennia Funds**
\$39,131.00

**FY 2026 Total STIF
Funds**
\$1,028,159.00

**FY 2027 Total STIF
Funds**
\$875,247.00

**FY 2026 Student STIF
Funds**
\$32,861.50

**FY 2027 Student STIF
Funds**
\$36,027.25

**FY 2026 Percent of STIF
Funds supporting
student transportation**
3.20%

**FY 2027 Percent of
STIF Funds supporting
student transportation**
4.12%

**FY 2026 Older and
Disabled Persons STIF
Funds**
\$212,945.00

**FY 2027 Older and
Disabled Persons STIF
Funds**
\$212,946.00

**FY 2026 Percent of STIF
Funds supporting older
and disabled persons**

**FY 2027 Percent of
STIF Funds
supporting older and**

transportation
20.71%

disabled persons
transportation
24.33%

By signing below, I certify that I am authorized to submit this Subrecipient Project Application to Tri County Metropolitan Transportation District of Oregon on behalf of City of Sandy.

Yes

Name of authorized representative
Andi Howell

Title of authorized representative
Transit Director

Signature

Signature Date
11/13/2024

Andi Howell



STAFF REPORT

Item # 6.

Meeting Type: City Council
Meeting Date: September 15, 2025
From: Josh Soper, City Attorney
Kelly O'Neill Jr., Development Services Director
AJ Thorne, Public Works Director
Subject: PUBLIC HEARING: Ordinance 2025-17 - Alternative Wastewater Systems Code Additions (File No. 25-031 DCA)

DECISION TO BE MADE:

Hold a legislative public hearing and second reading to review and take comments on the proposed code amendments to Title 17: Chapter 17.12 – Procedures for Decision Making and Chapter 17.84 – Improvements Required with Development of the Sandy Municipal Code and decide whether to adopt Ordinance No. 2025-17.

APPLICABLE COUNCIL GOAL:

- **Goal 7.8:** Explore possible alternative wastewater treatment systems to facilitate targeted economic development under the moratorium.

BACKGROUND / CONTEXT:

As initially discussed with the City Council on November 4, 2024, ([meeting link](#)) and then again on March 17, 2025, ([meeting link](#)) and at the first public hearing on this ordinance on July 21, 2025 ([meeting link](#)), staff is seeking to implement alternative wastewater systems municipal code modifications to facilitate targeted economic development while the sanitary sewer moratoria are in effect. Without consideration of alternative wastewater treatment systems during the sanitary sewer moratoria, there could be several sites that will not develop, and thus potentially limit the expansion of living wage jobs in Sandy.

The Planning Commission held a legislative public hearing on June 30, 2025 ([meeting link](#)). The Planning Commission recommended approval of the ordinance with the following two amendments for the City Council's consideration:

- 1) Modify Section 17.84.70.F.7. to require that porta-potties are cleaned at least twice a week.
- 2) Modify Section 17.84.70.E.1.b. to broaden the allowance for commercial and industrial uses where the general public is received. Note: The examples that were mentioned by the Planning Commission were auto parts stores and convenience stores.

The City Council held a legislative public hearing on July 21, 2025 ([meeting link](#)). The City Council passed a first reading with a 6:1 vote to adopt Ordinance 2025-17 with 'Exhibit A. Code Amendments (**original**)' and Exhibit B. This original version of the ordinance is **labeled with a red header** in the meeting packet.

After the vote occurred, the City Attorney asked the City Council for clarification as to whether the Council would like any other modifications, such as those recommended by the Planning Commission, to Exhibit A prior to it returning for a second reading. Several members of the City Council verbally stated that they would like the code language to be modified to include the ability for 'big box retailers' to have an alternative wastewater system. This direction was not unanimous and not included in the passage of the first reading.

To obtain additional clarification and seek consensus direction on the amendments, a City Council work session was held on August 18, 2025. An alternative version of the code amendments ('Exhibit A. Code Amendments (**alternative**)') has been prepared for Council consideration based on those discussions. This code language is **labeled with a green header** in the meeting packet.

KEY CONSIDERATIONS / ANALYSIS:

The primary decision to make at the second reading of Ordinance 2025-17 will be whether to include 'Exhibit A. Code Amendments (original)' as passed with the first reading, or whether to include 'Exhibit A. Code Amendments (alternative)' which, among other changes, would allow for a broader spectrum of commercial and industrial businesses to apply for an alternative wastewater system.

The alternative version of Exhibit A includes the following changes from the original version:

1. Eliminates the two-path review process based on the type of system proposed and instead provides a single review process with the same criteria for all alternative wastewater systems.
2. Eliminates some other references to specific system types and generalizes the code language accordingly.
3. Adds an approval criterion requiring that ERUs not be available for the proposed development at the time of the alternative wastewater system permit application. Under the language as drafted, ERUs are not considered to be available if the only ERUs the developer could obtain would be by transferring ERUs from a different property.
4. Eliminates the approval criterion relating to whether the associated development is public-facing.
5. Adds a condition of approval to ensure interior fixtures are rendered inoperable or inaccessible if necessary based on the type of alternative wastewater system being proposed.
6. Modifies definitions to align with the above.
7. Miscellaneous minor language clean-up and clarifications.

BUDGET IMPACT:

City Attorney charges

RECOMMENDATION:

Adopt Ordinance No. 2025-17 to amend Title 17, Chapter 17.12 – Procedures for Decision Making and Chapter 17.84 – Improvements Required with Development of the Sandy Municipal Code in either its original or alternative form.

SUGGESTED MOTION LANGUAGE:

“I move to approve the second reading of Ordinance No. 2025-17 with the [original/alternative] version of Exhibit A.”

LIST OF ATTACHMENTS / EXHIBITS:

- Attachment 1. Ordinance No. 2025-17
 - Exhibit A. Code Amendments (**original**)
 - Exhibit B. Findings
- Exhibit A. Code Amendments (**revised alternative**)
- Original vs. Alternative tracked changes comparison (**labeled in purple**)

AN ORDINANCE AMENDING CHAPTERS 17.12 AND 17.84 RELATED TO ALTERNATIVE WASTEWATER SYSTEMS

WHEREAS, the City of Sandy is currently under a development moratorium enacted pursuant to ORS 197.510 et seq., relating to a lack of capacity in its wastewater system; and

WHEREAS, the City has received requests from property and business owners to consider allowing alternative wastewater systems during the moratorium as a means of enabling certain limited types of development to occur without impacting the City's sanitary sewer system; and

WHEREAS, as a result of those requests, staff developed an outline of potential terms under which such a program could operate and discussed this issue in a public work session with the City Council on March 17, 2025; and

WHEREAS, based on the direction received at that work session, staff prepared an ordinance, which would amend the City's development code to allow the issuance of permits for alternative wastewater systems under certain circumstances; and

WHEREAS, the Planning Commission held a public hearing on June 30, 2025, allowing the public an opportunity to provide testimony on the proposed code amendments; and

WHEREAS, the City Council held a public hearing on July 21, 2025, allowing the public an opportunity to provide testimony on the proposed code amendments; and

WHEREAS, the City Council held a work session on August 18, 2025, to discuss further refinements to the ordinance and provide additional direction to staff; and

WHEREAS, the City Council held a second and final public hearing on September 15, 2025, allowing the public an opportunity to provide testimony on the revised proposed code amendments.

NOW, THEREFORE, THE CITY OF SANDY ORDAINS AS FOLLOWS:

Section 1: Title 17 Development Code, Chapters 17.12 and 17.84, are hereby amended as reflected in Exhibit A, attached to this ordinance and incorporated by reference.

Section 2: This ordinance is supported by findings, attached as Exhibit B, and incorporated by reference.

Section 3: This ordinance shall take effect thirty days after it is adopted by the City Council.

This ordinance is adopted by the City Council of the City of Sandy this 15th day of September, 2025.

Kathleen Walker, Mayor

ATTEST:

Jeffrey Aprati, City Recorder

Sec. 17.12.40. - Type IV.

Type IV decisions are usually legislative but may be quasi-judicial.

Type IV (Quasi-Judicial) procedures apply to individual properties. This type of application is generally considered initially by the Planning Commission with final decisions made by the City Council.

Type IV (Legislative) procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments that apply to entire districts, not just one property). Type IV matters are typically considered first by the Planning Commission with final decisions made by the City Council. Occasionally, the Planning Commission will not consider a legislative matter prior to its consideration by the City Council.

Applications processed under a Type IV procedure involve a public hearing pursuant to the requirements of Chapter 17.20. Notification of this public hearing shall be noticed according to the requirements of Chapter 17.22 with appeal of a Type IV decision made to the state Land Use Board of Appeals according to the provisions of Chapter 17.28.

- A. The City Council shall consider the recommendation of the Planning Commission and shall conduct a public hearing pursuant to Chapter 17.20. The Director shall set a date for the hearing. The form of notice and persons to receive notice are as required by the relevant sections of this Code. At the public hearing, the staff shall review the report of the Planning Commission and provide other pertinent information, and interested persons shall be given the opportunity to present new testimony and information relevant to the proposal that was not heard before the Planning Commission and make final arguments why the matter should or should not be approved and, if approved, the nature of the provisions to be contained in approving action.
- B. To the extent that a finding of fact is required, the City Council shall make a finding for each of the applicable criterion and in doing so may sustain or reverse a finding of the Planning Commission. The City Council may delete, add or modify any of the provisions pertaining to the proposal or attach certain development or use conditions beyond those warranted for compliance with standards in granting an approval if the City Council determines the conditions are appropriate to fulfill the criteria for approval.
- C. To the extent that a policy is to be established or revised, the City Council shall make its decision after information from the hearing has been received. The decision shall become effective by passage of an ordinance.
- D. Types of Applications:
 1. Appeal of Planning Commission decision.
 2. Comprehensive Plan text or map amendment.
 3. Zoning District Map changes.
 4. Village Specific Area Plan (master plan).
 5. Annexations.
 6. Extension of City Services Outside the City Limits.
 7. Vacating of Public Lands and Plats.
 8. Zoning Map Overlay Districts.
 9. [Alternative Wastewater System Permits.](#)

- E. *Timing of Requests.* The City accepts legislative requests twice yearly, in March and September. The City Council may initiate its own legislative proposals at any time.

Sec. 17.84.60. - Public facility extensions.

- A. All development sites shall be provided with public water, sanitary sewer, broadband (fiber), and storm drainage and shall meet the following requirements:
1. The required improvements shall be installed at the expense of the developer.
 2. Public water facilities shall meet the requirements of Title 13 of the Sandy Municipal Code and the 2022 City of Sandy Water System Master Plan and shall be designed in conformance with the City of Sandy Water Service Utility Standard Details.
 3. Sanitary sewer facilities shall meet the requirements of Title 13 of the Sandy Municipal Code and shall be designed in conformance with the City of Sandy Sewer Service Utility Standard Details.
 4. Storm drainage facilities meet the requirements of Title 13 of the Sandy Municipal Code and the City of Portland Stormwater Management Manual, as adopted by the City of Sandy, and shall be designed in conformance with the City of Sandy Stormwater Utility Standard Details.
- B. Where necessary to serve property as specified in A. above, required public facility installations shall be constructed concurrent with development, and shall be completed prior to issuance of a Certificate of Occupancy.
- C. Off-site public facility extensions necessary to fully serve a development site and abutting properties, as shown in the utility plan, shall be constructed concurrent with development.
1. If requested by the applicant, the City Engineer or designee may approve an alternative to the off-site public facility extensions required under Subsection C., based upon information submitted by the applicant showing that the extensions which would otherwise be required by this code would not be reasonably related or roughly proportional to the impact of the proposed development, as determined by the City.
- D. Public facilities installed concurrent with development of a site shall be extended through the site and extended or stubbed out to adjacent undeveloped land or to a point in the street that allows for connection with adjacent property(ies). If abutting land has an approved tentative plat, public facilities shall align with public facilities in the approved tentative plat.
- E. Private on-site sanitary sewer and storm drainage facilities shall only be considered [either as described in Section 17.84.70, or](#) if all the following conditions exist:
1. Extension of a public facility through the site is not necessary for the future development of adjacent properties;

2. The development site remains in one ownership and land division does not occur (with the exception of land divisions that may occur under the provisions of 17.84.50.E.7. or 17.84.50.F.5., above);
3. The facilities are designed and constructed in accordance with the Uniform Plumbing Code and other applicable codes, and permits and/or authorization to proceed with construction is issued prior to commencement of work.

Sec. 17.84.70. – Alternative wastewater systems.

A. Purpose. The purpose of Section 17.84.70 is to provide a means by which certain types of development may obtain a permit to allow use of an alternative wastewater system in lieu of connecting to the City's sanitary sewer system as otherwise required by this code.

B. Definitions. As used in Section 17.84.70, the following terms are defined as follows:

1. "Alternative wastewater system" means a system which provides for the collection and treatment or reuse of sanitary waste and/or wastewater by a means other than through connection to the City's sanitary sewer system. It includes, but is not limited to, greywater systems and portable restrooms.
2. "Associated use" means the use on the subject property which produces sanitary waste and/or wastewater which will flow into an alternative wastewater system.
3. "Greywater system" means a system which collects wastewater for reuse for non-potable purposes such as irrigation.
4. "Portable restroom" means a movable, self-contained toilet which is not connected to the City's sanitary sewer system and which collects sanitary waste and/or wastewater for off-site disposal.
5. "Sanitary waste" means waste from toilets, urinals, and similar devices.
6. "Wastewater" means water which has been used for shower, sink, washing machine, and similar purposes, but does not include sanitary waste.

C. Application requirements. An application shall be made on forms provided by the Director. The application shall be accompanied by the following:

1. A narrative description of the proposed alternative wastewater system accompanied by site plans, technical specifications, and a screening plan when applicable.
2. A description of the operation and maintenance requirements for the proposed alternative wastewater system.
3. Payment of the alternative wastewater system permit fee established by resolution.
4. Such other information and materials as may be necessary to demonstrate compliance with the approval criteria in Subsection E.

D. Review Process. Alternative wastewater system permit applications will be processed as a Type IV decision.

E. Criteria for Approval.

1. All applications for an alternative wastewater system permit shall meet the following criteria:

- a. The alternative wastewater system will be located on a lot or parcel with a commercial, industrial, or community service use and will be used only in connection with a commercial, industrial, or community service use;
- b. If the associated use is commercial or industrial, the use is of a type where the public generally is not received;
- c. The alternative wastewater system will have no impact on the City's sanitary sewer system and will adequately protect against environmental contamination;
- d. Disposal of waste will occur entirely outside the City's sanitary sewer system;
- e. The alternative wastewater system, including its operation and maintenance program, is adequate to meet the wastewater character and volumes of the associated use;
- f. The alternative wastewater system will be fully screened from view from public right-of-way and adjacent properties; and
- g. The proposed alternative wastewater system complies with all applicable federal, state, and local laws, including but not limited to the Americans with Disabilities Act.

2. In addition to the criteria specified in Subsection (E)(1), an application for an alternative wastewater system permit seeking approval for an alternative wastewater system other than a portable restroom or greywater system shall meet the following criteria:

- a. The alternative wastewater system proposal, taken as a whole, is not materially detrimental or injurious to the public welfare or the surrounding area; and
- b. The associated use is identified as a target industry in the City's Economic Development Strategic Plan or otherwise advances the goals of the Economic Development Strategic Plan.

F. Conditions of Approval. Any approval of an alternative wastewater system permit will be subject to the following conditions of approval:

1. Prior to certificate of occupancy, the applicant shall install all interior plumbing and fixtures required by the building code (e.g. toilets, urinals, sinks, etc.), all sanitary sewer infrastructure otherwise required by this code, and all infrastructure necessary for the associated use to connect to the City's sanitary sewer system, up to the point of connection in the public right-of-way or a public utility easement, but no connection may be made until authorized by the City in writing.

2. When the alternative wastewater system includes portable restrooms, the applicant shall remove all portable restrooms from the property and connect to the City's sanitary sewer system within ninety (90) calendar days after written notice from the City.
 3. Grey water systems may remain in place for the useful life of the system. Substantial replacement of a greywater system will require a new alternative wastewater system permit.
 4. Alternative wastewater systems other than portable restrooms and greywater systems are subject to the requirements of Subsection (F)(2) or (F)(3) as specified by the City Council based on an evaluation of the nature of the alternative wastewater system.
 5. Sanitary sewer system development charges are due and payable at the time of issuance of any permits required for connection to the City's sanitary sewer system, or upon such connection, whichever occurs sooner.
 6. The property owner shall record a deed restriction, in a form approved by the City Attorney, obligating the property owner and all successors to comply with Subsections (F)(2) through (5) and setting forth the penalties described in Subsection (G).
 7. The alternative wastewater system shall be operated and maintained in accordance with the approved proposal.
 8. Such other conditions of approval as the City Council may determine necessary to ensure compliance with the approval criteria and the purposes of Section 17.84.70.
- G. Enforcement. In addition to and not in lieu of enforcement under Chapter 17.06 for any violation of Section 17.84.70, if a property owner fails to connect to the City's sanitary sewer system as described in Subsection (F)(2) through (4), the City may at its option perform or cause to be performed the work required to effectuate the connection at the property owner's sole cost and expense. The City shall notify the property owner in writing of the final cost within thirty (30) calendar days after completing the work, and the property owner shall submit payment in full within thirty (30) calendar days after the date the City sends such notice by U.S. mail to the owner's address reflected in the property records of Clackamas County. Any amounts unpaid after such date shall become a lien upon the real property and shall be recorded in the City lien docket. That lien shall have priority over all other liens and encumbrances of any character. The lien shall accrue interest at the rate applicable for municipal assessment liens from the date of docketing until clearance. The lien may be foreclosed on and the property sold as may be necessary to discharge the lien in the manner specified in ORS 223.505 through 223.595.

Ordinance 2025-17 Findings

Goal 1: Citizen Involvement

This goal calls for "the opportunity for citizens to be involved in all phases of the planning process."

Findings: The City held public hearings before both the Planning Commission and City Council to afford the public the opportunity to be involved. Notice of the three hearings was published in the Sandy Post, posted on the City's website, and on the City Facebook account. Notice was provided to the Department of Land Conservation and Development on May 21, 2025.

Conclusion: *Goal 1 Public Involvement requirements are met.*

Goal 2: Land Use

This goal requires each local government in Oregon to have and follow a comprehensive land use plan and implementing regulations. Cities and counties must build their comprehensive plans on a factual base and follow their plan when making decisions on appropriate zoning.

Findings: The proposed alternative wastewater systems code amendments show that the City is continuing to seek alternative actions during the sanitary sewer moratoria. Allowing alternative wastewater systems for limited types of development validates the City's decision making to mitigate the negative impact on the City's economic goals, while providing continued support to the development community and business owners.

Conclusion: *Goal 2 Land Use requirements are met.*

Goal 9: Economic Development

This goal requires cities to provide adequate opportunities for a variety of economic activities vital to the health, welfare, and prosperity of their citizens. Cities comply with Goal 9 through analysis of economic development needs and inventories of related land supplies.

Findings: The proposed alternative wastewater systems ordinance will assist with economic development growth which is critical to meet future economic development needs as outlined in the 2024 Economic Opportunities Analysis (EOA). The proposed code amendments provide the development community and business owners with an approval process for limited types of development that would otherwise not be possible during the sanitary sewer moratoria.

Conclusion: *Goal 9 Economic development requirements are met.*

Goal 11: Public Facilities

This goal is to establish policies to plan and develop a timely, orderly, and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Findings: The City's comprehensive plan contains an acknowledged Goal 11 element that contains policies to ensure sufficient and adequate public services are available (or will be available as appropriate) to serve lands within the UGB. This alternative wastewater systems option during the moratorium is a means of enabling certain limited types of development to occur without impacting the City's sanitary sewer system. Therefore, this ordinance will not be in violation of the moratorium and will not place any additional burdens on the sanitary sewer treatment system than what is already anticipated.

Conclusion: *Goal 11 Public Facilities requirements are met.*

Goal 12: Transportation

This goal is to establish policies to provide and encourage a safe, convenient, and economic transportation system.

Findings: The City's Comprehensive Plan with respect to Goal 12, its transportation system plan, and its standards governing transportation and transportation-related facilities are not affected by this decision. The City's comprehensive plan contains an acknowledged Goal 12 element that contains policies to ensure sufficient and adequate transportation facilities and services are available (or will be available as appropriate) to serve lands within the UGB. This alternative wastewater systems ordinance would enable some industrial and commercial land to be developed, thus prompting frontage improvements, including additional sidewalks in Sandy.

Conclusion: *Goal 12 Transportation requirements are met.*

Sec. 17.12.40. - Type IV.

Type IV decisions are usually legislative but may be quasi-judicial.

Type IV (Quasi-Judicial) procedures apply to individual properties. This type of application is generally considered initially by the Planning Commission with final decisions made by the City Council.

Type IV (Legislative) procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments that apply to entire districts, not just one property). Type IV matters are typically considered first by the Planning Commission with final decisions made by the City Council. Occasionally, the Planning Commission will not consider a legislative matter prior to its consideration by the City Council.

Applications processed under a Type IV procedure involve a public hearing pursuant to the requirements of Chapter 17.20. Notification of this public hearing shall be noticed according to the requirements of Chapter 17.22 with appeal of a Type IV decision made to the state Land Use Board of Appeals according to the provisions of Chapter 17.28.

- A. The City Council shall consider the recommendation of the Planning Commission and shall conduct a public hearing pursuant to Chapter 17.20. The Director shall set a date for the hearing. The form of notice and persons to receive notice are as required by the relevant sections of this Code. At the public hearing, the staff shall review the report of the Planning Commission and provide other pertinent information, and interested persons shall be given the opportunity to present new testimony and information relevant to the proposal that was not heard before the Planning Commission and make final arguments why the matter should or should not be approved and, if approved, the nature of the provisions to be contained in approving action.
- B. To the extent that a finding of fact is required, the City Council shall make a finding for each of the applicable criterion and in doing so may sustain or reverse a finding of the Planning Commission. The City Council may delete, add or modify any of the provisions pertaining to the proposal or attach certain development or use conditions beyond those warranted for compliance with standards in granting an approval if the City Council determines the conditions are appropriate to fulfill the criteria for approval.
- C. To the extent that a policy is to be established or revised, the City Council shall make its decision after information from the hearing has been received. The decision shall become effective by passage of an ordinance.
- D. Types of Applications:
 1. Appeal of Planning Commission decision.
 2. Comprehensive Plan text or map amendment.
 3. Zoning District Map changes.
 4. Village Specific Area Plan (master plan).
 5. Annexations.
 6. Extension of City Services Outside the City Limits.
 7. Vacating of Public Lands and Plats.
 8. Zoning Map Overlay Districts.
 9. [Alternative Wastewater System Permits.](#)

- E. *Timing of Requests.* The City accepts legislative requests twice yearly, in March and September. The City Council may initiate its own legislative proposals at any time.

Sec. 17.84.60. - Public facility extensions.

- A. All development sites shall be provided with public water, sanitary sewer, broadband (fiber), and storm drainage and shall meet the following requirements:
1. The required improvements shall be installed at the expense of the developer.
 2. Public water facilities shall meet the requirements of Title 13 of the Sandy Municipal Code and the 2022 City of Sandy Water System Master Plan and shall be designed in conformance with the City of Sandy Water Service Utility Standard Details.
 3. Sanitary sewer facilities shall meet the requirements of Title 13 of the Sandy Municipal Code and shall be designed in conformance with the City of Sandy Sewer Service Utility Standard Details.
 4. Storm drainage facilities meet the requirements of Title 13 of the Sandy Municipal Code and the City of Portland Stormwater Management Manual, as adopted by the City of Sandy, and shall be designed in conformance with the City of Sandy Stormwater Utility Standard Details.
- B. Where necessary to serve property as specified in A. above, required public facility installations shall be constructed concurrent with development, and shall be completed prior to issuance of a Certificate of Occupancy.
- C. Off-site public facility extensions necessary to fully serve a development site and abutting properties, as shown in the utility plan, shall be constructed concurrent with development.
1. If requested by the applicant, the City Engineer or designee may approve an alternative to the off-site public facility extensions required under Subsection C., based upon information submitted by the applicant showing that the extensions which would otherwise be required by this code would not be reasonably related or roughly proportional to the impact of the proposed development, as determined by the City.
- D. Public facilities installed concurrent with development of a site shall be extended through the site and extended or stubbed out to adjacent undeveloped land or to a point in the street that allows for connection with adjacent property(ies). If abutting land has an approved tentative plat, public facilities shall align with public facilities in the approved tentative plat.
- E. Private on-site sanitary sewer and storm drainage facilities shall only be considered [either as described in Section 17.84.70, or](#) if all the following conditions exist:
1. Extension of a public facility through the site is not necessary for the future development of adjacent properties;

2. The development site remains in one ownership and land division does not occur (with the exception of land divisions that may occur under the provisions of 17.84.50.E.7. or 17.84.50.F.5., above);
3. The facilities are designed and constructed in accordance with the Uniform Plumbing Code and other applicable codes, and permits and/or authorization to proceed with construction is issued prior to commencement of work.

Sec. 17.84.70. – Alternative wastewater systems.

A. Purpose. The purpose of Section 17.84.70 is to provide a means by which certain developments may obtain a permit to allow use of an alternative wastewater system in lieu of connecting to the City's sanitary sewer system as otherwise required by this code.

B. Definitions. As used in Section 17.84.70, the following terms are defined as follows:

1. "Alternative wastewater system" means a system which provides for the collection and treatment or reuse of wastewater by a means other than through connection to the City's sanitary sewer system.
2. "Associated use" means the use on the subject property which produces wastewater which will flow into an alternative wastewater system.
3. "Gray water" means water which has been used for shower, sink, washing machine, and similar purposes, but does not include sanitary waste.
4. "Sanitary waste" means waste from toilets, urinals, and similar devices.
5. "Wastewater" is a general category which includes either sanitary waste or gray water, or both.

C. Application requirements. An application shall be made on forms provided by the Director. The application shall be accompanied by the following:

1. A narrative description of the proposed alternative wastewater system accompanied by site plans, technical specifications, and a screening plan.
2. A description of the operation and maintenance requirements for the proposed alternative wastewater system.
3. Payment of the alternative wastewater system permit fee established by resolution.
4. Such other information and materials as may be necessary to demonstrate compliance with the approval criteria in Subsection E.

D. Review Process. Alternative wastewater system permit applications will be processed as a Type IV decision.

E. Criteria for Approval.

1. All applications for an alternative wastewater system permit must meet the following criteria:

- a. At the time of application for the alternative wastewater system permit, the applicant would be unable to obtain land use approval for the associated use without an alternative wastewater system permit, as a result of a development moratorium in effect in the City at that time relating to capacity in the City's sanitary sewer system. For purposes of this subsection, an applicant shall not be considered able to obtain land use approval for the associated use if the only means by which such approval could be obtained would be by transferring a right to connect to the City's sanitary sewer system from another property;
- b. The alternative wastewater system will be located on a lot or parcel with a commercial, industrial, or community service use and will be used only in connection with a commercial, industrial, or community service use;
- c. If the associated use is a commercial or industrial use, the associated use is identified as a target industry in the City's Economic Development Strategic Plan or otherwise advances the goals of the Economic Development Strategic Plan;
- d. The alternative wastewater system will have no impact on the City's sanitary sewer system and will adequately protect against environmental contamination;
- e. Disposal of wastewater will occur entirely outside the City's sanitary sewer system;
- f. The alternative wastewater system, including its operation and maintenance program, is adequate to meet the wastewater character and volumes of the associated use, and the maintenance program is appropriate for the type of system and anticipated usage characteristics;
- g. The alternative wastewater system will be fully screened from view from public right-of-way and adjacent properties;
- h. The proposed alternative wastewater system complies with all applicable federal, state, and local laws, including but not limited to the Americans with Disabilities Act; and
- i. The alternative wastewater system proposal, taken as a whole, is not materially detrimental or injurious to the public welfare or the surrounding area.

F. Conditions of Approval. Any approval of an alternative wastewater system permit will be subject to the following conditions of approval:

- 1. Prior to certificate of occupancy, the applicant shall install all interior plumbing and fixtures required by the building code (e.g. toilets, urinals, sinks, etc.), all sanitary sewer infrastructure otherwise required by this code, and all infrastructure necessary for the associated use to connect to the City's sanitary sewer system, up to the point of connection in the public right-of-way or a public utility easement, but no connection may be made until authorized by the City in writing. If the proposed alternative wastewater system requires that the interior fixtures not be used during the time period the alternative wastewater system is utilized, then those fixtures must be rendered inoperable or inaccessible during such period.

2. The applicant shall remove the alternative wastewater system and connect to the City's sanitary sewer system as follows:
 - i. For alternative wastewater systems the City Council determines are of a short-term, temporary nature, within ninety (90) calendar days after written notice from the City.
 - ii. For alternative wastewater systems the City Council determines are of a long-term, more permanent nature, upon such date as the City Council shall determine at the time of permit approval based upon the expected useful life of the system. Substantial replacement of any such alternative wastewater system will require a new alternative wastewater system permit.
3. Sanitary sewer system development charges are due and payable at the time of issuance of any permits required for connection to the City's sanitary sewer system, or upon such connection, whichever occurs sooner.
4. The property owner shall record a deed restriction, in a form approved by the City Attorney, obligating the property owner and all successors to comply with Subsections (F)(2) and (3) and setting forth the penalties described in Subsection (G).
5. The alternative wastewater system shall be operated and maintained in accordance with the approved proposal.
6. Such other conditions of approval as the City Council may determine necessary to ensure compliance with the approval criteria and the purposes of Section 17.84.70.
- G. Enforcement. In addition to and not in lieu of enforcement under Chapter 17.06 for any violation of Section 17.84.70, if a property owner fails to connect to the City's sanitary sewer system as described in Subsection (F)(2), the City may at its option perform or cause to be performed the work required to effectuate the connection at the property owner's sole cost and expense. The City shall notify the property owner in writing of the final cost within thirty (30) calendar days after completing the work, and the property owner shall submit payment in full within thirty (30) calendar days after the date the City sends such notice by U.S. mail to the owner's address reflected in the property records of Clackamas County. Any amounts unpaid after such date shall become a lien upon the real property and shall be recorded in the City lien docket. That lien shall have priority over all other liens and encumbrances of any character. The lien shall accrue interest at the rate applicable for municipal assessment liens from the date of docketing until clearance. The lien may be foreclosed on and the property sold as may be necessary to discharge the lien in the manner specified in ORS 223.505 through 223.595.

Sec. 17.12.40. - Type IV.

Type IV decisions are usually legislative but may be quasi-judicial.

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Applications processed under a Type IV procedure involve a public hearing pursuant to the requirements of Chapter 17.20. Notification of this public hearing shall be noticed according to the requirements of Chapter 17.22 with appeal of a Type IV decision made to the state Land Use Board of Appeals according to the provisions of Chapter 17.28.

- A. The City Council shall consider the recommendation of the Planning Commission and shall conduct a public hearing pursuant to Chapter 17.20. The Director shall set a date for the hearing. The form of notice and persons to receive notice are as required by the relevant sections of this Code. At the public hearing, the staff shall review the report of the Planning Commission and provide other pertinent information, and interested persons shall be given the opportunity to present new testimony and information relevant to the proposal that was not heard before the Planning Commission and make final arguments why the matter should or should not be approved and, if approved, the nature of the provisions to be contained in approving action.
- B. To the extent that a finding of fact is required, the City Council shall make a finding for each of the applicable criterion and in doing so may sustain or reverse a finding of the Planning Commission. The City Council may delete, add or modify any of the provisions pertaining to the proposal or attach certain development or use conditions beyond those warranted for compliance with standards in granting an approval if the City Council determines the conditions are appropriate to fulfill the criteria for approval.
- C. To the extent that a policy is to be established or revised, the City Council shall make its decision after information from the hearing has been received. The decision shall become effective by passage of an ordinance.
- D. Types of Applications:
 - 1. Appeal of Planning Commission decision.
 - 2. Comprehensive Plan text or map amendment.
 - 3. Zoning District Map changes.
 - 4. Village Specific Area Plan (master plan).
 - 5. Annexations.
 - 6. Extension of City Services Outside the City Limits.
 - 7. Vacating of Public Lands and Plats.
 - 8. Zoning Map Overlay Districts.
 - 9. Alternative Wastewater System Permits.

- E. *Timing of Requests.* The City accepts legislative requests twice yearly, in March and September. The City Council may initiate its own legislative proposals at any time.

Sec. 17.84.60. - Public facility extensions.

- A. All development sites shall be provided with public water, sanitary sewer, broadband (fiber), and storm drainage and shall meet the following requirements:
1. The required improvements shall be installed at the expense of the developer.
 2. Public water facilities shall meet the requirements of Title 13 of the Sandy Municipal Code and the 2022 City of Sandy Water System Master Plan and shall be designed in conformance with the City of Sandy Water Service Utility Standard Details.
 3. Sanitary sewer facilities shall meet the requirements of Title 13 of the Sandy Municipal Code and shall be designed in conformance with the City of Sandy Sewer Service Utility Standard Details.
 4. Storm drainage facilities meet the requirements of Title 13 of the Sandy Municipal Code and the City of Portland Stormwater Management Manual, as adopted by the City of Sandy, and shall be designed in conformance with the City of Sandy Stormwater Utility Standard Details.
- B. Where necessary to serve property as specified in A. above, required public facility installations shall be constructed concurrent with development, and shall be completed prior to issuance of a Certificate of Occupancy.
- C. Off-site public facility extensions necessary to fully serve a development site and abutting properties, as shown in the utility plan, shall be constructed concurrent with development.
1. If requested by the applicant, the City Engineer or designee may approve an alternative to the off-site public facility extensions required under Subsection C., based upon information submitted by the applicant showing that the extensions which would otherwise be required by this code would not be reasonably related or roughly proportional to the impact of the proposed development, as determined by the City.
- D. Public facilities installed concurrent with development of a site shall be extended through the site and extended or stubbed out to adjacent undeveloped land or to a point in the street that allows for connection with adjacent property(ies). If abutting land has an approved tentative plat, public facilities shall align with public facilities in the approved tentative plat.
- E. Private on-site sanitary sewer and storm drainage facilities shall only be considered either as described in Section 17.84.70, or if all the following conditions exist:
1. Extension of a public facility through the site is not necessary for the future development of adjacent properties;

2. The development site remains in one ownership and land division does not occur (with the exception of land divisions that may occur under the provisions of 17.84.50.E.7. or 17.84.50.F.5., above);
3. The facilities are designed and constructed in accordance with the Uniform Plumbing Code and other applicable codes, and permits and/or authorization to proceed with construction is issued prior to commencement of work.

Sec. 17.84.70. – Alternative wastewater systems.

- A. Purpose. The purpose of Section 17.84.70 is to provide a means by which certain ~~types of development~~developments may obtain a permit to allow use of an alternative wastewater system in lieu of connecting to the City's sanitary sewer system as otherwise required by this code.
- B. Definitions. As used in Section 17.84.70, the following terms are defined as follows:
 1. "Alternative wastewater system" means a system which provides for the collection and treatment or reuse of ~~sanitary waste and/or~~ wastewater by a means other than through connection to the City's sanitary sewer system. ~~It includes, but is not limited to, greywater systems and portable restrooms.~~
 2. "Associated use" means the use on the subject property which produces ~~sanitary waste and/or~~ wastewater which will flow into an alternative wastewater system.
 - ~~3. "Greywater system" means a system which collects wastewater for reuse for non-potable purposes such as irrigation.~~
 - ~~4. "Portable restroom" means a movable, self-contained toilet which is not connected to the City's sanitary sewer system and which collects sanitary waste and/or wastewater for off-site disposal.~~
 - ~~5.1. "Sanitary waste" means waste from toilets, urinals, and similar devices.~~
 - ~~6.3.~~ "WastewaterGray water" means water which has been used for shower, sink, washing machine, and similar purposes, but does not include sanitary waste.
 - ~~4. "Sanitary waste" means waste from toilets, urinals, and similar devices.~~
 5. "Wastewater" is a general category which includes either sanitary waste or gray water, or both.
- C. Application requirements. An application shall be made on forms provided by the Director. The application shall be accompanied by the following:
 1. A narrative description of the proposed alternative wastewater system accompanied by site plans, technical specifications, and a screening plan ~~when applicable.~~
 2. A description of the operation and maintenance requirements for the proposed alternative wastewater system.
 3. Payment of the alternative wastewater system permit fee established by resolution.

4. Such other information and materials as may be necessary to demonstrate compliance with the approval criteria in Subsection E.
- D. Review Process. Alternative wastewater system permit applications will be processed as a Type IV decision.
- E. Criteria for Approval.

1. All applications for an alternative wastewater system permit ~~shall~~must meet the following criteria:

a. At the time of application for the alternative wastewater system permit, the applicant would be unable to obtain land use approval for the associated use without an alternative wastewater system permit, as a result of a development moratorium in effect in the City at that time relating to capacity in the City's sanitary sewer system. For purposes of this subsection, an applicant shall not be considered able to obtain land use approval for the associated use if the only means by which such approval could be obtained would be by transferring a right to connect to the City's sanitary sewer system from another property;

~~a.b.~~ The alternative wastewater system will be located on a lot or parcel with a commercial, industrial, or community service use and will be used only in connection with a commercial, industrial, or community service use;

~~b.c.~~ If the associated use is a commercial or industrial use, the associated use is of a type where identified as a target industry in the public generally is not received; City's Economic Development Strategic Plan or otherwise advances the goals of the Economic Development Strategic Plan;

~~c.d.~~ The alternative wastewater system will have no impact on the City's sanitary sewer system and will adequately protect against environmental contamination;

~~d.e.~~ Disposal of ~~wastew~~wastewater will occur entirely outside the City's sanitary sewer system;

~~e.f.~~ The alternative wastewater system, including its operation and maintenance program, is adequate to meet the wastewater character and volumes of the associated use; and the maintenance program is appropriate for the type of system and anticipated usage characteristics;

~~f.g.~~ The alternative wastewater system will be fully screened from view from public right-of-way and adjacent properties; ~~and~~

~~g.h.~~ The proposed alternative wastewater system complies with all applicable federal, state, and local laws, including but not limited to the Americans with Disabilities Act; and

- ~~2. In addition to the criteria specified in Subsection (E)(1), an application for an alternative wastewater system permit seeking approval for an alternative wastewater system other than a portable restroom or greywater system shall meet the following criteria:~~

~~a.i.~~ The alternative wastewater system proposal, taken as a whole, is not materially detrimental or injurious to the public welfare or the surrounding area; ~~and,~~

~~b.~~ The associated use is identified as a target industry in the City's Economic Development Strategic Plan or otherwise advances the goals of the Economic Development Strategic Plan.

F. Conditions of Approval. Any approval of an alternative wastewater system permit will be subject to the following conditions of approval:

1. Prior to certificate of occupancy, the applicant shall install all interior plumbing and fixtures required by the building code (e.g. toilets, urinals, sinks, etc.), all sanitary sewer infrastructure otherwise required by this code, and all infrastructure necessary for the associated use to connect to the City's sanitary sewer system, up to the point of connection in the public right-of-way or a public utility easement, but no connection may be made until authorized by the City in writing. If the proposed alternative wastewater system requires that the interior fixtures not be used during the time period the alternative wastewater system is utilized, then those fixtures must be rendered inoperable or inaccessible during such period.

~~2. When The applicant shall remove~~ the alternative wastewater system ~~includes portable restrooms, the applicant shall remove all portable restrooms from the property~~ and connect to the City's sanitary sewer system as follows:

~~-i.~~ For alternative wastewater systems the City Council determines are of a short-term, temporary nature, within ninety (90) calendar days after written notice from the City.

~~-ii.~~ Grey water systems may remain in place for~~For alternative wastewater systems the City Council determines are of a long-term, more permanent nature, upon such date as the City Council shall determine at the time of permit approval based upon the expected~~ useful life of the system. Substantial replacement of ~~a greywater~~any such alternative wastewater system will require a new alternative wastewater system permit.

~~4. Alternative wastewater systems other than portable restrooms and greywater systems are subject to the requirements of Subsection (F)(2) or (F)(3) as specified by the City Council based on an evaluation of the nature of the alternative wastewater system.~~

~~5.3.~~ Sanitary sewer system development charges are due and payable at the time of issuance of any permits required for connection to the City's sanitary sewer system, or upon such connection, whichever occurs sooner.

~~6.4.~~ The property owner shall record a deed restriction, in a form approved by the City Attorney, obligating the property owner and all successors to comply with Subsections (F)(2) ~~through (5 and (3)~~ and setting forth the penalties described in Subsection (G).

~~7.5.~~ The alternative wastewater system shall be operated and maintained in accordance with the approved proposal.

~~8-6.~~ Such other conditions of approval as the City Council may determine necessary to ensure compliance with the approval criteria and the purposes of Section 17.84.70.

- G. Enforcement. In addition to and not in lieu of enforcement under Chapter 17.06 for any violation of Section 17.84.70, if a property owner fails to connect to the City's sanitary sewer system as described in Subsection (F)(2) ~~through (4)~~, the City may at its option perform or cause to be performed the work required to effectuate the connection at the property owner's sole cost and expense. The City shall notify the property owner in writing of the final cost within thirty (30) calendar days after completing the work, and the property owner shall submit payment in full within thirty (30) calendar days after the date the City sends such notice by U.S. mail to the owner's address reflected in the property records of Clackamas County. Any amounts unpaid after such date shall become a lien upon the real property and shall be recorded in the City lien docket. That lien shall have priority over all other liens and encumbrances of any character. The lien shall accrue interest at the rate applicable for municipal assessment liens from the date of docketing until clearance. The lien may be foreclosed on and the property sold as may be necessary to discharge the lien in the manner specified in ORS 223.505 through 223.595.