

MEMORANDUM

July 9, 2026

To: City Council Members

CC: Dustin Fratto, Council Executive Director

From: Council Member Brooke D'Sousa, At-Large

Subject: Proposed Amendments to § 7-1-24: Surplus Real and Personal Property

INTRODUCTION

The proposed ordinance amends Sandy City Code § 7-1-24 to update the City's procedures governing the acquisition, management, inventory, and disposition of municipal property. The revisions are intended to address recent changes in state law, incorporate the role of the City's Real Property Manager, improve reporting and inventory practices, distinguish between real property and personal property transactions, and provide various improvements and clarifications.

PURPOSE OF THE PROPOSED AMENDMENTS

The proposed ordinance is intended to accomplish several objectives. First, the ordinance updates the City Code to reflect recent amendments to Utah law governing the disposition of public property, including new requirements applicable to significant parcels of real property. These amendments are intended to ensure that the City's policies remain consistent with current statutory requirements.

Second, the ordinance formally incorporates the role of the City's Real Property Manager into the City's property management process. The City recently engaged Dan Nelson to assist with the administration, evaluation, acquisition, disposition, and inventory of municipal real property. The proposed amendments establish procedures that allow the Real Property Manager to coordinate these efforts and provide recommendations regarding the use and disposition of City owned real property.

Third, the ordinance recognizes that real property transactions often involve considerations that differ substantially from those associated with personal property. As a result, the proposed amendments establish separate procedures for real property and personal property, allowing each category of municipal assets to be managed in a manner appropriate to its nature and value.

Fourth, the ordinance improves transparency and long-term planning through enhanced reporting requirements. The proposed amendments require the preparation of an annual inventory and report identifying City owned real property and its intended use, thereby providing the City Council with a more comprehensive understanding of municipal property holdings and potential future opportunities. Finally, the ordinance includes several additional clarifications intended to improve administration of the City's property management processes, define key terms, establish practical procedures for de minimis parcels, and clarify notification and approval requirements.

SUMMARY OF THE PROPOSED CHANGES

Among other revisions, the proposed ordinance:

1. Updates the City's procedures governing the disposition of real property to conform to recent changes in Utah law, including requirements applicable to significant parcels of real property, public notice, public comment, and governing body approval.
2. Establishes and role of the Real Property Manager concerning this policy, including responsibility for coordinating real property acquisitions and dispositions, evaluating municipal property holdings, maintaining inventory information, and providing recommendations regarding the use of City owned real property.
3. Separates procedures governing real property from those governing personal property and establishes distinct standards and processes appropriate to each type of municipal asset.
4. Requires additional notice, disclosure, and reporting procedures for certain real property transactions, including notice to City officials, public participation requirements, and disclosure of proposed dispositions of significant parcels.
5. Establishes procedures governing the acquisition of real property, including administrative authority for smaller acquisitions, Council consideration of larger acquisitions requiring appropriations, and authorization for the Mayor or the Mayor's designee to conduct due diligence and negotiate proposed transactions.
6. Creates an annual inventory and reporting process requiring identification of City owned real property, its current use, intended use, or strategic purpose, and the identification of undeveloped, underutilized, or surplus properties.
7. Clarifies procedures governing unusable parcels, affordable housing and open space transactions, and disposition reporting requirements.

CONCLUSION

The proposed amendments provide a comprehensive update to the City's framework for acquiring, managing, inventorying, and disposing of municipal property. The revisions are intended to improve compliance with state law, enhance transparency and reporting, formalize the role of the Real Property Manager, and provide clearer guidance regarding the management of both real and personal property assets.

The proposed ordinance has been reviewed by the City Attorney's Office and the City's Real Property Manager, and their input has been incorporated into the draft presented for the City Council's consideration.