

ORDINANCE NO. 26-50

AN ORDINANCE AMENDING TITLE 4 OF THE SANDY CITY MUNICIPAL CODE TO COMBINE THE DEPARTMENT OF PUBLIC WORKS AND THE DEPARTMENT OF PUBLIC UTILITIES

WHEREAS, the Mayor’s Tentative Budget, adopted by the City Council on May 5, 2026, calls for the consolidation of the Public Works Department and the Public Utilities Department; and

WHEREAS, in order to effectuate the consolidation of those departments, the City Administrative Code, found in Title 4-4-5, will also need to be amended to reflect that change; and

WHEREAS, the Sandy City Council desires to amend the City Administrative Code to combine the Department of Public Works with the Department of Public Utilities;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SANDY CITY AS FOLLOWS:

1. Amendment. Title 4, Section 4-4-5, shall be amended as set forth in Exhibit “A”, Exhibit “B” and Exhibit “C”, which are attached to and incorporated in this ordinance. All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance or of the Code hereby adopted are hereby repealed.
2. Severable. The provisions of this ordinance shall be severable; and if any provision thereof, or the application of such provision under any circumstances is held invalid, it shall not affect any other provision of this ordinance, or the application in a different circumstance.
3. Effective. This ordinance shall become effective July 1, 2026.

PASSED AND APPROVED by the Sandy City Council on _____, 2026.

Cyndi Sharkey, Chair
Sandy City Council

PRESENTED to the Mayor this _____ day of _____, 2026.

APPROVED by the Mayor this _____ day of _____, 2026.

Monica Zoltanski, Mayor
Sandy City

ATTEST:

Wendy Downs, City Recorder
Sandy City

RECORDED this _____ day of _____, 2026.

SUMMARY PUBLISHED this _____ day of _____, 2026.

Exhibit A

(e) *Department of Public Works.*

(1) *Functions.* The Department of Public Works shall have charge and be responsible for the:

a. Supervision of the design, construction, operation and maintenance of the public works of the City, including streets, parkways, sidewalks, surface drainage ways, traffic control devices, solid waste services, and similar public ways and facilities.

b. Functions performed by virtue of ordinance and statute by the City Engineer and for the engineering records, which shall include certified copies of field notes, maps, plats, drawings, deeds, dedications, final estimates, specifications, streets, sidewalks, and other engineering work.

c. Acquisition and maintenance of the City vehicle fleet.

d. Design and construction of capital improvements projects constructed within Sandy City.

e. Promotion of the efficient and safe usage and the future development of the City's transportation network through transportation engineering techniques in accordance with the Master Plan of the City.

f. Supervision of the design, construction (in cooperation with the City Engineer), and operation and maintenance of utilities of the City, including, but not limited to, culinary water, irrigation water, storm drains, flood control systems, streetlight systems, and other public utilities;

g. Promotion of efficient, safe and usable municipal utilities, and the future development of the City's utilities through proper management and operational techniques, and through the proper education of the City's residents;

h. Development and acquisition of utility rights, properties, shares, interests, etc., which currently exist, or which may have reason to exist for the benefit of the City's residents; and

i. Coordination of all aspects of utilities within the City, including, but not limited to, master planning, conjunctive management with other utilities, both public and private, site selection, design, construction, maintenance, and operation.

(2) *City Engineer.* The position of City Engineer shall be under the direction of the Director of the Department of Public Works. The City Engineer shall be a registered professional engineer within the State of Utah and shall have graduated, as a minimum requirement, with a B.S. or M.S. degree from an accredited four year college. The City Engineer shall be responsible for the:

- a. Review, supervision and acceptance of all engineering, design, and construction work required by or for the City, except as otherwise assigned to other departments or officers of the City.
- b. Coordination and supervision of all construction work done within the public rights-of-way of the City.
- c. Maintenance of records of public improvements as prescribed by state statute, including, but not limited to, maps, plans, plats, profiles, drawings, final estimates, specifications and contracts.
- d. Review, supervise and accept all engineering and architectural design, and construct utility facilities required by or for the City;
- e. Coordinate and supervise all utility construction work within the public rights-of-way of the City; and
- f. Maintain records of utility improvements as prescribed by state statute, including, but not limited to, maps, plans, plats, profiles, drawings, final estimates, specifications, and contracts.

(f) *Department of Parks and Recreation.*

(1) The Department of Parks and Recreation shall:

- a. Construct, operate, schedule and maintain all landscaped areas and park facilities owned or managed by the City, including parks, buildings and structures within the park system, golf course, cemetery, public trails, and public grounds;
- b. Set up, take down, and assist in the operation of City events;
- c. Organize, direct and provide recreational programs for City residents; and
- d. Construct, operate, schedule, or maintain any other parks or recreation facilities as designated by contract or interlocal agreement.

(g) *Department of Community Development.*

(1) *Functions.* The Department of Community Development shall have charge of and be responsible for:

- a. Providing the assistance necessary to the Administration, City Council and Planning Commission in the development, adoption, and implementation of the City's General Land Use Plan and Public Facility Plan;
- b. The development, administration and enforcement of all attendant laws, codes, ordinances and relevant regulations, including, but not limited to, future land use plans, zoning ordinances, subdivision regulations, business license regulations, property maintenance, and building and housing codes intended to serve the implementation of said plans;

- c. Administration of their functions and duties in such a manner as to assist the Administration, City Council and Planning Commission to implement and enforce the Development Code; and
 - d. Direction of business licensing, the Division of Building and Safety, and Division of Planning.
- (2) *Boards and Commissions.* The following boards and commissions are hereby established for Sandy City and their organization, duties and powers are outlined elsewhere within this Code. These boards and commissions shall, where appropriate, serve as the Land Use Authority and coordinate with the executive branch of City government through the Director of Community Development, the Mayor and the City Administrator.
- a. Planning and Zoning Commission;
 - b. Board of Adjustment.

(h) *Department of Communications.*

- (1) *Functions.* The Department of Communications shall have charge of and be responsible for:
- a. Public Information and Media Relations.
 - b. Digital Media and Content Management, including the City website.
 - c. Crisis Communications and Emergency Communications.
 - d. Coordination. of Official City Communication Channels.
 - 1. The Department shall coordinate content disseminated through, or in coordination with, official City communication channels whenever reasonably practicable. For purposes of this subsection, “official City communication channels” means City-branded websites, social media accounts, newsletters, official press releases, and other publication platforms managed by the Department or by City departments in their official capacity, and does not include channels managed independently by the City Council, the Council Office, or individual elected officials.
 - 2. The purpose of such coordination is to promote accuracy, professionalism, consistency, and compliance with adopted City policies, including applicable privacy policies, records retention, terms of use and public communication standards established by the City.
 - 3. Coordination under this subsection shall consist of standards-setting and policy consistency review and shall not include pre-publication editorial approval of communications originating from the City Council, the Council Office, or individual elected officials acting in their official capacity.

4. This subsection does not apply to personal speech of any City employee or elected official; campaign communications; or personal social media accounts or other personal communication platforms of elected officials, provided such accounts are clearly identified as personal and are not represented as official City communication channels.
- e. Community Engagement and Branding.
- f. Inter-Departmental Support. Provide strategic communication consulting and creative services to the mayor's office, city council, and to all Executive City departments to support specific projects, infrastructure updates, or public programs.
- g. City Legislative Support. The Department shall provide strategic communication consulting and creative services to the City Council. Such support shall include, but not be limited to, communications strategy development, media relations, Council webpage management, the production of multimedia content, the promotion of Council-sponsored events, the publication of Council newsletters, and assistance with Council-specific communications initiatives. The Department shall respond to Council communication requests with timeliness and quality comparable to its response to executive Department requests of similar scope.
- h. City Administration Support. The Department shall provide strategic communication consulting and creative services to the City Administration. Such support shall include, but not be limited to, communications strategy development, city webpage management, the production of multimedia content, the promotion of Administration-sponsored events, the publication of City newsletters, and assistance with Administration-specific communications initiatives. The Department shall respond to Administration communication requests with timeliness and quality comparable to its response to legislative branch requests of similar scope.
- i. Public Information Officers (PIO). Police, Fire, City Council and Administration may select and train their own PIO's to handle media requests and inquiries.
- j. Development and Execution of the Annual Strategic Communications Plan. Annually the Communications Department shall create or update the Annual Strategic Communications Plan for the City. At minimum, the plan shall include the following elements, which the Department may organize and present in the manner it determines most effective:
 1. Situation Analysis. An Assessment of the current communication environment, including an audit of existing digital platform performance.
 2. Data-Driven Objectives. Specific, measurable communications goals

for the year, justified by the previous year's performance outcomes or identified community needs.

3. Audience Segmentation. An analysis of city demographics and a description of the specific communication channels proven to most effectively reach those segments.
4. Resource Allocation. A budget proposal that aligns expenditures with the high-priority goals identified in the Data-Driven Objectives.
5. Evidence of Efficacy. For any new major initiative or significant shift in strategy, the Department shall provide supporting evidence, such as industry best practices, pilot program data, or resident survey results, to justify the proposed approach.

(2) *Reporting to the City Council*

- a. The Department shall present the Annual Strategic Communications Plan to the City Council at a public meeting at least once per calendar year. The annual presentation shall include a comprehensive performance summary addressing the full year's results against the Plan's objectives and resource allocation.
- b. The Department shall provide quarterly written briefings to the City Council. Each quarterly briefing shall include, at minimum:
 1. A summary of major media inquiries during the quarter and the resulting coverage;
 2. Progress and benchmarking metrics and objectives established within the Annual Strategic Communications Plan; and
 3. An estimation of the Department's allocation of time and energy across all departments. For the first two quarterly briefings following the effective date of this Chapter, the Department may use professional time estimation rather than precise tracking.
- c. Notification to the City Council Regarding Media Actions.
 1. When the Department provides notification to the Mayor's Office regarding the impending distribution of a press release, official statement, scheduling of a press conference, or media briefing, the Department shall simultaneously provide equivalent notification to the City Council through means appropriate to the urgency of the matter.
 2. This requirement applies to all official City press releases, statements, press conferences, and media briefings, regardless of timing or subject matter.

Exhibit B

(e) *Department of Public Works.*

- (1) *Functions.* The Department of Public Works shall have charge and be responsible for the:
- a. Supervision of the design, construction, operation and maintenance of the public works of the City, including streets, parkways, sidewalks, surface drainage ways, traffic control devices, solid waste services, and similar public ways and facilities.
 - b. Functions performed by virtue of ordinance and statute by the City Engineer and for the engineering records, which shall include certified copies of field notes, maps, plats, drawings, deeds, dedications, final estimates, specifications, streets, sidewalks, and other engineering work.
 - c. Acquisition and maintenance of the City vehicle fleet.
 - d. Design and construction of capital improvements projects constructed within Sandy City.
 - e. Promotion of the efficient and safe usage and the future development of the City's transportation network through transportation engineering techniques in accordance with the Master Plan of the City.
 - f. Supervision of the design, construction (in cooperation with the City Engineer), and operation and maintenance of utilities of the City, including, but not limited to, culinary water, irrigation water, storm drains, flood control systems, streetlight systems, and other public utilities;
 - g. Promotion of efficient, safe and usable municipal utilities, and the future development of the City's utilities through proper management and operational techniques, and through the proper education of the City's residents;
 - h. Development and acquisition of utility rights, properties, shares, interests, etc., which currently exist, or which may have reason to exist for the benefit of the City's residents; and
 - i. Coordination of all aspects of utilities within the City, including, but not limited to, master planning, conjunctive management with other utilities, both public and private, site selection, design, construction, maintenance, and operation.
- (2) *City Engineer.* The position of City Engineer shall be under the direction of the Director of the Department of Public Works. The City Engineer shall be a registered professional engineer within the State of Utah and shall have graduated, as a minimum requirement, with a B.S. or M.S. degree from an accredited four year college. The City Engineer shall be responsible for the:
- a. Review, supervision and acceptance of all engineering, design, and construction work required by or for the City, except as otherwise assigned to other departments or officers of the City.
 - b. Coordination and supervision of all construction work done within the public rights-of-way of the City.
 - c. Maintenance of records of public improvements as prescribed by state statute, including, but not limited to, maps, plans, plats, profiles, drawings, final estimates, specifications and contracts.
 - d. Review, supervise and accept all engineering and architectural design, and construct utility facilities required by or for the City;
 - e. Coordinate and supervise all utility construction work within the public rights-of-way of the City; and
 - f. Maintain records of utility improvements as prescribed by state statute, including, but not limited to, maps, plans, plats, profiles, drawings, final estimates, specifications, and contracts.

~~(f) Department of Public Utilities.~~

~~(1) Functions. The Department of Public Utilities shall have charge and be responsible for:~~

- ~~a. Supervision of the design, construction (in cooperation with the City Engineer), and operation and maintenance of utilities of the City, including, but not limited to, culinary water, irrigation water, storm drains, flood control systems, streetlight systems, and other public utilities;~~
- ~~b. Promotion of efficient, safe and usable municipal utilities, and the future development of the City's utilities through proper management and operational techniques, and through the proper education of the City's residents;~~
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- ~~d. Coordination of all aspects of utilities within the City, including, but not limited to, master planning, conjunctive management with other utilities, both public and private, site selection, design, construction, maintenance, and operation.~~

~~(2) Utility Engineering. Under the direction of the City Engineer, the Department of Public Utilities engineering section shall be responsible to:~~

- ~~a. Review, supervise and accept all engineering and architectural design, and construct utility facilities required by or for the City;~~
- ~~b. Coordinate and supervise all utility construction work within the public rights of way of the City; and~~
- ~~c. Maintain records of utility improvements as prescribed by state statute, including, but not limited to, maps, plans, plats, profiles, drawings, final estimates, specifications, and contracts.~~

~~(g) Department of Parks and Recreation.~~

~~(1) The Department of Parks and Recreation shall:~~

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Exhibit C

All references in the following sections of the City Code to *Public Utilities Department*, *Department of Public Utilities* or *Public Utilities Director* shall be replaced with *Public Works Department*, *Department of Public Works* or *Public Works Director*:

- Sec. 4-4-3 – Designation of Departments and Department Heads
- Sec. 4-4-5 – Departmental Functions and Duties of Appointed Officers
- Sec. 8-1-2 – Definitions Water System General Provisions
- Sec. 9-1-2 – Definitions Storm Water Quality and Enforcement
- Sec. 9-1-4 – Responsibility of Administration
- Sec. 9-1-7 – Illicit Discharges
- Sec. 9-1-8 – Construction
- Sec. 9-1-9 – Notification of Illicit Discharge
- Sec. 9-1-10 – Enforcement and Penalties
- Sec. 9-1-12 – Appeals Storm Water Quality and Enforcement
- Sec. 10-7-3 – Definitions Street Lighting
- Sec. 10-7-7 – As-Built Drawings
- Sec. 10-7-8 – Establishment of Street Lighting Utility
- Sec. 21-11-14 – Temporary Uses
- Sec. 21-15-3 – Review and Approval Procedure
- Sec. 21-16-5 – Designation of Floodplain Administrator
- Sec. 21-16-7 – Floodplain Development Permit Review and Approval
- Sec. 21-16-15 – Jordan River Floodplain; Special Regulations
- Sec. 21-17-3 – Extent and Designation of Recharge Areas and Protection Zones
- Sec. 21-17-5 – Management Strategies and Performance Standards
- Sec. 21-17-6 – Table; Land Use Matrix for Potential Contamination Sources
- Sec. 21-17-9 – Drinking Water Source Protection Overlay Zone Maps & Boundaries
- Sec. 21-17-13 – Exhibit 2, Map of Primary and Secondary Recharge Areas
- Sec. 21-20-7 – Planned Unit Development District (PUD)
- Sec. 21-21-9 – Alteration or Relocation of Natural Waterways
- Sec. 21-21-12 – Buffering Along Streets
- Sec. 21-21-18 – Easements
- Sec. 21-21-19 – Public Utilities
- Sec. 21-21-20 – Street Lighting
- Sec. 21-23-12 – Utilities
- Sec. 21-23-14 – Grading and Drainage
- Sec. 21-25-1 – General Landscaping Standards
- Sec. 21-25-2 – General Landscaping Standards
- Sec. 21-25-3 – Tree Stewardship
- Sec. 21-25-4 – Water Efficient Landscaping
- Sec. 21-27-8 – Design Standards
- Sec. 21-28-11 – Fencing Along Canals
- Sec. 21-30-2 – Necessity of Subdivision Plat Approval
- Sec. 21-30-3 – Preliminary and Final Subdivision Application Review Process
- Sec. 21-30-4 – Preliminary and Final Subdivision Application Contents
- Sec. 21-30-11 – Improvements Installation Priority
- Sec. 21-31-4 – Final Plat Review and Approval

Sec. 21-31-6 – Changes to Unrecorded Final Plat
Sec. 21-31-8 – Minimum Standards Required
Sec. 21-32-2 – Application and Review Process
Sec. 21-32-8 – Requirements for Changes to Existing Structures and Sites
Sec. 21-37-5 – “D” Definitions
Sec. 21-37-17 – “P” Definitions
Sec. 21-37-21 – “T” Definitions