



STAFF REPORT

Meeting Type: City Council Work Session
Meeting Date: April 6, 2026
From: Tyler Deems, City Manager
Subject: City Hall Safety and Capacity Improvements

DECISION TO BE MADE:

None at this time.

APPLICABLE COUNCIL GOAL:

- **Goal 9.3:** Address the City's immediate space needs; develop a long-term integrated space management plan that anticipates and plans for future needs.

BACKGROUND / CONTEXT:

For many years City Hall has served as the main hub of City services. Currently, City Hall houses the Administration, Municipal Court, Finance, Human Resources, Planning, Building, Code Compliance, and Public Works Administration staff. As the City has grown, the demand for services has also increased. Unfortunately, no material capacity enhancements have been implemented to the existing building, resulting in a serious shortage of space. Furthermore, the existing configuration does not adequately address many safety concerns that staff have.

Staff has been exploring options for addressing these challenges for some time, and is now prepared to formally propose a set of improvements. The package of improvements being recommended to the Council will increase safety for City Hall staff, as well as provide additional office space for both existing and future staff members. In addition, fully enclosing a few offices will allow for confidential meetings for both human resources and city administration purposes, and more efficient workspaces.

It should also be noted that staff is concurrently working on addressing Council Goal 9.2: Improve the audio and visual technology in the Council Chambers. Staff currently has a request for information (RFI) published to obtain a better understanding of what types of solutions are available to be implemented in the City Council Chambers. This RFI closes on May 1, 2026. Staff will bring back information to the Council to consider. Once the information is evaluated, staff will move forward with a request for proposals (RFP) to implement the preferred solution.

KEY CONSIDERATIONS / ANALYSIS:

When initially constructed, City Hall served as the Sandy Public Library, administrative offices, and the Sandy Police Department. Over time additional facilities were constructed and the Sandy Public Library

and Sandy Police Department relocated to other locations to accommodate their increased footprints. As noted above, no material improvements have been made to City Hall to address the significant capacity issues for existing and future staff, and no safety improvements have been implemented to provide additional security. A copy of the existing layout of City Hall is provided as Exhibit A.

Initial Approach: Comprehensive Remodel

In 2025 Council adopted Goal 9.3, which aims to address immediate space needs. Staff has been working on determining how to best go about this for several years. A little over one year ago staff engaged an architect to evaluate opportunities for a remodel of City Hall. This comprehensive rehab concept, which included safety and capacity improvements, reorganizing the layout of Council Chambers, installing additional ADA features (a new elevator, for example), and additional archive and storage space was estimated to cost \$1.5 million. A copy of the plan set for this concept is provided as Exhibit B. Staff quickly determined that a project of that size and cost was not feasible at this time and pivoted to exploring lower cost opportunities that would address our most critical needs: safety and capacity.

Revised Approach: Targeted Safety and Capacity Improvements

The revised concept to address safety and capacity is provided as Exhibit C. These plans accomplish a variety of goals, including:

- Creating safe and secure front counter workspaces for both Administration and Development Services
- Increasing the usable space within the bounds of the existing square footage
- Adding workstations for 3 bodies
- Fully enclosing two offices for privacy and confidentiality purposes

The targeted safety and capacity improvements reorient the front counter on the administration side of the building to align with the setup of the development services side of the building. This will allow for staff from both sides of City Hall to have visibility of both lobbies. In addition, the proposal includes the installation of safety glass to provide another layer of protection for our staff (an example image is included in Exhibit C).

This concept was put out to bid to get an accurate cost estimate in early 2026. Several bids were received, with the lowest responsive bid coming in at around \$150,000. Additional information regarding funding can be found below in the 'Budget Impact' section.

Should the Council agree to these modifications, staff would like to return to the Council on April 20th to seek authorization to enter into an agreement with the lowest responsive bidder to begin work on these improvements. As noted above, staff will be returning later this spring with options to accomplish Goal 9.2, which relates to the accessibility improvements for audio and visual technology in the Council Chambers.

BUDGET IMPACT:

Approximately \$150,000. This amount can be absorbed within the existing budget between a variety of funding sources, including the Asset Replacement Fund, Urban Renewal Fund, and General Fund.

RECOMMENDATION:

N/A

SUGGESTED MOTION LANGUAGE:

N/A

LIST OF ATTACHMENTS / EXHIBITS:

- Exhibit A: Existing City Hall Plans
- Exhibit B: Comprehensive Redesign Plans
- Exhibit C: Recommended Targeted Safety and Capacity Improvements Plans