



STAFF REPORT

Meeting Type: City Council
Meeting Date: April 20, 2026
From: Tyler Deems, City Manager
Subject: Contract Approval: City Hall Safety and Capacity Improvements

DECISION TO BE MADE:

Approval of a contract for safety and capacity improvements at City Hall.

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. On [April 6, 2026](#), the Council held a work session and was presented with a proposal for targeted safety and capacity 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. To date, staff has received one response and met with the responder for a site visit to gain a better understanding of the challenges of the existing City Council Chambers. Staff will bring back information to the Council to consider as soon as possible. Once the information is evaluated and Council input is received, 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.

Targeted Safety and Capacity Improvements

The concept to address safety and capacity is provided as Exhibit B. 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.

This concept was put out to bid in [February 2026](#). Several bids were received, with the lowest responsive bid coming in at around \$150,000. A summary of the bids received is provided below:

<u>Business Name</u>	<u>Bid Amount</u>
3 Diamond Construction	\$340,258
First Cascade Corporation	\$253,000
Mt. View Contracting	\$222,165
Western Construction	\$198,691
ASA Construction	\$196,944
Arcus Group	\$169,080
Red Bull Development	\$158,600
Cedar Mill Construction	\$149,200

Should the Council authorize the City Manager to execute a contract with Cedar Mill Construction, the estimated timeline for the work is as follows:

- June 22, 2026 – Project begins, demo occurring throughout the week
- August 12, 2026 – Project complete

It is likely that City Hall will need to be closed for approximately two days during demolition. The City Manager will work with impacted departments to ensure that service disruptions to the public are minimal.

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 of Asset Replacement Fund and General Fund.

RECOMMENDATION:

Approve the construction contract with Cedar Mill Construction.

SUGGESTED MOTION LANGUAGE:

"I move to authorize the City Manager to execute the draft construction contract with Cedar Mill Construction, as included in the meeting packet."

LIST OF ATTACHMENTS / EXHIBITS:

- Exhibit A: Current City Hall layout
- Exhibit B: Redesign Plans
- Exhibit C: Contract template