



City of Waukesha
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City of Waukesha Cover Sheet

Committee: Finance Committee	Meeting Date: June 30, 2026
ID Number: ID#26-03985	Ordinance/Resolution Number (if applicable):
Name of Submitter: Administration and Public Works	Target Next Board/Council Meeting Date: June 30, 2026
Agenda Item Title: Review and possible action on a budget amendment to increase capital expenses for City Hall Security Improvements Project	

Issue Before the Board/Council: City Administration and the Department of Public Works is requesting \$319,000 be allocated from prior year interest earnings to complete physical improvements to City Hall.
Options & Alternatives: If this project is not funded it would result in individuals and infrastructure being exposed to identified risks at City Hall.
Additional Details: Over the past several years, City Hall staff have experienced multiple incidents involving agitated individuals who threatened physical harm against them. Recognizing this pattern, the likelihood that such incidents may continue, and the negative impact these situations have had on the workplace, Administration worked with the Police Department and the Department of Public Works to evaluate safety concerns. This review focused on identifying vulnerabilities in the existing physical layout and building features of City Hall that could pose a risk to employees, infrastructure or create challenges during a Police response to a call for service. The goal was to identify practical improvements that would help mitigate these risks and provide a more secure work environment.

Specifically, the proposed improvements are intended to enhance safety by creating additional protective measures and providing staff with greater ability to respond appropriately, including taking steps to evade or avoid an individual if threats are made and acted upon.

The project includes the following items:

- Updates to improve the access control system on all three levels of City Hall. With these modifications it will not allow unauthorized individuals to access areas where they have no business reason to be in.
- Installation of barriers to protect utility connections and access points on the exterior of the building. Whether deliberate or accidental a barrier will protect this infrastructure and prevent damage or catastrophic loss.
- Design and installation of security glass at both the Clerk’s Office customer service counter and the Community Development and Engineering customer services counter. It may be apparent, but by making this investment it provides a level of protection from a determined individual, whereas, right now, there is no protective layer.
- Exterior door numbering and internal signage improvements. This would be done to aid first responders with navigation when responding to an incident. By having the numbering and markings, it will reduce the time required to go to the incident location.

Below is a breakdown of the cost of the project:

Security Glass:	\$198,000
Access Control:	\$ 73,000
Signage and exterior improvements:	\$ 13,200
Contingency (12%):	\$ 34,800
Total:	\$319,000

Another aspect of this worth mentioning, and is a second phase of this effort, is developing and/or updating procedures related to emergency preparedness and training on those items.

What is the Strategic Plan Priority this item relates to: N/A

What impact will this item have on the Strategic Plan Priority? N/A

Financial Remarks:

This project would be funded by past interest earnings in the Capital Projects Fund; as such, it would be paid for with existing cash on-hand.

Suggested Motion: Move to approve the City Hall Security Improvements Project and amend the capital budget by allocating \$319,000 of interest earnings to fund the project.

Reviewed By:

Finance Director Joseph P. Ciarro	Date Reviewed 06/29/26
City Attorney	Date Reviewed
City Administrator Anthony Brown	Date Reviewed 06/29/26