



CITY OF WAUKESHA

Administration

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Committee: Parks, Recreation & Forestry Board Meeting	Date: 3/21/2016
Common Council Item Number: 16-518	Date: 4/7/2016 Click here to enter a date.
Submitted By: Ron Grall, Director of Parks, Recreation & Forestry Mona Bauer, Customer & Admin Services Manager	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: RA Rich Abbott, Finance Director Click here to enter text.	City Attorney's Office Review: BER Brian Running, City Attorney Click here to enter text.
Subject: Approval and authorization of contract between City of Waukesha and Greenplay LLC for Consulting Services.	

Details:
 The Parks, Recreation & Forestry Department (WPRF) proposes to contract with Greenplay LLC to secure their consulting services related to the development and implementation of a Community Satisfaction and Needs Assessment (CSNA) of departmental services. It is important to periodically conduct a CSNA to identify existing and projected gaps in service and determine land, facility and program service priorities. The CSNA process is critical to WPRF planning efforts driving the departmental Strategic Plan and greatly aiding the City Park & Open Space Plan. In addition, the CSNA is a Standard of the National Accreditation Program for Park & Recreation Agencies. Greenplay proposes to conduct focus groups, a community forum, and a statistically validated (4% +/-) community survey to complete the assessment (please refer to scope of services attached).

Options & Alternatives:
 An RFP process was utilized to determine the most qualified and advantageous proposal to provide the desired consulting services (to conduct a validated Community Satisfaction & Needs Assessment of PRF Services).

Financial Remarks:
 Project Budget: \$29,999 – Account 5990.52190 Other Professional Services (Special Revenue Fund – Programs) with budget transfer of \$5,000 from Account 5990.53950 (Special Revenue Fund – Recreation Program Expenses) to 5990.52190 Other Professional Services as discussed and approved by the City Administrator.

Executive Recommendation:
 Recommend approval of the proposed contract between City of Waukesha and Green Play, LLC and authorize the Mayor to enter into this contract.

Committee Recommendation:
 Parks, Recreation and Forestry Board (Meeting 3/21/16) – Approved/Recommended to Common Council Unanimously 6-0.

