



**City of Waukesha**  
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<b>Committee:</b> Parks, Recreation & Forestry Board	<b>Date:</b> March 20, 2023
<b>Common Council Item Number:</b> ID#23-6326	<b>Date:</b> April 6, 2023
<b>Submitted By:</b> Ron Grall, Director of Parks, Recreation & Forestry Keith Johnson, Grounds Maintenance Supervisor	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator
<b>Finance Department Review:</b> Joe Currico, Finance Director	<b>City Attorney's Office Review:</b> Brian Running, City Attorney
<b>Subject:</b> Approval of the proposed City Hall Mowing, Trimming and Landscape Bed Maintenance Contract between Kujawa Enterprises, Inc., and the City of Waukesha.	

**Details:**  
Our experience has demonstrated that taking a “blended” (use of In-house & contracted services) approach to addressing new/additional maintenance responsibilities, has been a cost-effective and efficient means of operation. In this case, PRF staff has elected to contract out all the City Hall landscape bed maintenance and mowing/trimming services.

**Options & Alternatives:**  
Absorbing the planting beds and mowing/trimming services with PRF staffing would “pull away” resources from fundamental park maintenance responsibilities.

**Financial Remarks:**  
As part of the 2023 Parks Operating Budget, funding was budgeted in 5520.52190, Other Professional Services, to cover the cost of contracting out the maintenance of the City Hall grounds and landscape beds. The amount of the contract is \$ 12,100.00.

**Executive Recommendation:**  
Recommend approval of the City Hall Mowing, Trimming and Landscape Bed Maintenance Contract between Kujawa Enterprises, Inc. (KEI) and the City of Waukesha and authorize the Mayor to enter into this contract.