

**CITY OF WAUKESHA****Administration**

201 Delafield Street, Waukesha, WI 53188  
Tel: 262.524.3701 fax: 262.524.3899  
www.ci.waukesha.wi.us

<b>Common Council Item Number:</b> 17-1826	<b>Date:</b> 12/28/2017
<b>Submitted By:</b> Ron Grall, Director of Parks, Recreation & Forestry Mary Berg, Recreation Services Manager	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator      KL
<b>Finance Department Review:</b> RA Rich Abbott, Finance Director	<b>City Attorney's Office Review:</b> BR Brian Running, City Attorney
<b>Subject:</b> Approval and authorization of contract between City of Waukesha Parks, Recreation & Forestry Department and Melissa D. Robe, specialized service provider.	

**Details:**  
Waukesha Parks, Recreation & Forestry Department (WPRF) is working collaboratively with various Independent Contractual Services to provide recreation programs for the Waukesha community. Fees and charges are negotiated using the Fees and Charges guidelines approved by the Park and Recreation Board. The new Recreation Service contracts make language and expectations consistent while following the established fees and charges policy.

**Options & Alternatives:**  
Staffs' recommendation is to work cooperatively with Melissa D. Robe to meet the Recreation needs of the Waukesha Community.

**Financial Remarks:**  
WPRF receives 20% of the resident rate for the power of attorney workshop and 25%+ for the estate planning workshop. Yearly Revenue: \$1,000.00, 5310.45810.56000, Melissa D. Robe (Enrichment - Education); Expense: \$750.00, 5310.52190.56000

**Executive Action:**  
Recommend approval of the contract between City of Waukesha and Melissa D. Robe and authorize the Mayor to enter this contract.

**Committee Recommendation:**  
The Parks, Recreation & Forestry Board unanimously recommended approval on December 18, 2017.

