

12.



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
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R-2010-0020 Resolution Introduced

Resolution relative to renewal of the agreement with the Village of West Milwaukee for Public Health Services for 2010.

Introduced: 1/19/2010

Controlling Body: Administration & Finance Committee

Sponsor(s): Administration & Finance Committee

## COMMITTEE RECOMMENDATION *adopt*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
JAN 19 2010			Barczak				
			Czaplewski				
			Kopplin	✓			
		X	Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt				
			Sengstock				
		X	Vitale	✓			
			Weigel				
		TOTAL		5			

## SIGNATURE OF COMMITTEE MEMBER

*Kurt E. Kopplin*

Chair

Vice-Chair

Member

## COMMON COUNCIL ACTION

### ADOPT

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
JAN 19 2010			Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock				✓
			Vitale	✓			
			Weigel	✓			
		TOTAL		9			1



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Resolution

**File Number: R-2010-0020**

**Final Action:**

**Sponsor(s):** Administration & Finance Committee

**JAN 19 2010**

Resolution relative to renewal of the agreement with the Village of West Milwaukee for Public Health Services for 2010.

WHEREAS, the City of West Allis is currently providing public health services to the Village of West Milwaukee under an agreement approved by the Common Council under Resolution No. 23821, dated December 15, 1992; and

WHEREAS, it is in the best interests of the City and Village to continue this agreement to provide public health services beyond the current expiration date of December 31, 2009; and,

WHEREAS, the agreement also includes compensation for health inspection services.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the attached 2010 renewal agreement for public health services be and is hereby approved.

BE IT FURTHER RESOLVED that the Mayor and City Clerk/Treasurer are hereby authorized and directed to execute and deliver said agreement on behalf of the City.

ADM\ORDRES\ADMR148

**ADOPTED**

JAN 19 2010

Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

**APPROVED**

1/22/10

Dan Devine, Mayor

2010  
AGREEMENT FOR PUBLIC HEALTH SERVICES

This Agreement made this 1st day of January, 2010, by and between the VILLAGE OF WEST MILWAUKEE ("Village") and the CITY OF WEST ALLIS ("City"), both municipal corporations located in Milwaukee County, Wisconsin.

WITNESSETH:

WHEREAS, Section 66.03 of the Wisconsin Statutes authorizes cities and villages to enter into inter-governmental cooperation agreements for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law.

WHEREAS, for 2010, Village desires to have City provide certain public health and health inspection services for Village, and City is willing to provide such services upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, it is hereby agreed as follows:

Section 1. Scope of Services. City shall provide public health services to Village. The services to be provided shall consist of the following programs and activities:

- A. Environmental health, public health nursing, dental health and health education as more fully set forth in Appendix A, which is attached and made a part hereof.
- B. Immunization of at-risk personnel against hepatitis B. Village will pay the cost of necessary vaccine.
- C. Provide technical expertise in assessing and evaluating code enforcement and nuisance cases.
- D. Generate and submit all required health reports to state agencies.
- E. Maintain all written and electronic documents prepared by and for West Milwaukee consistent with Wisconsin Confidentiality Statutes.
- F. Fulfill the requirements of health officer as mandated under Wisconsin Statutes and Administrative Codes.

G. Represent Village at meetings, hearings, etc., in matters related to the services provided under this Agreement. Such representation shall be provided only upon request from Village.

H. Perform all requirements of an agent under contract with the Wisconsin Department of Health and Family Services for the licensing and inspection of restaurants, hotels, motels, bed and breakfast establishments, vending machines, swimming pools, and all other licensed establishments contained in the agreement.

I. Perform all requirements of an agent under contract with the Wisconsin Department of Agriculture, Trade, and Consumer Protection for the licensing and inspection of retail food establishments as defined in s. 97.30 and 97.41, Stats. contained in the agreement.

J. Perform such other and further activities as may be necessary and proper to provide the services enumerated herein.

Section 2. Provision of Services.

A. All services shall be provided by the West Allis Health Department of the City under the direction and supervision of its Health Commissioner. In providing such services, the Health Commissioner shall work under the general direction of the Village Clerk and/or Village Administrator.

B. Services will be provided only to West Milwaukee residents. All services will be provided at the West Allis Health Department, except as otherwise specifically provided herein.

C. Annual report on the public health services and activities provided for the Village of West Milwaukee.

D. Ongoing information on health services shall be provided on a routine basis.

Section 3. Compensation.

A. Based on the 2010 Cost Estimates attached hereto, the Village will pay to City a monthly fee of Five Thousand Three Hundred Fifty-six Dollars (\$5,356) for the services to be provided under this Agreement for the 2010 calendar year. The fee is due and payable on the first of each month during the term of this Agreement and any renewal thereof.

B. The Village and City will meet annually in August of each year to renegotiate the monthly fee for the subsequent calendar year.

C. A credit of \$824.00 will be applied by the City to one of the monthly fees paid by the Village for professional liability coverage of \$150,000. Said credit shall represent 50% of the cost of said liability coverage maintained by the Village.

Section 4. Term.

A. The term of this Agreement shall commence on January 1, 2010 and end on December 31, 2010.

B. Each party has the right to terminate this Agreement upon written notice of termination at least six (6) months prior to the termination date contained in said notice.

C. This Agreement will be automatically extended for successive annual periods by further mutual written agreement under such terms and conditions as may be mutually agreeable to both parties.

Section 5. Employment Relationship. All wage and disability payments, pensions, worker's compensation claims and medical expenses for City employees providing services under this Agreement shall be paid by City. It being understood and agreed that such employees are the employees of City and not the agents or employees of Village.

Section 6. Liability and Indemnification. Village agrees to indemnify, defend and save harmless City and its officers, directors, employees and agents from and against any and all liability for injuries or damages to persons or property as a result of this Agreement or the provision of services under this Agreement up to but not exceeding the sum of One Hundred Fifty Thousand Dollars (\$150,000) per occurrence. This indemnification applies to, but is not limited to, City's liability to Village or third parties in contract, in tort or under federal or state law arising or resulting from performance or failure to perform under this Agreement, and in addition, for any and all related expenses, including defense costs and attorneys fees, except as provided in Section 5. Village shall not indemnify nor be responsible for reimbursement of expenses regarding liability and loss exceeding One Hundred Fifty Thousand Dollars (\$150,000) per occurrence.

Section 7. Amendments. Changes in this Agreement, to include any modification or addition to the services enumerated herein, shall be made only by an instrument in writing executed by the parties.

IN WITNESS WHEREOF, the parties to this Agreement have caused this instrument to be executed by their respective officers as of the day and year first above written.

In the Presence of:

\_\_\_\_\_

\_\_\_\_\_


\_\_\_\_\_

In the Presence of:

\_\_\_\_\_

\_\_\_\_\_

CITY OF WEST ALLIS, a municipal corporation

By:   
Dan Devine, Mayor

Attest:

\_\_\_\_\_  
Paul M. Ziehler, City Administrative Officer,  
Clerk/Treasurer

Countersigned by:

\_\_\_\_\_  
Gary Schmid,  
Manager of Finance (Comptroller)

VILLAGE OF WEST MILWAUKEE, a municipal corporation

By: \_\_\_\_\_  
Ronald G. Hayward, Village President

Attest:

\_\_\_\_\_  
Susan M. Schupp, Village Clerk/Treasurer

2010  
**COST ESTIMATES**  
**WEST MILWAUKEE HEALTH SERVICES AGREEMENT**

**STAFFING COSTS**

.5 FTE Public Health Nurse (N-6A)		
1040 hrs. X \$24.06/hr.	\$25,022	
8 hrs./week Community Health Tech. (A-13A)		
8 hrs. X 40 weeks X \$18.09	5,789	
80 hrs. Environmentalist III (A-25A)		
80 hrs. X \$26.81	<u>2,145</u>	
<b>SUBTOTAL</b>		<b>\$32,956</b>

**FRINGE BENEFITS**

Direct fringes related to health and dental insurance, life insurance, social security, and retirement contributions		
@ 45% of \$32,956	\$14,830	
Indirect fringes related to off-time for holidays, vacation, and sick leave		
@ 17% of \$32,956	<u>5,602</u>	
<b>SUBTOTAL</b>		<b>\$20,432</b>

**MISCELLANEOUS EXPENSES**

Syringes, lab materials	<u>\$ 500</u>	\$ 500
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**CAPITAL COSTS**

Contribution for Future Major Equipment Purchases	<u>\$ 2,000</u>	\$ 2,000
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**ADMINISTRATION AND OVERHEAD**

Organization, supervision, operation, personnel support		
@ 15% of \$55,888	<u>\$ 8,383</u>	<u>\$ 8,383</u>

<b>TOTAL ANNUAL</b>		<b><u>\$64,271</u></b>
<b>TOTAL MONTHLY</b>		<b><u>\$5,356</u></b>

APPENDIX A

2010

SERVICES OF THE WEST ALLIS HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH

- ◆ Technical assessment and consultation on environmental hazards and nuisances, such as asbestos, lead, noise, chemical contamination, insect breeding and rodent infestation.
- ◆ Rabies control program.
- ◆ Bacteriologic water analysis for presence of coliform and pseudomonas bacteria.
- ◆ Rodent and vector control.
- ◆ Environmental lead testing and assessment.
- ◆ Control and management of food borne illness.
- ◆ Agent for Department of Health and Family Services for the licensing and inspection of restaurants, hotels, motels, bed and breakfast establishments, vending machines, body art establishments, swimming pools, and all other licensed establishments contained in the agreement.
- ◆ Agent for the Wisconsin Department of Agriculture, Trade, and Consumer Protection for the licensing and inspection of retail food establishments and all other licensed establishments contained in this agreement.

PUBLIC HEALTH NURSING

- ◆ Communicable Disease Control
  - Epidemiological investigation, information, and consultation on control of communicable disease, as required under State Statutes.
- ◆ Immunizations
  - Child: All children's recommended immunizations are available (MMR, IPV, HIB, HepB, DTaP, DT, Chickenpox, Rotavirus, Tdap, Meningococcal, HepA, HPV).
  - Adult: Tetanus (Td), MMR, Pneumonia, Influenza (fall only). Pneumonia and influenza immunizations are available at no cost for residents 65 years of age and older. Vaccines to prevent Hepatitis A, Hepatitis B, and Bacterial Meningitis and tuberculosis skin testing are available for a fee.



- Clinic Hours: Unless otherwise indicated, all immunizations are offered every Wednesday, 8:30 a.m. to 12:30 p.m., and Thursday, 12:30 to 4:00 p.m., at the West Allis Health Department. Evening clinics are offered twice monthly by appointment.
- Cost: Immunizations are free except as indicated.

◆ School Health Services

- Vision and hearing screening are conducted in selected grades and by referral from teachers or parents.
- A public health nurse is available to school personnel for telephone consultation on emergency health care and other pupil health needs.
- Red Cross First Aid Training is provided to school health volunteers and designated school personnel to assure correct and safe first aid is given to children.
- All schools are visited on a regular schedule to provide general health supervision and health education.
- Assist with the required annual state immunization report.

◆ Clinic Services

- Blood pressure screening on a walk-in basis.
- Child Health Assessments offered to all children under 18. No charge. By appointment.
- Blood lead screening, consultation and referral. No charge. By appointment.
- Supplemental food and nutrition counseling offered by appointment to pregnant and breastfeeding young women, infants and young children (WIC).
- Free pregnancy urine testing, information, counseling, and referral are available Monday through Friday.

◆ Consultation

- A public health nurse is available Monday - Friday between 8:00 a.m. - 5:00 p.m. to provide information, consultation, and community referral for any health related concerns or questions, either by phone or on a walk-in basis.
- Prenatal care coordination offered free of charge to all pregnant women.
- Assistance with filing for Presumptive Eligibility for low-income pregnant women.
- First Breath Smoking Cessation Program.
- Storks Nest: Educational incentive program for PNCC clients.

- Onsite assistance with Badgercare, Food Share, and Child Care applications.
  - Two For the Show – A child development screening event for parents and their two year olds is offered twice a year.
  - Helping Kids Grow – Periodic mailings on safety, immunizations, nutrition, and growth and development are mailed to families with infants and toddlers along with a parenting newsletter.
- ◆ Visitation
- Home visits made to individuals and families on a referral basis to provide assessment, consultation, information, and resources, Monday through Friday, 8:00 a.m. to 5:00 p.m. No charge.
  - In the fall, home visits for Influenza/Pneumonia immunization are available to the home bound.
  - A public health nurse and a dental hygienist visit first time mothers and infants in their home upon request. Information on infant care is provided and parenting resources are identified.

#### DENTAL HEALTH

- ◆ Provide oral health education program in schools and Headstart programs, including screenings of and referrals for care and consultation with parents.
- ◆ Periodic dental screenings for older adults.
- ◆ Periodic oral cancer screenings.
- ◆ Smokeless tobacco presentations.
- ◆ Consultation with new parents about oral development and preventive care.
- ◆ Dental sealants are provided to low income, uninsured children in school-based programs.
- ◆ Fluoride varnishes are provided to students in school-based programs, and the WIC program.

#### HEALTH EDUCATION

- ◆ Educational programs are provided on health topics to interested community groups. Programs include, but are not limited to:
  - Menstrual Hygiene
  - Smoking Cessation/Prevention
  - Stress Management
  - Infant Massage

- Living Well with Chronic Conditions
- Sexually Transmitted Diseases
- Journaling
- Safety and First Aid
- Human Growth and Development
- ◆ Development and distribution of health pamphlets, brochures, and posters.
- ◆ Media releases on health issues.

ADM/MISC/WMLW3

2010  
AGREEMENT FOR PUBLIC HEALTH SERVICES

This Agreement made this 1st day of January, 2010, by and between the VILLAGE OF WEST MILWAUKEE ("Village") and the CITY OF WEST ALLIS ("City"), both municipal corporations located in Milwaukee County, Wisconsin.

W I T N E S S E T H:

WHEREAS, Section 66.03 of the Wisconsin Statutes authorizes cities and villages to enter into inter-governmental cooperation agreements for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law.

WHEREAS, for 2010, Village desires to have City provide certain public health and health inspection services for Village, and City is willing to provide such services upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, it is hereby agreed as follows:

Section 1. Scope of Services. City shall provide public health services to Village. The services to be provided shall consist of the following programs and activities:

- A. Environmental health, public health nursing, dental health and health education as more fully set forth in Appendix A, which is attached and made a part hereof.
- B. Immunization of at-risk personnel against hepatitis B. Village will pay the cost of necessary vaccine.
- C. Provide technical expertise in assessing and evaluating code enforcement and nuisance cases.
- D. Generate and submit all required health reports to state agencies.
- E. Maintain all written and electronic documents prepared by and for West Milwaukee consistent with Wisconsin Confidentiality Statutes.
- F. Fulfill the requirements of health officer as mandated under Wisconsin Statutes and Administrative Codes.

G. Represent Village at meetings, hearings, etc., in matters related to the services provided under this Agreement. Such representation shall be provided only upon request from Village.

H. Perform all requirements of an agent under contract with the Wisconsin Department of Health and Family Services for the licensing and inspection of restaurants, hotels, motels, bed and breakfast establishments, vending machines, swimming pools, and all other licensed establishments contained in the agreement.

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J. Perform such other and further activities as may be necessary and proper to provide the services enumerated herein.

Section 2. Provision of Services.

A. All services shall be provided by the West Allis Health Department of the City under the direction and supervision of its Health Commissioner. In providing such services, the Health Commissioner shall work under the general direction of the Village Clerk and/or Village Administrator.

B. Services will be provided only to West Milwaukee residents. All services will be provided at the West Allis Health Department, except as otherwise specifically provided herein.

C. Annual report on the public health services and activities provided for the Village of West Milwaukee.

D. Ongoing information on health services shall be provided on a routine basis.

Section 3. Compensation.

A. Based on the 2010 Cost Estimates attached hereto, the Village will pay to City a monthly fee of Five Thousand Three Hundred Fifty-six Dollars (\$5,356) for the services to be provided under this Agreement for the 2010 calendar year. The fee is due and payable on the first of each month during the term of this Agreement and any renewal thereof.

B. The Village and City will meet annually in August of each year to renegotiate the monthly fee for the subsequent calendar year.

C. A credit of \$824.00 will be applied by the City to one of the monthly fees paid by the Village for professional liability coverage of \$150,000. Said credit shall represent 50% of the cost of said liability coverage maintained by the Village.

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Section 5. Employment Relationship. All wage and disability payments, pensions, worker's compensation claims and medical expenses for City employees providing services under this Agreement shall be paid by City. It being understood and agreed that such employees are the employees of City and not the agents or employees of Village.

Section 6. Liability and Indemnification. Village agrees to indemnify, defend and save harmless City and its officers, directors, employees and agents from and against any and all liability for injuries or damages to persons or property as a result of this Agreement or the provision of services under this Agreement up to but not exceeding the sum of One Hundred Fifty Thousand Dollars (\$150,000) per occurrence. This indemnification applies to, but is not limited to, City's liability to Village or third parties in contract, in tort or under federal or state law arising or resulting from performance or failure to perform under this Agreement, and in addition, for any and all related expenses, including defense costs and attorneys fees, except as provided in Section 5. Village shall not indemnify nor be responsible for reimbursement of expenses regarding liability and loss exceeding One Hundred Fifty Thousand Dollars (\$150,000) per occurrence.

Section 7. Amendments. Changes in this Agreement, to include any modification or addition to the services enumerated herein, shall be made only by an instrument in writing executed by the parties.

IN WITNESS WHEREOF, the parties to this Agreement have caused this instrument to be executed by their respective officers as of the day and year first above written.

In the Presence of:

Janette Wondinski

Janette Wondinski

Janette Wondinski

CITY OF WEST ALLIS, a municipal corporation

By: Dan Devine  
Dan Devine, Mayor

Attest: Paul M. Ziehler  
Paul M. Ziehler, City Administrative Officer,  
Clerk/Treasurer

Countersigned by: Gary Schmid  
Gary Schmid,  
Manager of Finance (Comptroller)

In the Presence of:

Kim Egan Mueller

Kim Egan Mueller

Susan M. Schupp

VILLAGE OF WEST MILWAUKEE, a municipal corporation

By: Ronald G. Hayward  
Ronald G. Hayward, Village President

Attest: Susan M. Schupp  
Susan M. Schupp, Village Clerk/Treasurer

Countersigned by: Kim Egan Mueller  
Kim Egan-Mueller, Village Administrator

2010  
 COST ESTIMATES  
 WEST MILWAUKEE HEALTH SERVICES AGREEMENT

**STAFFING COSTS**

.5 FTE Public Health Nurse (N-6A)		
1040 hrs. X \$24.06/hr.	\$25,022	
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<b>SUBTOTAL</b>		<b>\$32,956</b>

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Direct fringes related to health and dental insurance, life insurance, social security, and retirement contributions		
@ 45% of \$32,956	\$14,830	
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**MISCELLANEOUS EXPENSES**

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**CAPITAL COSTS**

Contribution for Future Major Equipment Purchases	<u>\$ 2,000</u>	\$ 2,000
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**ADMINISTRATION AND OVERHEAD**

Organization, supervision, operation, personnel support		
@ 15% of \$55,888	<u>\$ 8,383</u>	<u>\$ 8,383</u>

<b>TOTAL ANNUAL</b>		<u><b>\$64,271</b></u>
<b>TOTAL MONTHLY</b>		<u><b>\$5,356</b></u>



APPENDIX A

2010  
SERVICES OF THE WEST ALLIS HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH

- ◆ Technical assessment and consultation on environmental hazards and nuisances, such as asbestos, lead, noise, chemical contamination, insect breeding and rodent infestation.
- ◆ Rabies control program.
- ◆ Bacteriologic water analysis for presence of coliform and pseudomonas bacteria.
- ◆ Rodent and vector control.
- ◆ Environmental lead testing and assessment.
- ◆ Control and management of food borne illness.
- ◆ Agent for Department of Health and Family Services for the licensing and inspection of restaurants, hotels, motels, bed and breakfast establishments, vending machines, body art establishments, swimming pools, and all other licensed establishments contained in the agreement.
- ◆ Agent for the Wisconsin Department of Agriculture, Trade, and Consumer Protection for the licensing and inspection of retail food establishments and all other licensed establishments contained in this agreement.

PUBLIC HEALTH NURSING

- ◆ Communicable Disease Control
  - Epidemiological investigation, information, and consultation on control of communicable disease, as required under State Statutes.
- ◆ Immunizations
  - Child: All children's recommended immunizations are available (MMR, IPV, HIB, HepB, DTaP, DT, Chickenpox, Rotavirus, Tdap, Meningococcal, HepA, HPV).
  - Adult: Tetanus (Td), MMR, Pneumonia, Influenza (fall only). Pneumonia and influenza immunizations are available at no cost for residents 65 years of age and older. Vaccines to prevent Hepatitis A, Hepatitis B, and Bacterial Meningitis and tuberculosis skin testing are available for a fee.

- Living Well with Chronic Conditions
- Sexually Transmitted Diseases
- Journaling
- Safety and First Aid
- Human Growth and Development
- ◆ Development and distribution of health pamphlets, brochures, and posters.
- ◆ Media releases on health issues.

**ON-SITE SERVICES AT WEST MILWAUKEE COMMUNITY CENTER**

- ◆ Oral Health Clinic. A dental hygienist is available monthly to conduct dental screenings, oral cancer screenings, application of dental varnish to eligible children, and education on dental health.
- ◆ Environmental Health Consultation. An environmental health professional is available monthly to provide consultation on lead safety and abatement, pest control, food safety and other environmental health and safety issues.
- ◆ Ask a Nurse. A public health nurse is available monthly to provide blood pressure screening, health consultations, health resource and referral.
- ◆ Health Education Programs. Health educators will provide monthly health education programs on topical issues to promote good health.

ADM/MISC/WMILW3

## AGREEMENT FOR INFORMATION TECHNOLOGY SERVICES

This Agreement made this 1st day of January, 2010, by and between the VILLAGE OF WEST MILWAUKEE ("Village") and the CITY OF WEST ALLIS ("City"), both municipal corporations located in Milwaukee County, Wisconsin.

### WITNESSETH:

WHEREAS, Section 66.03 of the Wisconsin Statutes authorizes cities and villages to enter into inter-governmental cooperation agreements for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law.

WHEREAS, the Village desires to have City provide certain information technology services for Village, and City is willing to provide such services upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, it is hereby agreed as follows:

Section 1. Scope of Services. City shall provide information technology services to Village, as discussed in the attached document.

Section 2. Provision of Services.

A. All services shall be provided by the West Allis Information Technology Division of the City under the direction and supervision of its IT Manager. In providing such services, the IT Manager shall work under the general direction of the Village Clerk and/or Village Administrator.

B. An annual report shall be provided to the Village on services rendered.

Section 3. Compensation.

A. The Village will pay to City a monthly fee of Six Hundred Seventy-five Dollars (\$675) for the services to be provided under this Agreement. The fee is due and payable on the first of each month during the term of this Agreement and any renewal thereof.

B. The Village and City will discuss annually any renegotiation of the monthly fee for the subsequent calendar year.

Section 4. Term.

A. The term of this Agreement shall commence on January 1, 2010 and end on December 31, 2010.

B. Each party has the right to terminate this Agreement upon written notice of termination at least six (6) months prior to the termination date contained in said notice.

C. This Agreement will be automatically extended for successive annual periods by further mutual written agreement under such terms and conditions as may be mutually agreeable to both parties.

Section 5. Employment Relationship. All wage and disability payments, pensions, worker's compensation claims and medical expenses for City employees providing services under this Agreement shall be paid by City. It being understood and agreed that such employees are the employees of City and not the agents or employees of Village.

Section 6. Liability and Indemnification. Village agrees to indemnify, defend and save harmless City and its officers, directors, employees and agents from and against any and all liability for injuries or damages to persons or property as a result of this Agreement or the provision of services under this Agreement up to but not exceeding the sum of One Hundred Fifty Thousand Dollars (\$150,000) per occurrence. This indemnification applies to, but is not limited to, City's liability to Village or third parties in contract, in tort or under federal or state law arising or resulting from performance or failure to perform under this Agreement, and in addition, for any and all related expenses, including defense costs and attorneys fees, except as provided in Section 5. Village shall not indemnify nor be responsible for reimbursement of expenses regarding liability and loss exceeding One Hundred Fifty Thousand Dollars (\$150,000) per occurrence.

Section 7. Amendments. Changes in this Agreement, to include any modification or addition to the services enumerated herein, shall be made only by an instrument in writing executed by the parties.

IN WITNESS WHEREOF, the parties to this Agreement have caused this instrument to be executed by their respective officers as of the day and year first above written.

In the Presence of:

Janette Wardeniski

Janette Wardeniski

Janette Wardeniski

In the Presence of:

Judy A. Kinzyl

Judy A. Kinzyl

Judy A. Kinzyl

CITY OF WEST ALLIS, a municipal corporation

By: Dan Devine  
Dan Devine, Mayor

Attest:  
Paul M. Ziehler  
Paul M. Ziehler, City Administrative Officer,  
Clerk/Treasurer

Countersigned by:  
Gary Schmid  
Gary Schmid,  
Manager of Finance (Comptroller)

VILLAGE OF WEST MILWAUKEE, a municipal corporation

By: Ronald G. Hayward  
Ronald G. Hayward, Village President

Attest:  
Susan M. Schupp  
Susan M. Schupp, Village Clerk/Treasurer

Countersigned by:  
Kim Egan-Muller  
Kim Egan-Muller, Village Administrator



## West Allis/West Milwaukee Technical Support Agreement

### Overview

The City of West Allis Department of Information Technology shall provide routine computer support for the Village of West Milwaukee. This work will be limited to network and computer hardware support only. Personnel at West Milwaukee will still handle application and Windows support. Technical support calls can be made to West Allis using the IT Hotline. Calls will be logged into the IT Support web site and handled by West Allis IT staff on a priority basis. Many problems will be resolved remotely without an in-person visit. A West Allis staff member will stop in weekly to ensure there are no outstanding computer issues at West Milwaukee. This agreement is assuming about 3-4 hours per week average. Some weeks may require more hours while other weeks may require less. West Allis will bill the Village of West Milwaukee a yearly fee of \$8,100.00 for this service.

### Scope of Work

The City of West Allis Department of Information Technology will provide technical computer support for the Village of West Milwaukee. These services will include the following:

1. Network Management. West Allis will maintain West Milwaukee computer network to the same standards as it own. This will include:
  - a. Managing of Network Users. Adding, deleting of user accounts as needed. This service can be provided remotely and can be done in a daily basis.
  - b. Monitoring Network performance. West Allis will employ the same tools and techniques used on West Allis own network.
  - c. Managing Routers and Switches.
  - d. Setup and maintain printers.
  - e. Create and delete email accounts.
  - f. Set up user and group security access on its file servers.
2. Servers Maintenance – West Allis will perform daily and weekly backups using its standard backup polices.
  - a. West Milwaukee backup data will be stored on offsite servers located in the secure server room at West Allis City Hall.
  - b. West Allis will not be responsible for ensuring valid backups but will consult with West Milwaukee personnel to ensure proper backups are being performed.
  - c. West Allis will perform daily incremental backup.
  - d. West Allis will perform full weekly backups.
3. Workstation Maintenance. West Allis will perform tasks needed to keep West Milwaukee workstations operating. This includes:
  - a. Setting up new computers.
  - b. Repairing faulty workstation hardware.
  - c. Moving of equipment when requested.
  - d. Software and Operating system problems will be the responsibility of West Milwaukee.



- e. West Allis will provide a base 'workstation image' for West Milwaukee. This image will include:
  - i. Windows XP Pro
  - ii. MS Office

All problems will be logged using West Allis intranet tracking system. Monthly reports can be issued listing West Milwaukee's technical support calls and results.

West Milwaukee Phoenix software used by its police department is currently being hosted by the West Allis Police Department and is covered under a separate agreement.

24/7 Emergency Service can be provided for critical computers such as the Police Dispatch stations at a set cost of \$90.00 per hour.

Computer services not covered above will be charged at a rate of \$55.00/hour.

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