

26.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
R-2006-0176	Resolution	In Committee
Resolution relative to the Agreement with the Village of West Milwaukee for Information Technology Services.		
Introduced: 6/20/2006		Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION *adopt*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>JUN 20 2006</u>			Barczak				✓
			Czaplewski	✓			
			Dobrowski				
		✓	Kopplin				
			Lajsic	✓			
			Narlock				
			Reinke	✓			
			Sengstock				
			Vitale				
		Weigel				✓	
		TOTAL		<u>3</u>	<u>0</u>		<u>2</u>

SIGNATURE OF COMMITTEE MEMBER

Chair

Vice-Chair

Member

COMMON COUNCIL ACTION *adopt*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>6/20/06</u>	✓		Barczak <i>cc</i>				✓
			Czaplewski	✓			
			Dobrowski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock <i>cc</i>				✓
			Reinke	✓			
			Sengstock	✓			
			Vitale	✓			
		Weigle <i>cc</i>				✓	
		TOTAL		<u>7</u>	<u>0</u>		<u>3</u>



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2006-0176

Final Action:

JUN 20 2006

Resolution relative to the Agreement with the Village of West Milwaukee for Information Technology Services.

WHEREAS, the City of West Allis has a fully qualified Information Technology staff that is capable of providing such services to other municipalities; and,

WHEREAS, the Village of West Milwaukee is a small municipality without its own staff to provide such services and has contracted out for such services in the past; and,

WHEREAS, it is in the best interest of both the City and Village to enter into an intergovernmental agreement on the provision of such services.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the attached Agreement for Information Technology Services be and is hereby approved.

BE IT FURTHER RESOLVED that the proper City officials are hereby authorized and directed to execute and delivery said Agreement on behalf of the City.

ADM\ORDRES\ADMR321

ADOPTED

JUN 20 2006

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

APPROVED

June 27, 2006

Jeannette Bell, Mayor

West Allis/West Milwaukee Technical Support Agreement

Overview

We propose that the staff from West Allis's 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 be responsible for internal staff training and matters relating to the use of application software. 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 can 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 \$7,500 for this service.

Scope of Work

West Allis Department of Information Technologies 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. Reconfigure West Milwaukee network to increase speed.
 - e. Configuration and maintenance of security software that limits vulnerability to computer viruses, worms, malware, unauthorized access to data or systems, etc. West Milwaukee is responsible for the purchase/subscription costs of said software.
2. Servers – West Allis will provide off-site storage for West Milwaukee computer system backup tapes. West Allis will not be responsible for ensuring valid backups but will consult with West Milwaukee personnel to ensure proper backups are being performed. Tapes will be picked up once a week.
 - a. Option - West Allis can maintain all backup operations of the West Milwaukee servers.
 - b. Option - West Allis can also offer to house and maintain West Milwaukee servers in its server room at city hall.
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. Assistance in revolving operating system software problems that inhibit the use and performance of workstations. Application software problems are the responsibility of West Milwaukee. .
 - e. West Allis will guarantee a base 'image' for West Milwaukee. This image will include:
 - i. Windows XP Pro
 - ii. MS Office
4. Internet Service – Option - West Allis will share its Internet connection to West Milwaukee starting in 2007.
 5. Web Hosting - West Allis will host West Milwaukee web site. West Milwaukee will still have its own separate web site with its own separate domain but will just be located in West Allis. A visitor of the West Milwaukee web site will not be aware that he is connected to servers at West Allis. West Milwaukee will be responsible for maintaining its own web pages.
 - a. Option – Web design and construction

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 \$80 per hour.

Computer services not covered above will be charged at a rate of \$50/hour.

AGREEMENT FOR INFORMATION TECHNOLOGY SERVICES

This Agreement made this 1st day of July, 2006, 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, 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 Twenty-five Dollars (\$625) 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 July 1, 2006 and end on December 31, 2007.

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:

Ann Marie Neff

Diane M. Neff

Ann Marie Neff

In the Presence of:

Scott Deerin

Scott Deerin

Nancy J. Schupp

CITY OF WEST ALLIS, a municipal corporation

By: Jeannette Bell
Jeannette Bell, 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:

Tim Freitag
Tim Freitag,
Village Administrator