

CONTRACT FOR LEGAL SERVICES

BETWEEN

CITY OF MILWAUKEE

AND

DAVID L. BOROWSKI

THIS AGREEMENT is entered into pursuant to Sec. 275-20-9-f, Milwaukee Code of Ordinances of the Common Council of the City of Milwaukee authorizing the City Clerk to employ a law firm to provide hearing officers to the Utilities and Licenses Committee.

GENERAL SERVICE DESCRIPTION - The law firm of David L. Borowski, (hereinafter "LAW FIRM") hereby agrees to provide hearing officer services to the City of Milwaukee (hereinafter "CITY") as described in Section III of this contract. Such services shall be provided by David L. Borowski.

TIME OF PERFORMANCE - To commence on May 14, 2002, and to terminate when all the functions described in Section III of this contract are completed.

PAYMENT - Services shall be provided in accordance with the terms and conditions and the rate stated in Section IV of this contract, unless a different rate or different terms and conditions are agreed upon by the parties. Payment shall be made out of Account Number 0001-1310-634005-2430-R999.

WITNESSETH THAT:

WHEREAS, the LAW FIRM represents itself as being capable, experienced and qualified to undertake and perform the services described under the terms and conditions of this Contract as an independent contractor, and not as an employee of the CITY;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

I. RETENTION OF SERVICES.

The CITY hereby agrees to engage the LAW FIRM and the LAW FIRM hereby agrees to personally perform, as an independent contractor and not as an employee of the CITY, the services hereinafter set forth, all in accordance with the terms and conditions of this Contract.

II. REQUIREMENTS.

The LAW FIRM is required to:

A. do, perform, and carry out in a satisfactory, timely and proper manner, the services delineated in this contract.

B. comply with requirements listed with respect to insurance, billing, avoiding conflicts of interest and other matters relating to the performance of the services.

III. SCOPE OF SERVICES.

The LAW FIRM shall provide hearing officer services to the CITY as needed in reference to the following: hearings pertaining to the nonrenewal, suspension or revocation of licenses issued by the CITY to licensed dwelling facilities under chapter 275, Milwaukee Code, as provided by section 275-20-9-f, Milwaukee Code, and as contained in Common Council File 011703, including rendering written findings of fact and conclusions of law, and appearances at meetings of the Utilities and Licenses Committee and the Common Council, as required by the City Clerk. The CITY shall provide facilities and court reporter services for such hearings and issue all official notices for such hearings. All hearings required under this contract shall be concluded, and all findings of fact and conclusions of law delivered to the City Clerk no later than June ¹² 7, 2002. *ag. 2 5-20-02 DB 5/23/02*

IV. SPECIFIC CONDITIONS OF PAYMENT.

Payment will be made to the LAW FIRM, at the LAW FIRM'S request, according to the following schedules upon satisfactory performance:

1. The LAW FIRM shall submit an itemized bill for its services within 30 days of the completion of all services under this contract. CITY agrees to pay the bill upon approval of the City Clerk that the charges are reasonable and that the work was necessary to perform. The bill should state the Common Council file number in reference to which the costs, fees, or expenses were incurred.

2. The LAW FIRM shall be paid \$110.00 per hour, to be computed on the basis of the itemized invoices, which shall show work hours spent by each individual employed on this project during the reported period of time, and the costs and expenses arising out of the service provided. The hourly rate shall only be applicable to individuals performing professional services. Any other costs incurred by non-professional individuals shall be separately reported on the invoices and shall only be paid if approved by the City Clerk.

3. Payments due the LAW FIRM for work completed shall be made promptly upon submission of the invoice.

4. Payments under this contract are not to exceed \$3,000. The City may from time to time amend this amount in the event the City deems that additional funds are needed to complete the work described in the Scope of Services section of the contract.

V. NOTICES.

Any and all notices shall be in writing and deemed served upon depositing same with the United States Postal Services as "Certified Mail, Return Receipt Requested," addressed to the LAW FIRM at:

731 North Jackson Street, Suite 824
Milwaukee, WI 53202

to the CITY at:

Room 205
200 East Wells Street

Milwaukee, WI 53202

Attention: Ronald D. Leonhardt City Clerk

All other correspondence shall be addressed as above, but may be sent "Regular Mail" and deemed delivered upon receipt by the addressee.

VI. DOCUMENTS.

A. The LAW FIRM agrees to submit reports as may be required by the CITY at such times as may be scheduled for submittal, unless otherwise agreed to in writing.

B. All reports, studies, analyses, memoranda, and related data and material as may be developed during the performance of this Contract shall be submitted to and be the exclusive property of the CITY, which shall have the right to use same for any purpose without any further compensation to the LAW FIRM other than hereinafter provided. All of the aforesaid documents and materials prepared or assembled by the LAW FIRM under this Contract are confidential and the LAW FIRM agrees that be will not, without prior written approval by the CITY, submit or make same available to any individual, agency, public body or organization other than the CITY, except as may be otherwise herein provided, subject to the provisions of the Wisconsin Public Records Law. The LAW FIRM shall assist the CITY in meeting its obligations under the Wisconsin Public Records Law.

C. If this Contract is terminated for cause or for any other reason, all finished or unfinished documents or materials prepared under this Contract shall be immediately transmitted to the CITY at the effective date of such termination.

VII. CONDITIONS OF PERFORMANCE AND COMPENSATION.

A. Performance. The LAW FIRM agrees that the performance of LAW FIRM'S work, services and the results therefrom, pursuant to the terms, conditions and agreements of this Contract, shall conform to such recognized high professional standards as are prevalent in this

field of endeavor and like services.

B. Additional Fringe or Employee Benefits. The LAW FIRM shall not receive nor be eligible for any fringe benefits or any other benefits to which CITY salaried employees are entitled to or are receiving.

C. Taxes, Social Security, Insurance and Government Reporting. Personal income tax payments, social security contributions, insurance and all other governmental reporting and contributions required as a consequence of the LAW FIRM receiving payment under this Contract shall be the sole responsibility of the LAW FIRM.

D. The LAW FIRM shall be solely responsible to meet LAW FIRM'S insurance needs as required by the CITY, which shall include professional liability insurance, during the term of this Contract or any extension thereof. The law firm agrees to maintain in force and effect professional liability insurance in an amount no less than One Million Dollars (\$1,000,000.00) per occurrence.

E. Subcontracting. The LAW FIRM shall not subcontract for the performance of any of the services herein set forth without prior written approval obtained from the City Clerk.

VIII. DEFENSE OF SUITS.

In case any action in court or proceeding before an administrative agency is brought against the CITY or any of its officers, agents or employees for the failure, omission or neglect of the LAW FIRM to perform any of the covenants, acts, matters or things by this Contract undertaken, or for injury or damage caused by the alleged negligence of the LAW FIRM, its officers, agents or employees, the LAW FIRM shall indemnify and save harmless the CITY and its officers, agents and employees from all losses, damages, costs, expenses, judgments or decrees arising out of such action. The CITY shall tender the defense of any claim or action at law or in equity to the LAW FIRM or LAW FIRM'S insurer, and upon such tender it shall be the

duty of the LAW FIRM and LAW FIRM'S insurer to defend such claim or action without cost or expense to the CITY or its officers, agents or employees.

IX. TERMINATION OF CONTRACT.

The CITY, acting by its City Clerk, may terminate this Contract at any time for no reason by giving notice in writing from the CITY CLERK to the LAW FIRM.

Notwithstanding the above, the LAW FIRM shall not be relieved of liability to the CITY for damages sustained by the CITY by virtue of any breach of the Contract by the LAW FIRM, and the CITY may withhold any payments to the LAW FIRM for the purpose of set-off until such time as the exact amount of damages due to the CITY from the LAW FIRM is determined.

If the LAW FIRM is terminated by the CITY as provided herein, the LAW FIRM will be paid for services actually and satisfactorily performed.

X. CHANGES.

The City may, from time to time, request changes in the scope of services of the LAW FIRM to be performed hereunder. Such changes, including any increase or decrease in the amount of LAW FIRM'S compensation which are mutually agreed upon by and between the CITY and the LAW FIRM, shall be incorporated in written amendments to the Contract.

XI. PERSONNEL.

A. The LAW FIRM represents that it has or will secure at its own expense all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any contractual relationship with the CITY.

B. All of the services required hereunder will be performed by the LAW FIRM or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

C. None of the work or services covered by this Contract shall be subcontracted without

the prior written approval of the City Clerk. If any work or services is subcontracted, it shall be specified by written contract or agreement and shall be subject to each provision of this Contract. The LAW FIRM shall be as fully responsible to the CITY for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.

XII. ASSIGNABILITY.

The LAW FIRM shall not assign any interest in this Contract and shall not transfer any interest in same (whether by assignment, novation, or any other manner), without the prior written consent of the City Clerk. Provided, however, that claims for money due or to become due the LAW FIRM from the CITY under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notices of any such assignment or transfer shall be furnished promptly to the City Clerk.

XIII. RECORDS.

A. Establishment and Maintenance of Records. Records shall be maintained in accordance with requirements prescribed by the CITY with respect to all matters covered by this Contract. Except as otherwise authorized, such records shall be maintained for a period of three (3) years after receipt of the final payment under this Contract.

B. Documentation of Costs. All costs shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to this Contract and shall be clearly identified and readily accessible.

XIV. REPORTS AND INFORMATION.

At such times and in such forms as the CITY may require, there shall be furnished the

CITY such statements, records, reports, data and information as the CITY may request pertaining to matters covered by this Contract.

XV. AUDITS AND INSPECTIONS.

At any time during normal business hours and as often as the CITY, or if federal or state grants or aids are involved, as the appropriate federal or state agency may deem necessary, there shall be made available to the CITY or such agency for examination all of its records with respect to all matters covered by this Contract and will permit the CITY or such agency and/or representatives of the Comptroller General to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions or employment and other data relating to all matters covered by this Contract.

XVI. FINDINGS CONFIDENTIAL.

All of the reports, information, data, etc., prepared or assembled by the LAW FIRM under this Contract are confidential, to the extent permitted by law, and the LAW FIRM agrees that they shall not be made available to any individual or organization without the prior written approval of the CITY, subject to the provisions of the Wisconsin Public Records Law.

XVII. CONFLICT OF INTEREST.

A. Interest in Contract. No officer, employee or agent of the CITY who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Contract pertains, shall have any personal interest, direct or indirect, in this Contract.

B. Interest of Other Local Public Officials. No member of the governing body of the locality and no other public official of such locality who exercises any functions or responsibilities in the review or approval of the carrying out of this Contract, shall have any

personal interest, direct or indirect, in this Contract.

C. Interest of LAW FIRM and Employees. The LAW FIRM covenants that no person who exercises any functions or responsibilities in connection with the Contract has any personal financial interest, direct or indirect, in this Contract. The LAW FIRM further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The LAW FIRM further covenants that in the performance of this Contract no person having any conflicting interest shall be employed. An interest on the part of the LAW FIRM or its employees must be disclosed to the CITY. Provided, however, that this paragraph shall be interpreted in such a manner so as not to unreasonably impede the statutory requirement that maximum opportunity be provided for employment of and participation by residents of the area.

XVIII. DISCRIMINATION PROHIBITED.

A. In all hiring or employment made possible by or resulting from this Contract there (1) will not be any discrimination against any employee or applicant for employment because of race, color, sex orientation, religion, sex or national origin, and (2) affirmative action will be taken to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex orientation, sex or national origin.

This requirement shall apply to but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. There shall be posted in conspicuous places available to employees and applicants for employment, notices required or to be provided by federal or state agencies involved setting forth the provisions of the clause. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race,

color, religion, sex orientation, sex or national origin.

B. No person in the United States shall, on the ground of race, color, sex orientation, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Contract. The CITY and each employer will comply with all requirements imposed by or pursuant to the regulations of the appropriate federal agency effectuating Title VI of the Civil Rights Act of 1964.

C. The LAW FIRM will cause the foregoing provisions to be inserted in all subcontracts, if any, for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

XIX. WORKER'S COMPENSATION INSURANCE.

The LAW FIRM, and all subcontractors, if any, shall provide to the CITY an affidavit or other satisfactory proof which the CITY may require evidencing that the LAW FIRM and all subcontractors have obtained Worker's Compensation Insurance for all persons performing any work or services under the Contract or subcontract as is required by the Worker's Compensation Act of the state of Wisconsin. No payments or disbursements under the Contract shall be made if such proof has not been furnished.

XX. OTHER PROVISIONS.

Any and all information, plans, reports and conclusions derived or developed as a consequence or result of this Contract may be utilized by the City in such manner and purpose as the CITY desires or determines without permission or approval of the LAW FIRM or compensation to the LAW FIRM therefor other than herein provided.

IN WITNESS WHEREOF, the LAW FIRM and the CITY have caused this Contract to be

executed for and on their respective behalves as of the dates hereinafter set forth.

Dated and signed this 23rd day of May, 2002

City of Milwaukee, a
municipal corporation

BY: Ronald D. Leonhardt
Ronald D. Leonhardt
City Clerk

BY: David L. Borowski
DAVID L. BOROWSKI

COUNTERSIGNED:

BY: John Egan
DEPUTY City Comptroller

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