

**CITY OF WEST ALLIS
RESOLUTION R-2024-0525**

**RESOLUTION TO CONSOLIDATE AND CLARIFY COMMON COUNCIL RULES AND
RENUMBER OTHER POLICIES**

NOW THEREFORE, be it resolved by the Council of the City Of West Allis, in the State of Wisconsin, as follows:

SECTION 1: **ADOPTION** “P103 Biennial Review Of Policies” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P103 Biennial Review Of Policies(*Added*)

1. Review Schedule and Scope. Department heads shall examine all policies and procedures relevant to their respective departments that exist on January 1 of every odd-numbered year, including operational guidelines, administrative directives, and standard operating procedures. Department heads shall complete this policy review by June 30 of that odd-numbered year.
2. Review Process and Outcomes. The biennial review shall evaluate each policy and procedure for relevance to current operations and legal requirements, effectiveness in achieving intended outcomes, clarity and comprehensibility, and consistency with other city policies and procedures. Department heads shall then recommend retaining, revision, or repeal of each policy or procedure; if the recommendation is to revise or repeal, this shall be forwarded to Common Council for consideration and review, and any approved changes shall be communicated to those affected.
3. Compliance Monitoring. The city administrator shall monitor compliance with this biennial review requirement.

SECTION 2: **ADOPTION** “P145 Common Council Rules” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P145 Common Council Rules(*Added*)

To supplement the state and local laws that govern the procedures of the common council, the following rules of procedure are adopted pursuant to Wis. Stat. 62.11(3)(e). Any members of the council or other persons present during its meetings may be subject to fine for disorderly behavior pursuant to Wis. Stat. 62.11(3)(c). Any members of the council may be subject to fine or expulsion for neglect of duty pursuant to Wis. Stat. 62.11(3)(a).

1. Robert's Rules of Order. The common council adopts Robert's Rules of Order as its rules of parliamentary procedure to the extent it is not inconsistent with state law, local ordinances, and the following rules.

2. Committees of the Common Council

a. Standing Committees. The following standing committees are formally constituted subunits of the common council, each of which may handle the matters described:

i. Administration Committee

(1) Any matters primarily assigned to the city administrator, assistant city administrator, city assessor, city attorney, city clerk, city treasurer, communications director, finance director/comptroller, and information technology director, including the confirmation of the appointment of those city officers, as applicable

(2) Any matters related to the board of review, civil service commission, employee benefit committee, ethics board, library board, and tourism commission including the confirmation of the appointment of those city officers, as applicable

(3) Litigation and claims filed under Wis. Stat. 893.80

ii. Economic Development Committee

(1) Any matters primarily assigned to the development executive director and planning and zoning manager, including the confirmation of the appointment of those city officers, as applicable

(2) Any matters related to the business improvement districts, community development authority (and resident advisory board), community development block grant committee, economic development loan task force, and plan commission, including the confirmation of the appointment of those city officers, as applicable

(3) Granting or denying new business licenses issued by the city clerk

(4) Purchasing or conveying title to real estate

iii. Public Safety Committee

(1) Any matters primarily assigned to the code enforcement director, fire chief, police chief, and health commissioner, including the confirmation of the appointment of those city officers, as applicable

(2) Any matters related to the administrative review appeals board, board of zoning appeals, board of health, commission on aging, fair housing board, historical commission, and board of police and fire commissioners, including the confirmation of the appointment of those city officers, as applicable

(3) Granting or denying new operators' licenses under Wis. Stat. 125.17, and hearing all matters involving existing licenses

(4) Ordinance regulating persons, vehicles (except parking regulations), real property, and public nuisances

iv. Public Works Committee

(1) Any matters primarily assigned to the city engineer or public works director, including the confirmation of the appointment of those city officers, as applicable

(2)

Any matters related to the beautification commission and capital improvement commission, including the confirmation of the appointment of those city officers, as applicable

(3) All duties of the public works board under Wis. Stat. 62.14

(4) Management of city-owned real estate

(5) Vehicle parking regulations and street signage

- b. Appointment. The mayor shall appoint alderpersons to each standing committee by appointing a chair, a vice chair, and 3 regular members to each committee. No alderperson shall be chair of more than 1 committee. Each standing committee shall have 1 member from each aldermanic district.
- c. Ad Hoc Committees. The common council may create an ad hoc committee to handle a particular issue and appoint persons to the ad hoc committee. An ad hoc committee shall cease to exist after that committee refers its final recommendations regarding the particular issue to the common council.
- d. Referral and Discharge. The common council may refer any matter to any committee or discharge a committee from handling any matter.
- e. Subcommittees. Any committee of the common council may create a subcommittee to handle a particular issue and appoint any number of its members to the subcommittee.
- f. Committee of the Whole. The alderpersons may meet as the committee of the whole at any time by a majority vote of its members or upon the call of the president of the common council. The president of the common council shall preside as chair.

3. Common Council Meetings

- a. Regular Meetings. Regular meetings of the common council shall be held at the Council Chambers in the City Hall or such other place as the common council may designate on days and times fixed by the common council.
- b. Special Meetings. See Wis. Stat. 62.11(2).
- c. Agenda Publication. The clerk may add an item to a common council agenda until the time at which public notice is required under Wis. Stat. 19.84. The clerk shall endeavor to publish the agenda for any regular meeting of the common council by 5:00 p.m. on the third working day prior to the day of the meeting. If the clerk modifies an agenda after initial publication, the clerk should notify the members of the common council of the modification as soon as practicable.
- d. Creation of Agenda Items
 - i. Any ordinance may be placed on the common council agenda with the sponsorship of an alderperson.
 - ii. Any resolution, communication, or discussion item may be placed on the common council agenda with the consent of an alderperson or a department head.
- e. Order of Business. Subject to alteration by the common council, the city clerk should publish the agendas of the common council in substantially the following order and may alter the titles printed on an agenda to briefly describe each topic:
 - i. Call to order by presiding officers
 - ii. Call of the roll and announcement of presence or absence of a quorum
 - iii. Pledge of Allegiance to the Flag of the United States of America
 - iv. Scheduled public hearings
 - v. Period of public comment authorized by Wis. Stat. 19.84(2)
 - vi. Announcement of recess meetings as required by Wis. Stat. 19.84(6)

- vii. Approval of minutes of previous meeting(s)
 - viii. Items acted upon by the common council without referral to a committee
 - ix. Regular meeting standing committee reports
 - x. Recess committee meetings authorized by Wis. Stat. 19.84(6), listing items that have been referred to committees
 - xi. Reports of any ad hoc committees
 - xii. Any other matters
 - xiii. Adjournment
4. Decorum. The presiding officer at any meeting should maintain decorum appropriate for public meetings of governmental bodies.
- a. Members of the governmental body should dress appropriately while attending open meetings.
 - b. All persons in attendance should engage in courteous, respectful debate, and shall avoid hostility or defamation, or disrespect of opinions.
 - c. Members of the governmental body should avoid publicly criticizing city employees and officials. Members may privately direct criticism of city employees and officials to a department head or the mayor.
 - d. All persons shall avoid disorderly behavior during meetings of a governmental body. The following acts are presumed to be disorderly behavior:
 - i. Any noise created by persons attending the meeting that is loud enough to disrupt the proceeding.
 - ii. During public comment, any statement that is slanderous, profane, offensive, or directed to any person other than a member of the council.
 - iii. The display of a sign or similar device in a manner that interferes with the ability for any other person to observe the proceedings.
 - iv. The use of cameras, sound recording devices, and supplemental lighting in a way that interferes with proceedings. To the extent possible, the presiding officer should direct any person wishing to record the proceedings to a location that does not interfere with proceedings but allows the person to record the substance of the proceedings.
5. Processing Matters on Agendas
- a. Committee Meetings. The chair of a committee shall conduct the meetings of that committee. In the absence of the chair, the vice chair of a committee shall conduct that meeting of that committee. In the absence of the chair and vice chair, the committee shall select a chair pro tem from the members present to conduct that meeting of that committee.
 - b. Irrelevant Matters. The common council and its committees shall only handle matters that are related to the management and control of the city property, finances, highways, navigable waters, the public service, the government and good order of the city, the city's commercial benefit, and for the health, safety, and welfare of the city. Unless otherwise required by law, the chair shall rule out of order:
 - i. Any item on state or federal legislation that does not directly and explicitly impact the City
 - ii. Any item on matters of political or ideological controversy
 - iii. Any item that proposes to support or oppose a particular event,

- person, or organization that is commonly known to represent a political or ideological stance on a topic.
- c. Separate Consideration of Items. The common council shall separately consider any item within a committee report upon the request of any alderperson.
 - d. Limitation on Debate. No person shall speak more than twice on any question, except by leave of the common council or committee.
 - e. Limitation on Public Comment. Unless otherwise approved by the common council, the period of public comment, if any, shall last no more than 30 minutes and no person may speak for more than once for no more than 5 minutes. The chair may establish rules and limitations to public comment to maintain decorum and promote efficiency. The common council shall not take action on topics raised by speakers. Although allowed by Wis. Stat. 19.83(2), the common council should not discuss matters raised during public comment unless related to an item already noticed on the agenda.
6. Remote Attendance. With the consent of the presiding officer, a person may attend a meeting of that governmental body using telephonic or video conferencing. If the person attending is a member of the body, the type of technology used shall display or project the member's voice and image, if any, so any person who wishes to observe the proceedings is reasonably able to do so. The member appearing under this provision may participate to the same extent as though the member was appearing in person.
 7. Line of Succession. If the mayor and common council president are absent, the acting mayor shall be the first available person in the following line of succession:
 - a. Chair of the administration committee
 - b. Chair of the public works committee
 - c. Chair of the public safety committee
 - d. Chair of the economic development committee
 - e. Any alderperson selected by the members of the common council who are present
 8. Cameras and Sound Equipment. Cameras and sound recording devices may be used during public meetings, but only in such a manner as will cause a minimum of interference with or disturbance of the proceedings of the meeting.
 9. Roll Calls. When a roll call is required by this section, the city clerk shall call the roll at each meeting in a descending alphabetical sequence commencing in order and continuing at each subsequent meeting with the next name in such order and ending with the name of the member who voted first at the preceding meeting.
 - a. Quorum. Before proceeding to business, the roll of the members of the common council shall be called alphabetically, and the names of those present and those absent shall be recorded in the proceedings of the common council
 - b. Voting. The ayes and noes are required for:
 - i. The adoption of any ordinances or resolutions
 - ii. The confirmation of a mayoral appointment of a city official
 - iii. Any other matter upon the request by an alderperson
 10. Closed Sessions. When a governmental body adopts a motion to convene in closed session under Wis. Stat. 19.85, no business may be taken up at any closed session until only eligible persons remain at the meeting.
 - a. Any person who is not eligible to remain in the meeting during closed session shall leave the meeting.
 - i. Pursuant to Wis. Stat. 19.89, any person who has a claim or

pending/threatened litigation against the City, or a pending quasi-judicial matter to be decided by the City, shall be excluded during the time in which that member's claim, pending/threatened litigation, or matter is discussed in closed session.

ii. Except as stated above, a person is eligible to remain in closed session if that person is an alderperson, the mayor, or an employee or agent of the City whom the chair deems appropriate for closed session based on the topics to be discussed.

b. During a closed session meeting, no persons present may audio or video record the proceedings. After a closed session meeting concludes, no persons present at that closed session meeting or privy to any information discussed during that closed session may discuss the content of the closed session or the information that person received during closed session with anyone other than those who were in the closed session or those who were eligible to be in the closed session meeting.

c. Elected officials who were present during a closed session may disclose to ineligible persons their own thoughts on any topic publicly noticed for closed session as long as they do not disclose in that process any information they received during the closed session. Any other persons who were present during a closed session may only disclose their own thoughts on any topic publicly noticed for closed session to others who were present or eligible to be present during the closed session.

11. Communications. When members of the common council are communicating with other persons, they should comply with the following rules:

a. City Email. Members should use official City email accounts for City business and should avoid using personal email accounts to conduct City business.

b. Contact with City Employees. Members should not direct specific action by any city employee. Members may contact the mayor or a department head with requests for specific action.

c. Contact with the Public. Members should hold themselves to the highest levels of honesty and integrity when interacting with the public.

d. Contact with the Media. Members may express to media members a personal opinion on any City matter only if the member alerts the media that their statement is a personal opinion and not the City's official position.

SECTION 3: ADOPTION “P150 Naming Of Public Property” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P150 Naming Of Public Property(*Added*)

1. Initial Naming. The common council may name unnamed City infrastructure, lands, and facilities based on the following:

a. Named after a Person. The person should be a noteworthy public figure, employee, or official whose contributions to the City are significant. In naming parks, health centers, libraries, and other public facilities with specific functions, preference shall be given to names of individuals who have made significant contributions in endeavors related to those facilities. The council

should not name property after a person until at least five years after their death unless unique circumstances justify more immediate recognition. Names of current mayors, alderpersons, officials, and employees are not eligible.

- b. Not Named After a Person. The name selected is appropriate for the property type and location.
- 2. Renaming. The common council may rename City infrastructure, lands, and facilities at any time based on the same criteria as an initial naming, except if renaming an existing street, the common council shall follow this procedure:
 - a. Schedule a public hearing for the question of whether to rename an existing street
 - b. Notify owners of property abutting the street of the proposal at least 10 days prior to the public hearing of any names being considered and the public hearing date, time, and location
 - c. Hold the public hearing as scheduled.
- 3. Limitations. The common council should not consider a name if:
 - a. The name sounds similar to an existing name for the same type of public property.
 - b. The name would render the street, building, or facility unidentifiable or create confusion with other like properties.
 - c. For street names:
 - i. The name exceeds 14 characters in length, including spaces between words but not including cardinal direction letters and abbreviations for street types.
 - ii. The name would be inconsistent with the name for uninterrupted continuations of the same roadway.
- 4. Request for Renaming. Any person may request that City infrastructure, property, or facilities be renamed by following the procedure below:
 - a. Submit a proposal to the city clerk with all information the requestor wishes to include. The clerk shall notify the common council of the request.
 - b. If an alderperson wishes to discuss the request, that alderperson shall notify the clerk. The clerk shall place the request on the next public works committee agenda.
 - c. If the common council is interested in adopting the proposed name, the common council shall comply with any requirements of this policy related to renaming the specific type of property.
 - d. If the name is approved, all costs related to renaming, including the cost of any recording, legal, administrative, signage, construction or other associated costs shall be paid by the person or organization who made the request.

SECTION 4: ADOPTION “P155 Municipal Court Deposit Schedule” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P155 Municipal Court Deposit Schedule(*Added*)

Pursuant to Wis. Stat. 800.037, the municipal court, with the approval of the common council, has set the deposit schedule for all cases listed below.

<u>WAMC Section</u>	<u>Adopting</u>	<u>Description of Violation</u>	<u>Deposit Amount</u>	<u>Penalty Range</u>
5.10		Fire Prevention Code	\$250	

5.10(11)		Cause Fire by Tobacco Smoking	\$100	
5.10		Removal and Destruction of Tags and Signs	\$500	
6.015		Abandoned vehicle - 1st Offense - 2nd or subsequent offense	\$150 \$400	WAMC 6.015(8)
6.02(3)	WS 940.19	Battery	\$800	
6.02(3)	WS 941.10	Negligent Handling of Burning Materials	\$500	
6.02(3)	WS 941.11	Unsafe Burning of Buildings	\$500	
6.02(3)	WS 941.12	Interfering with Fire Fighting	\$500	
6.02(3)	WS 941.13	False Alarms	\$500	
6.02(3)	WS 941.20	Endangering Safety by Use of Dangerous Weapon	\$400	
6.02(3)	WS 941.23	Carrying Concealed Weapon - Any Weapon except a firearm - Firearm	\$300 \$500	
6.02(3)	WS 943.01	Damage to Property	\$300	
6.02(3)	WS 943.017	Graffiti	\$400	
6.02(3)	WS 943.10	Burglary	\$800	
6.02(3)	WS 943.11	Entry into Locked Vehicle	\$200	
6.02(3)	WS 943.13	Trespass to Land	\$200	
6.02(3)	WS 943.14	Trespass to Dwelling	\$300	
6.02(3)	WS 943.20	Theft	\$400	
6.02(3)	WS 943.21	Fraud on - Hotel - Restaurant - Recreational Attraction - Taxicab Operator - Gas Station	\$250 \$250 \$250 \$250 \$200	
6.02(3)	WS 943.22	Use of Cheating Tokens	\$130	
6.02(3)	WS 943.23	Operating Vehicle Without Owner's Consent	\$300	
6.02(3)	WS 943.24	Issue of Worthless Check	\$500	
6.02(3)	WS 943.32	Robbery	\$600	
6.02(3)	WS 943.34	Receiving Stolen Property - Less than \$200 value - \$200 value or greater	\$300 \$400	
6.02(3)	WS 943.38	Forgery	\$300	

6.02(3)	WS 943.50	<u>Retail Theft</u> - Less than \$10 value and 1st offense - \$10 value or more and 1st offense - Less than \$10 value and 2nd or subsequent offense - \$10 value or more and 2nd or subsequent offense	\$150 \$250 \$250 \$350	
6.02(3)	WS 944.17	Sexual Gratification	\$400	
6.02(3)	WS 944.20	Lewd and Lascivious Behavior	\$400	
6.02(3)	WS 944.23	Lewd and Indecent Drawings	\$100	
6.02(3)	WS 945.02	Gambling	\$200	
6.02(3)	WS 946.41	Obstructing an Officer	\$400	
6.02(3)	WS 946.41	Resisting an Officer	\$800	
6.02(3)	WS 946.42	Escape	\$200	
6.02(3)	WS 947.01	Disorderly Conduct	\$300	
6.02(3)	WS 947.01	Disorderly Conduct While Armed	\$600	
6.02(3)	WS 947.012	Unlawful Use of Telephone	\$300	
6.02(3)	WS 947.0125	Unlawful Use of Computerized Communications System	\$300	
6.02(3)	WS 947.04	Drinking in Common Carrier	\$60	
6.02(3)	WS 947.06	Unlawful Assembly	\$150	
6.02(3)	WS 948.40	Contributing to Delinquency of a Child	\$400	
6.02(3)	WS 948.60	Possession of a Dangerous Weapon by a Person Under 18	\$160	
6.02(3)	WS 948.62	Receiving Stolen Property from Children	\$300	
6.02(3)	WS 961.41(3g)	Possession of Marijuana	\$500	
6.02(3)	WS 961.573	Possession of Drug Paraphernalia	\$200	
6.02(7)		Gambling Devices	\$500	
6.02(8)		Interference with Fire Department or Equipment	\$500	
6.02(9)		Loitering	\$500	
6.02(9)		Prowling	\$500	
6.02(16)		Hindering an Officer	\$500	

6.02(17)		<u>Skateboarding on Public Property</u> - 1st offense - 2nd and subsequent offense	\$10 \$30	
6.02(18)		<u>County Park Ordinance Violations</u>	\$100	
6.02(19)		<u>Giving/Selling Tobacco Products to Minors</u>	\$500	
6.02(19)		<u>Possession/purchase of tobacco by minor</u>	\$50	
6.02(21)		<u>Public Nudity</u> - 1st offense - 2nd offense - 3rd and subsequent offense	\$50 \$100 \$500	
6.02(22)		<u>Loitering by Sex Offender</u>	\$1,000	
6.025()		<u>Curfew Violation</u> - 1st offense - 2nd offense - 3rd and subsequent offense	\$30 \$50 \$100	
6.025()		<u>Contributing to Curfew Violation</u> - 1st offense - 2nd offense - 3rd and subsequent offense	\$50 \$75 \$100	
6.03(4)		<u>Disorderly Conduct with a Motor Vehicle</u>	\$300	
6.03(7)		<u>Drinking Intoxicants in Streets</u>	\$100	
7.05(1)-(7)		<u>Refuse Violations</u>	\$50	
7.05(8)		<u>Littering/Scavenging Violations</u> - 1st offense - 2nd offense	\$300 \$500	
7.121		<u>Dogs and Dog Licensing</u>	\$40	
7.122		<u>Cats and Cat Licensing</u>	\$35	
7.12(3)		<u>Cruelty to Animals</u>	\$300	
Ch. 7		<u>Other violations of Chapter 7</u>	\$100	
9.60(4)	<u>WS</u> <u>125.07(1)(a)</u>	<u>Selling Alcohol to Underage Person</u> - 1st offense - 2nd offense in 12 months - 3rd and subsequent offense in 12 months	\$100 \$200 \$500	
9.60(4)	<u>WS</u> <u>125.07(2)</u>	<u>Selling Alcohol to Intoxicated Person</u>	<u>See State Alcohol Beverage</u>	

			<u>Deposit Schedule</u>	
9.60(4)	<u>WS</u> <u>125.07(4)</u>	<u>Underage Drinking Violations</u>	<u>See State Alcohol Beverage Deposit Schedule</u>	
9.60(4)	<u>WS 125.085</u>	<u>Identification Card Violations</u>	<u>See State Alcohol Beverage Deposit Schedule</u>	
9.60(4)	<u>WS</u> <u>125.09(2)</u>	<u>School Related Possession of Alcohol Beverages</u>	<u>See State Alcohol Beverage Deposit Schedule</u>	
9.60(4)(d)	<u>WS</u> <u>125.32(3)</u> <u>WS</u> <u>125.68(4)</u>	<u>Open After Hours</u>	<u>See State Alcohol Beverage Deposit Schedule</u>	
9.60(4)	<u>WS</u> <u>125.07(3)</u>	<u>Loitering by Underage Persons Where Alcohol Served</u>	<u>\$50</u>	
9.84		<u>Transient Merchant Violation</u>	<u>\$100</u>	
<u>10.01</u>	<u>WS</u> <u>346.53(1)-(5)</u>	<u>Parking Prohibited in Certain Specified Places</u>	<u>\$15</u>	
<u>10.01</u>	<u>WS 346.54</u>	<u>How to Park and Stop on Streets</u>	<u>\$15</u>	
<u>10.01</u>	<u>WS</u> <u>346.55(1)-(2)</u>	<u>Other Restrictions on Parking and Stopping</u>	<u>\$15</u>	
<u>10.01</u>	<u>WS</u> <u>346.55(3)</u>	<u>Parking on Posted Public or Private Property</u>	<u>\$40</u>	
<u>10.025</u>		<u>Wis. Administrative Code Chapter Trans. 305</u>	<u>\$30</u>	
<u>10.06(7)</u>		<u>Heavy Traffic & Trucking — Parking Prohibited</u>	<u>\$40</u>	
<u>10.065(6)</u>		<u>Motor Bus Loading Zones</u>	<u>\$15</u>	
<u>10.065(7)(d)-(f)</u>		<u>Handicapped/Disabled Parking Restrictions</u>	<u>\$300</u>	
<u>10.09</u>		<u>State Fair Parking Restrictions</u>	<u>\$20</u>	
<u>10.10</u>		<u>Parking Restrictions on Streets, Alleys and Sidewalks</u>	<u>\$20</u>	
<u>10.105</u>		<u>All Night Parking</u>	<u>\$20</u>	

<u>10.108</u>		<u>Trespass Parking</u>	<u>\$50</u>	
<u>10.11</u>		<u>Parking During Snowstorms and Emergencies</u>	<u>\$50</u>	
<u>10.12(1)</u>		<u>Double Parking</u>	<u>\$75</u>	
<u>10.12(2)</u>		<u>Motor Running While Parked</u>	<u>\$25</u>	
<u>10.12(3)</u>		<u>Use of Brakes/Accident</u>	<u>\$15</u>	
<u>10.12(4)</u>		<u>Greenfield Avenue Parking Lots</u>	<u>\$25</u>	
<u>10.12(5)</u>		<u>Parking in County Park/Parking</u>	<u>\$15</u>	
<u>10.12(6)</u>		<u>Leaving Keys in Ignition of Parked Cars</u>	<u>\$25</u>	
<u>10.12(7)</u>		<u>Repair of Vehicles Parked in Street</u>	<u>\$20</u>	
<u>10.13(1)</u>		<u>Off-Street Parking Lots</u>	<u>\$15</u>	
<u>10.13(2)</u>		<u>Vocational School Parking Lots</u>	<u>\$30</u>	
<u>10.13(3)</u>		<u>Municipal Market Parking Lots</u>	<u>\$15</u>	
<u>10.13(4)</u>		<u>Library Parking Lots</u>	<u>\$15</u>	
<u>10.14</u>		<u>Parking Meter Violations</u>	<u>\$15</u>	
<u>10.14(10)</u>		<u>Municipal Parking Lots</u>	<u>\$15</u>	
<u>10.15</u>		<u>Bicycle Regulations</u>	<u>\$10</u>	
<u>11.12</u>		<u>Snow and Ice Removal</u> - 1st offense - 2nd offense - 3rd offense 4th and subsequent offense	<u>\$200</u> <u>\$300</u> <u>\$400</u> <u>\$500</u>	
<u>Ch. 19</u>		<u>Zoning Code</u> - 1st offense - 2nd and subsequent offense within 1 year	<u>\$300</u> <u>\$500</u>	
<u>13.28(9)</u>		<u>Minimum Standards for Buildings and Structures</u> - 1st offense - 2nd offense within 12 months - 3rd and subsequent offense within 1 year	<u>\$10</u> <u>\$70</u> <u>\$150</u>	
<u>12.28(10)</u>		<u>Outdoor Areas To Be Maintained</u> - 1st offense - 2nd offense within 12 months - 3rd and subsequent offense within 1 year	<u>\$10</u> <u>\$70</u> <u>\$150</u>	
<u>Ch. 13</u>		<u>Other Violations of Chapter 13</u> - 1st offense - 2nd and subsequent offense within 1 year	<u>\$300</u> <u>\$500</u>	

SECTION 5: AMENDMENT “P415 Free Speech Limits” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

AMENDMENT

P415 Free Speech Limits

1. Dress Code
2. Disclosure of Sensitive Information
3. Speaking as an Employee
 - a. Work-Related Communications. An employee is expected to keep the person they report to informed of their activities by whatever means the employee's supervisor deems appropriate. Employees should first communicate work-related questions, concerns, or ideas to their immediate supervisor to ensure internal continuity within each department. However, an employee may communicate with their department/division head, the city administrator, the assistant city administrator, the mayor, the common council or any other city employee if the issue is specifically applicable to that person and internal continuity is not necessary, applicable, or appropriate.
A,
 - i. If an employee feels harassed or discriminated against by another person, the employee is directed to follow the procedures set forth in the Anti-Harassment and Anti-Retaliation Policy.
 - ii. An employee who receives a non-routine directive or request that falls outside their authority from any person should immediately report such directive or request to the employee's immediate supervisor. No such directive or request shall be fulfilled unless permission to do so is given by the employee's immediate supervisor.
4. Speaking as a Private Citizen
5. Political Activity

SECTION 6: ADOPTION “P501 Budget” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P501 Budget(*Added*)

SECTION 7: ADOPTION “P505 Debt Management” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P505 Debt Management(*Added*)

SECTION 8: **ADOPTION** “P510 Grant Management” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P510 Grant Management(*Added*)

The City desires to create a consistent and orderly method to apply for and receive grants that provide critical funding for city business. The City will apply for grants to the extent that resources are available and grant funding is available with proper consideration to the terms and conditions of grant funding.

1. A person may only apply for a grant under the following circumstances:
 - a. For grants under \$10,000, no application may be submitted without approval from the department head who is responsible for the grant.
 - b. For grants of at least \$10,000 and less than \$50,000, no application may be submitted without approval from the city administrator.
 - c. For grants of at least \$50,000, no application may be submitted without approval from all members of the administration and finance committee. If the city administrator notifies all members of the administrative and finance committee of the grant application and no member objects within 5 working days, the application is deemed to be approved.
2. No grant award may be accepted unless approved by the Common Council.
3. Grants requiring the hiring of personnel shall continue to follow the specific ordinances and policies of the City relating to the position or class of position involved.
4. The finance director/comptroller shall be responsible for coordinating the annual Single Audit as required for federal or state purposes.

SECTION 9: **ADOPTION** “P515 Accounts Payable” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P515 Accounts Payable(*Added*)

SECTION 10: **ADOPTION** “P520 Accounts Receivable” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P520 Accounts Receivable(*Added*)

SECTION 11: **ADOPTION** “P525 Payroll And Time Records” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P525 Payroll And Time Records(*Added*)

SECTION 12: **ADOPTION** “P530 Procurement/Purchasing” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P530 Procurement/Purchasing(*Added*)

SECTION 13: **ADOPTION** “P535 Group Insurance” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P535 Group Insurance(*Added*)

SECTION 14: **ADOPTION** “P540 City As Fiscal Agent” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P540 City As Fiscal Agent(*Added*)

SECTION 15: **ADOPTION** “P545 Fee/Deposit Refunds” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P545 Fee/Deposit Refunds(*Added*)

The City regularly seeks to collect as a fee the reasonable direct costs that are associated with any activity undertaken by the City that is related to the fee. The City regularly seeks to collect deposits and hold those deposits until the payor has completed an activity and/or liability associated with that activity is settled. The City may use any deposits in the possession of the City to complete the activity for which the deposit was paid and/or make payment on any liability associated with the activity for which that deposit was paid.

1. Fees. The department head responsible for collecting fees should issue a refund of a fee to the payor if any of the following applies:
 - a. A refund is required by contract or federal, state, or local law
 - b. The person who paid an application fee withdraws that application before the City incurs any costs to process that application.
2. Deposits. The department head responsible for collecting and holding deposits should refund that deposit to the payor within 30 days after the basis for holding the deposit no longer exists.

SECTION 16: **ADOPTION** “P550 Receiving Gifts To The City” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P550 Receiving Gifts To The City(*Added*)

SECTION 17: **ADOPTION** “P555 Depositing Revenue” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P555 Depositing Revenue(*Added*)

SECTION 18: **ADOPTION** “P560 Special Funds” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P560 Special Funds(*Added*)

SECTION 19: **ADOPTION** “P565 Special Assessments” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

P565 Special Assessments(*Added*)

SECTION 20: **AMENDMENT** “900 CITY CLERK/TREASURER” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

AMENDMENT

SECTION 21: **REPEAL** “201 Cable Television Policy” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~201 Cable Television Policy (Repealed)~~

1. **PURPOSE:** To describe the policies of the City of West Allis regarding the cable system and operator serving the City.
2. **ORGANIZATIONS AFFECTED:** This policy applies to all City departments, boards, commissions and the general public.
3. **POLICY:** This statement of policy describes the City's policies in regards to the cable system and operator serving the City.
4. **REFERENCES:** Ordinance No. 6189 of Subchapter II of Chapter XV of the City of West Allis Revised Municipal Code. Resolution No. 24848, the Renewed Franchise Agreement between the City of West Allis and Marcus Cable Partners, L.P.
5. **PROCEDURES:**
 - a. **GENERAL POLICIES - CABLE FRANCHISE ORDINANCE** See attached.
 - b. **GENERAL POLICIES - MARCUS CABLE FRANCHISE AGREEMENT** See attached.
 - c. **OFFICE OF CABLE COMMUNICATIONS**
 - i. **Established.** There is established the Office of Cable Communications within the Department of Administration & Finance.
 - ii. **Power and Duties.** The Office shall:
 - (1) Regulate the operations of all cable television systems and operators within the City to ensure compliance with all aspects of Franchise Agreements between the City and cable operators.
 - (2) Provide assistance to the License & Health Committee of the Common Council as may be required in the exercise of their regulatory responsibilities over cable operators.
 - (3) Develop and implement policy, standards, procedural guidelines, and programs to ensure the maximum use of government access channels (spectrum).
 - (4) Assist City departments, agencies, and commissions in planning and coordinating cable communications activities.
 - (5) Assist other municipalities and government agencies in development and production of video programs for a fee for service.

~~**Effective Date:** 1/1/82~~

~~**Revision Date:** 1/1/98~~

SECTION 22: **REPEAL** “202 Bulletin Board Policy” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~202 Bulletin Board Policy (Repealed)~~

1. PURPOSE

To describe the policies and procedures for use of departmental or City-owned Bulletin Boards.

2. ORGANIZATIONS AND PERSONS AFFECTED

The policy applies to all City of West Allis departments, boards, commissions, organizations, employees and individuals requesting to use a departmental or municipal facility’s Bulletin Board.

3. POLICY

It is the policy of the City to provide a Bulletin Board within each department or building for communications and announcements.

4. REFERENCES

None

5. PROCEDURES

a. RESPONSIBILITY

- i. It is the responsibility of each City building’s department head/designee (Communications Department for City Hall) to monitor Employee Bulletin Boards and keep them clean and uncluttered. Items will be current, neat, and only approved items will be allowed.

b. GENERAL POLICIES

- i. All items will be dated and presented to the respective department head/designee (Communications Department for City Hall) for approval prior to posting.
- ii. No item will be posted for more than thirty days, unless so stated on the item.
- iii. No items that are of a derogatory nature towards the City, any city organization, group of employees, or employee will be allowed.
- iv. All items will have the contact information of the individual requesting posting affixed to the item to be posted.
- v. Any department, city organization, or employee may send items for posting to their respective department head/designee (Communications Department for City Hall) who, upon approving the item(s), will post them in a timely manner.

~~Effective Date: 12/18/12~~

~~Revision Date: 2/6/18~~

SECTION 23: **REPEAL** “203 Mail” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~203-Mail (Repealed)~~

1. PURPOSE

To describe the procedures followed by the Communications Department and other City departments in regard to mail.

2. ORGANIZATIONS AND PERSONS AFFECTED

This policy applies to all City of West Allis departments, boards, commissions, and City employees.

3. POLICY

It is the policy of the Communications Department to follow a uniform set of procedures in regard to the pick up and distribution of mail.

4. REFERENCES

None

5. PROCEDURES

a. RESPONSIBILITY

The Communications Department shall be responsible for administering the pick up and distribution of mail to City departments.

b. GENERAL POLICIES

- i. The Communications Department is responsible for the pick up and distribution of mail to and from all City departments, with the exception of the Health Department, Public Library, Police Department, and Fire Department. All outgoing City mail is picked up by the Communications Department by 4:00 p.m. Mail that needs to go out after 4:00 p.m. shall be brought directly to the Communications Department office. The Communication Department's mail room employees sort, weigh and affix the proper postage amount to City mail.
- ii. For the purpose of assigning postage costs to the proper departmental account, each department is assigned an administrative account number. Some particular programs are also assigned administrative account numbers. If mail is to be charged to an account other than the regular department account, the proper account number should be given on a note attached to the mail awaiting pick up.
- iii. Parcels of large size should be brought directly to the Communications Department office for mailing.
- iv. The Communications Department makes all necessary arrangements when large or heavy items must be shipped by freight. The Communications Department arranges for shipping with trucking firms.
- v. The Communications Department will receive all incoming mail, sort it by department, and deliver it. Personnel are requested not to come to the mailroom to pick up their mail early as it is a disturbing influence on mail personnel and only serves to delay others' mail.

~~Effective Date: 1/1/82~~

~~Revision Date: 2/6/18~~

SECTION 24: **REPEAL** "301 Committees Of The Common Council" of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~301 Committees Of The Common Council (Repealed)~~

1. PURPOSE

To describe the composition, responsibilities and procedures of the committees of the Common Council.

2. ORGANIZATIONS AND PERSONS AFFECTED

This policy applies to the Common Council and to all City of West Allis Departments, Boards, Commissions, and the general public.

3. POLICY

It is the policy of the City of West Allis Common Council to utilize committees in performing its duties.

4. REFERENCES

Section 62.11, Wisconsin Statutes.

5. PROCEDURES

a. RESPONSIBILITY

The Common Council shall have the management and control of the City property, finances, highways, navigable waters, and the public service. The Common Council shall have the power to act for the government and good order of the City, for its commercial benefit, and for the health, safety, and welfare of the public. The Common Council may carry out its powers by license, regulation, suppression, borrowing of money, tax levy, appropriation, fine, imprisonment, confiscation, and other necessary or convenient means. To facilitate the meeting of these responsibilities, the Common Council shall utilize a system of committees.

b. GENERAL POLICIES STANDING COMMITTEES

i. Standing Committees. The following standing committees are formally constituted subunits of the common council, each of which may handle the matters described:

(1) Administration Committee

- (A) Any matters primarily assigned to the city administrator, assistant city administrator, city assessor, city attorney, city clerk, city treasurer, communications director, finance director/comptroller, and information technology director, including the confirmation of the appointment of those city officers, as applicable
- (B) Any matters related to the board of review, civil service commission, employee benefit committee, ethics board, library board, and tourism commission including the confirmation of the appointment of those city officers, as applicable
- (C) Litigation and claims filed under Wis. Stat. 893.80

(2) Economic Development Committee

- (A) Any matters primarily assigned to the development executive director and planning and zoning manager, including the confirmation of the appointment of those city officers, as applicable
- (B) Any matters related to the business improvement districts, community development authority (and

- resident advisory board), community development block grant committee, economic development loan task force, and plan commission, including the confirmation of the appointment of those city officers, as applicable
- (C) Granting or denying new business licenses issued by the city clerk
- (D) Purchasing or conveying title to real estate
- (3) Public Safety Committee
 - (A) Any matters primarily assigned to the code enforcement director, fire chief, police chief, and health commissioner, including the confirmation of the appointment of those city officers, as applicable
 - (B) Any matters related to the administrative review appeals board, board of zoning appeals, board of health, commission on aging, fair housing board, historical commission, and board of police and fire commissioners, including the confirmation of the appointment of those city officers, as applicable
 - (C) Granting or denying new operators' licenses under Wis. Stat. 125.17, and hearing all matters involving existing licenses
 - (D) Ordinance regulating persons, vehicles (except parking regulations), real property, and public nuisances
- (4) Public Works Committee
 - (A) Any matters primarily assigned to the city engineer or public works director, including the confirmation of the appointment of those city officers, as applicable
 - (B) Any matters related to the beautification commission and capital improvement commission, including the confirmation of the appointment of those city officers, as applicable
 - (C) All duties of the public works board under Wis. Stat. 62.14
 - (D) Management of city-owned real estate
 - (E) Vehicle parking regulations and street signage
Sanitary sewers, storm sewers, water, claims related to sewer or water rates, streets, sidewalks, alleys, street lighting, bridges, under passes, grades, public utilities, purchases, cemeteries, railroads, garbage, rubbish, weed control, public buildings, parking utility, forestry, public grounds, recycling and solid waste, and parks Committee
- ii. Appointment to Standing Committees. On the third Tuesday of April after an election, or soon thereafter as practicable, the Mayor shall appoint 5 alderpersons to serve on each standing committee and appoint the chair and vice chair of each standing committee from that committee's membership. No alderperson shall be Chair of more than one (1) committee. Each standing committee shall have one member from each Aldermanic District.

- iii. Chair and Vice Chair Responsibilities.
The Chair of the Committee shall have authority to set the agendas for meetings. In addition, the Chair shall direct the Committee staff to take appropriate actions as determined by the Committee. Finally, the Chair shall (if they wish) participate with the City Administrator in conducting the annual performance review of the appropriate department heads (does not include performance reviews conducted by the Police and Fire Commission or the Library Board). The Vice Chair of the Committee shall have the authority of the Chair in his/her absence. In the event that a new Alderperson is appointed or elected to fill a vacancy for the remainder of the term, the newly appointed or elected Alderperson shall serve on the standing committees to which their predecessor was appointed to by the Mayor unless approved by a majority of the Common Council.
- iv. Sub Committees. Any committee of the Common Council may in its discretion, perform a part of its duties through sub committees, which shall in all cases report directly to their respective committees. Each committee and sub committee shall have available to it the services of any City officer or employee which it deems necessary.
- v. Departmental Oversight. Committees of the Common Council shall exercise legislative oversight and provide for liaison with those City Offices, Departments, Boards, Committees, and Commissions designated within their areas of basic responsibility. Review of departmental budgets prior to formal hearing by the Common Council shall be performed by the Administration Committee and with the liaison committee as requested.
- vi. Committee Meetings. Each committee of the Council shall convene at the discretion of the Chair or upon a date established by the committee. The City Clerk shall post and also publish in the official City newspaper, the schedule of all such regular meetings. In addition, the City Clerk shall post in the City Hall, all matters pending before each committee, prior to regular public meetings of Council committees; shall make available for public inspection, the minutes of all public meetings of Council committees; and shall separately notify any interested parties of scheduled committee meetings specifically affecting them. Nothing contained in this subsection shall be construed as a limitation on any Committee in considering any other business which may properly come before it.
- vii. Committee of the Whole. Any member of the Council may move to go into a Committee of the Whole to consider and report on any matter pending before the Council. The Committee of the Whole may be convened by a majority vote of the Council or it may be convened by the President of the Common Council. The President of the Common Council shall preside as Chair of the Committee. The Committee shall consider any matter referred to it, and make written report and recommendations thereon to the Council.
- viii. Special Committees. Select or special committees may be provided for on motion or by resolution, designating the number and object, and unless otherwise ordered, shall be appointed by the Mayor or other presiding officer of the Council.
- ix. Quorum. The quorum for all standing committees shall be three (3)

member alderpersons, and the quorum for any other committee is a majority of the appointed members.

- x. Voting. A simple majority of those present constituting a quorum shall be necessary to take action. For the standing committees, a minimum of three (3) members voting aye or nay is required for official action. A member voting present on any action shall not be included when counting a quorum for that item. A tie vote will result in a Committee report to Council without recommendation.

SECTION 25: **REPEAL** “302 Meetings” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~302 Meetings~~ (Repealed)

1. PURPOSE:

To describe the procedures to be followed for meetings of the Common Council of the City of West Allis.

2. ORGANIZATIONS AFFECTED:

This policy applies to the Common Council and to all City of West Allis departments, boards, commissions, and the general public.

3. POLICY:

It is the policy of the City of West Allis to follow standard procedures for Common Council meetings.

4. REFERENCES:

Subchapter V, Chapter 19, Wisconsin Statutes. Section 62.11, Wisconsin Statutes. Sections 3.01, 3.04, and 3.015(2) of the City of West Allis Revised Municipal Code.

5. PROCEDURES:

a. GENERAL POLICIES - COUNCIL MEETINGS

- i. Regular Meetings. Regular meetings of the Common Council of the City of West Allis shall be held at the Council Chambers in the City Hall or such other place as the Common Council may designate on the first and third Tuesdays of each month or such other days that the Common Council may agree upon. The time of the Common Council meeting shall be established by the Common Council at its convenience. Public hearings may be taken up out of the regular order of business. Following a regular City election, the new Council shall first meet on the third Tuesday of April.
- ii. Special Meetings. Special meetings of the Common Council may be called by the Mayor (or in his/her absence, by the President of the Council), at such time as he/she may appoint, by written notice of the purpose and time thereof, to each member delivered to him personally or left at his usual abode, at least six (6) hours before the meeting. Upon petition of five (5) or more members of the Council, the Mayor (or in his/her absence, the President of the Council) shall call a special

meeting of the Common Council. No other business shall be considered or transacted at any special meeting other than that for which the special meeting was called.

- iii. Adjournments. Any regular or special meeting may be adjourned by a majority of the members present.
- iv. Meetings Shall be Public. All meetings of the Council shall be open and public, and all of its procedure shall be recorded by the City Clerk/Treasurer or under his/her authorization in record books kept for that purpose.
- v. Call to Order. The Mayor or President or Acting President of the Council (as the case may be) shall promptly call each meeting of the Council to order, at the hour fixed for the holding of such meeting. The direct line of succession and order shall be as follows:
Chairpersons of the Administration & Finance Committee
Chairpersons of the Board of Public Works
Chairpersons of the Safety & Development Committee
Chairpersons of the License & Health Committee
Chairpersons of the Advisory Committee
- vi. Roll Calls and Quorum. Before proceeding to business, the roll of the members of the Council shall be called alphabetically, and the names of those present and those absent shall be recorded in the proceedings of the Council. Seven (7) members of the Council, or any greater number, shall constitute a quorum for transaction of business; but a lesser number can adjourn and shall have the power to compel the attendance of absent members. The Mayor shall not be counted in determining whether a quorum is present.
- vii. Attendance; Leave of Absence. No member of the Council, the City Clerk/Treasurer or his/her designee, or other City official, Chief of Police or Police Officer whose duty it shall be to attend, shall absent himself/herself from the meetings of the Council, unless for illness or other good cause.
- viii. Committee Members to Remain at Meeting. No members of any committee shall, during a meeting of the Council, have the privilege of absenting themselves from such meeting by reason of membership in such committee, except by special leave then given.
- ix. Disturbance; How Suppressed. Whenever any disturbance or disorderly conduct shall occur in the Council Chambers or rooms or halls adjacent thereto, the Mayor or other presiding officer of the Council shall have power and authority, with the aid of the Chief of Police, or other Police Officer in attendance upon the meeting of the Council, to cause the same to be cleared of those persons, as required or authorized by law.
- x. Notice of Meetings. Notice of meetings of the Common Council shall be given in accordance with the Open Meetings Law, Subchapter V, Chapter 19, Wisconsin Statutes.

b. GENERAL POLICIES - ORDER OF BUSINESS

- i. Order of Business. The order of business of the Common Council meetings shall be as follows:
 - (1) Call to order by presiding officers.
 - (2) Call of the roll and announcement of presence or absence of a quorum.
 - (3) Pledge of Allegiance to the Flag of the United States of

America.

(4) Scheduled public hearings.

(5) Statements by citizens (Citizen Participation).

Not more than half (1/2) hour shall be allowed for statements by citizens to the Council. Each individual shall be limited to five (5) minutes to address the Council. Participants are required to print their names and addresses on the sign-in sheet for speakers and shall announce their name and address. Dialogue with members of the Council is not permitted other than scheduling and other similar non-substantive matters. Such questions shall be directed to the Chair only. No citizen may speak more than once during this portion of the meeting. The Clerk or his/her designee shall keep time and shall announce when a speaker has one (1) minute of speaking time remaining. Upon any one speaker reaching the allotted five (5) minutes, the Clerk shall announce "Time", and the Chair shall ask the speaker to conclude his/her remarks. Any speaker so informed who continues to address the Council shall be considered to have created a disturbance under subsection 3.01(a) of the West Allis Revised Municipal Code. Upon conclusion of half (1/2) hour total time (and after a speaker has concluded), the Clerk shall announce that the time for citizen statements has expired. This portion of the meeting shall then end unless an Alderperson moves to extend the time, the motion is seconded, and a majority of the Council present votes to extend the time. An individual speaker's time may not be extended.

(6) Announcement of recess meetings.

(7) Miscellaneous business.

(8) Approval of agenda of meeting.

(9) Approval of minutes of previous meeting(s).

(10) Items not referred to Committee.

(11) Regular meeting standing committee reports.

(12) "Recess" committee meetings.

(13) New and previous matters. (Recess meeting standing committee reports.)

(14) Reports of special committees.

(15) Additional miscellaneous business.

(16) Adjournment.

~~Effective Date: 1/1/82~~

~~Revision Date: 3/15/11~~

SECTION 26: **REPEAL** "303 Presiding Officer" of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~303 Presiding Officer (Repealed)~~

1. PURPOSE:

To describe the role of the presiding officer of the Common Council.

2. ORGANIZATIONS AFFECTED:

This policy applies to the Common Council and to all City of West Allis departments, boards, commissions, and the general public.

3. POLICY:

It is the policy of the Common Council of the City of West Allis to be governed by policies and procedures in regard to that body's presiding officer. The presiding officer is the Mayor, President of the Common Council or the presiding member of it.

4. REFERENCES:

Section 3.02, City of West Allis Revised Municipal Code.

5. PROCEDURES:

a. RESPONSIBILITY

It is the responsibility of the presiding officer to chair sessions of the Common Council.

b. GENERAL POLICIES

- i. It shall be the duty of the presiding officer to open the session at the time fixed for the meeting, or at the time to which adjournment may be had, by taking the chair and calling the members to order.
- ii. It shall be the duty of the presiding officer to clear the Council floor (that part of the Council Chamber within the rail) of all unauthorized persons prior to convening the meeting of the Common Council. Authorized persons on the floor of the Council during meetings of the Council shall be the Mayor, Clerk, Aldermen, Chief Executive Officers of Municipalities attached to the City for school purposes, School Board Commissioners, City and school district staff personnel, members of City boards, commissions and committees, and members of the press. The Council may from time to time authorize additional persons on the Council floor.
- iii. It shall be the duty of the presiding officer to announce, at the conclusion of the roll call, the fact of the presence of a quorum, or not, as the case may be.
- iv. It shall be the duty of the presiding officer to announce the business before the Council in the order in which it is to be acted upon.
- v. It shall be the duty of the presiding officer to receive and submit, in proper manner, all motions and propositions presented by members.
- vi. It shall be the duty of the presiding officer to put to vote the questions which are regularly moved or which necessarily arise in the course of the proceedings, and to announce the result.
- vii. It shall be the duty of the presiding officer to restrain the members while engaged in debate within the rules of order.
- viii. The Mayor or other presiding officer shall ensure that no signs, placards, banners, or other similar items are displayed in the Council Chambers during a Council meeting. Any person failing to remove such items shall be considered to have caused a disturbance under subsection 3.01(9) of the West Allis Revised Municipal Code.
- ix. The Mayor or other presiding officer shall preserve order and decorum, decide all questions of order and shall inform the Council, when necessary, on any point of order or practice. He/she may speak to points of order in preference to others and seek the advice of the City Attorney on such points of order or practice.

- x. It shall be the duty of the presiding officer to authenticate, by his signature, when necessary, all ordinances, resolutions, orders and proceedings of the meetings of the Council over which he presides.
- xi. It shall be the duty of the presiding officer to name the members who are to serve on committees when directed to do so in a particular case, or when it is a part of his general duty by these rules, or on any other occasion when it becomes necessary to do so.
- xii. It shall be the duty of the presiding officer to represent and stand for the Council meetings over which he presides, declaring its will, and in all things obeying its commands.
- xiii. The Mayor or other presiding officer of the Council shall preserve order and decorum. The presiding officer may speak to points of order in preference to others, rising from his seat for that purpose; and he shall decide questions of order, subject to an appeal by any member.
- xiv. The Mayor or other presiding officer of the Council may call a member to the chair, but such substitution shall not extend beyond an adjournment.
- xv. In the absence of the Mayor and President of the Council, one of its members shall be elected to preside temporarily until the return of the Mayor or President of the Council.
- xvi. The Mayor shall not vote on the call of yeas and nays, except in the case of a tie vote among the Aldermen, when he shall cast the deciding vote.
- xvii. The Mayor shall have the authority to exercise the general veto powers as are prescribed in Section 62.09(8)(c) of the Wisconsin Statutes.

~~Effective Date: 1/1/82~~
~~Revision Date: 3/15/11~~

SECTION 27: **REPEAL** “304 Rules Of Procedure” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

R E P E A L

~~304 Rules Of Procedure~~ (*Repealed*)

- 1. PURPOSE:
To describe the rules of procedure for the Common Council.
- 2. ORGANIZATIONS AFFECTED:
This policy applies to the Common Council and to all City of West Allis departments, boards, commissions, and the general public.
- 3. POLICY:
It is the policy of the City of West Allis Common Council to be governed by standard rules of procedure.
- 4. REFERENCES: Section 62.11, Wisconsin Statutes. Section 3.05, City of West Allis Revised Municipal Code.
- 5. PROCEDURES:
 - a. RESPONSIBILITY The Common Council shall have the management and control of the City property, finances, highways, navigable waters, and the

public service. The Common Council shall have the power to act for the government and good order of the City, for its commercial benefit, and for the health, safety, and welfare of the public. The Common Council may carry out its powers by license, regulation, suppression, borrowing of money, tax levy, appropriation, fine, imprisonment, confiscation, and other necessary or convenient means.

b. GENERAL POLICIES - RULES OF PROCEDURE

- i. Decorum and Points of Order. The Mayor or other Presiding Officer shall preserve order and decorum, decide all questions of order and shall inform the Council when necessary on any point of order or practice. He/she may speak to points of order in preference to others.
- ii. Cameras and Sound Equipment. Cameras and sound recording devices may be used in the Council Chambers, but only in such a manner as will cause a minimum of interference with or disturbance of the proceedings of the Common Council. Supplemental lighting for television, cable, or video shall be used only with the exercise of extreme discretion in regard to the intensity and duration of such lighting with a view to creating the least amount of disturbance to the proceedings of the Council and the least amount of discomfort to members of the public in attendance.
- iii. Appealing Decisions of Chair. Any member shall have the right to appeal from the decision of a Presiding Officer. No appeal shall be debatable and the appeal shall be sustained by a majority vote of the members present, exclusive of the presiding officer.
- iv. Introduction of Matters to Council.
 - (1) Alderpersons to Present. No business shall be considered by the Council unless presented by a member of the Council, a standing committee of Council, or by a City board, commission or committee. All matters shall be introduced in a manner consistent with this policy.
 - (2) Privilege of Council Floor. The privilege of the floor of the Council shall be limited to members of the Council except for public hearings and statements of citizens authorized in the order of Council business. Any member of the Council may yield the privilege of the floor to a City officer or employee or to a member of a City board, commission or committee. The privilege of the floor may be granted to other persons upon approval of the Council.
 - (3) New Matters. All communications, petitions, proposed resolutions, proposed ordinances and other papers addressed to or intended for the Council shall be sent to the Clerk/Treasurer who shall prepare and note on the file a brief statement of their contents.

c. GENERAL POLICIES - REFERENCE OF ORDINANCES, RESOLUTIONS, COMMUNICATIONS, ETC.

- i. Referral to Committee.
 - (1) All communications and petitions directed to the Common Council shall be referred to the appropriate standing committee. However, any unsigned or anonymous correspondence shall not be introduced and referred.
 - (2) Every ordinance, resolution, communication, and every

matter appropriating money or creating a charge against any City funds (excepting motions approving claims duly audited by the Comptroller) shall be referred to an appropriate Committee or Committees by the presiding officer and shall not be acted upon by the Council until reported back from the Committee. Such referral and report back may be conducted at the same Council meeting. Legal claims and process shall be referred directly to the City Attorney pursuant to Policy No. 801.

- ii. Objections to Reference. Whenever any matter is referred by the Presiding Officer to any committee, any member of the Council may object to its being so referred, and may make a motion for some other proper disposition thereof. Whenever any matter is referred to any committee which required reference, any member at the time it is so referred may move to have such matter referred to a different committee than the one named.

d. GENERAL POLICIES - REPORTS OF COMMITTEES: SECOND READING

- i. Written Report. The Committee, to whom a matter has been referred, shall consider the same, and submit a written report and recommendations thereon to the Council when it has completed its consideration or when requested by the Council. Upon the submission of the committee report to the Council, the ordinance, resolution or other matter reported on by the committee shall be read at length, if requested by any member of the Council.
- ii. Time For Report. If the matter referred is not disposed of by the committee within a reasonable length of time, the Council may fix a time within which the committee shall make its report thereon to the Council. The City Clerk/Treasurer shall make a quarterly report of all matters pending before each committee at the second regular Council meeting in January, April, July, and October of each year for the preceding three (3) months.
- iii. Recall to Full Council. Whenever, in the judgment of the Council, the committee having a matter in charge has failed to report thereon with due diligence, the Council may at any meeting recall any matter referred to such committee, and refer the same to another or special committee or take other appropriate action. The Council may designate a time within which any committee having a matter in charge shall report thereon, and may if the circumstances warrant such action, extend such time.

e. GENERAL POLICIES - VETO

- i. Procedure on Veto. Objections of the Mayor to any act (ordinance, resolution, motion) of the Council, shall be presented to the Council attached, in the case of an ordinance or resolution, to the act of the Council to which objection is made. The written objections of the Mayor shall be treated as a communication. For the act of the Council to which such objections have been made to become effective, a vote by seven (7) members of the Council shall be required in favor of a motion that the act be made effective notwithstanding the objection of the Mayor.

f. GENERAL POLICIES - COUNCIL

i. Agendas.

- (1) Regular Agenda. The City Clerk/Treasurer shall prepare a written agenda in advance of each meeting of the Common Council. This regular agenda shall contain an itemized listing, in the form provided herein, of all new matters to be introduced and all Committee reports to be acted upon by the Common Council. The regular agenda for each scheduled meeting of the Common Council shall be closed at 5:00 p.m. on the third working day prior to the day of the meeting. The agenda shall be available to the entire Council, staff, the press and the public, 48 hours in advance of each Council meeting.
- (2) Supplemental Agenda. Following preparation of the regular agenda, additions to it may be prepared as a supplemental agenda. No supplemental agenda for any meeting of the Common Council shall be prepared by the City Clerk/Treasurer unless authorized by the Mayor or an Alderperson. The supplemental agenda, when authorized, shall be in the form of the original Council agenda. A 24-hour notice shall be given for supplemental agendas. However, if 24 hours is impossible due to an emergency situation, or impractical due to some overwhelming consideration, a minimum of at least 2 hours must be given. Proper notice of all supplemental agendas must be provided to the City's official newspaper and any news media requesting it, as well as Alderpersons and appropriate City officials.

ii. New Matters.

- (1) New matters shall be placed on the agenda by listing the summary statements attached to each item with notations for the proposed reference thereof. All or any of such items may, upon adoption of a motion to approve the proposed reference, or upon order of the Presiding Officer in the absence of such motion, be referred as indicated upon such agenda without separate reading of each item, in full or by summary, by the Clerk/Treasurer.
- (2) Any member of the Common Council, upon request and without motion, shall obtain separate consideration of one or more new items upon such agenda for the purpose of having such items read at length by the Clerk/Treasurer or his/her designee, or to request or move for a different referral, or to put any motion relating thereto authorized by the rules of the Council.

iii. Committee Reports.

- (1) The reports and recommendations of each committee on all items upon which it has completed its consideration, and which are to be included on the agenda, shall be prepared in cumulative written form and submitted to the Clerk/Treasurer in advance of the next succeeding meeting of the Council. All such written reports shall contain an itemized summary of each matter to be reported on, shall contain the committee's recommendation thereon, and shall show, for each matter, the committee vote thereon. Reports and recommendations of the

Committees shall be signed by the Chair on behalf of the Committee's action, or in the absence of the Chair, the Vice Chair or Acting Chair shall sign. Official voting shall be recorded.

- (2) The Council may act upon the entire committee report upon motion to adopt, or at the request of any member, without motion, shall separately consider any item. Upon consideration of such written committee report by the Council, a motion to adopt any or all of the items upon such report within the scope of the motion, including the passage of an ordinance or the adoption of a resolution, and also including any amendments or substitutions to such ordinance or resolution recommended by the committee and contained upon such report.
 - (3) No committee shall be precluded from orally presenting any or all of its report and recommendations to the Council on any matters.
 - (4) The committee may act on any of the Council agenda items during the Recess meetings and report them out as a Recess meeting standing committee report.
- iv. Deletions and Corrections. Items on the regular and supplemental agenda may be deleted or corrected upon motion and action by the Council prior to and/or as a part of the approval to establish the agenda for that meeting.
- v. Comments from Members of Committees. In case all the members of any committee required or entitled to report on any subject referred to them cannot agree upon a report, any member of the committee may express his/her views accordingly.
- vi. Roll Call Vote.
- (1) On Ordinances, Resolutions, and Appropriations. On adoption of all ordinances, resolutions, reports of Committees, and regulations or other matters appropriating moneys or creating any charge against any of the funds of the City, renewing taxes, renewing the appropriation of moneys, or releasing, discharging or commuting a claim or demand of the City, the question shall be taken by call of the roll, and shall be passed or adopted by a majority vote of all members of the Council.
 - (2) On City Officers. When voting for any City officer or on the confirmation of an appointment, the voting shall be by call of the roll.
 - (3) On Other Matters. On any other matter it shall be in order to call for the ayes and noes, unless a roll call be requested by a member of the Council.
 - (4) Vote To Be Recorded. All roll call votes shall be duly entered in the journal by the Clerk/Treasurer or his/her designee.
 - (5) Call Of The Vote. The Clerk/Treasurer or his/her designee shall call the roll at each meeting in a descending alphabetical sequence commencing in order and continuing at each subsequent meeting with the next name in such order and ending with the name of the member who voted first at the

- preceding meeting.
- vii. **Members Who Shall Vote.** Every member, when a question is put, shall vote unless the Council shall, for special cause, excuse him/her; but it shall not be in order for a member to be excused after the Council has commenced voting.
 - viii. **Tie Vote Mayor To Vote.** The Mayor shall not vote except in the case of a tie vote in the Council, when he/she shall cast the deciding vote.
 - ix. **Stating of Motions Before Debate.** When a motion is made, it shall be stated by the presiding officer or read by the Clerk/Treasurer or his/her designee, previous to debate, upon request of any member.
 - x. **Recognition For Debate.** Whenever a member is to speak in debate, or deliver any matter to the Council, he/she shall address himself/herself to the presiding officer, and confine his/her remarks to the question under debate, and avoid personalities.
 - xi. **Presiding Officer To Name First To Speak.** When two or more members seek recognition at the same time, the presiding officer shall name the member who is first to speak.
 - xii. **Member May Speak Twice.** No member shall speak more than twice on any question, except by leave of the Council.
 - xiii. **Motions in Order During Debate.** When a question is under debate, no motion shall be received except:
 - (1) To adjourn.
 - (2) To lay on the table.
 - (3) For the previous question.
 - (4) To postpone to a certain day.
 - (5) To commit to a standing committee.
 - (6) To commit to select committee.
 - (7) To amend.
 - (8) To postpone indefinitely. These several motions shall have precedence in the order in which they stand in this rule.
 - xiv. **Motions To Adjourn; Lay On Table.** A motion to adjourn, shall always be in order; and a motion to adjourn, to lay on the table, and call for the previous question, shall be decided without debate.
 - xv. **Motion For Reconsideration.** It shall be in order for any member voting in the majority to move for a reconsideration of the vote on any question at the same or next succeeding meeting. A motion to reconsider being put and lost shall not be renewed.
 - xvi. **Division Of The Question.** Any member may call for a division of the question when the same can be separated into two or more distinct propositions.
 - xvii. **Moving Previous Question.** Any member desirous of terminating the debate, may call the previous question, when the question to be announced by the presiding officer shall be: "Shall the main question now be put?" Such motion shall be decided without debate. If a majority of the members present, vote in the affirmative, the main question shall be taken without further debate, and its effect shall be to put an end to all debate, and bring the Council to a direct vote, first upon the pending amendment, if any, and then upon the main question.
 - xviii. **Accounts To Be Audited And Verified.** Every account presented to

the Council to be audited, shall be verified, as provided by law, and shall not be allowed or directed to be passed until it shall have been examined and certified as correct by the Committee on Administration & Finance, which shall be composed of five (5) members, and reported and audited by the Council.

xix. Call Of The House.

- (1) When Made. Any three (3) members of the Common Council may make a call of the house and require absent members to be sent for. A call of the house may only be used to establish a quorum.
- (2) Putting Question On Call Of House. On a call of the house being moved, the presiding officer shall say: "It requires three (3) members to order the call of the house," and if three or more agree, the call shall thereby be ordered.
- (3) Doors To Be Closed. The officer acting as Sergeant At Arms, shall close the doors, and no member shall be allowed to leave the room.
- (4) Absentees, How Brought In. The Clerk/Treasurer or his/her designee shall immediately call the roll, and shall furnish a list of the absentees without leave to the Sergeant At Arms, who shall forthwith proceed to find and bring in such absentees.
- (5) Procedure While Under Call. While the Council is under call, no business shall be transacted, except to receive and act on the report of the Sergeant At Arms, and no other motion shall be in order, except to adjourn and motion to suspend further proceeding under the call, which motions shall be determined by ayes and noes, and the motion to suspend further proceedings under the call shall not be adopted unless a majority of the members elect to vote in favor thereof, but a majority of those present may adjourn.
- (6) Call Raised When Absentees Present. When the Sergeant At Arms shall report that all who were absent without leave are present, the call shall be at an end and the business or motion pending at the time the call was made shall be proceeded with.

xx. Quorum. The quorum for the Council shall be seven (7) Alderpersons.

xxi. Voting. A simple majority of those present constituting a quorum shall be necessary to take action. A minimum of seven (7) members voting aye or nay is required for official action. A member voting present on any action shall not be included when counting a quorum for that item.

xxii. Suspension Of Rules. These rules may be suspended by a vote of not less than seven (7) members of the Council. Unless unanimous consent is given, the vote on suspension shall be by vote on call of the roll.

xxiii. Robert's Rules Of Order. The rules of parliamentary practice set forth in Robert's Rules of Order Newly Revised shall be the standard in all cases to which they are applicable, and in which they are not inconsistent with these rules.

~~Effective Date: 1/1/82~~

~~Revision Date: 1/21/03~~

SECTION 28: **REPEAL** “305 Environmental Actions” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~305 Environmental Actions (Repealed)~~

1. PURPOSE:

To describe the policy of the City with respect to required and voluntary actions that the City will undertake for environmental actions on both City-owned property and on privately-owned property that have development potential.

2. ORGANIZATIONS AFFECTED:

This policy applies to the Common Council and to all City of West Allis departments, divisions, offices, boards, commissions, committees, affiliated organizations, and the general public.

3. POLICY:

It is the policy of the City of West Allis Common Council to only undertake environmental actions which are required by federal and state law.

4. REFERENCES:

State Environmental Law and Rules/Regulations. Federal Environmental Law and Rules/Regulations.

5. PROCEDURES:

a. RESPONSIBILITY

The Common Council of the City of West Allis shall be responsible for determining what environmental actions the City will undertake with respect to City-owned property and privately-owned property that have development potential.

b. GENERAL POLICIES

- i. With respect to City-owned property, it is the policy of the Common Council of the City of West Allis that the City shall undertake only those environmental actions which are required by state and federal law, rules, and regulations.
- ii. With respect to privately-owned property that has development potential, it is also the policy of the Common Council of the City of West Allis that the City shall undertake only those environmental actions which are required by state and federal law, rules, and regulations. However, by its own consideration and exception, the Common Council may authorize and approve further environmental actions which may be deemed appropriate in a given situation where the action, if taken, would be of financial and developmental benefit.
- iii. The Common Council shall seek advice on all such environmental actions from the City Attorney, City Administrative Officer, Director of Development, Director of Public Works, and the City Engineer.

~~Effective Date: 11/17/97~~

~~Revision Date: 6/3/03~~

SECTION 29: **REPEAL** “306 Fee/Deposit Refunding Policy” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~306 Fee/Deposit Refunding Policy~~ (*Repealed*)

1. PURPOSE: To authorize Departments and Divisions to make decisions with respect to the refunding of deposits/fees. To provide Departments and Divisions with specific criteria to ensure citywide consistency when deciding if a deposit/fee refund is appropriate. (These guidelines are for Departments/Divisions to follow when the refund of a fee for a service or the return of a deposit is requested by a party.)
2. ORGANIZATIONS AFFECTED: All City of West Allis Departments and Divisions.
3. POLICY: To ensure:
 - a. Uniformity throughout City Departments/Divisions with regard to refunding fees or deposits.
 - b. Fees and deposits are refunded when appropriate.
 - c. Clear guidelines for Departments and Divisions are followed when deciding if a refund is appropriate.
 - d. Proper procedures are followed when issuing a refund.
4. REFERENCES: None.
5. PROCEDURES:
 - a. It is the policy of the City of West Allis to provide that Departments/Divisions refund fees and deposits upon request unless:
 - i. It is explicitly stated on the application or the contract that no refund is available.
 - ii. State statutes, charter ordinances, general ordinances or resolutions of the City prohibit, guide, or set alternative refunding schedules.
 - iii. The terms of contract have been violated.
 - b. Refunds will also not be provided if application processing has commenced and staff work is underway. If unusual circumstances exist, Departments/Divisions may consider the proration of a fee/deposit refund.
 - c. If the approving authority (e.g., Common Council), as a part of its normal review process, denies any application for any reason, a refund of the fee/deposit will not be given as a result of that denial.
 - d. All City forms and applications shall be maintained in compliance with this policy.
 - e. To appeal a refund decision of a Department/Division, the applicant or requestor may make a written request to the Administrative Appeals Review Board.
 - f. The refunding of fees or deposits shall be done by the Department/Division that initially accepted the application and/or fee/deposit.

~~Effective Date: 11/4/02~~

SECTION 30: **REPEAL** “307 Conditional Class B Liquor License Policy” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~307 Conditional Class B Liquor License Policy (Repealed)~~

1. **PURPOSE:** To authorize the License and Health Committee to make decisions with respect to granting of conditional Class B Liquor Licenses and issuance of those licenses. To provide Departments and Divisions with specific criteria to ensure citywide consistency when deciding when conditional Class B Liquor Licenses should be granted and issued. (These guidelines are for Departments/Divisions to follow when a Class B Liquor License for a non-operational business is requested by a party.)
2. **ORGANIZATIONS AFFECTED:** All City of West Allis Departments and Divisions.
3. **POLICY:** To ensure:
 - a. Uniformity throughout City Departments/Divisions with regard to the granting and issuance of conditional Class B Liquor Licenses.
 - b. Necessary conditions are met before a Class B Liquor License is actually issued.
 - c. Clear guidelines are followed by the License and Health Committee when deciding whether to issue a conditional Class B Liquor License.
 - d. Proper procedures are followed when denying a Class B Liquor License application.
4. **REFERENCES:** None.
5. **PROCEDURES:**
 - a. It is the policy of the City of West Allis to allow the License and Health Committee to set specific time limits within which a conditionally granted Class B Liquor License must be issued or denied subject to the following guidelines:
 - i. An application may be conditionally approved, subject to all necessary requirements such as passing all building, fire, health and zoning inspections, proof of control of the licensed premises, and such other conditions as the License and Health Committee may impose.
 - ii. Such approval is conditioned upon the applicant obtaining such inspection approvals and satisfying the other conditions within sixty (60) days from the date of Common Council approval.
 - iii. The License and Health Committee and Common Council may, upon the applicant's request at the initial appearance before the Committee, extend the time for compliance an additional thirty (30) days, for a total of ninety (90) days from the date of the original conditional approval. The License and Health Committee and Common Council may further extend the time for compliance for an additional ninety (90) days at the request of the applicant, provided the applicant requests to be heard before the Committee and explains the circumstances warranting additional time for compliance. The conditional approval recommendation by the License and Health Committee, at the time of the license applicant's appearance, shall be the only notice provided to the applicant.
 - iv. If the applicant has not provided the City Clerk/Treasurer's Office with proof that the conditions have been satisfied within the time allowed herein, the license shall not be issued and shall be deemed denied. A new application must then be filed for the premises. The deposit fee shall be non-refundable and non-transferable.
 - v. An Original Alcohol Beverage License must be issued prior to the applicant submitting a renewal application. If the Original Alcohol

Beverage License has not been issued at the time of the annual renewal period, the Clerk/Treasurer shall forward an Original Alcohol Beverage License Application instead of a Renewal Alcohol Beverage License Application to the applicant for the following license year.

~~Effective Date: 08/07/07~~

SECTION 31: **REPEAL** “308 Naming And Renaming Of Public Buildings, Facilities, And Streets” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~308 Naming And Renaming Of Public Buildings, Facilities, And Streets (Repealed)~~

1. PURPOSE:

To provide procedures and guidelines whereby the City of West Allis streets, public lands, and facilities may be officially named by the Common Council.

2. ORGANIZATIONS AFFECTED:

This policy applies to the City of West Allis Common Council and to all City departments, boards, commissions, and the general public.

3. POLICY:

There are occasions when interested parties have proposed to name or rename City of West Allis streets, public lands, and facilities. It is the policy of the Common Council to consider naming proposals, seek citizen input, and formally decide on proposed names or renaming of City of West Allis streets, public lands, or facilities within established criteria.

4. REFERENCES: Resolution No. 25145 adopted December 3, 1996.

5. PROCEDURES:

a. DEFINITION

- i. Public Land – Lands which are owned or controlled in use by the City of West Allis for the long-term benefit of the community. These lands may be within or outside of the corporate limits. Examples include, but are not limited to, parks, open space, and plazas.
- ii. Public Facilities – Physical facilities owned or controlled in use by the City of West Allis for the long-term benefit of the community. Examples include buildings, bridges, rooms, and ball fields.

- b. NAMING CRITERIA City of West Allis streets, public lands, and facilities may be named after persons or after a place or location, or after an event that has created an important legacy or achievement. Generally, a person’s name is eligible for consideration after five years of their death but the Common Council may make exceptions (for persons living or deceased) where the person’s contribution or impact merits more immediate recognition or where the person or representatives of the person are the benefactors of a particular facility. The following criteria may be used by the Common Council in determining the appropriateness of the naming designation:

- i. A noteworthy public figure or official;
- ii. A person, place, or event of historical or cultural significance;
- iii. Special benefactor(s) [living or dead];

- iv. A person, group, place, or feature, particularly identified with the public land or facility;
- v. Exceptions to the naming criteria can be approved by Common Council if an occasion to recognize the outstanding contributions of a living person is determined.
- vi. A proposal to rename a public building or facility that has already been named after a person will only be considered if the person has come into general approbation and meets the other criteria stated in this section and following a period of ten (10) years following the effective date of the original naming.

(1) Streets

- (A) Owners of property abutting the street shall be notified of the proposal and any public hearing (if applicable) by mail.
- (B) The proposal to rename a street shall require a two-thirds (2/3) vote of the Common Council.

(2) General Guidelines

- (A) In naming parks, health centers, libraries, and other public facilities with specific functions, preference shall be given to names of individuals who have made significant contributions in endeavors related to those facilities.
- (B) A proposed name will not be considered if it duplicates or sounds similar to an existing name for the same type of public property.
- (C) Full names of individuals will not be considered unless use of the individual's last name only would render the street, building, or facility unidentifiable or create confusion with other like properties.
- (D) For street names, a street should bear the same name throughout its uninterrupted length and the name should not exceed fourteen (14) characters in length, including spaces between words but not including cardinal direction letters and abbreviations for street types.
- (E) Names of sitting Mayors and Alderpersons and other City officials shall not be considered.
- (F) The procedures set forth herein shall not apply to the original naming of streets.
- (G) All costs related to the renaming, including the cost of any recording, legal, administrative, signage, construction or other associated costs shall be paid by the person or organization making the request. These costs may be waived only with the approval of the Common Council.

c. INITIATION OF PROPOSED NAME

- i. The proposal shall be submitted in writing to the City Clerk who shall refer the proposal to the Board of Public Works of the Common Council. The individual or organization submitting the proposal shall provide information, including biographical, rationale, and evidence of local support addressing the criteria as specified in Paragraph 5(b)

- above.
 - ii. The proposal shall include, but is not limited to, the following relevant information: the name being proposed, for which street, building, or facility the name is proposed and the reason(s) for the proposed new name.
 - iii. Prior to naming proposals being forwarded to Common Council for preliminary review, naming proposals shall be formally reviewed by the appropriate advisory committee(s), as determined by the Common Council, in public meetings with opportunity provided for citizen input requested through advanced meeting advertisement. The Common Council will solicit public input prior to making a decision on a naming request not assigned to a committee for preliminary review.
 - iv. Meeting minutes or staff reports shall be prepared that fully document input received from citizens, committee discussions, and a specific naming recommendation(s) for preliminary review of Common Council.
- d. PRELIMINARY COMMON COUNCIL REVIEW AND FORMAL DECISION
- i. The item will be placed on the Common Council meeting agenda for discussion and action. Minutes from committee meetings that include a naming recommendation or staff report will be transmitted to the Common Council for review.
 - ii. The Common Council, after consideration, by motion and majority vote adopting a formal resolution related thereto, may:
 - (1) Direct that a public hearing will be held on its behalf by its Board of Public Works.
 - (2) Formally name a street, public land, or facility, or
 - (3) Formally reject a naming proposal.
 - (4) Take such other actions as the Common Council deems appropriate.
 - iii. A formal Common Council decision of a naming recommendation may be made at the time of:
 - (1) Preliminary review or following;
 - (2) Additional public input and public hearing.
 - iv. Common Council approval of a consideration shall take effect sixty (60) days after Council action or at such other time as the Common Council may designate.
- e. ADDITIONAL PUBLIC INPUT AND PUBLIC HEARING
- i. The Common Council, through its Board of Public Works may hold a public hearing prior to making a formal decision on a naming proposal.
 - ii. Common Council will do one of the following:
 - (1) Formally name a street, public land, or facility, or
 - (2) Formally reject a naming proposal.
 - (3) Seek additional input from staff and/or amend the proposal.
- f. POLICY REVIEW AND UPDATE
- i. This policy shall be reviewed periodically, as needed, by the Director of Public Works, Director of Development, City Administrative Officer, and City Attorney.

~~Effective Date: 6/7/11~~

SECTION 32: **REPEAL** “309 Workplace Communications” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

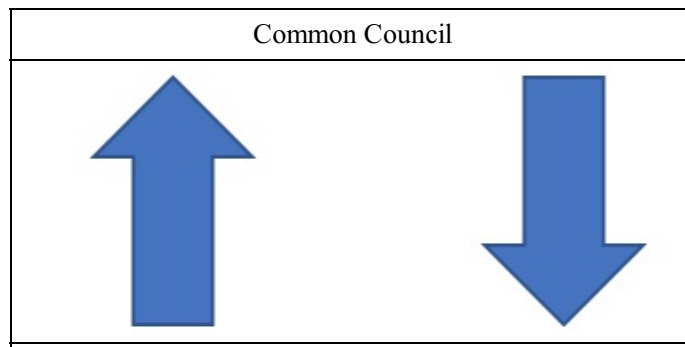
~~309 Workplace Communications (Repealed)~~

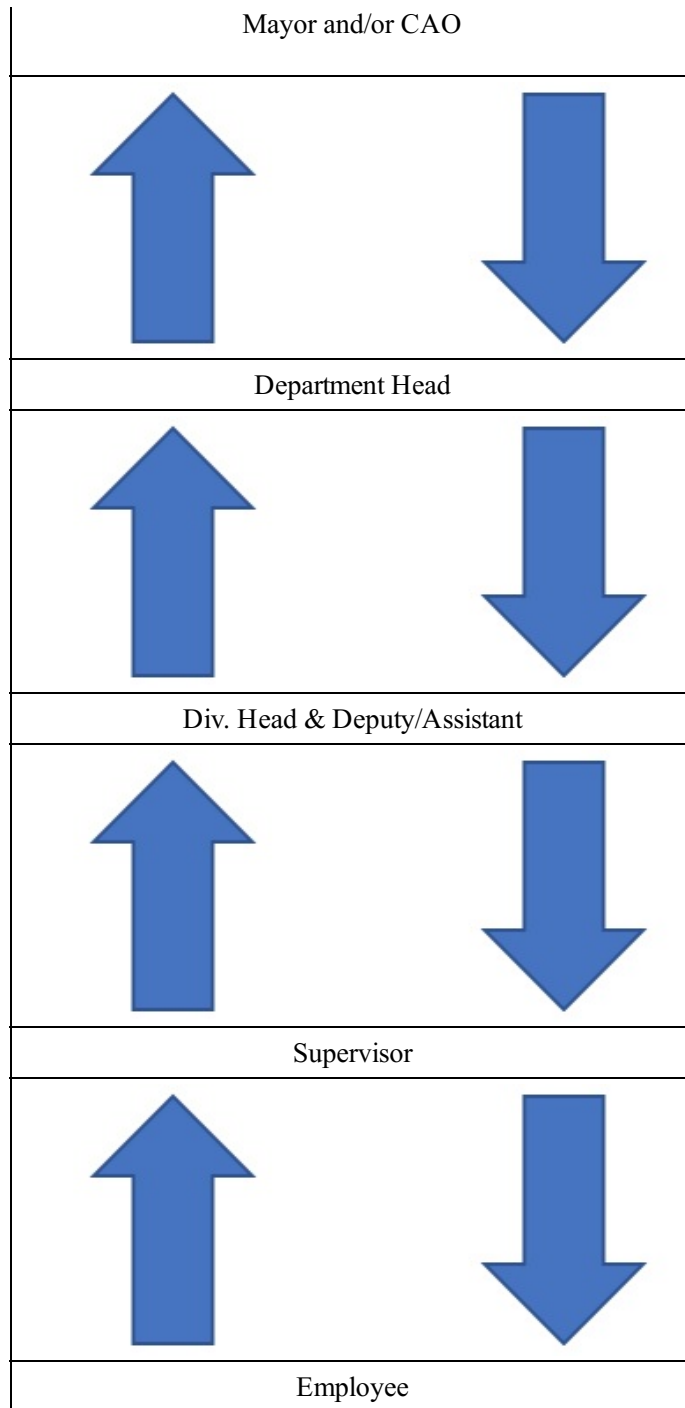
1. **PURPOSE:** To describe the policies and procedures to be followed by all City staff for addressing questions, concerns, opinions or suggestions pertaining to any aspect of work.
2. **ORGANIZATIONS AND PERSONS AFFECTED:** This policy applies to all City of West Allis departments, boards, commissions, and employees except public safety employees under Wis. Stat. 111.70, unless otherwise included by City Ordinance or Policy and Procedure.
3. **POLICY:** It is the policy of the City of West Allis to foster an environment where an individual’s worth is encouraged and where communication is both welcome and valued. Misunderstandings, conflicts, questions or concerns can arise in any organization. In order to ensure cohesive working relations and provide efficient and effective services to our community, it is important such matters be addressed and, as necessary, resolved in a timely and efficient manner, following an orderly line of organization and protocol. (Nothing in this policy is meant to controvert matters, responsibilities, and powers reserved to the Common Council and its members, nor infringe upon an individual’s constitutional rights and privileges.)
4. **REFERENCES:** City of West Allis Revised Municipal Code, Sections 2.095 and 2.76(4) City of West Allis Revised Municipal Code, Chapter II – Subchapter II, Department of Administration and Finance City of West Allis Budget City of West Allis Policies and Procedures Manual, Policy 401 – Policies of the Mayor’s Office City of West Allis Policies and Procedures Manual, Policy 403 – Shared Responsibilities of Mayor and City Administrative Officer City of West Allis Policies and Procedures Manual, Policy 1436 – Anti-harassment and Anti-Retaliation City of West Allis Organizational Chart
5. **PROCEDURES:**
 - a. **GENERAL POLICIES**
 - i. An employee shall have the opportunity, and is responsible for bringing forward any work-related questions, concerns, opinions, or suggestions.
 - ii. Supervisors have the responsibility to listen to and address, as applicable, any work-related questions, concerns, opinions or suggestions presented to them by their employees.
 - b. **OPEN DOOR** While the City of West Allis follows a Chain of Command organizational structure (Section 5(c)), it encourages and instills a sense of transparency and openness wherein employees may offer suggestions and ideas, provide or solicit feedback, seek personal or professional counsel, or address concerns. The City promotes this concept through various avenues, such as the Suggestion Award Program and Employee Assistance Program. Further, it encourages the flow of communication across all levels of the organization when the circumstances necessitate or deem it appropriate (e.g. a

benefit issue which is overseen by the Human Resources Division, a discrimination complaint wherein City policy establishes reporting protocol, etc.). An employee is able to go to their supervisor, their department/division manager, HR Manager, City Administrative Officer, Mayor, the Common Council or any other department/division supervisor/manager which is applicable to their issue (e.g. Finance Manager with a paycheck issue).

c. CHAIN OF COMMAND The City of West Allis operates under a traditional Chain of Command organizational structure wherein authority and power is wielded and delegated from top management to every employee at every level of the organization. Instructions flow downward along the Chain of Command and accountability flows upward. The City's Organizational Chart outlines the Chain of Command and is reviewed and published on an annual basis as an outcome of the City's annual budget process approved by the Common Council. Employees are expected to follow the Chain of Command unless circumstances necessitate otherwise.

- i. The ultimate decision concerning policy in the City resides by law with the Common Council under the leadership of the Mayor.
- ii. The City Administrative Officer/Clerk-Treasurer (CAO) assists the Mayor in his/her day-to-day role of direction and operation of the City by ensuring all City ordinances and State/federal laws are observed and enforced, resolutions, policies and programs are efficiently administered, and all City officers and employees discharge their duties. The CAO coordinates internal activities of City operations as authorized by the Common Council, approved by the Mayor, or as requested by Departments.
- iii. All departments shall, through the Chain of Command, be responsible to the Common Council through the Mayor and/or CAO. The departments, through the Chain of Command, shall cooperate with the Mayor and/or CAO, comply with requests relative to their powers and duties, and assist them in providing professional advice to the Common Council. The hierarchy within the City is as follows:
 - (1) Common Council
 - (2) Mayor and/or CAO
 - (3) Department Heads (Executive Service¹, City Attorney, Municipal Judge)
 - (4) Division Heads (Managerial Service²) or Deputy/Assistant Service³
 - (5) Supervisory Employees in the Classified Service⁴
 - (6) All other employees in the Classified Service⁴





An employee shall refer matters to his/her immediate supervisor, who shall refer such matters to the next higher authority, and when necessary through the Mayor and/or CAO to the Common Council.

- iv. An employee is expected to keep the person he/she reports to informed of his/her activities by whatever means the supervisor deems appropriate.
- v. If an employee has any questions, concerns, opinions or suggestions

about any employment related matter, they should be directed through the Chain of Command unless as otherwise noted herein. Generally, an employee is encouraged to approach an individual first in an attempt to seek resolution to a concern, issue, problem, or conflict with said individual. If that approach does not provide resolution, then the employee must address the problem through the employee's immediate supervisor and onward through the Chain of Command.

- vi. If an employee feels harassed or discriminated against by another person, the employee is directed to follow the procedures set forth in the Anti-Harassment and Anti-Retaliation Policy 1436.
- vii. An employee who receives a non-routine directive or request that falls outside their authority from any citizen, business representative or elected or appointed official, shall immediately report such directive or request to the employee's immediate supervisor. No such directive or request shall be fulfilled unless permission to do so is given by the employee's immediate supervisor.

~~¹Executive Service: those individuals who have direct authority and responsibility over one (1) or more major functional and/or operational area of the City government and who, as a result of this authority and responsibility, can commit and allocate resources within the limits of the approved budget. These individuals participate in the formulation, determination and implementation of management policy and have discretion to allocate and use resources in the administration of their functions. ²Managerial Service: those individuals who have delegated authority and responsibility over one (1) functional and/or operational area of City government and who, as a result of this delegated authority and responsibility, can commit and allocate resources within the limits of the approved budget. These individuals work under the direction of a department head. These individuals are not officers of the City. ³Deputy/Assistant Service: those individuals who do not have direct authority and responsibility over one (1) or more functional and/or operational areas of City government, but may be delegated this authority and responsibility from time to time in the absence of the Executive Manager. This service includes deputies or assistants to heads of departments and administrative divisions. These individuals do not normally have discretion to allocate and use their own time in the administration of the departmental/division/bureau functions, and any time worked outside normal working hours must be approved. ⁴Classified Service: All other offices and positions shall be included in the classified service, unless otherwise determined from time to time by action of the Common Council. The classified service shall be organized and consist of the following: (1) Supervisor, (2) Professional, (3) Confidential, and (4) Municipal Employee Service.~~

SECTION 33: REPEAL "310 Closed Session" of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

310 Closed Session (Repealed)

1. PURPOSE: To describe the policies and procedures regarding communications that occur while any City governmental body is in closed session under Wis. Stat. 19.85.
2. ORGANIZATIONS AND PERSONS AFFECTED: This policy applies to all City of

West Allis elected and appointed officials, departments, boards, commissions, and employees, and any other person included by City Ordinance or Policy and Procedure.

3. POLICY: It is the policy of the City of West Allis to maintain an open government and only use closed sessions as allowed by state law and when necessary for the benefit of the City. Furthermore, it is the policy of the City to ensure that the purpose of closed session meetings is advanced by practical procedures that ensure the information discussed during closed session remains confidential.
4. REFERENCES: Wis. Stat. 19.85
Wis. Stat. 19.89
5. PROCEDURES:
 - a. When a City governmental body adopts a motion to convene in closed session under Wis. Stat. 19.85, no business may be taken up at any closed session until only eligible persons remain at the meeting. Any person who is not eligible to remain in the meeting during closed session shall leave the meeting.
 - b. The following persons may remain at a meeting in closed session:
 - i. The members of the governmental body or a parent body of that governmental body, but any member who has a claim or pending/threatened litigation against the City, or a pending quasi-judicial matter to be decided by the City, shall be excluded during the time which that member's claim, pending/threatened litigation, or matter is discussed.
 - ii. City employees, agents, and contractors the governmental body wishes to include in the closed session.
 - c. During a closed session meeting, no persons present may audio or video record the proceedings.
 - d. After a closed session meeting concludes, no persons present at that closed session meeting or privy to any information discussed during that closed session may discuss the content of the closed session or the information that person received during closed session with anyone other than those who were in the closed session or those who were eligible to be in the closed session meeting.
 - e. Elected officials who were present during a closed session may disclose to ineligible persons their own thoughts on any topic publicly noticed for closed session as long as they do not disclose in that process any information they received during the closed session. Any other persons who were present during a closed session may only disclose their own thoughts on any topic publicly noticed for closed session to others who were present or eligible to be present during the closed session.

~~Effective Date:~~

SECTION 34: **REPEAL** “407 City Of West Allis Accountability Hotline” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~407 City Of West Allis Accountability Hotline~~ (*Repealed*)

1. PURPOSE: To set forth the policy of the City of West Allis and to establish responsibilities and procedures regarding the City of West Allis Accountability

Hotline.

2. ORGANIZATIONS AFFECTED: This policy applies to all City of West Allis departments, boards, and commissions.
3. POLICY: The City of West Allis will provide an accountability hotline program that provides a means of reporting comments about City operations. Comments might include conflicts of interest, improper use of a government office, waste or abuse of public funds, neglect of duty, mismanagement, fraud, theft, bribery, kickbacks, false accounting or recordkeeping, embezzlement, false claims, contract or procurement violations, misuse of City property, and ethics violations.
4. REFERENCES: City of West Allis “Code of Ethics.”
5. PROCEDURES:
 - a. GENERAL POLICY:
 - i. The Accountability Hotline is available to receive messages 24 hours a day 7 days a week and will be checked for calls on a regular basis. The hotline is set up to take messages without leaving a record of the accountability number of the person calling into the hotline. All calls will be logged in an Accountability Hotline Notebook so that results may be tracked. Confidentiality will be maintained to the extent possible during processing and investigations. Police matters will be referred to the normal, already established police complaint system.
 - b. RESPONSIBILITY:
 - i. It shall be the responsibility of the Executive Administrative Assistant to monitor the hotline for messages and notify the Accountability Hotline Monitoring Team (AHMT) that a call or calls have been received and are ready for listening. The Executive Administrative Assistant shall not listen to any messages her (him) self.
 - ii. It shall be the responsibility of the Mayor, City Administrative Officer, and City Attorney to listen and log all calls in a joint effort to ensure the proper checks and balances. This AHMT will ensure that all calls deemed to be legitimate will be assigned a case number and investigated. Feedback will be provided if the caller decides to leave their personal information. Anonymous calls will be provided generic status reports through numeric identification.
 - c. INVESTIGATIONS:
 - i. In the event an employee is involved in a reported message, any investigation of alleged wrong doing will be handled by means of its severity and will be conducted in accordance to City of West Allis policies and ordinances and/or State of Wisconsin laws. Such investigations will be carried out by the Supervisor, City Attorney, Human Resources Manager, Ethics Board, or the Police Department, as determined to be appropriate for the matter.

~~Effective Date: 7/6/10~~

SECTION 35: **REPEAL** “500 MUNICIPAL CODE” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

501 General Policies

1. **PURPOSE:** To describe the general policies that are followed by the City of West Allis Municipal Court jurisdiction, procedures, scheduling, post Court processing, open Court and open records.
2. **ORGANIZATIONS AFFECTED:** This policy applies to all City of West Allis departments, boards, commissions, and the general public.
3. **POLICY:** It is the policy of the Municipal Court to follow uniform policies in regard to the miscellaneous issues described under 5.1 below.
4. **REFERENCES:** Chapter 254, Wisconsin Statutes. Section 2.19, City of West Allis Revised Municipal Code.
5. **PROCEDURES:**
 - a. **GENERAL POLICIES**
 - i. **Jurisdiction.** The Municipal Judge shall have such jurisdiction as provided by the Wisconsin Statutes.
 - ii. **Procedures.** The procedure in Municipal Court shall be as provided by the statutes and laws of the State of Wisconsin. Pre court processing (citations, dockets, etc.), are administered by the Police Department.
 - iii. **Court Schedule.** Municipal Court is in session according to the following schedule:
 - (1) Monday mornings at 8:30 a.m. for intake court.
 - (2) Tuesday mornings at 8:00 a.m. and Tuesday evenings at 4:00 p.m. (trials).
 - (3) Wednesday morning at 8:30 a.m., 9:30 a.m., and 10:30 a.m. (pretrials).
 - (4) The Municipal Judge is also on call daily.
 - iv. **Post Court Processing.** Each case is docketed (given a case number). Any forfeiture paid by the defendant on the day of his or her Court appearance is entered into the Court's record. If the Municipal Judge allows the defendant additional time in which to pay the forfeiture, the additional time granted is recorded in the Court's record. The Municipal Court will order a suspension of driver's license or commitment to jail if the defendant fails to pay the required forfeiture within the allotted time.
 - v. **Open Court.** Municipal Court is open to the public, except that the Court shall be closed when the case being heard involves a juvenile being tried for a non traffic offense.
 - vi. **Open Records.** Records of the Municipal Court are open to the public and news media.

Effective Date: 1/1/82

Revision Date: 1/1/98

~~500 MUNICIPAL CODE~~ (*Repealed*)

~~501 General Policies~~ (*Repealed*)

SECTION 36: **REPEAL** “901 Agenda For Council Meetings” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~901 Agenda For Council Meetings (Repealed)~~

1. PURPOSE: To describe the City Clerk/Treasurer's role in preparing the agenda for City Council meetings.
2. ORGANIZATIONS AFFECTED: This policy shall apply to the City Clerk/Treasurer, Mayor and City Council.
3. POLICY: It is the policy of the City to follow a prescribed procedure for establishing the agenda to be followed at City Council meetings.
4. REFERENCES: Chapter III, City of West Allis Revised Municipal Code.
5. PROCEDURES:
 - a. RESPONSIBILITY
 - i. It is the responsibility of the City Clerk/Treasurer to prepare the agenda for Council meetings as prescribed in Chapter 3 of the Revised Code of the City of West Allis.
 - b. GENERAL POLICIES
 - i. The City Clerk/Treasurer shall prepare a written agenda in advance of each meeting of the Common Council. The agenda shall contain an itemized listing of business of the City Council as set forth in Section 3.04 of the Revised Municipal Code.
 - ii. For normal Council meetings held on Tuesdays, the cut off time for additions to the agenda shall be five (5:00) p.m. on Thursday. Revisions to the agenda deadline may be made by the City Clerk/Treasurer due to special circumstances, e.g. Post Office closure for federal holidays. The final version of the agenda shall be mailed and/or emailed to each member of the City Council and to the media on Friday afternoon.
 - iii. The City Clerk/Treasurer shall provide copies of the agenda to the Library, Police Department, Senior Center, and City Hall for immediate posting. Interoffice mail will be used for all respective buildings. All Departments shall sign a receipt to the effect that they have received copies of the agenda and return it to the City Clerk/Treasurer's office. These departments shall post the agenda in an approved, conspicuous place for public review. The City Clerk/Treasurer shall also post the agenda on the City's website.
 - iv. Extra copies of the agenda will be available in the City Clerk/Treasurer's Office, or emailed upon request, on Friday afternoons for distribution to the press, the public, and all department/divisions and offices.

~~Effective Date: 1/1/82~~

~~Revision Date: 11/3/09~~

SECTION 37: **REPEAL** “902 Election Administration” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~902 Election Administration (Repealed)~~

1. **PURPOSE:** To describe the role of the City Clerk/Treasurer in providing administrative and support services for elections.
2. **ORGANIZATIONS AND PERSONS AFFECTED:** This policy applies to all City of West Allis departments, boards, commissions, and the general public.
3. **POLICY:** It is the policy of the City to have the City Clerk/Treasurer's Office provide election administrative and support services.
4. **REFERENCES:** Chapters 5-12, Wisconsin Statutes. Chapter 2, City of West Allis Revised Municipal Code. Government Accountability Board (GAB) Administrative Rules
5. **PROCEDURES:**
 - a. **RESPONSIBILITY**
 - i. It is the responsibility of the City Clerk/Treasurer to provide election administrative and support services in the areas of voter registration, polling place management, voting machine set up and maintenance, absentee voting, election inspector training, etc.
 - b. **GENERAL POLICIES - VOTERS**
 - i. The City Clerk/Treasurer shall maintain a permanent record of all registered voters with a voting history utilizing the Statewide Voter Registration System (SVRS).
 - ii. After each Fall General Election, the City Clerk/Treasurer, in cooperation with the GAB, conduct the four-year voter maintenance program.
 - iii. The City Clerk/Treasurer shall audit new registration cards for previous registration at the same or another address utilizing the SVRS.
 - iv. The City Clerk/Treasurer shall receive returned voter address verification postcards mailed by the GAB and refer unverified names to the District Attorney for investigation.
 - v. The City Clerk/Treasurer shall prepare two (2) copies of the poll list for each ward for each election.
 - vi. The City Clerk/Treasurer shall order the number of ballots needed for every election from the Milwaukee County Election Commission.
 - vii. The City Clerk/Treasurer shall prepare ballots for elections for City offices.
 - viii. The City Clerk/Treasurer shall accept applications for absentee ballot voting, verify registration, issue ballots for in-person absentee voting, and mail absentee ballots for all offices with postage prepaid, if applicable.
 - ix. The City Clerk/Treasurer shall record the return of all absentee ballots. Alphabetized absentee ballots shall be forwarded to the voter's ward on election day.
 - x. The City Clerk/Treasurer shall maintain a permanent list and forward absentee ballots automatically to indefinitely confined electors, and other registered persons eligible for this service as provided under the State Statutes.
 - xi. The City Clerk/Treasurer manages absentee voting in nursing homes, and trains Special Voting Deputies.
 - xii. The City Clerk/Treasurer shall publish the required notices in the official city newspaper.
 - c. **GENERAL POLICIES - CANDIDATES**
 - i. The City Clerk/Treasurer shall publish a notice of election listing

municipal offices to be filled, and notify the Milwaukee County Election Commission.

- ii. The City Clerk/Treasurer shall provide preprinted nomination papers to candidates: A maximum of ten (10) pages for district candidates, and one hundred (100) pages to Citywide candidates, at no charge. Additional pages will be furnished at twenty-five cents (\$.25) per page.
- iii. The City Clerk/Treasurer shall furnish and audit GAB-1 candidate campaign registration statements, declaration of candidacy, nomination papers, and statement of economic interests. The City Clerk/Treasurer shall furnish GAB-2 campaign finance report forms to candidates, and audit and record GAB-2 forms as received.
- iv. The City Clerk/Treasurer shall conduct a drawing for local candidates to provide for the ballot order, and certify names of municipal candidates, and any municipal referenda, to the Milwaukee County Election Commission.
- v. The City Clerk/Treasurer shall execute a notice of election and administer Oaths of Office to elected persons.
- vi. The City Clerk/Treasurer manages the recount process.

d. GENERAL POLICIES - VOTING

- i. The City Clerk/Treasurer shall maintain and provide for the storage of optical scan voting machines and accessible voting equipment.
- ii. The City Clerk/Treasurer shall allocate voting machines to wards.
- iii. The City Clerk/Treasurer shall supervise voting machine technicians during machine set up and provide training, as available, to technicians in preventive maintenance for voting machines.
- iv. The City Clerk/Treasurer ensures polling places are accessible.
- v. The City Clerk/Treasurer assigns appropriate signage at voting sites.
- vi. The City Clerk/Treasurer shall provide all necessary supplies and training to officials to conduct the election and operate the machines.
- vii. The City Clerk/Treasurer shall cooperate with the county political parties or party committeepersons relative to the nomination of election inspectors and special voting deputies.
- viii. The City Clerk/Treasurer appoints and trains Special Registration Deputies.
- ix. The City Clerk/Treasurer shall recruit, schedule, and train temporary election workers.
- x. The City Clerk/Treasurer shall conduct training classes for election inspectors prior to each election, and provide overall supervision of election day activities that includes responding to election observer and electioneering matters.
- xi. The City Clerk/Treasurer shall furnish election results and various data and statistics to the Milwaukee County Election Commission and to the GAB, compile prompt election results, late arriving absentee ballots, and provisional ballots for action by the Municipal Board of Canvassers, and preserve all election material in accordance with State Statutes.
- xii. The City Clerk/Treasurer shall follow protocols relative to ballot and electronic voting system security.
- xiii. The City Clerk/Treasurer manages the Election Day Emergency Response Plan.

- e. GENERAL POLICIES - STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)
 - i. The City Clerk/Treasurer shall administer SVRS for the City of West Allis
 - ii. The City Clerk/Treasurer’s office maintains voter and absentee records, and processes voter registration and absentee ballot applications.
 - iii. The City Clerk/Treasurer’s Office shall regularly conduct the Help America Vote Act (HAVA) interfaces that include HAVA checks, voter matches, felon matches, and deceased electors.
 - iv. The City Clerk/Treasurer shall print the ineligible voter list for use in the clerk’s office and at the polls on Election Day.
 - v. The City Clerk/Treasurer maintains district and office information.
 - vi. The City Clerk/Treasurer shall be responsible for SVRS mapping.
 - vii. The City Clerk/Treasurer manages polling place and contact information.
 - viii. The City Clerk/Treasurer sets up the election and poll books, and closes out the election when all tasks are completed.
 - ix. The City Clerk/Treasurer tracks provisional ballots.
 - x. The City Clerk/Treasurer processes and responds to voter data requests.

~~Effective Date: 1/1/82~~
~~Revision Date: 10/1/13~~

SECTION 38: **REPEAL** “903 Fees For Publishing Public Notices” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~903 Fees For Publishing Public Notices (Repealed)~~

1. PURPOSE: To establish the fees for publishing a public notice for various reasons as required by state and local laws.
2. ORGANIZATIONS AFFECTED: This policy applies to all individuals initiating actions for their own benefit or interest, such as license applications, petitions for zoning changes, and other related matters.
3. POLICY: It is the policy of the City to collect a fee from individuals and corporations appearing before the City in proceedings which require a public notice, when the proceedings are primarily for the potential benefit of the individual and/or corporation.
4. REFERENCES: Chapters 2, 9, and 12, City of West Allis Revised Municipal Code.
5. PROCEDURES:
 - a. RESPONSIBILITY
 - i. It is the responsibility of the City Clerk/Treasurer to collect the publication and certification fees from those individuals and corporations appearing before the City.
 - b. GENERAL POLICIES
 - i. The City Clerk/Treasurer shall establish the publication and certification fee annually, based on the actual cost to the City for

- publication and certification.
- ii. The City Clerk/Treasurer shall collect the fees and provide an accounting for the receipts. Moreover, the Clerk/Treasurer shall determine the amount of fee to be collected based on the length of the public notice.

~~Effective Date: 1/1/82~~
~~Revision Date: 1/1/98~~

SECTION 39: **REPEAL** “904 Public Notices For Zoning” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~904 Public Notices For Zoning~~ (*Repealed*)

1. PURPOSE: To describe the responsibility of the City Clerk/Treasurer for public notices in zoning cases.
2. ORGANIZATIONS AFFECTED: This policy applies to all property owners and tenants in the immediate neighborhood of a proposed zoning change.
3. POLICY: It is the policy of the City to require the City Clerk/Treasurer to formally notify property owners and tenants in the immediate neighborhood of a parcel of land, subject to rezoning. It is the policy of the City to make every attempt to notify those individuals who will be most immediately affected by any proposed zoning change.
4. REFERENCES: Section 62.23(7), Wisconsin Statutes.
5. PROCEDURES:
 - a. RESPONSIBILITY
 - i. It is the responsibility of the City Clerk/Treasurer to formally notify all property owners in the immediate vicinity of a proposed zoning change.
 - b. GENERAL POLICIES
 - i. The City Clerk/Treasurer shall make every attempt to formally notify all property owners immediately adjacent to a parcel proposed for rezoning. Moreover, the property owners in the immediate vicinity will also be contacted concerning a proposed zoning change.

~~Effective Date: 1/1/82~~
~~Revision Date: 1/1/98~~

SECTION 40: **REPEAL** “905 Revising The Municipal Code” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~905 Revising The Municipal Code~~ (*Repealed*)

1. PURPOSE:
To describe the role of the City Clerk/Treasurer in revising the Municipal Code.

2. ORGANIZATIONS AFFECTED:

This policy applies to the City Clerk/Treasurer's Office.

3. POLICY: It is the policy of the City to maintain a current and updated Municipal Code of Ordinances. The revised and updated code shall reflect current changes in the Code of Ordinances brought about by changes in the ordinances approved by the City Council and changes dictated by changes in the State Statutes.

4. REFERENCES: None

5. PROCEDURES:

a. RESPONSIBILITY

i. It is the responsibility of the City Clerk/Treasurer to maintain and publish an updated Municipal Code.

b. GENERAL POLICIES

i. The City Clerk/Treasurer shall revise and update the Municipal Code each year. All new and changed ordinances shall be incorporated into the existing Municipal Code, indexed, and published. Sufficient copies of the revisions shall be printed, so that every volume of the revised code will receive the appropriate changes.

ii. The City Clerk/Treasurer shall correct all minor clerical errors in ordinances included in the code, and shall, as a matter of course, make such corrections and changes which are necessary to make the ordinance correct. In no case, however, shall the Clerk/Treasurer make any changes, which would change the meaning of the ordinance.

~~Effective Date: 1/1/82~~

~~Revision Date: 1/1/98~~

SECTION 41: **REPEAL** “906 Recording Council Meetings” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~906 Recording Council Meetings (Repealed)~~

1. PURPOSE:

To describe the role of the City Clerk/Treasurer and Cable Communications Office in recording all meetings of the City Council.

2. ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all meetings of the City Council.

3. POLICY: It is the policy of the City Council to record all Council meetings on an electronic medium, a responsibility of the City Clerk/Treasurer and duty of the Cable Communications Office, and to store these recordings for 90 days after the minutes have been approved and published. Copies of the recordings are available, at cost, from the Video/Cable Communications Coordinator, or free of charge on the City’s website.

4. REFERENCES: PUBLIC RECORDS: Section 19.21(7), Wisconsin Statutes.

5. PROCEDURES:

a. RESPONSIBILITY

i. It is the responsibility of the City Clerk/Treasurer to ensure the recording of the Council meetings.

- ii. It is the duty of the Cable Communications Office to maintain the recordings and assist individuals who request copies.
- b. GENERAL POLICIES
 - i. The City Clerk/Treasurer shall ensure the recording of all City Council meetings.
 - ii. The Video/Cable Communications Coordinator shall store the recordings for 90 days after the minutes have been approved and published, and make copies of the recordings for those requesting copies, at a cost to be established by the Video/Cable Communications Coordinator.

~~Effective Date: 1/1/82~~
~~Revision Date: 10/1/13~~

SECTION 42: **REPEAL** “907 Miscellaneous Responsibilities” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~907 Miscellaneous Responsibilities (Repealed)~~

1. PURPOSE: To describe the standard policies that is followed by the City Clerk/Treasurer's Office in a number of miscellaneous areas of responsibility.
2. ORGANIZATIONS AND PERSONS AFFECTED: This policy applies to all City of West Allis departments, boards, commissions, and the general public.
3. POLICY: It is the policy of the City Clerk/Treasurer's Office to follow a uniform policy in regard to the miscellaneous services described under 4.0 below.
4. REFERENCES:

LICENSE:	Chapter IX, City of West Allis Revised Municipal Code. Chapter 125, Wisconsin Statutes. Common Council Resolutions Nos. 15942, 20276, and R-2013-0063.
BOARD OF REVIEW:	Section 70.47, Wisconsin Statutes.
ADMINISTRATIVE APPEALS REVIEW BOARD:	Section 2.48, City of West Allis Revised Municipal Code. Chapter 68, Wisconsin Statutes.
ETHICS BOARD:	Section 3.7, City of West Allis Revised Municipal Code.

5. PROCEDURES:
 - a. RESPONSIBILITY
 - i. The City Clerk/Treasurer's Office shall administer the services described under Sections 5(b) through 5(f) below.
 - b. GENERAL POLICIES - LICENSE SUPPORT
 - i. The City Clerk/Treasurer shall devise appropriate license application forms in accordance with City ordinances, making revisions when required.

- ii. License application forms shall be available in the City Clerk/Treasurer's Office, with renewal forms being mailed to applicants at least ninety (90) days prior to the expiration of licenses.
 - iii. The City Clerk/Treasurer maintains a record of licenses applied for and/or issued by the Clerk/Treasurer, and administers the electronic business licensing module.
 - iv. License applications filed with the City Clerk/Treasurer shall be referred to the Police Department, Fire Department, Health Department, and Department of Building Inspection and Neighborhood Services, as required by ordinance and/or Council. The City Clerk/Treasurer's Office checks applications for completeness.
 - v. Liquor and beer license applications are requested to be filed prior to April 30th for Common Council review by July 1st.
 - vi. The City Clerk/Treasurer publishes a notice of application for alcohol beverage retail licenses in the legal notices section of the official newspaper prior to introduction to Council.
 - vii. The City Clerk/Treasurer's Office shall check delinquent property tax in order to "tag" and withhold the issuance of a beer or liquor license until payment is received. The City Clerk/Treasurer will "tag" beer and liquor applications on which notification has been received denoting delinquent liquor and/or beer invoices. The City Clerk/Treasurer will hold issuance of license for receipt of release. The City Clerk/Treasurer will also hold issuance of licenses which the State has certified as being tax delinquent, until receipt of releases.
 - viii. The City Clerk/Treasurer's Office will annually submit a report of alcohol beverage retail licenses to the Wisconsin Department of Revenue by July 15th.
 - ix. The City Clerk/Treasurer shall maintain municipal quota information.
- c. GENERAL POLICIES - BOARD OF REVIEW
- i. The City Clerk/Treasurer assures the mandatory training requirement for the Board has been met, and electronically files the training affidavit with the Department of Revenue.
 - ii. The City Clerk/Treasurer's Office provides filing forms for taxpayers wishing to appear before the Board of Review, and accepts the forms and reviews them for correctness.
 - iii. The City Clerk/Treasurer posts and publishes notices of Board of Review meetings with notices mailed to Board members.
 - iv. The City Clerk/Treasurer schedules appointments with persons filing objections, followed by letters containing time and place of hearing, with explanation of the Board of Review's function to all filers.
 - v. The City Clerk/Treasurer takes minutes of Board of Review meetings, with all minutes of hearings taken in a court approved manner (court reporter, tape recorder, or other electronic format).
 - vi. The City Clerk/Treasurer provides the objector, by mail or personal service, with a Notice of Determination.
 - vii. The City Clerk/Treasurer shall prepare a Summary of Proceedings.
- d. GENERAL POLICIES - ADMINISTRATIVE APPEALS REVIEW BOARD
- i. The City Clerk/Treasurer receives an appeal duly filed, and sets the date for a hearing.

- ii. The City Clerk/Treasurer shall serve the appellant with the notice of hearing by mail or personal service.
 - iii. The City Clerk/Treasurer shall forward the notice of appeal and record of proceedings to the members of the Administrative Appeal Review Board.
 - iv. The City Clerk/Treasurer takes minutes of Board meetings, with all minutes of hearings taken in a court approved manner (court reporter, tape recorder, or other electronic format).
 - v. The City Clerk/Treasurer shall mail or deliver to the appellant the written determination stating the reasons.
- e. ETHICS BOARD
- i. The City Clerk/Treasurer provides support services to the Board.
 - ii. The City Clerk/Treasurer manages Economic Interest Statements filed by city officials.
- f. GENERAL POLICIES - ADDITIONAL SERVICES
- i. The City Clerk/Treasurer's Office acts as the information center of the City.
 - ii. The City Clerk/Treasurer's Office provides notary public service for City purposes. Notary Public services shall not be provided to the general public for non-city matters.
 - iii. The City Clerk/Treasurer's Office manages oaths for all city officials and ethics policy statements for citizen board members.
 - iv. The City Clerk/Treasurer's Office manages website information for the Clerk/Treasurer's Office, City Government, and Legislative Information Center.
 - v. The City Clerk/Treasurer's Office receives claims filed against the City of West Allis
 - vi. The City Clerk/Treasurer's Office receives and files Health Commissioner decisions on variance permits relative to excessive noise and vibration.
 - vii. The City Clerk/Treasurer's Office receives complaints relative to Fair Housing Administrative Enforcement.
 - viii. The City Clerk/Treasurer's Office manages city legal notice publications in the official city newspaper.
 - ix. The City Clerk/Treasurer responds accordingly to open records requests.
 - x. The City Clerk/Treasurer shall have care and custody of the corporate seal of the city.
 - xi. The City Clerk/Treasurer participates in the redistricting process.

~~Effective Date: 1/1/82~~

~~Revision Date: 10/1/13~~

SECTION 43: **REPEAL** “908 Records Retention Policy” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~908-Records Retention Policy (Repealed)~~

1. **PURPOSE:** It is the intent of this policy to establish procedures for the retention and disposal of City of West Allis records.
2. **ORGANIZATIONS AND PERSONS AFFECTED:** This policy applies to all City of West Allis departments, boards, commissions, and the general public.
3. **POLICY:** It is the policy of the City to establish records retention and disposition procedures. This policy describes by department: major categories of records, length of required retention, and disposition requirements.
4. **REFERENCES:**
Wisconsin Statutes Section 19.21(4)(b). Section 1.09 of the City of West Allis Revised Municipal Code.
5. **PROCEDURES:**
 - a. **RETENTION GUIDELINES** According to Wisconsin Statute Sec. 19.21 (4) (b), all public records must be retained for at least 7 years, except those listed in Section 1.09 of the City's Municipal Code, those recommended by the Public Records Board as having shorter or longer retention periods, and those for which a specific period of time has been provided by statute. The majority of records produced within City Departments must be retained for at least 7 years. This policy refers to original documents only. The following breakdown lists records that have been recommended by the Public Records Board or prescribed by the Common Council to be retained for shorter or longer periods than 7 yrs:

Records Category	Years of Retention
Department: Assessor	
Final Real Property Assessment Roll	15
Industrial, Real & Personal Property Roll	15
Data Cards	Permanent
Cama Cards	Permanent
Property Record Cards	Permanent
Assessor's Final Report	5
Statement of Assessment	15
Assessor's Plats	Permanent
List of Splits/Combinations	Permanent
Tax Rates/Ratios	Permanent
Department: Attorney	
City Attorney's Opinions	Permanent
Department: Building Inspection and Neighborhood Services	
Applications and Permits	Permanent
Certificates of Occupancy	Permanent
Inspection Field Cards	Permanent
Building Plans (except 1 & 2 Family)	Permanent

Electrical Review Board Minutes	Permanent
Board of Appeals	Permanent
Department: Cable Communications	
Program Advisory Council Minutes	Permanent
Department: Administrative Office	
Administration & Finance Committee Minutes	Permanent
Policies & Procedures Manual	Permanent (superseded as necessary)
Budget Worksheets	3
Salary Negotiations	Permanent
Audit Reports	Permanent
Department: Clerk	
Common Council Minutes	Permanent
Committee Minutes - License & Health, Advisory, Ethics Board	Permanent
Ordinances	Permanent
Resolutions	Permanent
Final Budget	Permanent
License Applications	4 - Liquor 3 - Other
License Record Book	Permanent
Election Results	Permanent
Active Voter Registrations	Permanent
Deeds	Permanent
Easements	Permanent
Register of Bonds & Promissory Notes	Permanent
Revised Municipal Code Book	Permanent (superseded as necessary)
Department: Data Processing	
Data Processing/Word Processing Steering Committee Minutes	Permanent
Department: Development	
Minutes: Block Grant Committee (CDBG) Community Development Authority Economic Development Partnership Committee	

Economic Development Loan Task Force First-Ring Industrial Redevelopment Enterprise, Inc. (F.I.R.E.) Historical Commission Joint Review Board Plan Commission Safety and Development	Permanent
Resolutions: Community Development Authority First-Ring Industrial Redevelopment Enterprise, Inc. (F.I.R.E.) Historical Commission	Permanent
Miscellaneous Files: Section 8 Housing Choice Vouchers Beloit Road Senior Apartments Rehab Loan files Rental Rehab files	Life of participation in Project - 7 years
Miscellaneous Files: Economic Development Loan Programs	7 years after completion of loan
Miscellaneous Files: Planning Files (Site, Landscape, Screening, etc.)	Permanent
Department: Engineering	
City Maps	Permanent
Water, Storm, & Sanitary Sewer Maps	Permanent
Profile and Grade Books	Permanent
Excavation Plans of Utilities	Permanent
Subdivision Plats	Permanent
Annexation Plats	Permanent
Plans for Municipal Buildings	Permanent
Field Notes	Permanent
Annual Reports	Permanent
House Number & Address File	Permanent
Street Vacations	Active Reference Life
Contracts	7 yrs after completion
Master project files	Permanent
As-Builts	Life of project
Assessment project files	Permanent
Assessment reports	Permanent
Department: Finance	

General ledger	15
Receipt Journal	15
Voucher/Order Register	15
General Journal	15
Journal vouchers	15
Appropriations Journal	15
Appropriations Journal Voucher	15
Water & Sewer Utility Records	15
Audit Reports	Permanent
Capital Improvement Program	Permanent
Department: Fire	
Fire & Rescue Reports	Permanent
Maintenance Reports	Life of Equip.
Department: Health	
Minutes: Board of Health	Permanent
Vital Statistics: Birth certificates, Death certificates	Permanent
Annual Reports	Permanent
Senior Center: Minutes: Commission on Aging, Senior Network Committee	Permanent
Department: Housing	
Section 8 Vouchers, Existing, Certificates, Beloit Rd. Housing, Rehab Loan files, Rental Rehab	Life of participation in project + 3 yrs.
Department: Library	
Library Board Minutes	Permanent
Public Library Annual Report	Permanent
Library Annual Report	Permanent
Department: Human Resources	
Arbitration	Permanent
Application Additional Information Sheets	Permanent
Audiometry Testing Results	Permanent
Benefit Plan Documents	Permanent

Civil Service Commission Minutes	Permanent
Collective Bargaining Contracts and Summaries	Permanent
Discrimination/Retaliation Claims	Permanent
FMLA	Permanent
Grievances	Permanent
I-9 Form	1 year after the date employment ceases
Material Safety Data Sheets	Permanent (superseded as needed)
Medical File	Permanent
Personnel File	Permanent
Safety Committee Minutes	Permanent
Safety Inspection Reports and Sampling of Air Quality, Material	Permanent
Safety Procedures	Permanent (superseded as needed)
Suggestion Award Program: Committee Minutes and Suggestions	Permanent
Training Documentation	Permanent
Unemployment Compensation	Permanent
WC-12 Injury Reports for Long Term exposure	30 years
Department: Police	
Incident Reports	Permanent
Booking Sheets	Permanent
Department: Public Works	
Public Works Committee Minutes	Permanent
Vehicle maintenance & expenses	Life of equipment
Annual reports	Permanent
Water Department	
Filed rates & rules	Permanent
Meter history record	Life of meter
Station pumping records	15
Annual meter accuracy summary	10
Department: Purchasing	

Purchase Orders	7
RFP and Vendor Responses	7
Quotes and Vendor Responses	7
Department: Treasurer	
Personal Property Tax Bills	15
Cash Receipts Journal	15

b. RETENTION SCHEDULES

All departments within the City will develop and follow appropriate retention schedules based on the above information. Records not specifically covered by the above guidelines should be referred to the City Attorney's office for retention and disposition guidance. Records may be stored within the department, or saved pursuant to the storage guidelines and the original destroyed.

c. DISPOSITION GUIDELINES Prior to the destruction of the records after the retention schedules have been met, follow Section 1.09 of the City Municipal Code which requires departments to notify the State Historical Society and the Common Council in writing of its intent to destroy the records at least 60 days prior to destruction. The letter should indicate the titles, date and quantities of records to be destroyed.

d. STORAGE GUIDELINES Imaging or microfilming can replace the original document if all procedures are met according the Chapter 1.09 of the Revised Municipal Code. Notice must be given to the State Historical Society and the Common Council in writing 60 days prior to destruction as described above. Imaging or microfilming may be arranged through the Center for Excellence or Purchasing Department. Imaging or microfilming should only be considered for those records having administrative, fiscal, or legal value. Storage may also be on computers, in electronically stored files, or other type of non-physical storage that preserves the documents.

~~Effective Date: 5/4/93~~

~~Revision Date: 11/17/15~~

SECTION 44: REPEAL “909 Operation Of Treasurer's Office” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~909 Operation Of Treasurer's Office (Repealed)~~

1. PURPOSE:

To establish policies and procedures regarding the operation of the Office of Treasurer.

2. ORGANIZATIONS AFFECTED: Administration and Finance Department, financial institutions, and the general public.

3. POLICY:

It is the policy of the City to operate the Treasurer's Office in accordance with state law and consistent with the principles of good treasury management. Moreover, there are specific policies adopted by the City of West Allis which have an impact on the general public and certain financial institutions which are noted in these policies and procedures.

4. REFERENCES:

Chapter 74, Wisconsin Statutes.
Sections 174.05 - 174.10, Wisconsin Statutes.
Section 1.08, City of West Allis Revised Municipal Code.

5. PROCEDURES:

a. PROPERTY TAX BILLING DATE

- i. It is the goal of the Treasurer's Office to attempt to prepare and send out property tax bills no later than December 10 each year.

b. INSTALLMENT TAX PAYMENTS

- i. (1) Installment Tax Payment. Real estate taxes and special assessments levied and assessed in the City shall be paid to the City Treasurer at the City Hall in three installments, each as follows:

33-1/3 % of the aggregate real estate tax and 100% of special assessments and special charges levied and due, shall be paid on or before January 31st.

33-1/3% of the aggregate real estate tax shall be paid on or before March 31st.

33-1/3% of the aggregate real estate tax shall be paid on or before May 31st.

- (2) Penalties - First Installment. If the first installment of the real estate taxes and special assessments so charged is not paid on or before January 31, or within the 5-day grace period, the whole amount of such real estate taxes and special assessments shall become due and payable and shall be collected on or before February 28th with one percent (1%) monthly interest and one-half percent (.5%) monthly penalty for the month of February. All such real estate taxes and special assessments remaining unpaid on March 1st shall be delinquent, and shall be collected by the City Treasurer with interest at the rate of one percent (1%) per month or fraction thereof and one-half percent (.5%) penalty from January 31st next preceding.
- (3) Penalties - Other Installments. If any real estate taxes or special assessments, the payment of which shall have been thus postponed, shall not be paid in full on or before the final date fixed in this section, or within the 5-day grace period, the

unpaid portion of such postponed real estate taxes and special assessments shall be delinquent, and such taxes shall be collected together with interest thereon at one percent (1%) per month or fraction thereof and one-half percent (.5%) penalty from January 31st preceding.

(4) Balance May be Paid on Any Installment Date. On or before any installment date, a taxpayer may pay the balance of the taxes or special assessments due.

(5) Payments must be received by the City Treasurer's Office within 5 working days of the due date.

c. SETTLEMENT WITH THE COUNTY

i. The City Treasurer shall settle with the County Treasurer each year, not later than August 15. At that time, the City Treasurer will turn over all delinquent accounts to the County.

d. "CASH ON HAND" POLICY

i. The Treasurer shall attempt to keep a working cash balance in the Treasurer's Office, in an amount not less than \$5,000.00, at all times.

e. CHECK CASHING POLICY

i. It is the policy of the Treasurer's Office to maintain "sufficient cash" on hand to accommodate a normal workload. Check cashing for City employees is provided as a service to the employees, as long as there is not an unreasonable demand for the maintenance of "cash" in the Treasurer's Office.

f. FUNDING REQUIREMENTS

i. All departments with unusual "payout" requirements shall notify the Treasurer, as well in advance of the request for payment, in order to help facilitate the best possible cash flow management. All departments shall notify the Treasurer's Office by December 15th of any unusually large "payout" requirements associated with their programs during the following twelve-month period.

g. INVESTMENT OF IDLE FUNDS

i. The Treasurer shall maximize the amount of funds available for investment and shall also maximize the rate of return on investments. Bids will be solicited only from financial institutions that are official City of West Allis depositories. Funds will be awarded to the highest bidder. Funds can also be invested in instruments that are an obligation of or guaranteed by the federal government.

h. BANK ACCOUNTS

i. The City shall maintain a general fund account with the Tri City National Bank and a payroll account with the Tri City National Bank.

i. BILL PAYMENT

i. All bills owed by the City will be paid so as to take advantage of discounts and the full term of the payment. The general overriding policy, shall be to retain the funds in the City Treasury as long as possible, in order to provide for the maximum return on the City's invested funds.

j. DOG LICENSES

i. The City Clerk's Office is the issuing agency for dog licenses. Dog licenses must be renewed annually and run with the calendar year. Upon payment of the required dog license fee and upon presentation of evidence that the dog is currently immunized against rabies, the City

- Clerk will complete and issue to the owner, a license for the dog.
- k. WIRE TRANSACTIONS
- i. The Treasurer will utilize the electronic funds transfer system, when practical and feasible.

~~Effective Date: 1/1/82~~

~~Revision Date: 3/3/11~~

SECTION 45: **REPEAL** “1101 Budget” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1101 Budget (Repealed)~~

1. PURPOSE: To describe the procedures to be followed by City departments for preparing the City's Operating and Capital Budget.
2. ORGANIZATIONS AND PERSONS AFFECTED: This policy applies to all City of West Allis departments, boards, commissions, and the general public.
3. POLICY: It is the policy of the City of West Allis to follow a uniform set of procedures when preparing and executing the budget.
4. REFERENCES: Sections 1.04 and 2.62, City of West Allis Revised Municipal Code.
5. RESPONSIBILITIES:
 - a. RESPONSIBILITY OF CITY ADMINISTRATOR AND FINANCE DIRECTOR The City Administrator and Finance Director shall be responsible for preparing the City of West Allis budget.
 - b. RESPONSIBILITY OF DEPARTMENT HEADS, MANAGERIAL SERVICE AND DEPUTY SERVICE EMPLOYEES Department heads, Managerial and Deputy Service employees shall be responsible to operate within the guidelines of the budget for which they are responsible.
 - c. GENERAL POLICIES
 - i. Budget Adoption Schedule. The City Administrator shall prepare a Budget Adoption Schedule for review and approval by the Administration and Finance Committee on or before first Common Council Meeting in May. The Budget Adoption Schedule shall prescribe the due dates for steps in the budget process. Substantial changes to the schedule shall be reported to the Administration and Finance Committee (sample per 5(c)(xiii)).
 - ii. Budget Request Information. Budget information and instructions will be provided to all departments as per the timeline provided in the approved Budget Adoption Schedule.
 - iii. Submission of Budget Requests. Each office or department of the City shall file with the City Administrator budget requests in accordance with the budget instructions. Requests shall include a detailed estimate of the department's operating needs for the upcoming calendar year, updates on current capital improvements, and other information as may be required.
 - iv. Department Meetings. The City Administrator shall schedule budget meetings with the Mayor and all Departments to review department

- budget requests. The Mayor shall make whatever additions or deletions to the expenditure requests and revenue estimates, in the form of his/her recommended budget. Additions and changes to department budgets shall be communicated to Departments at least five days in advance of presentation of the Mayor's Recommended Budget to the Common Council and its publication.
- v. Budget Preparation. The Finance Director shall prepare the Mayor's proposed budget in conjunction with City Administrator, including a determination of the sum to be financed in whole or in part by a general property tax, funds on hand, or estimated revenues from any source.
 - vi. Mayor's Recommended Budget. The City Administrator and Finance Director shall present the Mayor's recommended budget to the Common Council on or before the first regularly scheduled Common Council Meeting in October. The Mayor's recommended budget shall include a statement of all existing indebtedness, together with a schedule of principal and interest maturities on such indebtedness for the ensuing year and a statement of all anticipated revenue from sources other than officers and departments of the City. It shall also list all proposed appropriations for each non-departmental activity and reserve account for the ensuing year, together with comparisons of such proposed appropriations and anticipated revenue with those for the preceding year; actual revenues and expenditures for the first six (6) months of the current year; and surplus funds anticipated at the end of the current year, if any.
 - vii. Schedule of Departmental Hearings. The Administration and Finance Committee of the Common Council shall hold hearings for consideration and review of department budgets. Discussions shall include presentation of budget objectives, goals and initiatives, and implementation strategies. A 3-5 year department budget history shall be presented.
 - viii. Budget Analysis. The City Administrator and the Finance Director shall be available to provide information, advice and assistance during the budget process. The Finance Director shall analyze the proposed budgets and present reports of such to the Mayor and the Common Council, as needed.
 - ix. Publication of Mayor's Recommended Budget. In accordance with the approved Budget Adoption Schedule, the Common Council shall determine the time and place for a public hearing regarding the Mayor's recommended budget. A summary of such budget and notice of the place where such budget in detail is available for public inspection and notice of the time and place for holding the public hearing thereon, shall be published in the official City newspaper at least fifteen (15) days prior to the time of such public hearing.
 - x. Public Hearing. Not less than fifteen (15) days after the publication of the proposed budget and the notice of hearing thereon, a public hearing shall be held at the time and place stipulated in such notice, at which time any resident or taxpayer of the City shall have an opportunity to be heard on the proposed budget. The budget hearing may be adjourned from time to time.
 - xi. Final Budget and Tax Levy. Following the public hearing on the

proposed budget, the Common Council shall determine what alterations therein shall be made concerning the amount of tax to be levied, the amounts of the various appropriations and the purposes for such appropriations stated in such budget. After such alterations, if any, have been made, the Common Council shall determine by ordinance, the total City operating budget and the amount of the City levy for general property taxes, and shall levy such tax by ordinance. A proposed budget ordinance shall be presented to the Common Council, not later than the first Tuesday of November of each year.

- xii. Changes in Budget. Following the determination by ordinance of the various appropriations and the purposes of such appropriations and the amount of the tax to be levied, the budget shall not be altered thereafter. Departments are responsible to operate within the guidelines of the annual budget (on a department level, not line-item). If a department's operation or circumstances require an amendment to their budget, the department shall forward such request in the form of a resolution to the City Administrator and Finance Director. The request shall be submitted to the Administration and Finance Committee and Common Council for review and approval. No request may be approved unless authorized by a vote of two-thirds (2/3) of the entire membership of the Common Council. Thereafter, within eight (8) days, be published in the official City newspaper.
- xiii. City of West Allis, Wisconsin - Sample Budget Adoption Schedule.
 - YEAR June: Distribution of Budget Information and Instructions to all Departments.
 - July: Distribution of 6 Month Expenditure Year to Date Report (Department Budget Summary).
 - July: Submission of Departmental Budget Requests to City Administrator.
 - August: Initial Review of Budgets and Evaluation of Resources by Mayor.
 - September: Department Notifications.
 - October: Submission of Mayor's Recommended City Budget to Common Council.
 - October: Order by Council to order Publication of Notice of Public Hearing and Set Hearing.
 - October: Council to Review City Budgets as Submitted. October: Publication of Proposed Budgets. November: Public Hearing - City Purpose Budget (7:30 P.M. -Council Chambers). November: Adoption of 20__ City Budget and Levy of Property Tax. December: Publication of Adopted Levies. December: Completion of Real Estate Tax Roll. December: Delivery of Real Estate Tax Roll to City Clerk/Treasurer. December: Completion of Personal Property Tax Roll. December: Delivery of Personal Property Tax Roll to City Clerk/Treasurer.

~~Effective Date: 1/1/82~~

~~Revision Date: 5/3/16~~

SECTION 46: **REPEAL** “1105 Reviewing Fee Schedules” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1105 Reviewing Fee Schedules~~ (*Repealed*)

1. PURPOSE:
To describe the role of the City Administrative Officer in reviewing fee schedules and making recommendations to the Mayor and City Council for changes.
2. ORGANIZATIONS AFFECTED:
This policy applies to all city agencies departments, boards and commissions and ordinances requiring a fee for services or processing.
3. POLICY:
It is the policy of the City to require the City Administrative Officer to review annually, all of the fees collected by the City from all services. The Clerk shall review the fees to determine whether the City is receiving a fair reimbursement for the specialized services provided.
4. REFERENCES:
None
5. PROCEDURES:
 - a. RESPONSIBILITY
 - i. It is the responsibility of the City Administrative Officer to review all fees collected by the City annually and to report to the Mayor and City Council on those fees which need adjustments.
 - b. GENERAL POLICIES
 - i. The City Administrative Officer, in cooperation with Department Heads and other City officials shall review all fees collected by the City in order to determine whether the fee reasonably compensates the City for the services covered by the fee.
 - ii. The City Administrative Officer shall prepare a written review and recommendation to the Mayor and City Council on all fees collected by the City.
 - iii. The City Administrative Officer will document recommended changes in order to justify proposed increases.

~~Effective Date: 1/1/82~~

~~Revision Date: 1/1/92~~

SECTION 47: **REPEAL** “1106 Administrative/Fiscal Note” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1106 Administrative/Fiscal Note~~ (*Repealed*)

1. PURPOSE: To describe the procedures to be followed by City departments for preparation of the City's Administrative/Fiscal Note.

2. ORGANIZATIONS AND PERSONS AFFECTED: This policy applies to all City of West Allis departments, divisions, offices, boards, and committees.
3. POLICY: It is the policy of the City to require an administrative/fiscal note on certain subjects being presented to the Common Council for action as required in 5(b)(i).
4. REFERENCES: None.
5. PROCEDURES:
 - a. RESPONSIBILITY
 - i. The Administrative/Fiscal Note shall be prepared on a form approved by the Administration & Finance Committee and supplied by the City Administrator.
 - ii. The appropriate department head(s) shall prepare the Administrative/Fiscal Note if directed or requested per 5(b)(i).
 - iii. If the Administrative/Fiscal Note form is directed or requested per 5(b)(i), the City Clerk shall ensure the form is present prior to the agenda deadline for the Common Council or committee meeting.
 - iv. If a review/analysis of performance measurement is requested per 5(b)(iii), the City Administrator shall direct the appropriate staff members to perform the review.
 - v. Departments shall provide all requested information to staff members performing the review/analysis of performance measurement per 5(b)(iii).

b. GENERAL POLICIES

- i. The Administrative/Fiscal Note form is required when the fiscal impact of the item is \$100,000 or greater, or is requested by the committee chair or is requested by the majority of committee or Common Council members present.
- ii. The Administrative/Fiscal Note form shall be used to present information regarding staffing, one-time costs, ongoing costs, savings, revenue gains or losses and other information requested by the Common Council.
- iii. A review/analysis of performance measurement will be conducted by the City Administrator or designee at the request of the majority of the committee or Common Council members present, at a timeline prescribed by the committee or Common Council and reported to the committee or Common Council as appropriate. Departments will timely provide information needed to conduct analysis.

Instructions

~~ADMINISTRATIVE/FISCAL NOTE~~ Each administrative/fiscal note shall be prepared on a form approved by the Administration & Finance Committee and supplied by the City Administrator. **Part I. Date/File ID Number/Resolution No.**

~~Enter the date, file number and resolution number of the requested proposal. Indicate if this is the original fiscal note or a substitute. Submitted By~~ Enter the name and department of the person preparing the fiscal note. ~~Description~~ Describe the subject and purpose of the project/program. ~~Mandate~~ Note if this program or request is mandated. Please attach relevant documentation. ~~Sunset~~ Note if there is a specific time frame involved.

Part II. Expenditures/Services/Revenue.

Check appropriate boxes:

Part III. Expenditures/Revenue:

Enter information regarding type/use. Indicate if ongoing, 1-3 year or 3-5 year cost.
Provide assumptions used in estimate.

Part IV. Revenue Source:

Enter Department Account #.
Check boxes as appropriate.

Part V. Impacts/Goals/Etc:

Indicate and describe impacts. Provide goals and performance criteria for file. Describe the timetable for implementation. Indicate need for new positions and IT resources needed.

Part VI. Performance Measurement:

Indicate if the need and timeline for a future performance measurement review.

~~Effective Date: 12/1/97~~

~~Revision Date: 7/7/15~~

SECTION 48: **REPEAL** “1106a Fiscal Note Form” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1106a Fiscal Note Form (Repealed)~~

~~Click to view the [Fiscal Note Form](#).~~

SECTION 49: **REPEAL** “1106b Fiscal Note Performance Measure Form” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1106b Fiscal Note Performance Measure Form (Repealed)~~

~~Click to view the [Fiscal Note Performance Measure Form](#).~~

SECTION 50: **REPEAL** “1214 Grant Management Policy” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1214 Grant Management Policy (Repealed)~~

1. PURPOSE: The City of West Allis desires to create a consistent and orderly method to apply for and receive grants that provide critical funding for city business.
2. ORGANIZATIONS AFFECTED: This policy applies to any person seeking to apply for a grant on behalf of the City.
3. POLICY: The City will apply for grants to the extent that resources are available and grant funding is available with proper consideration to the terms and conditions of grant funding.
4. REFERENCES:
5. PROCEDURES:
 - a. A person may only apply for a grant under the following circumstances:
 - i. For grants under \$10,000, no application may be submitted without approval from the department head who is responsible for the grant.
 - ii. For grants of at least \$10,000 and less than \$50,000, no application may be submitted without approval from the city administrator.
 - iii. For grants of at least \$50,000, no application may be submitted without approval from all members of the administration and finance committee. If the city administrator notifies all members of the administrative and finance committee of the grant application and no member objects within 5 working days, the application is deemed to be approved.
 - b. No grant award may be accepted unless approved by the Common Council.
 - c. Grants requiring the hiring of personnel shall continue to follow the specific ordinances and policies of the City relating to the position or class of position involved.
 - d. The finance director/comptroller shall be responsible for coordinating the annual Single Audit as required for federal or state purposes.

SECTION 51: **REPEAL** “1302 Records Retention And Availability Of Certain Data” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1302 Records Retention And Availability Of Certain Data~~ (*Repealed*)

1. PURPOSE:
To describe the procedures to be followed by the Information Services Division for records retention, special work requests, requests for changes in services, and the availability of certain data.
2. ORGANIZATIONS AFFECTED:
This policy applies to all City of West Allis departments, boards, commissions, and the general public.
3. POLICY:
It is the policy of the Information Services Division to follow a uniform set of procedures with the above named matters.
4. REFERENCES: None
5. PROCEDURES:
 - a. RESPONSIBILITY. The Information Services Division shall be responsible for making the necessary arrangements for the policies below.

b. GENERAL POLICIES

- i. Retention of Records: The Manager of the Information Services Division shall prepare, subject to the approval of the Information Services User Committee, a records retention schedule.
- ii. Availability of Certain Data: The Information Services Division will provide the public, at cost, mailing lists of registered voters, property owners, license holders, and other existing lists. These requests must be approved in advance by the appropriate City department responsible for the data.

~~Effective Date: 1/1/82~~

~~Revision Date: 1/1/98~~

SECTION 52: **REPEAL** “1306 Information Services User Committee” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1306 Information Services User Committee (Repealed)~~

- 1. PURPOSE: To describe the role of the Information Services User Committee.
- 2. ORGANIZATIONS AFFECTED: This policy applies to all City of West Allis departments, divisions, and offices.
- 3. POLICY: It is the policy of the City to utilize a City-wide Information Services User Committee to establish and approve the overall City direction of information services.
- 4. REFERENCES: Section 2.72, City of West Allis Revised Municipal Code.
- 5. PROCEDURES:
 - a. RESPONSIBILITY The Information Services User Committee shall be responsible for guiding the use of all information systems.
 - b. GENERAL POLICIES
 - i. The Information Services User Committee shall review and approve all standards and guidelines for mainframe, networking, personal computing, training, and support for information, technology, and communications systems, short and long range projects, and personnel and equipment utilization, prior to departmental implementation.
 - ii. The Information Services User Committee shall review and make recommendations to the Common Council regarding all requests for the acquisition of hardware and software.

~~Effective Date: 1/1/82~~

~~Revision Date: 1/1/98~~

SECTION 53: **REPEAL** “1307 Personal Computer Hardware Standard” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1307 Personal Computer Hardware Standard (Repealed)~~

1. PURPOSE:

To describe the City's personal computer hardware standard.

2. ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, divisions, offices.

3. POLICY:

It is the policy of the City to outline a personal computer hardware standard.

4. REFERENCES:

None

5. PROCEDURES:

a. RESPONSIBILITY

The Information Services Division, in conjunction with the Purchasing Division, will maintain a personal computer hardware standard.

i. The current (August, 1997), established standard PC units are noted below. The basic unit will be the unit acquired unless otherwise justified and approved. They are as follows:

(1) Basic: IBM or IBM compatible, 166 MHZ Pentium microprocessor, 2.5 GB hard drive, 16 Meg RAM, 15" SVGA monitor.

(2) Intermediate: IBM or IBM compatible, 200 MHZ Pentium microprocessor, 2.5 GB hard drive, 32 Meg RAM, 15" SVGA monitor.

(3) Power: IBM or IBM compatible, 233 MHZ Pentium microprocessor, 3.5 GB hard drive, 32 Meg RAM, 17" SVGA monitor.

ii. This standard will be periodically reviewed and updated.

iii. For printers, the Hewlett Packard Laser Jet 5P is the base unit, although other units may be requested.

iv. CD ROM may be requested.

v. A UPS will be required for each server. Each Department/Division should have standard surge protection on individual PCs.

vi. Each PC will have in and out fax capability. Each PC will not necessarily have its own printer for fax print out.

vii. Mobile computers/lap top computers will be considered when necessary.

~~Effective Date: 1/1/98~~

SECTION 54: **REPEAL** "1308 Personal Computer Software Standard" of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1308 Personal Computer Software Standard (Repealed)~~

1. PURPOSE: To describe the City's personal computer software standard.

2. ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, divisions, offices.

3. POLICY:

It is the policy of the City to outline a personal computer software standard.

4. REFERENCES:

None

5. PROCEDURES:

- a. RESPONSIBILITY The Information Services Division will maintain a personal computer software standard.
 - i. The established standard for software is Microsoft products and systems as follows:
 - (1) Microsoft Windows 95
 - (2) Microsoft Windows NT
 - (3) Microsoft Office Professional Windows 95
 - (A) Microsoft Word - word processing
 - (B) Microsoft Excel - spreadsheet and data analysis
 - (C) Microsoft Access - relational data base management
 - (D) Microsoft Power Point - presentation graphics
 - (4) Microsoft Back-Office Windows NT
 - (A) Microsoft Schedule - time management and calendaring
 - (B) Microsoft Exchange - E-mail and groupware (fax)
 - (C) Microsoft SNA Server - AS400 interface
 - ii. External on-line services may be requested.
 - iii. Anti-Virus Programs will be required for all PCs and network file servers.

~~Effective Date: 1/1/98~~

SECTION 55: **REPEAL** “1309 Miscellaneous Information Services Items” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1309 Miscellaneous Information Services Items (Repealed)~~

1. PURPOSE: To describe operating guidelines for information services matters.
2. ORGANIZATIONS AFFECTED: This policy applies to all City of West Allis departments, divisions, offices.
3. POLICY: It is the policy of the City to prescribe operating guidelines for efficient delivery of information services.
4. REFERENCES: None.
5. PROCEDURES:
 - a. RESPONSIBILITY The Information Services Division shall be responsible for the following specified items.
 - i. Centrally managing all hardware and software usage.
 - (1) Department's request for new or upgraded hardware and software; Information Services Division reviews and approves requests; Purchasing Division acquires items.
 - (2) Old hardware shall be returned to Information Services Division for redistribution, if possible. Obsolete or unused hardware shall be returned by the Information Services Division to the Purchasing Division for disposition.
 - (3) Only licensed, authorized software will be permitted on hardware (network and AS400).

- (4) Information Services Division will maintain inventory of all hardware and software.
 - (5) All network software and AS400 programs shall be fully documented.
 - (6) The Information Services Division will maintain and periodically change user profiles and passwords.
 - (7) User Passwords must meet the industry's criteria of a strong password.
 - (8) Any user giving out their password to any other user (other than their Department/Division Head as may be required per Department/Division policy) may lose their network privileges.
 - (9) All users must practice "safe" computing to avoid infecting their systems. The IT Division will provide training for "safe" internet surfing. Users who repeatedly infect their computers with viruses, malware, spyware, etc., by downloading software or by visiting corrupt sites, may lose computer access rights as determined by their Department Head and the IT Manager.
- ii. The Information Services Division will maintain a contractual relationship with a technical support vendor to aid in maintenance and troubleshooting.
 - iii. The City of West Allis will maintain a Home Page on the World Wide Web.
 - (1) Departments/Divisions shall submit information to the Information Services Division weekly, or as necessary, for updates.
 - (2) The Information Services Division will maintain the Home Page.

~~Effective Date: 1/1/98~~

~~Revision Date: 01/05/10~~

SECTION 56: **REPEAL** "1310 City Of West Allis Information System Plan/Configuration" of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1310 City Of West Allis Information System Plan/Configuration (Repealed)~~

- 1. PURPOSE: To describe the framework for the City's Information System.
- 2. ORGANIZATIONS AFFECTED: This policy applies to all City of West Allis departments, divisions, offices.
- 3. POLICY: It is the policy of the City of West Allis to operate its information system in accordance with a determined plan configuration.
- 4. REFERENCES: Sections 2.70 - 2.72, City of West Allis Revised Municipal Code
- 5. PROCEDURES:
 - a. RESPONSIBILITY The Information Services Division will be responsible for the maintenance, operation, and ongoing implementation of the City's

information system plan.

- i. The City will maintain a wide area network (WAN) connecting all City buildings.
- ii. Each City building will have its own local area network (LAN).
- iii. The LANs will be tied together using the City's own multimode filer system.
- iv. The City IBM AS400 will provide the City's main business applications (payroll, general ledger, property value roll, tax bills, water bills, CAMA, etc.) The AS400 shall be integrated into the overall City network.
- v. Windows NT will be the main software system used for the LANs.

~~Effective Date: 1/1/98~~

SECTION 57: **REPEAL** “1313 E-Mail Record Retention Policy” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1313 E-Mail Record Retention Policy (Repealed)~~

1. PURPOSE: The purpose of this policy is to emphasize that certain types of e-mail as defined in Wis. Stats. §19.32(2) are public records. The same rules which apply to record retention and disclosure for other city documents apply to such records.
2. ORGANIZATIONS AFFECTED: This policy applies to all City of West Allis departments, divisions, offices, boards, commissions, committees and City employees.
3. POLICY: It is the policy of the City to follow this set of procedures for e-mail record retention.
4. REFERENCES: Wis. Stats. §§16.612, 19.21 et. seq., 19.32 and 19.33.
5. PROCEDURES:
 - a. NATURE OF E-MAIL RECORDS As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record. See Wis. Stats. §19.32(2) for definition of a record.
 - b. COMPONENTS OF AN E-MAIL RECORD The e-mail record is defined to include the message, the identities of the sender and all recipients, the date, and any non-archived attachments to the e-mail message. Any return receipt indicating the message was received by the sender is also considered to be part of the record.
 - c. SAVING AND INDEXING E-MAIL RECORDS The Legal Custodian of an e-mail record bears the responsibility for determining whether or not a particular e-mail record is a public record which should be saved and ensuring the record is properly indexed and forwarded for retention as a public record. E-mail which is subject to records retention must be saved and should be indexed so that it is linked to the related records in other media (for example, paper) so that a complete record can be accessed when needed. E-mail records to be retained shall be archived to a local diskette or printed out and saved in the appropriate file.
 - d. RESPONSIBILITIES FOR E-MAIL RECORDS MANAGEMENT
 - i. Legal Custodian. E-mail records of a city authority having custody of records shall be maintained by the designated Legal Custodian,

- pursuant to City policy.
 - ii. Information Services Manager. If e-mail is maintained in an on-line database, it is the responsibility of the Information Services Manager (ISM) to provide technical support for the Legal Custodian as needed. When equipment is updated, the ISM shall ensure that the ability to reproduce e-mail in a readable form is maintained. The ISM shall assure that e-mail programs are properly set up to archive e-mail.
- e. PUBLIC ACCESS TO E-MAIL RECORDS If a Department receives a request for release of an e-mail public record, the Legal Custodian of the record shall determine if it is appropriate for public release, in whole or in part, pursuant to law, consulting the City Attorney's Office, if necessary. As with other records, access to or electronic copies of disclosable records shall be provided within a reasonable time.
- f. VIOLATION Employees violating this policy are subject to discipline up to and including dismissal. In addition, violations of this policy may be referred for civil and/or criminal prosecution, where appropriate.

~~Effective Date: 02/06/98~~

~~Revision Date: 01/05/10~~

SECTION 58: REPEAL “1316 Email And VPN Access For Alderpersons”
of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1316 Email And VPN Access For Alderpersons (Repealed)~~

1. PURPOSE:

The purpose of this policy is to improve communication and response time, to and from the City of West Allis staff and its Common Council, by providing that every council member has a City of West Allis Email Address and access to the city’s Intranet. This eliminates the need for city staff to print out reports and documents and mail to the alderperson’s home address that does not currently have computer access. This will increase the speed in which information can be disseminated to each other, as well as saving printing and mailing costs.

2. ORGANIZATIONS AFFECTED:

This policy applies to all members of the Common Council.

3. POLICY:

This will enable alderpersons to receive information typically found in the council’s jacket along with access to other additional city information through the use of email and secured. This will require the need of a computer and Internet access for every alderperson. The city will loan a computer to any alderperson who request one. The city will also provide Internet access to any alderperson who does not currently have access at their residence where they conduct city business.

4. REFERENCES:

Electronic Communication Policy, Policies & Procedures Manual Section 1311 E-Mail Policy, Policies & Procedures Manual Section 1312 E-Mail Record Retention Policy, Policies & Procedures Manual Section 1313 Electronic Communication Systems Monitoring Policy, Policies & Procedures Manual Section 1314 Identity Theft Prevention & Red Flag Alerts, Policies & Procedures Manual Section 1315

5. PROCEDURES:

a. Responsibility

- i. It is the responsibility of each alderperson to keep any city owned, loaned computer/laptop, and city logins and passwords, and VPN access secured and used for their sole use only.

b. General Procedures

- i. The city will provide (at the option of the alderperson) a city owned, loaned computer for city business use. The alderperson may decline the offer of a city owned, loaned computer, and as an alternative, use their own personal computer.
 - (1) This loaner computer remains the property of the City of West Allis.
 - (2) The loaner will be a desktop, laptop, or Netbook.
 - (3) The Information Technology Division will maintain and provide all technical support for these computers.
 - (4) All information stored on this computer is discoverable in an event of an Open Record Request.
 - (5) The loaner computer must be returned to the City of West Allis upon the completion of the alderperson's service.
- ii. The city will provide an official city email address for each alderperson. This address shall contain the city's domain name and shall be in the form of username@westalliswi.gov. This email address should be used for all official correspondences between alderpersons, between the city and the alderpersons, and between the alderpersons and their constituents.
 - (1) This city supplied email address shall only be used for official city business.
 - (2) The city email address can be forwarded to an alderperson's personal email account under the assumption that this personal email account may be now eligible for an Open Records Request. (OPT)
 - (3) The Information Technology Division will help the alderpersons set up this additional city email account on their personal computer email program if requested. (OPT)
 - (4) All email will automatically be archived using the city's archive server as defined by the city's email archive policy. This means that all email sent and received from this account will be saved for open record requests for a period of seven years. This includes all official emails, personal emails, spam, and unwanted emails.
- iii. If so desired by an alderperson, a secure Virtual Private Network (VPN) connection will be provided and configured between the alderperson's computer to the city's network. This would allow a connection to be made to the city secure computer network to access information found on the Intranet. Alderpersons could then access city policies and procedures, newsletters, forms, documents, maps, property information files, Common Council jackets found on the city's Intranet.
 - (1) A VPN username and password would be created for each alderperson.
 - (2) This VPN username and password cannot be given out to

anyone by the alderperson.

- (3) All VPN access attempts are records.
- (4) The Information Technology Division would conduct training on how to access the city's Intranet.
- (5) All computers accessing the city's VPN network must have an up-to-date antivirus and firewall protection as needed.

iv. Internet Access

- (1) Internet access will be provided to all alderpersons so they can receive their city emails and VPN into the city's computer network.
- (2) The Information Technology Division will select the Internet Service Provider based on costs, reliability, and speed of the connection.
- (3) An Internet reimbursement allowance of \$20/month will be paid for Internet service for each alderperson. This reimbursement amount represents approximately 50% of the current lowest Internet plan offered by companies in the Milwaukee area.

v. Training

- (1) All alderpersons will be provided training as requested and needed.
- (2) All training will be conducted by Information Technology Division staff at a time convenient for the alderpersons.
- (3) Training may be done in a class setting held at City Hall or in other formats and will consist of:
 - (A) Basic computer operations.
 - (B) Basic email operations.
 - (C) How to read/reply/send email.
 - (D) Emailing to a group of people.
 - (E) What are attachments.
 - (F) How to download and send attachments.
 - (G) How to create a MW Word Document.
 - (H) How to connect to the city's secure network.
 - (a) How to login.
 - (b) Introduction to the city's Intranet.
 - (c) How to look up documents, forms, property information and maps.

(4) Fiscal Data and Extended Costs. FISCAL NOTE:

Estimated Costs

Item	Amt	Unit Price	Costs
Internet Service	10	\$20 (\$200)	\$2,400
Loaner Computer (no more than)*	10	\$500	\$5,000
Microsoft Office Standard	10	\$235	\$2,350

*One-time costs.

Effective Date: 4/19/11

SECTION 59: **REPEAL** “1415 Interest Cards” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1415 Interest Cards~~ (Repealed)

1. PURPOSE: To describe the policy of the Personnel Division in regard to maintaining employment interest cards.
2. ORGANIZATIONS AFFECTED: This policy applies to all City of West Allis departments, boards, commissions, and the general public.
3. POLICY: The City of West Allis recruits by public announcement of vacancies and by maintaining employment interest cards.
4. REFERENCES: None
5. PROCEDURES:
 - a. RESPONSIBILITY The Personnel Division shall be responsible for maintaining and administering employment interest cards.
 - b. GENERAL POLICIES
 - i. Individuals interested in employment with the City of West Allis in certain work areas, may file an employment interest card with the Personnel Division. Interest cards are kept on file for six months.
 - ii. When a vacancy occurs, individuals who have pertinent employment interest cards on file with the Personnel Division will be sent position vacancy announcements.

~~Effective Date: 1/1/82~~

~~Revision Date: 9/1/89~~

SECTION 60: **REPEAL** “1441 Management And Supervisory Training Program” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1441 Management And Supervisory Training Program~~ (Repealed)

1. PURPOSE: To set forth the policy of the City of West Allis and to establish responsibilities and procedures for Management and Supervisor Training.
2. ORGANIZATIONS AFFECTED: All City of West Allis Departments.
3. POLICY: The City of West Allis encourages every Supervisor and Management employee to improve his or her education and skills and to take steps to achieve personal and career goals. The City, therefore, encourages employees to take courses to improve their skills and competence or to advance toward their career goals. The City of West Allis will provide tuition assistance in accordance with established policies for this purpose. In addition, certain types of technical training and professional development courses will be paid for by the City of West Allis.
4. REFERENCES: Common Council Resolution No. 20382, August 4, 1981.
5. PROCEDURES:
 - a. RESPONSIBILITIES

- i. Personnel. To provide individual assistance and to serve as a resource guide. To maintain training records. To provide funding for management and supervisory training.
 - ii. Supervisor/Department Head. To establish an Individual Training Plan (ITP) for each Manager/Supervisor in his/her department. This should be in conjunction with and based on their performance appraisal and individual needs. An ITP form should be completed for each Manager/Supervisor and submitted to the Personnel Division.
 - iii. Employee. To establish career goals and communicate these to their department heads. To take positive action to improve their management/supervisory weaknesses as stated in their performance appraisal.
- b. EVALUATION OF TRAINING PROGRAMS
- i. Each Manager/Supervisor who participates in a training activity will complete and return to Personnel a course/seminar evaluation form to be used by Personnel for future course/seminar selection.
 - ii. The Personnel Division will maintain appropriate files to assist all personnel in the selection of the most appropriate course/seminar to achieve their desired training and development goals.
- c. RECORDS OF TRAINING
- i. The Personnel Division will maintain a record of all courses/seminars which have been taken by City of West Allis employees to determine which are worthwhile and appropriate for future use.
 - ii. The Personnel Division will maintain a chronological record of training for each Manager/Supervisor in his/her personnel file to include courses paid for through tuition assistance, professional development seminars and formal training.

~~Effective Date: 2/7/84~~

SECTION 61: **REPEAL** “1499 Temporary Policy And Administrative Guidelines For COVID-19” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1499 Temporary Policy And Administrative Guidelines For COVID-19 (Repealed)~~

1.

SECTION 62: **REPEAL** “1503 Repair Of Office Equipment” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1503 Repair Of Office Equipment (Repealed)~~

1. PURPOSE: To establish the procedures to be followed by City departments when office equipment is in need of repair or service.
2. ORGANIZATIONS AFFECTED: This policy applies to all City of West Allis departments, boards, commissions, and City employees.
3. POLICY: It is the policy of the City to have all repair service calls for City office equipment be made through the Purchasing/Central Services Division.
4. REFERENCES: None
5. PROCEDURES:
 - a. RESPONSIBILITY
 - i. All requests for repairs or service on City office machines, typewriters, telephones, and photocopy equipment, shall be made to the Purchasing/Central Services Division. The Purchasing/Central Services Division shall contact the proper service representatives and make the necessary arrangements to have the repair made.
 - ii. The Purchasing/Central Services Division maintains service records on City typewriters, listing the dates service was required and the nature of the problem. These service records assist the Purchasing/Central Services Division in making decisions regarding the replacement of individual items of equipment.
 - iii. The Purchasing/Central Services Division maintains information regarding warranties on City office equipment and is responsible for follow up on warranty claims, when necessary.

~~Effective Date: 1/1/82~~

~~Revision Date: 1/1/98~~

SECTION 63: **REPEAL** “1506 Telephone Procedures” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1506 Telephone Procedures (Repealed)~~

1. PURPOSE: To establish procedures for operating the telephone service within the City departments.
2. ORGANIZATIONS AFFECTED: All departments within the City government.
3. POLICY: It is the policy of the City to require that all requests for telephone service be directed to the Manager of Purchasing/Central Services and that all matters pertaining to the City telephone service be coordinated and directed by the Purchasing/Central Services Division.
4. REFERENCES: None
5. PROCEDURES:
 - a. RESPONSIBILITY
 - i. The Manager of Purchasing/Central Services shall be responsible for all telephone service and local communication services within the City government organization and all requests for telephone and

communication service shall be directed to the Purchasing/Central Services Division.

b. GENERAL POLICIES

- i. The Manager of Purchasing/Central Services shall have final authority for determining the assignment of telephone equipment.
- ii. The Purchasing/Central Services Division shall review all long distance telephone call records to determine whether there has been an abuse of the long distance telephone service.
- iii. As soon as possible after their employment, all new City employees shall be referred to the Manager of Purchasing/Central Services for training in the use of the telephone system.

~~Effective Date: 1/1/82~~

~~Revision Date: 1/1/98~~

SECTION 64: **REPEAL** “1802 Farmers Market; Trash And Treasure Sales” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1802 Farmers Market; Trash And Treasure Sales (Repealed)~~

1. PURPOSE: To describe the policies of the Health Department in regard to the West Allis Farmers Market and Market Place Sale.
2. ORGANIZATIONS AFFECTED:
This policy applies to the West Allis Health Department and the general public.
3. POLICY: It is the policy of the Health Department to follow a uniform set of procedures regarding the West Allis Farmers Market and Market Place Sale.
4. REFERENCES: Sections 2.25, City of West Allis Revised Municipal Code.
5. PROCEDURES:
 - a. RESPONSIBILITY The Health Department shall establish procedures for renting space, as well as the operation and maintenance at the West Allis Farmers Market.
 - b. GENERAL POLICIES
 - i. Fees and Rates for Market Stalls.
 - (1) The West Allis Health Department under the direction of the Board of Health, shall establish all rules and regulations for the proper operation and use of the West Allis Farmers Market.
 - (2) The West Allis Health Department under the direction of the Board of Health shall establish the annual rates and charges for the use of stalls in any market or markets, but no such fees or rentals shall become effective until approved by the Board of Health. The Market Master shall collect the fees or rentals and turn over all money so collected to the City Treasurer.
 - c. GENERAL POLICIES – FARMERS MARKET
 - i. Stalls at the Farmers Market are rented annually.
 - ii. Sellers who have previously rented a stall at the Farmers Market get the first chance to re-rent a stall for the coming market season.
 - iii. A waiting list will be kept of individuals desiring to rent a stall at the

Farmers Market. After those individuals presently renting a stall have indicated whether they wish to again rent a stall, individuals on the waiting list are offered stalls based on the products they are to sell to assure that a wide variety of product options be made available at the Farmers market. Individuals chosen will be at the discretion of the Market Master/Deputy Market Master.

- iv. The Health Department shall check weights and measures used by vendors at the Farmers Market.
- v. The West Allis Farmers Market is open from the first Saturday in May through the Saturday following Thanksgiving in November. The Farmers Market shall be open on Tuesdays and Thursdays from 12:00 p.m. to 6:00 p.m. and on Saturdays from 1:00 p.m. to 6:00 p.m.
- vi. It shall be the duty of each person or persons using said stalls at the Farmers Market, before leaving said stall for the day, to cause the same to be thoroughly cleaned of all vegetables and/or other debris.

d. GENERAL POLICIES – MARKET PLACE

- i. Any goods may be offered for sale at the Market Place except live animals, food or food products, firearms, ammunition, and any type of fireworks including sparkers, snakes and poppers.
- ii. Stalls are rented by the Health Department on a day-by-day basis. Stalls may be rented by applying at the Health Department or may be rented at the Market site on the day of the sale, depending on the availability of space.
- iii. The West Allis Market Place shall be open on Sundays in May through the last Sunday in October from 8:00 a.m. to 5:00 p.m.
- iv. It shall be the duty of each person or persons using said stalls at the Market Place, before leaving said stall for the day, to cause the same to be thoroughly cleaned of all litter and/or other debris.

~~Effective Date: 1/1/82~~

~~Revision Date: 8/7/12~~

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Ald. Ray Turner	_____	_____	_____	_____
Ald. Kimberlee Grob	_____	_____	_____	_____
Ald. Chad Halvorsen	_____	_____	_____	_____
Ald. Marissa Nowling	_____	_____	_____	_____
Ald. Suzzette Grisham	_____	_____	_____	_____
Ald. Danna Kuehn	_____	_____	_____	_____
Ald. Dan Roadt	_____	_____	_____	_____
Ald. Patty Novak	_____	_____	_____	_____
Ald. Kevin Haass	_____	_____	_____	_____
Ald. Marty Weigel	_____	_____	_____	_____

Attest

Presiding Officer

 Rebecca Grill, City Clerk, City Of West Allis

 Dan Devine, Mayor, City Of West Allis