

14.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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R-2011-0092

Resolution

Introduced

Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 809, Request for Legal Opinion, Section 4.0 References and Section 5.1.2 4.) Procedures, General Policies under City Attorney.

Introduced: 4/19/2011

Controlling Body: Administration & Finance Committee

Sponsor(s): Administration & Finance Committee

COMMITTEE RECOMMENDATION *adopt*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
APR 19 2011			Barczak				
			Czaplewski				
		X	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt				
			Sengstock				
			Vitale	X	✓		
			Weigel				
		TOTAL		5			

SIGNATURE OF COMMITTEE MEMBER

[Signature]
 Chair _____ Vice-Chair _____ Member _____

COMMON COUNCIL ACTION **ADOPT**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
APR 19 2011		✓	Barczak	✓			
			Czaplewski	✓			
		✓	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock				
			Vitale		✓		
			Weigel		✓		
		TOTAL		9			1



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2011-0092

Final Action:

Sponsor(s): Administration & Finance Committee

APR 19 2011

Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 809, Request for Legal Opinion, Section 4.0 References and Section 5.1.2 4.) Procedures, General Policies under City Attorney.

WHEREAS, Policy No. 809, Request for Legal Opinion, was originally included in the City of West Allis Policies & Procedures Manual on January 1, 1982; and,

WHEREAS, it is necessary to amend said policy at this time.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 809, Request for Legal Opinion, Section 4.0 References and Section 5.1.2 4.) Procedures, General Policies, are approved as presented in the attached restatement.

BE IT FURTHER RESOLVED that the City Administrative Officer, Clerk/Treasurer is authorized and directed to include the amended Policy No. 809, Section 4.0 and Section 5.1.2 4.) in the City's Policies & Procedures Manual and distribute said policy to all departments, divisions and offices.

ATTR-Amend Policy No 809-P&P Manual

ADOPTED

APR 19 2011

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

APPROVED

4/25/11

Dan Devine, Mayor

1.0 PURPOSE:

To describe the procedures to be followed when a City department contemplates requesting a legal opinion from the City Attorney's Office.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all officials, employees, boards, commissions and departments in the City organization.

3.0 POLICY:

It is the policy of the City Attorney's Office to serve as legal advisor and counselor in regard to all municipal functions. It is the intent of this policy to insure that communications to the City Attorney's Office regarding requests for legal opinions are properly routed and dealt with in an efficient manner.

4.0 REFERENCES:

Section 62.09(12), Wisconsin Statutes.
Section 2.15, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 GENERAL POLICIES

- 5.1.1 All requests for legal opinions from the City Attorney's Office shall be in writing.
- 5.1.2 The individual requesting the legal opinion shall provide the City Attorney's Office with all pertinent facts on which the request is based. Persons requesting legal opinions from the City Attorney's Office shall specifically furnish the following information:
 - 1.) A detailed statement of all available facts upon which the opinion is to be based.
 - 2.) Prior opinions, written or oral, rendered by the City Attorney's Office on the issue or related subject matter.
 - 3.) Present and prior department policies regarding the issue.

809

1

1/1/82

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- 1.) A detailed statement of all available facts upon which the opinion is to be based.
- 2.) Prior opinions, written or oral, rendered by the City Attorney's Office on the issue or related subject matter.
- 3.) Present and prior department policies regarding the issue.
- 4.) ~~The department's opinion on the probable impact upon the issue from adhering~~

to the department's policy.