



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

| File Number | Title | Status |
|-------------|---|--|
| R-2011-0093 | Resolution | Introduced |
| | Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 808, Request for Services, Sections 5.1.1, 5.1.2, and 5.1.3 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 |
|--------------------|-------|----------|------------|-----|----|---------|---------|
| <u>APR 19 2011</u> | | | Barczak | | | | |
| | | | Czaplewski | | | | |
| | | X | Kopplin | ✓ | | | |
| | | | Lajsic | ✓ | | | |
| | | | Narlock | ✓ | | | |
| | | | Reinke | ✓ | | | |
| | | | Roadt | | | | |
| | | | Sengstock | | | | |
| | | X | Vitale | ✓ | | | |
| | | | Weigel | | | | |
| | | TOTAL | | 5 | | | |

SIGNATURE OF COMMITTEE MEMBER

Kurt Kopplin _____
 Chair Vice-Chair Member

COMMON COUNCIL ACTION **ADOPT**

| ACTION DATE: | MOVER | SECONDER | | AYE | NO | PRESENT | EXCUSED |
|--------------------|-------|----------|------------|-----|----|---------|---------|
| <u>APR 19 2011</u> | | ✓ | 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-2011-0093

Final Action:

Sponsor(s): Administration & Finance Committee

APR 19 2011

Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 808, Request for Services, Sections 5.1.1, 5.1.2, and 5.1.3 Procedures, General Policies under City Attorney.

WHEREAS, Policy No. 808, Request for Services, 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. 808, Request for Services, Sections 5.1.1, 5.1.2, and 5.1.3 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. 808, Sections 5.1.1, 5.1.2, and 5.1.3 in the City's Policies & Procedures Manual and distribute said policy to all departments, divisions and offices.

ATTR-Amend Policy No 808-P&P Manual

ADOPTED

APR 19 2011

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

APPROVED

4/25/11

Dan Devine, Mayor

808

1

1/1/82

1.0 PURPOSE:

To describe the procedures to be followed when a City department contemplates requesting the services of 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 are properly routed and dealt with in an efficient manner.

4.0 REFERENCES:

Sections 62.09(12) and 895.46, Wisconsin Statutes.
Section 2.15, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 GENERAL POLICIES

5.1.1 Any and all communications requesting the advice or assistance of the City Attorney's Office shall be addressed specifically to the City Attorney or to an Assistant City Attorney with a copy to the City Attorney. The City Attorney may set forth matters that may be directed to an Assistant City Attorney without notification to the City Attorney.

5.1.2 Except in emergency circumstances, requests for legal opinions and/or representation by the City Attorney's Office shall be communicated in writing.

808

1

1/1/82

1.0 PURPOSE:

To describe the procedures to be followed when a City department contemplates requesting the services of 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 are properly routed and dealt with in an efficient manner.

4.0 REFERENCES:

Sections 62.09(12) and 895.46, Wisconsin Statutes.
Section 2.15, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 GENERAL POLICIES

5.1.1 Any and all communications requesting the advice or assistance of the City Attorney's Office shall be addressed specifically to the City Attorney or to an Assistant City Attorney with a copy to the City Attorney. The City Attorney may set forth matters that may be directed to an Assistant City Attorney without notification to the City Attorney, and sent directly to the City Attorney. ~~Requests will not be addressed to Assistant City Attorneys.~~

5.1.2 Except in emergency circumstances, requests for legal opinions and/or representation by the City Attorney's Office shall be communicated in writing, and addressed directly to the City Attorney.

~~5.1.3 Consultation with a member of the City Attorney's Office shall be by appointment only.~~