City of West Allis

Resolution: R-2018-0088

File Number: R-2018-0088 **Final Action:**

Sponsor(s): Administration & Finance Committee

FEB 0 6 2018

Resolution to repeal and recreate the City of West Allis Policies and Procedures Manual No. 1439, Bulletin Board Policy, and No. 1501, Mail, and to repeal Policy No. 1502, Print Shop, and Policy No. 1504, Microfilming.

WHEREAS, the City of West Allis Policies & Procedures Manual Policy No. 1439, Bulletin Board Policy, was approved by the Common Council on December 18, 2012, to address the general standards and responsibilities for the acceptable use of city-owned bulletin boards; and

WHEREAS, the role of bulletin boards and messaging continues to evolve and it is necessary to update the policy to adapt to such changes; and

WHEREAS, the City of West Allis Policies & Procedures Manual Policy No. 1501, Mail, was approved by the Common Council on January 1, 1982, to address the general standards and responsibilities in regard to the pickup and distribution of city mail; and

WHEREAS, the role of mail continues to evolve and it is necessary to update the policy to update to such changes.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that City of West Allis Policies & Procedures Manual No. 1439, Bulletin Board Policy, and No. 1501, Mail, are approved as recreated and presented in the attached.

BE IT FURTHER RESOLVED that the City Administrator is authorized and directed to include the recreated Policy No. 1439 and Policy No. 1501 in the City of West Allis Policies & Procedures Manual and distribute said policies to all departments, divisions, and offices.

ADM\ORDRES\2018\AFR2018.15

ADOPTED FEB 0 6 2018 **APPROVED** 2/13/18

Monica Schultz

Monica Schultz, City Clerk

Dan Devine

Dan Devine, Mayor