

City of West Allis Matter Summary

File Number	Title	Status
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R-2011-0097 Resolution Introduced

Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 804, Enforcement of Ordinances, Section 4.0 References and Sections 5.2.1, 5.2.3 and 5.2.4 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				
		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
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-2011-0097

Final Action:

Sponsor(s): Administration & Finance Committee

APR 19 2011

Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 804, Enforcement of Ordinances, Section 4.0 References and Sections 5.2.1, 5.2.3 and 5.2.4 Procedures, General Policies under City Attorney.

WHEREAS, Policy No. 804, Enforcement of Ordinances, 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. 804, Enforcement of Ordinances, Section 4.0 References and Sections 5.2.1, 5.2.3 and 5.2.4 of the 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. 804, Section 4.0 and Sections 5.2.1, 5.2.3 and 5.2.4 in the City's Policies & Procedures Manual and distribute said policy to all departments, divisions and offices.

ATTR-Amend Policy No 804-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 utilizing the services of the City Attorney's Office to enforce a City ordinance.

2.0 ORGANIZATIONS AFFECTED:

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

3.0 POLICY:

It is the policy of the City to enforce all ordinances after all administrative procedures and remedies have been exhausted. It is the policy of the City Attorney's Office to serve as an advisor and counselor to all departments in matters pertaining to the enforcement of ordinances. It is the policy of the City to take those legal steps necessary for the fair, uniform and impartial enforcement of all laws enacted by the City government.

4.0 REFERENCES:

Sections 62.09(12) and 66.01, Wisconsin Statutes.
Section 2.15, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

5.1.1 The City Attorney's Office shall work closely with every department in the enforcement of the City Code of Ordinances.

5.2 GENERAL POLICIES

5.2.1 When any department, except for departments given citation authority, contemplates legal action in the enforcement of the City Code, the City Attorney's Office shall be consulted as early as possible in the process.

5.2.2 When a department requests the drafting of a summons and complaint, the department shall provide the City Attorney's Office with complete, clear, concise, pertinent and factual information.

5.2.3 The City Attorney's Office shall be provided with detailed information regarding the factual circumstances surrounding every enforcement action. Essential information shall include a specific reference to the code section alleged to be violated, factual information such as the "when, where, what and who" questions associated with each alleged violation, and a written statement relating to the administrative steps taken within the department to obtain compliance with the City Code. Copies of all administrative orders issued shall be provided.

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1/1/82

1.0 PURPOSE:

To describe the procedures to be followed when a City department contemplates utilizing the services of the City Attorney's Office to enforce a City ordinance.

2.0 ORGANIZATIONS AFFECTED:

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

3.0 POLICY:

It is the policy of the City to enforce all ordinances after all administrative procedures and remedies have been exhausted. It is the policy of the City Attorney's Office to serve as an advisor and counselor to all departments in matters pertaining to the enforcement of ordinances. It is the policy of the City to take those legal steps necessary for the fair, uniform and impartial enforcement of all laws enacted by the City government.

4.0 REFERENCES:

Sections 62.09(12) and 66.01, Wisconsin Statutes.
Section 2.15, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

5.1.1 The City Attorney's Office shall work closely with every department in the enforcement of the City Code of Ordinances.

5.2 GENERAL POLICIES

5.2.1 When any department, including the Health and Building Inspection Department except for departments given citation authority, contemplates legal action in the enforcement of the City Code, the City Attorney's Office shall be consulted as early as possible in the process.

5.2.2 When a department requests the drafting of a summons and complaint, the department shall provide the City Attorney's Office with complete, clear, concise, pertinent and factual information.

- 5.2.3 The City Attorney's Office shall be provided with detailed information regarding the factual circumstances surrounding every enforcement action. Essential information shall include ~~such facts as~~ a specific reference to the code section alleged to be violated, **factual information such as** the "when, where, what and who" questions associated with each alleged violation, and a written statement relating to the administrative steps taken within the department to obtain compliance with the City Code. Copies of all administrative orders issued shall be provided.
- ~~5.2.4 In those instances where a City department has the authority to order compliance with the City Code, the City Attorney's Office shall be notified after the expiration of time limits given by the City department for compliance.~~