



City of West Allis
Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
R-2004-0173	Resolution	In Committee
Resolution Relative to Updating City Hall Literature Distribution and Solicitation Policy for Inclusion in the City of West Allis Policies & Procedures Manual.		
Introduced: 5/18/2004		Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

Adoption

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>JUN 01 2004</u>			Barczak	✓			
			Czaplewski	✓			
			Dobrowski				
			Kopplin				
	✓		Lajsic	✓			
			Narloek				
			Reinke	✓			
			Sengstock				
			Vitale				
		✓	Weigel	✓			
TOTAL				5	—		

SIGNATURE OF COMMITTEE MEMBER

Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

adopt

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>6-1-04</u>	✓	✓	Barczak	✓			
			Czaplewski	✓			
			Dobrowski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narloek	✓			
			Reinke	✓			
			Sengstock	✓			
			Vitale	✓			
			Weigel	✓			
TOTAL				10	—		

CC: Paul Zuhler
City Attorney

Mike Pestmer

**STANDING COMMITTEES OF THE
CITY OF WEST ALLIS COMMON COUNCIL
2004**

ADMINISTRATION & FINANCE

Chair: Michael J. Czaplewski
Vice-Chair: Martin J. Weigel
Gary T. Barczak
Thomas G. Lajsic
Rosalie L. Reinke

PUBLIC WORKS

Chair: Richard F. Narlock
Vice-Chair: Linda A. Dobrowski
Kurt E. Kopplin
Vincent Vitale
James W. Sengstock

SAFETY & DEVELOPMENT

Chair: Thomas G. Lajsic
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LICENSE & HEALTH

Chair: Kurt E. Kopplin
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Linda A. Dobrowski
Richard F. Narlock
Michael J. Czaplewski

ADVISORY

Chair: Rosalie L. Reinke
Vice-Chair: Gary T. Barczak
Linda A. Dobrowski
Vincent Vitale
Martin J. Weigel



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2004-0173

Final Action:

JUN 01 2004

Resolution Relative to Updating City Hall Literature Distribution and Solicitation Policy for Inclusion in the City of West Allis Policies & Procedures Manual.

WHEREAS, Policy No. 2108, City Hall Literature Distribution and Solicitation Policy, was originally included in the City of West Allis Policies & Procedures Manual on November 15, 1993; and,

WHEREAS, Policy No. 2108 was revised on December 1, 1996; and,

WHEREAS, it is necessary to revise and update said policy at this time, as approved by the Director of Public Works and the City Attorney's Office.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 2108, City Hall Literature Distribution and Solicitation Policy, be approved as presented in the attached restatement.

BE IT FURTHER RESOLVED that the City Administrative Officer is authorized and directed to include Policy No. 2108 in the City's Policies & Procedures Manual and distribute said policy to all departments, divisions, and offices.

ADM\ORDRES\ADMR255

ADOPTED

June 1, 2004

Paul M. Ziehler

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

APPROVED

June 4, 2004

Jeannette Bell

Jeannette Bell, Mayor

City Hall Literature Distribution and
Solicitation Policy

P.W.-Administrative Office

2100

2108

1-2

11/15/93

5/18/04

1.0 PURPOSE:

To describe the policy of the City of West Allis regarding the distribution of literature and solicitation at the City Hall.

2.0 ORGANIZATIONS AFFECTED:

City Hall building.

3.0 POLICY:

This regulation establishes the policy of the Public Works Department for the distribution of literature and solicitation on City Hall property.

4.0 DEFINITION:

Solicitation is defined as requesting, seeking or asking for something. Solicitation includes, without limitation, such activities as seeking signatures on petitions, asking individuals support for projects, taking polls/surveys, campaigning for elections, sales, seeking donations, fundraising activities, etc.

5.0 REFERENCES:

None

6.0 REGULATIONS:

Literature may be distributed and solicitations may occur at the City Hall under the following guidelines:

- 6.1 Distribution of literature and solicitation are prohibited within the City Hall building.
- 6.2 The walkways (including the courtyard) outside the City Hall may be used for literature distribution and/or solicitation provided the distributors and/or solicitors do not impede free access to the City Hall, create a safety problem, or otherwise interfere with City functions. If patron complaints result from this action, the Director of Public Works or his/her designee may direct the individuals, who are distributing the literature and/or soliciting, to leave and/or request that the Police Department investigate the activity.
- 6.3 The City Hall employees are engaged in work for the City and they cannot provide services, supplies, equipment or furnishings for literature distributors and/or solicitors.

- 6.4 Distributors of literature and/or solicitors are responsible for the removal of any and all debris that might result from their activity.
- 6.5 Distribution of literature and/or solicitation on City Hall property does not imply City support for or endorsement of the information, petition, activity, etc. that is being distributed and/or solicited.
- 6.6 Distributors and/or solicitors must comply with any and all State and Local laws and regulations governing the distribution of literature and/or solicitation including, but not limited to, procuring the necessary licenses and permits.
- 6.7 Failure to comply with the Literature Distribution and Solicitation Policy may result in immediate loss of privileges hereunder, and repeated violations may result in Board of Public Works action to permanently bar an individual or group from further literature distribution and/or solicitation at the City Hall.

MEMORANDUM

TO: Paul M. Ziehler, City Administrative Officer, Clerk/Treasurer

FROM: Sheryl L. Kuhary, Assistant City Attorney *S. Kuhary*

DATE: April 1, 2004

RE: City Hall Literature Distribution and Solicitation Policy

Attached please find a draft of the "revised" City Hall Literature Distribution and Solicitation Policy. The current policy allows literature distribution and solicitation to take place within the entryways of the City Hall. The current policy opens up the City Hall to be a place for distribution of literature on any and all topics and would allow solicitation of all types (including: signatures on petitions, the sale of goods/services, seeking donations, etc.). The revised policy prohibits distribution of literature and solicitation within the City Hall, but allows it in the walkways and courtyard outside the City Hall. We recently revised the same policy for the Library. This is a simpler and more clear-cut policy.

Mike Pertmer has already reviewed and approved of the Policy. I am providing you with a copy so you can process it through the appropriate channels/committees and ultimately present it to the Common Council, if it meets with everyone's approval. Thank you for your assistance. Please contact me with any comments, questions or concerns you may have with respect to this draft.

RECEIVED

APR 1 2004

CITY OF WEST ALBANY
CLERK

RECEIVED

APR 1 2004

**CITY OF WEST ALLIS
CAO**

Draft

SUBJECT: CITY HALL LITERATURE DISTRIBUTION AND SOLICITATION POLICY

DEPARTMENT: PUBLIC WORKS

1.0 PURPOSE

To describe the policy of the City of West Allis regarding the distribution of literature and solicitation at the City Hall.

2.0 POLICY

This regulation establishes the policy of the Public Works Department for the distribution of literature and solicitation on City Hall property.

3.0 DEFINITION

Solicitation is defined as requesting, seeking or asking for something. Solicitation includes, without limitation, such activities as seeking signatures on petitions, asking individuals support for projects, taking polls/surveys, campaigning for elections, sales, seeking donations, fundraising activities, etc.

4.0 REGULATIONS

Literature may be distributed and solicitations may occur at the City Hall under the following guidelines:

- 4.1 Distribution of literature and solicitation are prohibited within the City Hall building.
- 4.2 The walkways (including the courtyard) outside the City Hall may be used for literature distribution and/or solicitation provided the distributors and/or solicitors do not impede free access to the City Hall, create a safety problem, or otherwise interfere with City functions. If patron complaints result from this action, the Director of Public Works or his/her designee may direct the individuals, who are distributing the literature and/or soliciting, to leave and/or request that the Police Department investigate the activity.
- 4.3 The City Hall employees are engaged in work for the City and they cannot provide services, supplies, equipment or furnishings for literature distributors and/or solicitors.
- 4.4 Distributors of literature and/or solicitors are responsible for the removal of any and all debris that might result from their activity.

- 4.5 Distribution of literature and/or solicitation on City Hall property does not imply City support for or endorsement of the information, petition, activity, etc. that is being distributed and/or solicited.
- 4.6 Distributors and/or solicitors must comply with any and all State and Local laws and regulations governing the distribution of literature and/or solicitation including, but not limited to, procuring the necessary licenses and permits.
- 4.7 Failure to comply with the Literature Distribution and Solicitation Policy may result in immediate loss of privileges hereunder, and repeated violations may result in Board of Public Works action to permanently bar an individual or group from further literature distribution and/or solicitation at the City Hall.



POLICIES AND PROCEDURES MANUAL

SUBJECT City Hall Literature Distribution and Solicitation Policy	DEPARTMENT P.W.-Administrative Office		DEPARTMENT IDENTIFICATION 2100	
	SECTION 2108	PAGES 1 - 2	EFFECTIVE DATE 11/15/93	REVISION DATE 12/1/96

1.0 PURPOSE:

changed to at

To describe the policies of the City of West Allis regarding the distribution of literature and solicitation within the City Hall.

missing → 2.0

ORGANIZATIONS AFFECTED:

City Hall building.

3.0 POLICY:

reworded

It is the policy of the Public Works Department to follow a uniform procedure for providing access to the City Hall building to individuals, groups and/or organizations for the purpose of distributing literature and solicitation.

missing → 4.0

REFERENCES:

None.

renamed → 5.0
Regulations

PROCEDURES:

removed
~~The West Allis City Hall is a public building.~~ Literature may be distributed and solicitations may occur under the following guidelines:

*no longer
allowed on
site*

5.1 Literature may be distributed and solicitations may occur in the City Hall entrance lobbies (located on the ground floor with access from the courtyard and located on the first floor with access from the parking lot) provided the distribution and/or solicitation does not interfere with the orderly ingress to or egress from the City Hall. The Director of Public Works or his/her designee has the authority to designate the most suitable distribution and solicitation points if necessary and to determine the number of individuals who may safely distribute the literature and/or solicit in the lobbies and/or who will not interfere with the legitimate use of the City Hall.

new 4.4 → 5.2
*underlined part
removed*

5.2 Distributors of literature and/or solicitors must abide by the regular business hours of the City Hall and are responsible for the removal of any and all debris which might result from their activity.

removed →

5.3 Distribution of literature and/or solicitation in the lobbies does not include the right to post or place literature/documents on City Hall property (e.g. walls, bulletin boards, counters, desks, benches, etc.).

New
4.3 ← 5.4 The City Hall employees are engaged in work for the City and they cannot provide services, supplies, equipment or furnishings for literature distributors and/or solicitors.

New
4.2 ← 5.5 The walkways (including the courtyard) outside the City Hall may be used for literature distribution and/or solicitation provided the distributors and/or solicitors do not impede free access to the City Hall nor create a safety problem, or otherwise interfere with City functions. If patron complaints result from this action, the Director of Public Works or his/her designee will request that the Police Department investigate the activity.

4.5 ← 5.6 Distribution of literature and/or solicitation on City Hall property does not imply City support for or endorsement of the information that is distributed and/or solicited.

4.6 ← 5.7 Distributors and/or solicitors must comply with any and all State and Local laws and regulations governing the distribution of literature and/or solicitation including, but not limited to, procuring the necessary licenses and permits.

4.7 ← 5.8 Failure to comply with the Literature Distribution and Solicitation Policy may result in immediate loss of privileges hereunder, and repeated violations may result in Board of Public Works action to permanently bar an individual or group from further literature distribution and/or solicitation at the City Hall.

← 6.0 DEFINITION:

Now to
3.0 +
expanded
Solicitation is defined as requesting, seeking or asking for something. Solicitation includes, without limitation, such activities as seeking signatures on petitions, asking individuals support for a project, etc.

SUBJECT: CITY HALL LITERATURE DISTRIBUTION AND SOLICITATION POLICY

DEPARTMENT: PUBLIC WORKS

1.0 PURPOSE

To describe the policy of the City of West Allis regarding the distribution of literature and solicitation at the City Hall. (was within)

current policy

→ 2.0 Organizations Affected

2.0 POLICY

reworded → This regulation establishes the policy of the Public Works Department for the distribution of literature and solicitation on City Hall property.

3.0 DEFINITION

Solicitation is defined as requesting, seeking or asking for something. Solicitation includes, without limitation, such activities as seeking signatures on petitions, asking individuals support for projects, taking polls/surveys, campaigning for elections, sales, seeking donations, fundraising activities, etc.

6.0 in current policy
- expanded

current

→ 4.0 References

4.0 REGULATIONS

renamed & renumbered

→ 5.0 Procedures

Literature may be distributed and solicitations may occur at the City Hall under the following guidelines:

Line removed

new

5.1 removed

→ 4.1 Distribution of literature and solicitation are prohibited within the City Hall building.

current policy 5.5

→ 4.2 The walkways (including the courtyard) outside the City Hall may be used for literature distribution and/or solicitation provided the distributors and/or solicitors do not impede free access to the City Hall, create a safety problem, or otherwise interfere with City functions. If patron complaints result from this action, the Director of Public Works or his/her designee may direct the individuals, who are distributing the literature and/or soliciting, to leave and/or request that the Police Department investigate the activity.

currently

5.4 → 4.3

The City Hall employees are engaged in work for the City and they cannot provide services, supplies, equipment or furnishings for literature distributors and/or solicitors.

currently 5.2
+ line deleted

→ 4.4 Distributors of literature and/or solicitors are responsible for the removal of any and all debris that might result from their activity.

Currently 5.6 → 4.5

Distribution of literature and/or solicitation on City Hall property does not imply City support for or endorsement of the information, petition, activity, etc. that is being distributed and/or solicited.

Currently 5.7 → 4.6

Distributors and/or solicitors must comply with any and all State and Local laws and regulations governing the distribution of literature and/or solicitation including, but not limited to, procuring the necessary licenses and permits.

Currently 5.8 → 4.7

Failure to comply with the Literature Distribution and Solicitation Policy may result in immediate loss of privileges hereunder, and repeated violations may result in Board of Public Works action to permanently bar an individual or group from further literature distribution and/or solicitation at the City Hall.

Current section 5.3 removed