

**INSTRUCTION SHEET
ADDITIONS TO
MILWAUKEE CODE OF ORDINANCES
VOLUME 3**

SUMMARY

This supplement incorporates changes to Volume 3 of the Milwaukee Code of Ordinances enacted by the following Common Council file:

170638 A substitute ordinance relating to purchasing guidelines.

<u>Section Affected</u>	<u>Action</u>	<u>File Number</u>	<u>Effective Date</u>	<u>Remove Pages</u>	<u>Add Pages</u>
Remove <u>old</u> MEMO (Suppl. #300)				v-vi	v-vi
Ch. 310 Table					
310-10	cr	170638	10/12/2018	161-164	161-164b
Ch. 310 (hist.)				175-176	175-176
Index				1511-1512	1511-1512
				1527-1528	1527-1528
				1537-1538	1537-1538
				1545-1546	1545-1546

For subscription or distribution questions contact the Legislative Reference Bureau, Code Section, (414) 286-3905.

For questions concerning the content of the Milwaukee Code of Ordinances contact the Legislative Reference Bureau, Research Section, (414) 286-2297.

Abbreviations:

**am=amended
cr=created**

**ra=renumbered and amended
rc=recreated**

**rn=renumbered
rp=repealed**

MEMO

If all supplements have been properly inserted, this book contains all actions of the Common Council through September 25, 2018.

Revised 9/25/2018
Suppl. #301

**CHAPTER 310
DEPARTMENT OF ADMINISTRATION**

	Table
310-1	Definitions
310-2	Department Established
310-3	Environmental Sustainability Director
310-4	Chief Information Officer
310-5	Records
310-6	Intergovernmental Relations
310-7	Control of Obsolete Material and Abandoned and Unclaimed Goods
310-10	Socially-responsible Contractors
310-12	Professional Service Contract Limitations
310-13	Service Contract Wage Requirements
310-14	Slavery Era Business, Corporate and Insurance Disclosure
310-15	Purchase of Products Made from Recycled Materials
310-16	Placement of Vending Machines on City Property
310-17	Ethical Procurement
310-18	Purchase of Ethanol-fueled Vehicles
310-18.3	Purchase of American Made Vehicles
310-18.5	Purchase of Neighborhood Electric Vehicles
310-18.7	Electronic Waste Recycling
310-18.9	Purchase of Milwaukee-Made, Milwaukee County-Made and American-Made Goods.
310-19	Purchasing Appeals Process
310-21	Milwaukee Civic Partnership Initiative.

310-1. Definitions. In this chapter:

1. **CONTRACTING AGENCY** means any city department, agency, board, commission or officer that has contracting authority.
2. **DEPARTMENT** means the department of administration.
3. **FORMAL COMPETITIVE BIDDING** shall have the meaning given in s. 16-01-1 of the charter.
4. **PURCHASING DIRECTOR** means the city purchasing director granted the authority to purchase in s. 16-05-1-a of the charter.

310-2. Department Established. There is created a department of administration, under

the supervision of a director of administration, with the following responsibilities:

1. Budget and management.
2. Capital improvements administration.
3. Community development block grant administration.
4. Information and technology management
5. Intergovernmental relations.
6. Purchasing.
7. Office of small business development.
8. Citywide emergency response coordination.
9. Environmental sustainability program management.

310-3. Environmental Sustainability Director.

There is created an environmental collaboration office in the department of administration which shall be responsible for the administration, coordination and implementation of the city's environmental sustainability program. Under the direction of the department of administration, the environmental collaboration office shall be administered by an environmental sustainability director. The director of environmental sustainability shall be appointed by the director of administration and confirmed by the common council.

310-4. Chief Information Officer.

1. **AUTHORITY.** The chief information officer shall be responsible for coordinating information and technology management for the city of Milwaukee and is subject to the direction and control of the director of administration.
2. **FUNCTIONS.** The chief information officer shall:
 - a. Establish a city of Milwaukee information technology strategic plan in conjunction with the city information management committee.
 - b. Establish standards and guidelines for information and technology management.
 - c. Review and evaluate information technology projects
 - d. Serve as a resource to departments in developing and managing information technology projects.

310-5 Department of Administration

e. Coordinate monitoring and reporting of information technology projects.

f. In partnership with departments, develop standards for e-government applications, systems and technology on a citywide basis, including transactions through the internet such as payments, service requests and applications.

g. Maintain and support the city website.

h. Work in collaboration with the department of employe relations to develop a citywide information technology training plan and programs.

i. Be responsible for municipal communications and coordinate with city departments and agencies on communications issues to promote interoperability and integration of city communication systems.

j. Coordinate with city departments and agencies in developing a draft telecommunications policy for the city, recommending this policy to the mayor and common council, and implementing this policy.

k. Inventory and review outsourcing and use of consultants by city departments and agencies for information technology functions.

L. Determine if additional boards, committees or task forces are needed to effectively manage information technology.

m. Coordinate city network services by developing a citywide plan for management, operations, and policies in conjunction with the department of public works.

3. COORDINATION AND COOPERATION WITH THE DEPARTMENT. All officials and employees of the city shall assist the department and the chief information officer in fulfilling their information and technology responsibilities and shall make available all records, documents and other materials necessary for the performance of the department's functions as provided herein. All city departments and agencies shall:

a. Comply with the information technology plans, standards, policies, guidelines and systems established by the department of administration. The department of administration may grant exceptions based on unique departmental business needs.

b. Cooperate with the department of administration in providing access to data, databases, information and systems as needed for enterprise purposes.

c. Participate in enterprise systems, applications or other technology established by

the department of administration, including but not limited to e-government.

d. Involve and cooperate with the department of administration in their communications planning and implementation efforts.

4. INFORMATION TECHNOLOGY PROJECT MANAGEMENT. The department of administration shall implement an information technology project management process.

a. Departments shall submit budget requests for all information technology spending and projects from all funding sources on forms established by the department of administration as part of departmental estimates submitted pursuant to s. 18-03.

b. Departments shall ensure that information technology budget requests are consistent with the information technology strategic plan established by the department of administration.

c. The department of administration shall conduct a comprehensive analysis of information technology requests and recommend projects to the mayor for inclusion in the proposed budget pursuant to s. 18-04-2.

310-5. Records. The director of administration shall be the authority, as defined in s. 19.32(1), Wis. Stats., for records of the director's office. Each division director in the department of administration shall be the authority, as defined in s. 19.32(1), Wis. Stats., for records of their respective division.

310-6. Intergovernmental Relations.

1. AUTHORITY. The division of intergovernmental relations shall have authority to make studies and investigation, to promote programs to attack the underlying problems which face the city and to provide information with respect to fiscal matters related to the securing of a greater share of state and federal funds and to do whatever may be required in promoting for the city a greater share of state and federal fund distributions.

2. FUNCTIONS. The division of intergovernmental relations shall be under the direction and supervision of a intergovernmental relations director. The intergovernmental relations director shall be authorized to represent the city before legislative bodies of both the federal government and the state of Wisconsin as well as other political subdivisions of this state, subject to provisions of s. 350-211. The intergovernmental relations director may confer with officials and representatives of

municipalities and of other political subdivisions of this state for the purpose of securing assistance and cooperation in effectuating the purposes and objectives for which the division is created. The intergovernmental relations director may carry on educational programs, communicate in writing and make personal appearances and perform such other duties and responsibilities as in the judgment of the intergovernmental relations director shall be most beneficial to the accomplishment of the purposes and objectives herein provided. The intergovernmental relations director shall from time to time as the director determines most appropriate or as directed by the mayor or the common council, submit reports with reference to the operations of this division. It shall also be the duty and responsibility of the director to carry out programs wherever necessary to increase the city's share of federal and state contributed funds in accordance with proposals prepared from time to time by the director and approved by the common council. Annual reports and recommendations shall be required of the director to be made to the common council.

3. COORDINATION. The intergovernmental relations director shall make recommendations to the common council and mayor, as the need arises, as to those matters relating to the underlying problems faced by the city and to fiscal equity, and as to applications for state and federal grants, which would benefit from cooperative action by the common council and mayor, with those officials responsible for applications for state and federal grants who are under the jurisdiction of the county board of supervisors, the board of school directors, the board of vocational and adult education, the city and metropolitan sewerage commissions, and the social development commission of greater Milwaukee.

310-7. Control of Obsolete Material and Abandoned and Unclaimed Goods. 1. CONTROL AND DISPOSITION OF OBSOLETE MATERIAL.

a. Control. Whenever any property belonging to the city except land, shall have become obsolete, disused, worn out or scrapped, the department of administration shall take charge and control of such property and shall determine the method of disposal of such property. All responsible administrative heads of each department and board in connection with the city shall request direction from the department of administration when they identify

materials, supplies or equipment which are no longer used or which have become obsolete, worn out or scrapped.

b. Disposition. If any of the material, equipment or supplies can be used by any other municipal department or the Milwaukee public schools, the department of administration is authorized to make such material, equipment or supplies available for use in that department. If the material, equipment or supplies because of its condition can no longer be used for municipal purposes, the department of administration may dispose of the same by any of the following means set forth in sub. 2-b as determined by the department to be in the best interest of the city.

2. CONTROL AND DISPOSITION OF UNCLAIMED AND ABANDONED PROPERTY.

a. Control. In accordance with s. 105-122, the department of administration shall determine the method of disposal of unclaimed or abandoned property identified as such by the chief of police with the exception of abandoned or unclaimed property to be sold on the city's behalf by an Internet auction service.

b. Disposition. The department of administration may, pursuant to s. 66.0139, Wis. Stats., dispose of any such abandoned or unclaimed property by any of the following means determined by the department to be in the best interest of the city:

b-1. The property may be sold at a public auction, including the city's Internet auction site or an Internet auction service contracting with the city.

b-2. The property may be sold without a public auction at a sale open to the public.

b-3. The property may be sold in a private sale through an agreed-upon amount of sale.

b-4. The property may be retained by the city for its own use.

b-5. The property may be donated.

b-6. The property may be destroyed.

b-7. The property may be used in trade on other property to be acquired.

c. Record Keeping. If the property is not disposed of in a sale open to the public, the department of administration shall maintain an inventory of the property, a record of the date and method of disposal, including the consideration received for the property, if any, and the name and address of the person taking possession of the property. The inventory shall be kept as a public record for a period of not less than 2 years from the date of the disposal of the property.

310-10 Department of Administration

3. SALE PROCEEDS. The proceeds of all sales under this section shall be paid to the city treasurer and credited to the general ledger, except proceeds of sales of obsolete equipment from an enterprise funded department shall be credited to the enterprise funded department.

4. EXCEPTIONS. The provisions of this section, however, are not applicable to the disposition of unclaimed or abandoned flammable, explosive or incendiary devices, unclaimed or abandoned firearms or ammunition, unclaimed or abandoned motor vehicles or trailers and unclaimed or abandoned shopping carts.

310-10. Socially-responsible Contractors.

1. DEFINITIONS. "Socially-responsible contractor" means an entity submitting a bid as part of the city's formal competitive bidding process that has acted or implemented a program to eliminate, or significantly reduce, barriers to employment for current and prospective employees of the contractor. Actions or implemented programs shall include at least 3 of the following actions or programs to:

a. Hire persons with felony convictions.

b. Assist current or prospective employees in earning high school diplomas.

c. Underwrite or facilitate industry-linked career-assessed pre-employment services, subsidized or unsubsidized work experience, including internships, job shadowing, on-the-job training, and summer employment.

d. Partner with a selected employment service agency to monitor and track individualized employment plans.

e. Provide, underwrite or facilitate industry-linked career-based instruction to current and prospective employees in areas, including but not limited to, blueprint reading, basic math and measurement, technical math, labor history, construction culture and essential skills, health and safety awareness, manufacturing process and production, maintenance, budgeting and financial literacy.

f. Provide or facilitate occupational-skills training and related adult mentoring and networking.

g. Underwrite or facilitate subsidized or unsubsidized programs which provide supportive services for current or prospective employees to obtain or fund the following:

g-1. Valid driver's licenses.

g-2. Transportation vouchers to work and home.

g-3. Appropriate work attire, work safety gear and needed equipment.

g-4. Testing and certification fees.

g-5. Legal aid services.

g-6. Child care and family-related dependent care.

g-7. Emergency housing, health care and short-term emergency assistance.

g-8. Career and training services.

g-9. School supplies, books and fees.

g-10. Referrals to medical services and exams.

g-11. Reasonable accommodation for persons with disabilities.

h. Partner with employment service agencies to supplement subsidized wages to ensure that employees receive a living wage.

i. Provide breast-feeding facilities for employees who are nursing children.

j. Provide a minimum of 120 hours of paid sick leave.

k. Provide a minimum of 5 paid sick days.

L. Provide an employer assisted housing program providing homebuyer assistance in the form of mortgages, down payment assistance or homebuyer education for residences within walking distance of their employer.

m. Provide assistance to reduce fees and penalties on tardy child-support payments, manage payment of child-support arrears and become current on child-support obligations.

2. PURPOSE. The purpose of this section is to ensure contributions toward community betterment made by socially-responsible contractors are recognized and rewarded.

3. DISCLOSURE. Each bidder or proposer seeking to qualify as a socially-responsible contractor shall submit, as part of its bid, a sworn affidavit describing actions taken and programs implemented to eliminate, or substantially reduce, the barriers to employment for current and prospective employees of the contractor, and the outcomes of these actions and programs.

4. EVALUATION PREFERENCE. The purchasing director shall develop procedures, rules and regulations to provide an incentive for a bidder or proposer to qualify as a socially-responsible contractor.

5. CONTRACT AWARD. The provisions of this section shall apply to each formal competitive bid and each request for

proposals, provided the bid of the socially-responsible contractor does not exceed the lowest bid by more than 5% or \$25,000. Additional points equal to 5% of the maximum number of points used in the evaluation of requests for proposals shall be applied to increase the total score attained by a socially-responsible contractor.

6. REPORT TO COMMON COUNCIL. The purchasing director shall report annually to the common council on the status of contracts awarded under provisions of this section not later than 30 days after the anniversary of the effective date of this section.

310-12. Professional Service Contract Limitations. If a contracting agency enters into a professional service contract, as defined in s. 310-13-2-b, with any person who has retired from that department and is receiving a retirement allowance from the employees' retirement system, the combined annual value of the professional service contract and the retirement allowance may not exceed the retired person's earnable compensation, as defined under s. 36-02-12 of the charter, during the 12 months immediately preceding the retirement date, and the contract term shall not exceed a period longer than 18 months. The common council may waive these limitations by resolution for special circumstances, as it, in its sole discretion, shall determine and deem necessary.

310-13. Service Contract Wage Requirements. **1. PURPOSE.** The purpose of this section is to ensure a living wage for all employees of contractors and subcontractors performing services for the city.

2. DEFINITIONS. In this section:

a. "Living wage" means, prior to March 1, 2015, an hourly wage rate of \$10.10 per hour. Effective March 1, 2015, it shall mean the average of the amount required to produce, for 2,080 hours worked, an annual income equal to the U.S. department of health and human services' most recent poverty guideline for a family of 3 and family of 4 in the 48 contiguous states, as determined by the city clerk on March 1 of each year.

b. "Professional service contract" means any contract in which the majority of workers engaged in the performance of the contract perform work which:

b-1. Is predominantly intellectual and varied in nature, as opposed to work which involves routine mental, manual, mechanical or physical labor.

b-2. Requires advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher education or a hospital.

c. "Service contract" means a contract having a value exceeding \$5,000 that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. A "service contract" does not include a "professional service contract" under par. b., a department of public works contract subject to s. 66.0903, Wis. Stats., a contract administered by the office of community development grants administration or a contract with the Milwaukee public schools.

3. LIVING WAGE REQUIREMENT. Unless contrary to federal, state or local law, all workers, whether permanent or temporary, full-time or part-time, employed in any work performed as part of a service contract with a contracting agency, as defined in sub. 2-c, shall receive and be paid a sum of not less than the living wage in effect at the time a contract is awarded. No contractor may use the living wage requirement of this subsection to reduce the wage paid to any person employed by the contractor.

4. SERVICE CONTRACT BID AND REQUEST-FOR-PROPOSAL SPECIFICATIONS. A contracting agency shall add a digest of the provisions of this section to all specifications for service contract work upon which they call for formal competitive bids or issue requests for proposals unless the purchasing director approves the waiver of the provisions in cases where it is likely that no bids or proposals will be received without such a waiver.

5. SPECIFICATIONS FOR SERVICE CONTRACTS. No service contract, as defined in sub. 2-c, shall be entered into by a contracting agency unless the contract contains the following stipulations or their equivalent:

a. The contractor agrees to pay all workers employed by the contractor in the performance of this contract, whether on a full-time or part-time basis, a base wage of not less than living wage.

b. The contractor agrees to make a sworn report or affidavit, within 10 days following the contractor's completion of the contract, or every 3 months, whichever occurs first, and to procure and submit a like sworn report or affidavit from every subcontractor employed by

[This page blank]

Department of Administration 310--(HISTORY)

310-5	rp	892173	3/20/90	4/7/90
310-5	cr	090592	11/6/2009	1/1/2010
310-5	rn to 310-3	130100	5/13/2014	5/31/2014
310-7	am	001458	2/27/2001	3/16/2001
310-7	am	021691	03/25/2003	4/11/2003
310-7	rc	041396	2/22/2005	3/11/2005
310-7	rn to 310-4	130100	5/13/2014	5/31/2014
310-7-2-i	am	120800	11/2/2012	1/1/2013
310-9	rn to 310-5	130100	5/13/2014	5/31/2014
310-10	cr	170638	9/25/2018	10/12/2018
310-11	rn from 2-29.5	881930	3/7/89	3/25/89
310-11	am	030504	11/14/2003	1/1/2004
310-11	am	040518	9/21/2004	1/1/2005
310-11	rn to 310-6	130100	5/13/2014	5/31/2014
310-11-2	am	960621	7/30/96	8/16/96
310-11-3	rp	960621	7/30/96	8/16/96
310-11-7	am	960621	7/30/96	8/16/96
310-12	cr	110998	11/30/2011	12/17/2011
310-12	am	130100	5/13/2014	5/31/2014
310-13	cr	950181	11/6/95	11/14/95
310-13	rc	130100	5/13/2014	5/31/2014
310-13-2-a	am	131627	7/22/2014	8/8/2014
310-13-2-b	am	991247	11/29/99	1/1/2000
310-13-3	am	990130	6/2/99	6/19/99
310-13-3	am	131627	7/22/2014	8/8/2014
310-13-4	am	990130	6/2/99	6/19/99
310-13-6	am	990130	6/2/99	6/19/99
310-13-7	am	951395	1/23/96	2/9/96
310-13-7	am	991247	11/29/99	1/1/2000
310-13-8	am	990130	6/2/99	6/19/99
310-13-9-a	am	991247	11/29/99	1/1/2000
310-13-9-b	am	991247	11/29/99	1/1/2000
310-13-9-c	am	991247	11/29/99	1/1/2000
310-13-9-d-0	am	991247	11/29/99	1/1/2000
310-14	cr	050284	12/13/2005	12/30/2005
310-14-2-b	am	130100	5/13/2014	5/31/2014
310-14-3-a	am	130100	5/13/2014	5/31/2014
310-15	cr	931895	4/26/94	1/1/95
310-15	rc	130100	5/13/2014	5/31/2014
310-16	cr	050515	10/18/2005	11/4/2005
310-16	am	130100	5/13/2014	5/31/2014
310-17	cr	021338	4/15/2003	4/25/2003
310-17	rc	061257	10/23/2007	1/8/2008
310-17-0	am	130100	5/13/2014	5/31/2014
310-17-0	am	141330	5/12/2015	5/30/2015
310-17-1-a	am	130100	5/13/2014	5/31/2014
310-17-1-a	am	141330	5/12/2015	5/30/2015
310-17-1-d	am	141330	5/12/2015	5/30/2015
310-17-2-b	am	130100	5/13/2014	5/31/2014
310-17-2-d-1	am	130100	5/13/2014	5/31/2014
310-17-2-e	rn to	141330	5/12/2015	5/30/2015
	310-17-2-f			
310-17-2-e	cr	141330	5/12/2015	5/30/2015
310-17-2-e-3	am	130100	5/13/2014	5/31/2014
310-17-2-g	cr	141330	5/12/2015	5/30/2015
310-17-2-h	cr	141330	5/12/2015	5/30/2015
310-17-3-a	am	130100	5/13/2014	5/31/2014

310--(HISTORY) Department of Administration

310-17-3-b-1-0	am	130100	5/13/2014	5/31/2014
310-17-3-c	am	130100	5/13/2014	5/31/2014
310-17-3-d	am	130100	5/13/2014	5/31/2014
310-17-3-e-1	am	130100	5/13/2014	5/31/2014
310-17-3-f	am	130100	5/13/2014	5/31/2014
310-17-4	am	130100	5/13/2014	5/31/2014
310-17-4-0	am	141330	5/12/2015	5/30/2015
310-17-4-a	am	141330	5/12/2015	5/30/2015
310-17-4-b	am	141330	5/12/2015	5/30/2015
310-17-4-c	rn to 310-17-4-d	141330	5/12/2015	5/30/2015
310-17-4-c	cr	141330	5/12/2015	5/30/2015
310-17-4-d	rn to 310-17-4-e	141330	5/12/2015	5/30/2015
310-17-4-d	rc	141330	5/12/2015	5/30/2015
310-17-4-e	am	141330	5/12/2015	5/30/2015
310-17-4-e	rn to 310-17-4-g	141330	5/12/2015	5/30/2015
310-17-4-f	cr	141330	5/12/2015	5/30/2015
310-17-4-g	am	141330	5/12/2015	5/30/2015
310-17-5	rc	130100	5/13/2014	5/31/2014
310-17-6	am	130100	5/13/2014	5/31/2014
310-18	cr	060095	6/20/2006	7/8/2006
310-18-2	am	130100	5/13/2014	5/31/2014
310-18.3	cr	090279	10/13/2009	12/29/2009
310-18.3-3	am	130100	5/13/2014	5/31/2014
310-18.3-4	am	130100	5/13/2014	5/31/2014
310-18.3-5	am	130100	5/13/2014	5/31/2014
310-18.3-6	am	130100	5/13/2014	5/31/2014
310-18.3-7	am	130100	5/13/2014	5/31/2014
310-18.5	cr	071342	2/5/2008	2/22/2008
310-18.5	am	130100	5/13/2014	5/31/2014
310-18.5	am	170936	10/17/2017	11/3/2017
310-18.7	cr	080188	6/10/2008	6/27/2008
310-18.7-3	am	130100	5/13/2014	5/31/2014
310-18.9	cr	101572	11/27/2012	2/12/2013
310-18.9 (note)	rp	131807	6/3/2014	6/20/2014
310-18.9-2	am	130100	5/13/2014	5/31/2014
310-18.9-2	am	131807	6/3/2014	6/20/2014
310-18.9-3	am	130100	5/13/2014	5/31/2014
310-18.9-3	am	131807	6/3/2014	6/20/2014
310-18.9-4	am	131807	6/3/2014	6/20/2014
310-18.9-5	am	130100	5/13/2014	5/31/2014
310-18.9-6	am	130100	5/13/2014	5/31/2014
310-18.9-7	rc	130100	5/13/2014	5/31/2014
310-18.9-9	am	130100	5/13/2014	5/31/2014
310-18.9-10	am	130100	5/13/2014	5/31/2014
310-18.9-11	am	130100	5/13/2014	5/31/2014
310-19	cr	882560	4/25/89	5/13/89
310-19	rp	900674	10/13/92	1/27/93
310-19	cr	921235	12/18/92	1/27/93
310-19-1	rc	130100	5/13/2014	5/31/2014
310-19-1-a	am	020593	11//8/2002	1/1/2003
310-19-1-c	am	101429	4/12/2011	4/29/2011

Building code (continued)

Fibers	214-2
Liquids (See Flammable liquids)	
Waste	214-9-1
Commercial building courtesy inspection	200-33-8.9
Commercial buildings and structures.....	ch. 262
Commercial buildings, security barriers (bars, gates, windows)	252-76
Communal, defined	200-08-20
Community-based residential facilities	ch. 295
Community living arrangements	ch. 295
Compliance, certificate of.....	200-33-7, 200-52
Condemnation	218-01, 218-4, 218-7, 218-9
Unfit dwellings.....	200-11-5
Conflicts.....	200-03-3, 295-121
Construction	
Construction permit.....	200-24
Construction permit, conditional	295-304
Erosion control	ch. 290
Safety	ch. 228
Stopping construction work.....	200-11-3
Conversion of non-residential buildings to residential use	table 295-505-2-f
Cornices, projecting into public thoroughfare	245-4-1 and 2
Courts, drainage	225-4
Day care centers	ch. 295
Deconstruction, residential buildings	218-10
Decorations	214-9-3
Definitions	
Awnings	
Fixed.....	245-7-1
Movable.....	245-6-1
Stationary fabric	245-6.5-1
Boilers	223-5
Building and zoning code.....	subch. 2 of ch. 200
Canopy	245-8-1
Fire detection and suppression systems	ch. 251
Fence	245-4.5-1
Hazardous substance spills.....	236-41-1
Hood.....	245-9-1
Incinerator	264-70-1
Marquee	245-10-1
Retainment device	245-4.6-1
Roofed sidewalk.....	245-13-1
Rules of construction	200-07
Sewage disposal systems	225-14
Trailers and mobile homes	246-1
Zoning code	295-201
Demolition (See Razing)	
Design, by registered architect or engineer	200-27

Index

Building code (continued)

Deterioration	
Definition	200-08-23
Extent of	200-40
Dining room	
Communal.....	275-23-10
Defined.....	200-08-24
Minimum size	257-4
Display area, defined.....	200-08-25, 295-205-5
Display garages, business	239-10
Doors	
Access-controlled egress doors	214-33
Garages	275-32-9
Hardware.....	275-32-4-c
Orientation	295-505-2-L, 295-605-2-i
Projection beyond street line	245-4-8
Security	ch. 217
Dormitories	
Construction regulations	ch. 257
Definitions.....	200-08-26 and 85.5, 295-201-147
Licensing	275-20
Maintenance.....	275-23 and 275-24
Zoning requirements	ch. 295
Downspouts (See Storm water drains).	
Downtown districts	subch. 7 of ch. 295
Drain tile	252-70-6
Drainage (See also Plumbing and drainage)	
Courts.....	225-4
Paved areas	225-4-3, 252-71-2, 252-74-5-d and e
Roofs.....	225-4, 252-71-1
Storm water management regulations	ch. 120
Driveways (See also access drives in Zoning)	
Approaches, removal	218-6-10
Permits (See Vol. 1, 81-45 and 115-23)	
Drapes	
Combustible	214-9-3
Licensed dwelling facilities	275-20-7-g
Dry cleaning	
Building regulations	214-01
Coin operated (See Dry cleaning, Vol. 1).	
Zoning requirements	ch. 295
Dumbwaiters	subch. 2 of ch. 222
Dumpsters, screening of (See Zoning)	
Duplex (See two family dwelling)	table 295-505-2-f
Dwelling, defined	200-08-27, 295-201-157
Dwellings, one and two family (See One and 2-family dwellings)	

Building code (continued)

State code adoption	218-01
Temporary safeguards.....	218-5
Unsafe buildings and structures.....	200-11, 200-12, 218-4, 218-4.5, 218-9
Reconstruction	
Nonconforming uses or structures	295-415
Residential uses	295-417
Records	
Electrical	222-10
Fee for copies	200-33-9
Permit record	200-13-5
Recycling space in public buildings	252-51
Refrigeration systems, fee.....	200-33-23
Registration of properties	200-33-44.2, 200-33-44.3, 200-51.5
Religious assemblies.....	ch. 295
Rent withholding.....	200-22
Rental units	200-51
Repairs	
Fee	200-33-2
Minor, without permit.....	200-38
Nonconforming uses or structures	295-415
Required	200-39
Residential buildings, deconstruction	218-10
Structural part of building	200-39
Unsafe buildings or structures	200-11, 200-12, 218-4
Residence, grade and elevation	240-21, 257-11
Residential buildings, deconstruction.....	218-10
Residential buildings, foreclosure	200-22.5, 200-33-47
Residential living facility (See also Licensed dwelling facility)	
Definition.....	200-08-71.5
Fees.....	200-33-26-b
Regulations.....	275-24
Residential rental property lists.....	200-21.5
(See also 105-79-identical text)	
Revocation of permit or approval.....	200-31, 295-309-2, 295-309-6
Right of entry (See also Landlord-tenant)	
Building inspection	200-11
Electrical inspection	222-4
Elevator inspection.....	222-51
Roofs	
Access	251-1, 257-10

Index

Building code (continued)

Drainage	275-32-5
Gutters and conductors.....	225-4, 252-71-1, 275-32-6
Material.....	275-32-12
Roomers	
Definitions.....	200-08-73, 295-201-509
Zoning regulations	295-503-3-e
Rooming houses (See also Licensed dwelling facility).....	ch. 257
Certificate of occupancy.....	200-42
Definitions.....	200-08-74 to 76
Fees.....	200-33-26-f
Licensing	275-20
Regulations.....	275-23
Zoning requirements.....	ch. 295
Rooming unit, defined	200-08-77
Rubbish (See also Garbage)	
Burners.....	214-9-1
Defined.....	200-08-78
Facilities.....	275-81
Rules, emergency	200-04
Rummage sales (See Zoning)	
Safety in construction	ch. 228
Unsafe buildings, structures or equipment	200-11-5
Unsafe construction	200-11-3
Sales, notice to buyer of code violations.....	200-23
Sanitary facilities	
Apartments, hotels.....	257-12
Outdoor assembly.....	261-101
Residential living facilities	275-24-2 to 4
Rooming houses.....	275-23-2 to 4
Waste container sites for multifamily (5 units or more) buildings.....	257-20
Sanitary permit, defined.....	200-08-79
Scope of code	200-03
Screens and storms	275-42-4
Second class dwelling (See also Licensed dwelling facility)	
Definitions.....	200-08-80 to 83
Fees.....	200-33-26-d
Maintenance	275-22
Security, existing construction	subch. 2 of ch. 217
Security, new construction.....	subch. 1 of ch. 217
Security barriers (bars, gates, windows), commercial buildings.....	252-76

City treasurer (continued)	
Negligence of duty.....	3-11
Tax delinquency enforcement.....	304-45
Transfer of funds, electronic and automated	18-01-3
Civic center plaza	116-38
Claims	
Adjustment	304-3
Comptroller's review.....	3-19
Condemnation.....	308-33
Procedures.....	304-7
Settlement, reasons stated	4-32
Closing out sales	60-16, ch. 88
Clothing worn by entertainers, public entertainment premises	108-22
Coal, sale	82-13
Code, sale and distribution	50-20, 81-35.5
Collection bins, publicly accessible	200-33-44.5, 239-13
Commercial buildings, security barriers (bars, gates, windows)	252-76
Commissions and boards	chs. 16 and 320
Commissions and fees, prohibitions	3-29
Committees	ch. 320
Common council (See also City officers)	
Agendas, subscription fee.....	81-36
Appropriations	4-21
Attendance at meetings	1-06-1
Auditing accounts	4-11
Community development oversight.....	301-13
Conflict of interest	4-26, 4-27
Deferral of matter	4-21
Discharge of judgment of penalty.....	4-31
Districts	
Alteration	1-03
Boundaries, number of.....	301-2
Economic development funds	301-11
Election of members	1-04, 1-06, 2-03, 4-08
Financial control	4-10
Fiscal notes	50-4.2
Legislative authority.....	4-01 to 4-04
Malfeasance.....	4-28
Mayoral approval of legislation.....	4-23
Meetings.....	4-05
Members to hold no other office.....	4-25
Ordinances, procedures	4-21
President	3-02, 301-3, 304-13
Private transportation reimbursement.....	350-183-8
Publications	4-17 to 4-20, 4-29, 4-30
Qualification of members	4-05-4
Reconsideration	4-09
Records.....	3-26-2-b
Redistricting.....	1-05
Rules	4-05-2
Salary	350-100
Voting requirements	4-04-3, 4-06

Index

Community and neighborhood relations 109-61
Community development block grant administration 310-1-3
Community development oversight, common council 301-13
Community participation, development agreements ch. 355
Community relations-social development commission 320-23
Commuter parking impacted area, regulations and permit 81-87, 101-27.7
Composting 79-1-2.5, 79-12.5
Compressed natural (gas), sale by city 309-20
Comptroller
 Accounting methods 3-17
 Annual statement 3-14
 Deputy 3-15
 Duties 3-16 to 3-21, 304-1
 Election 2-03
 Funds in treasury 3-11
 Public works contracts 7-21
 Revenue estimates 18-03-1
 Special deputy 3-20.5
Concrete contractors 81-38, 115-26
Condemnation (See Eminent domain)
Conduit system (city), use and occupancy ch. 98
Construction debris charges 81-35.9
Contingent fund
 Appropriations from fund 18-06-6, 18-06-7
 Provision for 18-04-4
Contracts
 Apprenticeship requirements (construction) 309-38
 Approval by city attorney 304-21
 Minimum wage requirements, service contracts 310-13
 Equal opportunities ch. 360
 Public works contracts, procedures, 7-14 to 7-29, 309-21 to 309-41
 Residents preference program (contracts) 309-41
 Socially responsible 310-10
Contributions received by city 304-24
Convenience stores-security and employe training 68-55
Court, commissioner-municipal ch. 315
Court, municipal 3-34, 50-77, ch. 315, 350-17.5
Crime prevention, neighborhood advisory councils 312-14
Crime watch sign program 116-4
Crossing guards 312-25
Cruising, other violations associated with cruising 79-16-1-c, 80-91, 101-34-2-k, 101-34-7-k
 105-2, 106-5, 106-31-0, 106-31-10,
 105-34-3-c and d, 105-38-3, 106-1, 106-1.8-2
Cruising regulations 101-20.5
Curfew 106-2.5, 106-23

-D-

Dances (See Entertainment premises, public)
Data processing (See information management)
Debt (See Public debt)
Deconstruction, residential buildings 218-10
Deferred compensation plan 5-50
Deferred compensation plan board 320-17

Health (See also Food continued)

Commissioner	
Appointment	2-04
Authority	17-06 to 17-08
Salary	17-03
Common drinking cup	68-59
Communicable diseases	chs. 62 and 67
Dish washing compound	72-9.1
Drugs.....	ch. 77
Employs.....	17-04
Factory inspections	76-1
Fees	59-15, ch. 60
Fetuses, aborted, disposition of	80-50
Funds	17-05
Hazardous substances.....	ch. 66, 105-69, 105-70
Ice cream peddlers.....	68-43, 81-60.7
Identification badges	59-9-1
Industrial health	ch. 76
Inoculation fee	60-49
Laboratories	59-13, 60-52
Laundry detergents	73-30
Lead poisoning	subch. 2 of ch. 66
Massage regulation	75-21
Monoxide poisoning	77-4
Nursing bottles	72-11
Nuisances, authority to abate.....	80-2
Nuisances, chronic premises	80-10
Orders to correct violations.. ..	59-10
Orders, transfer to new owners.....	59-11
Overtime pay	350-16
Penalties.....	ch. 61
Poisons.....	ch. 77
Police assistance.....	17-09
Reinspections.....	60-70, 75-30
Right of entry	59-7
Temporary eating places.....	ch. 67
Toxic substances	ch. 66, 105-69, 105-70
Travel certificate	59-17
Vital records	60-87
Wood alcohol	77-3
Health care benefit and workers' compensation liability reserve fund	304-29.5
Herbal depressants	105-52
Highways	
Resurfacing, arterials	11-39
Widths	11-15
Historic preservation	
Abandoned historic buildings, stabilization (mothballing).....	218-8, 320-21-15
Building code enforcement, exception (mothballing certificate).....	200-11.5
Building code enforcement, general provisions.	200-11-3, 200-12-1, 200-13-3, 200-19-2
.....	200-52-6-d, 200-55-5-6
Demolition, historic buildings	81-40.5, 200-26-5, 200-33-28.5, 320-21-11
Historic district identification signs.....	81-108-2, 116-5, 320-21-18.5

Index

Historic preservation (continued)	
Nomination fee	81-59.5
Plaque program	320-21-18
Regulations.....	320-21
Reinspection fee.....	200-33-48
Home improvements	81-60, 95-14
Home occupations (See Zoning)	
Homeland security and emergency management	ch. 6
Horse and surrey livery service (See Public passenger vehicles)	
Horses (See Animals)	
Hotel-motel (Evacuation plan)	275-21-6
Hotels, fraud	110-32
House numbering	113-1, 113-2, 275-32-11
Housing discrimination	subch. 3 of ch. 109
Housing infrastructure preservation fund	304-31.5
Housing, supportive, commission	320-24
Housing trust fund	ch. 316
Housing trust fund advisory board	316-5
Human service vehicles (See public passenger vehicles)	
Hunting, bow and arrow	105-37
	-I-
Ice cream peddlers	60-48, 68-43
Icicles on buildings	105-16
Improvement fund, permanent	304-28
In-line roller skates	105-19
In personam action, delinquent real property taxes	304-48
Incorporation, city	1-01
Indecent exposure	106-5
Industrial development revenue bonds, fee	81-61
Information and technology management	310-1-4, 310-7, 320-31
Information management committee	320-31
Instrumental music license (See Entertainment premises, public)	
Intergovernmental relations	310-2-5, 310-6
	-J-
Job training and business development special fund	304-26
Judgments	4-31, 20-12, 304-47, 304-48-7, 304-49-6-c, 304-53, 304-57, 305-135-2, 350-217
Jukebox distributors (See Amusement machine or jukebox distributors)	
Jukeboxes, licensing (See Entertainment premises, public)	
Junk, stored in vehicles parked on the street	101-23.2, 101-25, 101-34
Juveniles, parental responsibility	106-23.5
	-L-
Landlord-tenant (See also Building Code)	
Eviction, forcible entry, etc.....	110-12
Fraud on residential landlords	106-41
Housing discrimination	109-5, 109-7
Landscaping requirements (See Building code)	
Laser pointers	105-45
Laundry, self-service	75-1, 81-67
Law enforcement services grants	312-26