

**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:

- 210210            An ordinance relating to remote participation in meetings of governmental bodies.
- 210232            A substitute ordinance relating to the city attorney’s authority to review certain contracts.
- 210372            A substitute ordinance relating to ethics and harassment training for elected officials and appointees.

<u>Section Affected</u>	<u>Action</u>	<u>File Number</u>	<u>Effective Date</u>	<u>Remove Pages</u>	<u>Add Pages</u>
<b>Remove <u>old</u> MEMO (Suppl. #323)</b>					
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For subscription or distribution questions contact the Municipal Research Library, Code Section, (414) 286-2280.

For questions concerning the content of the Milwaukee Code of Ordinances contact the Municipal Research Library, (414) 286-2297.

**Abbreviations:**

**am=amended  
cr=created  
corr=correction**

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

**rn=renumbered  
rp=repealed**

Revised 7/7/2021  
Suppl. #324



**CITY OFFICIALS**

**2020 to 2024**

**Mayor**  
Tom Barrett

**Council President**  
Cavalier Johnson

**The Common Council**  
(By Aldermanic District)

1. Ashanti Hamilton
2. Cavalier Johnson
3. Nik Kovac
4. Robert J. Bauman
5. Nikiya Dodd
6. Milele A. Coggs
7. Khalif Rainey
8. JoCasta Zamarripa

9. Chantia Lewis
10. Michael Murphy
11. Mark A. Borkowski
12. Jose G. Perez
13. Scott Spiker
14. Marina Dimitrijevic
15. Russell W. Stamper, II

**City Clerk:** Jim Owczarski  
**Deputy:** Dana Zelazny

**City Attorney**  
Tearman Spencer

**City Comptroller**  
Aycha Sawa

**City Treasurer**  
Spencer Coggs

**Municipal Judges**

Branch 1  
Valarie Hill

Branch 2  
Derek Mosley

Branch 3  
Phil Chavez

## PREFACE

In 1989, volume 3 of the Milwaukee Code of Ordinances was printed in its current format of an updatedable looseleaf format. As changes to these ordinances are passed by the Common Council, the Legislative Reference Bureau will issue replacement pages for this book. Thus, it can be a current and reliable resource to its users.

Volume 3, which contains chapters numbering 301-399, contains administrative ordinances which pertain to the organization and operation of Milwaukee's city government, Other looseleaf volumes include Volume 1 (Regulatory Ordinances), Volume 2 (Building and Zoning Code), and the City Charter.

The numbering system for the Milwaukee City Charter and Code of Ordinances is patterned on that used for the Wisconsin Statutes (except for the use of dashes in place of parentheses) and is as follows:

Chapter	Section	Subsection	Paragraph	Subdivision	Subparagraph
70	10	3	a	4	b

If there are questions regarding the numbering system, or the correct method of citation, please contact the Legislative Reference Bureau.

Keith Broadnax, Manager  
Legislative Reference Bureau  
July 2021

## **MEMO**

If all supplements have been properly inserted, this book contains all actions of the Common Council through July 7, 2021.

Revised 7/7/2021  
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**4. MISUSE OF INFORMATION.** No official or other city employee may intentionally use or disclose information gained in the course of or by reason of his or her official position or activities in any way that could result in the receipt of anything of value for himself or herself, for his or her immediate family, or for any other person, if the information has not been communicated to the public or is not public information. This provision shall not be interpreted to prevent such official or other city employee from reporting violations of this chapter or other illegal acts to the proper authorities.

**5. MISUSE OF POSITION.** No official or other city employee may use or attempt to use his or her position to influence or gain unlawful benefits, advantages or privileges for himself or herself or others.

**6. CONTRACTS AND LEASES.** No official or other city employee, member of an official's or other city employee's immediate family, nor any organization with which the official or other city employee or a member of the official's or other city employee's immediate family owns or controls at least 10% of the outstanding equity, voting rights, or outstanding indebtedness may enter into any contract or lease involving a payment or payments of more than \$3,000 within a 12-month period, in whole or in part derived from city funds, unless the official or other city employee has first made written disclosure of the nature and extent of such relationship or interest to the board and to the department involved in regard to the contract or lease. Any contract or lease entered into in violation of this subsection may be voided by the city in an action commenced within 3 years of the date on which the ethics board, or the department or officer acting for the city in regard to the allocation of funds from which such payment is derived, knew or should have known that a violation of this subsection had occurred. This subsection does not affect the application of s. 946.13, Wis. Stats.

**7. REPRESENTATION FOR COMPENSATION.** a. No official or other city employee may represent a person for compensation before a department or any employee thereof, except:

a-1. In a contested case which involves a party other than the city with interests adverse to those represented by the official or other city employee; or

a-2. At an open hearing at which a stenographic or other record is maintained; or

a-3. In a matter that involves only ministerial action by the department.

b. This subsection does not apply to representation by an official acting in his or her official capacity.

**8. RESTRICTIONS FOR FORMER CITY OFFICIALS AND EMPLOYEES.** No former official or other city employee:

a. For 12 months following the date on which he or she ceases to be an official or employee, may, for compensation, on behalf of any person other than a governmental entity, make any formal or informal appearance before, or negotiate with, any officer or employee of a department with which he or she was associated as an official or employee, within 12 months prior to the date on which he or she ceased to be an official or employee.

b. May for compensation act on behalf of any party other than the city in connection with any judicial or quasi-judicial proceeding, application, contract, claim, or charge which might give rise to a judicial or quasi-judicial proceeding in which the former official or other city employee participated personally and substantially as an official or other city employee.

**9. PRIVATE PRACTICE OF LAW PROHIBITED FOR CITY ATTORNEY.** The city attorney may not engage in the private practice of law for compensation during the period in which he or she holds office.

**10. ACTIONS TAKEN FOR NO COMPENSATION.** This section does not prohibit an elected official from making inquiries for information on behalf of a person or organization or from representing a person or organization before a department if he or she receives no compensation therefor beyond the salary and other compensation or reimbursement to which the elected official is entitled by law.

**11. CONFLICTS OF INTEREST PROHIBITED.** Except in accordance with the board's advice under sub. 12 and except as otherwise provided in sub. 13, no official or other city employee may:

a. Take any official action substantially affecting a matter in which the official or employee, a member of his or her immediate family, or an organization with which the official or employee is associated has a substantial financial interest.

b. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official or employee, one or more members of the

### 303-9 Code of Ethics

official's or employee's immediate family either separately or together, or an organization with which the official or employee is associated.

**12. ADVISORY OPINIONS.** a. Any individual, including former officials and other city employees, either personally, or on behalf of an organization or governmental body, may make a written request of the board for an advisory opinion relating to the propriety of any matter or matters to which the person, organization or governmental body is or may become a party.

b. Any appointing officer, with the consent of a prospective appointee, may make a written request of the board for an advisory opinion regarding the propriety of any matter to which the prospective appointee is or may become a party.

c. The board shall review a written request for an advisory opinion and may advise the person making the request. Advisory opinions shall be in writing. The board's deliberations and actions upon requests shall be in meetings not open to the public.

d. If the material facts contained in a written request for an advisory opinion are correct, then it is prima facie evidence of intent to comply with this chapter when an individual making the request abides by the board's advisory opinion.

e. No member of the board or its staff may make public the identity of an individual requesting an advisory opinion or of individuals or organizations mentioned in the opinion.

f. Requests for confidential advisory opinions, records obtained or filed in connection with requests for confidential advisory opinions and confidential advisory opinions rendered shall be closed in whole to public inspection. This shall not be interpreted to preclude the board from compiling or publishing summaries of opinions rendered under this subsection if identification is not made, either directly or indirectly, of the requestor or of any organization identified in the opinion.

**13. SALARIES, BENEFITS, REIMBURSEMENTS, AND PROPOSALS TO MODIFY LAW.** This section does not prohibit an official or other city employee from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit an official from taking official action with respect to any proposal to modify law.

**14. ETHICS AND HARASSMENT TRAINING REQUIRED.** Each elected official and appointee shall complete ethics and harassment training provided by the department of employee relations or its designee within 120 days of election or appointment to office.

### 303-9. Honorariums, Fees and Expenses.

1. Every public official is encouraged to meet with clubs, conventions, special interest groups, political groups, school groups and other gatherings to discuss and to interpret legislative, administrative, executive or judicial processes and proposals and issues initiated by or affecting any city department or agency.

2.a. Except as provided in par. b, every official required to file who receives for a published work or for the presentation of a talk or participation in a meeting, any lodging, transportation, money or other thing with a combined pecuniary value exceeding \$50 excluding the value of food or beverage offered coincidentally with a talk or meeting shall, on his or her statement of economic interests, report the identity of every person from whom the official receives such lodging, transportation, money or other thing during his or her preceding taxable year, the circumstances under which it was received and the approximate value thereof.

b. An official need not report on his or her statement of economic interests under par. a information pertaining to any lodging, transportation, money or other thing of pecuniary value which:

b-1. The official returns to the payor within 30 days of receipt.

b-2. Is paid to the official by a person identified on the official's statement of economic interests under s. 303-13 as a source of income.

b-3. The official can show by clear and convincing evidence was unrelated to and did not arise from the recipient's holding or having held a public office and was made for a purpose unrelated to the purposes specified in sub. 1.

b-4. The official has previously reported to the board as a matter of public record.

b-5. Is paid by the city.

b-6. Is paid by a government body which the official represents in his or her official capacity.

3. Notwithstanding s. 303-5:

a. A public official may receive and retain reimbursement or payment of actual and



reasonable expenses and an elected official may retain compensation, for a published work or for the presentation of a talk or participation in a meeting related to a topic specified in sub. 1 if the payment or reimbursement is paid or arranged by the organizer of the event or the publisher of the work.

b. A public official may receive and retain anything of value if the activity or occasion for which it is given is unrelated to the official's use of the city's time, facilities, services or supplies not generally available to city residents and, the official can show by clear and convincing evidence that the payment or reimbursement was unrelated to and did not arise from the recipient's holding or having held a public office and was paid for a purpose unrelated to the purposes specified in sub. 1.

c. A public official may receive and retain from the city or on behalf of the city transportation, lodging, meals, food or beverage, or reimbursement therefore or payment or reimbursement of actual and reasonable costs that the official can show by clear and convincing evidence were incurred or received on behalf of the city and primarily for the benefit of the city and not primarily for the private benefit of the official or any other person.

d. A public official may receive and retain from a political committee under ch. 11, Wis. Stats., transportation, lodging, meals, food or beverage, or reimbursement therefor a payment or reimbursement of costs permitted and reported in accordance with ch. 11, Wis. Stats.

4. If a public official receives a payment not authorized by this chapter, in cash or otherwise, for a published work or a talk or meeting, the official may not retain it. If practicable, the official shall deposit it with the city treasurer. If that is not practicable, the official shall return it or its equivalent to the payor or convey it to a charitable organization other than the one with which he or she is associated.

**303-11. Financial Disclosure.**

1. REQUIRED. A statement of economic interests shall be filed with the board as follows:

a. Except as provided in par. d, any individual who in January of any year is an official and is required to file as so designated by the city positions ordinance shall file with the board no later than February 28 of that year a statement of economic interests. The information on the statement shall be current as of December 31 of the preceding year.

b. Except as provided in sub. 4-c, any newly appointed or employed individual required to file as so designated by the city positions ordinance shall file a statement of economic interests within 21 days following the date he or she assumes office if the individual has not previously filed a statement of economic interests with the board during that year. The information on the statement shall be current as per the date he or she assumes office.

c-1. Any nominee to a city board, commission or committee who is required to file as so designated by the city positions ordinance shall file a statement of economic interests within 21 days of being nominated unless the nominee has previously filed a statement with the board for that year. The information on the statement shall be current as of the date he or she is nominated. Following the receipt of a nominee's statement, the board shall forward copies of the statement to the members of the committee of the common council to which the nomination is referred. The statement of financial interests shall be submitted by the nominee in advance of the meeting of the common council committee considering the nomination for confirmation by the common council.

c-2. Any nominee to a city board, commission or committee not requiring common council confirmation but who is required to file as so designated by the city positions ordinance shall file a statement of economic interests within 21 days of being nominated unless the nominee has previously filed a statement with the board for that year. The information on the statement shall be current as of the date he or she is nominated.

d. Any official required to file a statement of economic interest under the positions ordinance solely as a result of appointment to a board, commission or committee shall be exempt from the filing requirement under par. a. if the board, commission or committee did not meet during the prior calendar year or whose resignation, submitted and effective in the calendar year preceding the filing deadline, has been reported to the city clerk as required in s. 320-2. This exemption shall not apply to a person who is reappointed in a subsequent calendar year or who is otherwise required to file a statement of economic interests under par. b or c.

e. The ethics board shall provide consultation and advice upon request of the election commission relating to the financial disclosure requirements in sub 4.

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**2. FAILURE TO FILE.** a. Late Filing. Any individual failing to file a statement of economic interests with the ethics board within the time limits required by sub. 1 shall, upon subsequently filing a completed statement 11 or more days after the date required for filing, pay a late filing fee of \$25. An additional late filing fee of \$5 per day shall be assessed for each day that expires after 30 days from the date due until a completed statement is filed, the total sum of these daily fees not to exceed \$100. Any statement of economic interests that is filed late shall not be considered a completed statement without payment of the appropriate fee for late filing.

b. Notice to Appointing Authority. The ethics board shall notify any appropriate appointing authority of the failure of an official or employee to file a required report within 15 days of the date on which the report was required to be filed.

c. Notice of Delinquent Filing. The ethics board shall cause a letter to be mailed first class, postage prepaid and addressed to the last known address of any individual who has not filed required report within 30 days of the date on which the report was to be filed notifying the individual of the filing requirements, the assessment of late filing fees as provided in par. a, and that the matter of the delinquent filing may be referred to the city attorney for prosecution as provided in par. d.

d. Violation and Penalty. If after 45 days from the date required for filing of a statement of economic interests, a public official who is not a member of a city of Milwaukee board, committee, or commission subject to filing requirements, or an employee who is not a member of a city of Milwaukee board, committee, or commission subject to filing requirements under this section has failed to file a complete statement, the chair of the ethics board or designated staff member may cause an affidavit to be prepared and delivered to the city attorney stating upon knowledge and belief that an individual is in violation of the reporting requirements of this section, identifying the individual by name and position, declaring that the notice to be provided the individual in accord with par. c. was sent, and identifying the date the notice was sent and the address to which it was mailed. Upon receipt of the affidavit, the city attorney may file charges with the municipal court

for violation of this section. Any person convicted of a violation of this section for failure to file a required and complete statement of economic interests within 45 days of the required date, shall be subject to a forfeiture of not less than \$250 nor more than \$1,000, and shall upon failure to pay the forfeiture be imprisoned in the county jail or house of correction for not less than 10 days nor more than 40 days.

e. Violation and Penalty for Members of City of Milwaukee Boards, Committees, and Commissions. If after 45 days from the date required for filing of a statement of economic interests, a member of a city of Milwaukee board, committee, or commission subject to filing requirements under this section has failed to file a complete statement, the chair of the ethics board or designated staff member shall file a complaint with the common council, using the procedures set forth in s. 303-29, recommending that the member be removed from his or her respective board, committee, or commission in accordance with the provisions of s. 17.12, Wis. Stats., and s. 4-28 of the city charter. In lieu of removal, the common council may direct the city attorney to file a municipal citation, as set forth in s. 303-11-2-d.

**3. EXTENSION OF DEADLINE.** On its own motion or at the request of any individual who is required to file a statement of economic interests, the board may extend the time for filing or waive any filing requirement if the board determines that the literal application of the filing requirements of this section would work an unreasonable hardship on that individual or that the extension of the time for filing or waiver is in the public interest. The board shall set forth in writing as a matter of public record its reason for the extension or waiver. Extensions and waivers shall not be granted to candidates for public office.

**4. FINANCIAL DISCLOSURE BY CANDIDATES FOR ELECTED OFFICE.**

a. Any candidate for city public office shall file a statement of economic interests with the city election commission no later than 4:30 p.m. on the 3rd day following the deadline for filing nomination papers for the office which the candidate seeks at the time of filing of nomination papers. The information on the statement shall be current as of December 31 of the year preceding the filing deadline.

b. To assure consistency with the disclosures required of city officials and employees, the election commission shall consult with the ethics board relating to the content and requirements of the statement of economic interests to be filed by candidates for elected city office.

c. A copy of the statement of economic interest filed by a candidate under this subsection shall be forwarded promptly to the ethics board by the election commission upon the election of the candidate to office. Upon receipt of a copy of the statement of economic interest filed by a candidate who has been elected to office, the ethics board shall accept the statement in lieu of the statement required of a newly appointed or employed individual as provided in sub. 1-b.

d. If a candidate for city office fails to file a statement of economic interests under this chapter within the required time, the candidate's name shall be omitted from the election ballot.

e. Any candidate for city office who files a false statement of economic interests under this subsection shall upon conviction be subject to a forfeiture of not less than \$250 nor more than \$1,000, and shall upon failure to pay the forfeiture be imprisoned in the county jail or house of correction for a period of not less than 10 days nor more than 40 days.

**303-13. Form of Statement.** Every statement of economic interests which is required to be filed under this chapter shall be in the form prescribed by the board. Information which is required shall be provided on the basis of the best knowledge, information and belief of the official filing the statement. The statement shall contain the following information:

1. The identity of every organization with which the individual required to file is associated and the nature of his or her association with the organization, except that no identification need be made of:

a. Any organization which is described in section 170-c of the internal revenue code.

b. Any organization which is organized and operated primarily to influence voting at an election including support for or opposition to an individual's present or future candidacy or to a present or future referendum.

c. A trust.

c-1. An individual is the owner of a trust and the trust's assets and obligations if he or she is the creator of the trust and has the power to revoke the trust without obtaining the consent of all of the beneficiaries of the trust.

c-2. An individual who is eligible to receive income or other beneficial use of the principal of a trust is the owner of a proportional share of the principal in the proportion that the individual's beneficial interest in the trust bears to the total beneficial interests vested in all beneficiaries of the trust. A vested beneficial interest in a trust includes a vested reverter interest.

2. The identity of every organization or body politic in which the individual who is required to file or that individual's immediate family, severally or in the aggregate, owns, directly or indirectly, securities having a value of \$5,000 or more, the identity of such securities and their approximate value, except that no identification need be made of a security or issuer of a security when it is issued by any organization not doing business in Wisconsin or by any government or instrumentality or agency thereof, or an authority or public corporation created and regulated by an act of such government, other than the state of Wisconsin, its instrumentalities, agencies and political subdivisions, or authorities or public corporations created and regulated by an act of the Wisconsin legislature.

3. The name of any creditor to whom the individual who is required to file or such individual's immediate family, severally or in the aggregate, owes \$5,000 or more and the approximate amount owed.

4. The real property located in the counties of Milwaukee, Ozaukee, Racine, Washington and Waukesha in which the individual who is required to file or such individual's immediate family holds an interest, other than the principal residence of the individual or his or her immediate family, and the nature of the interest held. An individual's interest in real property does not include a proportional share of interests in real property if the individual's proportional share is less than 10% of the outstanding shares or is less than an equity value of \$5,000.

5. The identity of each payer from which the individual who is required to file or a member of his or her immediate family received \$1,000 or more of his or her income for the preceding taxable year, except that if the individual who is required to file identifies the general nature of the business in which he or she or his or her immediate family is engaged, then no identification need be made of a decedent's estate or an individual, not acting as a representative of an organization. In addition, no identification need be made of payers from which only dividends or interest, anything of pecuniary

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value reported under s. 303-9 or political contributions reported under ch. 11, Wis. Stats., were received.

6. If the individual who is required to file or a member of his or her immediate family received \$1,000 or more of his or her income for the preceding taxable year from a partnership, limited liability company, corporation electing to be taxed as a partnership under subchapter S of the internal revenue code, corporation taxed under subchapter C of the internal revenue code or service corporation under ss. 180.1901 to 180.1921, Wis. Stats., in which the individual or a member of his or her immediate family, severally or in the aggregate, has a 10% or greater interest, the identity of each payer from which the organization received \$1,000 or more of its income for its preceding taxable year, except that if the individual who is required to file identifies the general nature of the business in which he or she or his or her immediate family is engaged then no identification need be made of a decedent's estate or an individual, not acting as a representative of an organization, unless the individual is a lobbyist as defined in s. 13.62, Wis. Stats. In addition, no identification need be made of payers from which dividends or interest are received.

7. The identity of each person from which the individual who is required to file received, directly or indirectly, any gift or gifts having an aggregate value of more than \$50 within the taxable year preceding the time of filing, except that the source of a gift need not be identified if the donor is the donee's parent, grandparent, child, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt, niece, nephew, spouse, fiance or fiancée.

8. Lodging, transportation, money or other things of pecuniary value reportable under s. 303-9.

9. With respect to dollar amounts required to be reported pursuant to subs. 2 and 3, it is sufficient to report whether the amount is not more than \$50,000, or more than \$50,000.

#### **303-15. Organization, Composition and Operation of the Board of Ethics.**

1. There is created an ethics board of 7 members who are residents of the city and shall serve without compensation unless the common council otherwise provides. Members of the board of ethics shall not be elected officials, persons appointed to elective office, full-time appointed officials whether exempt or

nonexempt, or city employees, nor shall they be currently serving on any other city board or commission. Board members shall be selected in the following manner and shall be submitted by the mayor to the common council for confirmation. The mayor shall request one nominee for the board from each of the following organizations: the Metropolitan Milwaukee Association of Commerce, Milwaukee Area Labor Council, Interfaith Conference of Greater Milwaukee, League of Women Voters of Milwaukee County, Milwaukee branch-National Association for the Advancement of Colored People, Wisconsin Policy Forum and the Milwaukee Bar Association. Terms of office shall be 3 years. The members of the board shall select their own chairperson.

2. The board may employ its own staff. The city attorney shall furnish the board whatever legal assistance is necessary to carry out its functions and the city clerk shall furnish the board with whatever assistance it requires.

3. All members of the board shall file statements of economic interests with the board.

4. Any action by the board, except an action relating to procedure of the board, requires the affirmative vote of a simple majority of its then serving members.

5. No later than February 15 of each year, the board shall submit a report to the mayor concerning its actions in the preceding year. The report shall contain a summary of its determinations and advisory opinions. The board shall make sufficient alterations in the summaries to prevent disclosing the identities of individuals or organizations involved in the decisions or opinions. The board shall make such further reports on matters within its jurisdiction and recommendations for further legislation as it deems desirable.

#### **303-17. Duties of the Board.** The board shall:

1. Adopt written rules, which shall be submitted to the common council for approval, as may be necessary to carry out this chapter. A copy of the rules shall be filed with the city clerk. The board shall give prompt notice of the contents of its rules to officials who will be affected thereby.

2. Prescribe and make available forms for use under this chapter.

3. Retain outside counsel and other experts as needed after solicitation of recommendations from the city attorney and upon such contract for services approved for form and content by the city attorney.

**CHAPTER 304  
FINANCE**

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**304-1. Duties of Comptroller.**

1. It shall be the duty of the comptroller to exercise control over the financial concerns of the city and to prescribe the forms for the methods of keeping and rendering all city accounts.

2. The city comptroller shall, on January 25th of each year, adjust and close all the city's accounts for the year ending on the 31st day of December of the preceding calendar year, and

### 304-3 Finance

submit to the common council with his annual report a copy of the trial balance of his books at said date.

3. He shall, on or before January 24th of each year, audit and charge the proper funds with all bills of the previous calendar year which may be submitted to him and it is made the duty of each and every officer, clerk and employee of the city to procure and present to the city comptroller all claims of any nature for the previous calendar year appertaining to his department or office, and also all credits which may be due any of the funds of the city.

4. He shall keep separate and distinct accounts of all funds held in trust and certificates issued by the city, and separate and distinct accounts for the purposes for which bonds are issued, and distinct and properly classified accounts of all the city's business.

5. The city comptroller shall submit a written annual report to the common council analyzing delinquent outstanding debt.

#### 304-3. Adjustment of City Claims.

##### 1. CANCELLATION, ETC.

a. Any department which is required to demand or obtain payment of a claim or an account in favor of the city and against any person, firm, corporation or association, upon receipt of advice of the city attorney that such claim or account cannot be collected in whole or in part, or that the enforcement of the collection of such claim or account would be reasonably improbable, or may lead to expense to the city in excess of that which the city may recover through litigation, the head of such department or duly authorized representative may certify to the comptroller on forms which he or she shall provide as to the noncollectibility of such claim or account, or part of such claim or account, said certification to be approved by the city attorney prior to the submission to the city comptroller, and the comptroller shall thereupon issue a written order either cancelling or adjusting such claim or account, as the case may be, on the books or records of the comptroller's department; provided, however, that the amount of the cancellation or adjustment shall not exceed the sum of \$5,000. On all cancellations or adjustments in excess of \$5,000, except as otherwise provided herein, common council action approving the cancellation or adjustment is required before they may be recorded on the books or records of the comptroller's office.

b. Notwithstanding the provisions of par. a, the city attorney, with the advice of the city comptroller, may, from time to time, establish a deminimus amount whereby the balance remaining on an invoice after payment, or an amount received on an invoice greater than the amount due, or amounts remaining uncollected as a result of an approved settlement, may be automatically adjusted without further approval or review through either an automated or manual process. The related short or over adjustment will be applied to a city account as deemed appropriate by the city comptroller.

c. The head of a department may certify to the comptroller that a claim or account has been issued in error or improperly billed for purpose of cancellation or adjustment of the claim, provided the comptroller is advised that where the claim or account was improperly billed it has been rebilled properly with the further proviso that it is unnecessary to secure the approval of the city attorney. This cancellation or adjustment shall have no limitation as to amount.

2. **COMPTROLLER TO PREPARE FORMS.** The comptroller shall prepare all forms used by departments in complying with sub. 1 and shall prepare and order the cancellation or adjustment of such claim or account. He shall furnish to the city attorney and the head of the department seeking the cancellation or adjustment of such claim or account, a copy of said order.

3. **REPORT TO COUNCIL.** The comptroller shall submit to the common council, on or before March 31, an annual report listing all cancellations or adjustments as certified to the office of the comptroller by any department of the city

#### 304-5. Liability Insurance.

1. **ADMINISTERED BY COMPTROLLER.** The office of comptroller is charged with the responsibility of supervising and controlling the purchase of insurance to cover the city's liability for acts growing out of municipal operations and also such coverage which shall generally apply to the insurance of city property. The authority vested in the office of comptroller with respect to such supervision and control over the insurance program shall not include health or hospital insurance, social security insurance, workmen's compensation insurance, group life insurance, title insurance or temporary insurance on property purchased by the city and being managed by the department of city development, it being the intention that all other fields of insurance

first be deducted when the balance is in claimant's favor; and if he finds such bill correct and properly payable by the city under the contract, or law or other authority under which payment thereof is claimed, he shall approve such bill for payment. If he shall find that a different sum from that claimed in the bill is so payable, he shall approve such bill for payment at the sum he so finds to be properly payable by the city, and if he finds that no part of such bill as presented is properly payable by the city, he shall refuse to approve the same for payment.

**3. PAYMENT OF BILLS.** After approval of the original bill, the city comptroller shall determine if funds are available in the general fund. Bank checks may be drawn for the payment of such bills by the proper city officers, namely, the city comptroller and the city treasurer. All other procedures applicable shall be provided for in the city charter. The procedure outlined herein shall not be applicable to bills for reimbursement of legislative expenses as provided for in s. 304-11.

### **304-11. Travel Expenses With Respect to Legislative Activities.**

**1. TRAVEL.** The legislative activities of the city of Milwaukee, either before the state legislature or the congress, are deemed authorized for travel for which actual and necessary expenses may be incurred and reimbursement made as stated in this section.

**2. AUTHORIZATION.** The legislative counsel for the city of Milwaukee is authorized to carry on and engage in the name of the city of Milwaukee in activities of such type and in such place as he deems appropriate in carrying out the duties assigned to him by the common council, the mayor and by prior and future resolutions; and he is further authorized to engage in the name of the city accommodations that are deemed necessary to carry out his duties.

**3. APPROVAL.** Persons authorized by the common council, the judiciary-legislation committee, and members of the city attorney's staff authorized by the city attorney are authorized to carry on such legislative activities as may be required of them and in their line of duty.

**4. REIMBURSEMENT.** In carrying out their respective duties the persons referred to in this section and as otherwise authorized by the common council shall be permitted and authorized to incur expenses for transportation of their choice, hotel, taxi, telephone, telegrams, meals, tips, and all other necessary miscellaneous items, and they shall be reimbursed for all such expenses upon direction of the judiciary-legislation committee.

**5. AUDIT.** The audit of such items of expense relating to legislative activities, as referred to, shall be the responsibility of either the city clerk, or the chairman of the judiciary-legislation committee of the common council, as determined by that committee.

**6. SEPARATE ACCOUNT.** The chairman of the committee on judiciary-legislation is authorized to maintain a separate bank account in a public depository in the city of Milwaukee for the purpose of reimbursing the travel and other expenses of persons authorized under this section to attend legislative sessions, appear before legislative committees, and to transact other legislative matters, following receipt from such person of an itemized statement of expenses submitted in accordance with this section. The chairman of the committee on judiciary-legislation is also authorized to issue a check to such person in the amount of such travel or other expenses drawn upon such bank account.

### **304-13. Expense Vouchers for Common Council President and Mayor.**

The allowances provided in the municipal budget to the common council president and the mayor because of expenses which devolve in the performance of the duties of their offices shall be paid by means of vouchers throughout the budget year, and the vouchers shall be processed by the comptroller in the manner set forth in s. 304-9-2. The comptroller may prescribe guidelines for preparation of vouchers requesting payment of expenses from the allowances.

### **304-15. Pay Roll Approval.**

**1. AUDITED.** It shall be the duty of the heads or head of every department of the city of Milwaukee, by whatever name known, to file with the city comptroller pay rolls as a basis for the disbursement of all funds appropriated for salaries and wages for all the officers and employees of the city in his or their department, which pay roll shall be drawn up and certified to in the form and manner prescribed by the city comptroller. All such pay rolls shall be audited and countersigned by the city comptroller who shall charge the appropriate funds in accordance with departmental or tabulated schedules, and who shall thereafter file the pay roll reports.

**2. SPECIAL APPROVAL.** It is further provided, however, that in case of all help employed by any of the said departments, where no salary is fixed by law, ordinance or resolution, that such payroll, before being paid, shall be approved by the proper committee of the common council, who shall endorse their approval thereon.

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**304-17. Salary Checks, Unclaimed.** In case any person mentioned in any of the said payrolls shall not appear within 30 days for payment of the amount due him, as appears by said pay roll, the treasurer shall pay such amount into the treasury to the credit of the fund to which it is charged, and in case any such person should afterwards appear at any time within 6 years from the date of said payroll, such amount may be paid him by a city order, issued as required by law.

**304-18. Unclaimed Principal and Interest on Bearer Debt.** If funds deposited to the city's debt service account for the payment of city bearer debt obligations remain unclaimed for a period of 6 years following the debt maturity date, such funds shall be transferred by the comptroller to the city's general fund.

**304-19. Witness Fees Paid to City Employees.** Any and all witness fees due or paid to any official or employee of the city of Milwaukee for attendance or testifying in any action or proceeding where the information or knowledge testified to or sought to be elicited has been acquired by said official or employee in the performance of his or her official duty or employment, and when such official or employee receives wages or salary from the city of Milwaukee for the time spent in such attendance shall be immediately paid over by such official or employee to the city treasurer. All such witness fees received by the city treasurer shall be credited to the general city fund. The provisions of this section shall not apply to any member or employee of the police department.

**304-21. Review of Contracts by City Attorney.** The city attorney shall, at the request of the mayor or any member of the common council, review any agreement, contract, or instrument. The city attorney shall provide the requested advice to the mayor and the common council prior to the consideration of the agreement, contract, or instrument by committee or, if considered under suspension, by the common council.

**304-23. Outside Attorney or Law Firm.** No attorney or law firm outside of the city attorney's permanent staff shall be retained by or on behalf of the city without first obtaining authorization therefor from the common council. Every such engagement shall be pursuant to a written agreement, the terms of which shall include a

covenant prohibiting such outside attorney from undertaking representation of any person in connection with any claim, proceeding, lawsuit or other matter against the city during the period in which such outside attorney or law firm is engaged by or on behalf of the city.

### **304-24. Contributions Received by the City.**

**1. DEFINITIONS.** In this section:

a. "Contribution" means a gift of cash or other assets from any person to the city or any city department or employee to be expended for a specified municipal purpose, activity or facility. A grant from a governmental, commercial or nonprofit entity shall not constitute a contribution.

b. "Person" means any individual, firm, partnership, trustee, agent, association, corporation, company, governmental agency, club or organization of any kind.

**2. GENERAL POLICY STATEMENT.**

a. Any contribution received, except a public arts project, as defined in s. 320-12-4-a, shall be combined with other city deposits, and interest earnings on these funds shall be included as general city revenue unless otherwise specified by the common council in its acceptance of a contribution or unless otherwise required by s. 67.101, Wis. Stats.

b. If a contribution is a public arts project, acceptance shall be in accordance with the procedure set forth in s. 320-13.

**3. SPECIAL PURPOSE ACCOUNT.** The annual city budget shall include a special purpose account known as the "contribution fund." An annual budget for this account shall be developed in accordance with ch. 65, Wis. Stats. No transfers shall be made from the contribution fund without prior approval of the common council.

**4. DEPOSIT OF CONTRIBUTIONS.** All contributions to the city, city departments or city employees shall be either accepted or rejected by the common council. Accepted contributions shall be deposited in accordance with the following:

a. Contributions shall be deposited with the city treasurer in either a trust account established by the city comptroller or a revenue account established by the city comptroller. The trust account shall be part of the city's permanent improvement fund, as established by s. 304-28.

b. Contributions of cash or similar assets shall be forwarded within one working day of receipt to the city treasurer for deposit or safekeeping.



c. The decision to place a contribution in a trust account or a revenue account shall be made as follows:

c-1. The contribution shall be placed in a revenue account if it is intended for immediate expenditure by the donor, if the relevant department is willing to make a good faith effort to ensure expenditure in the current calendar year or in accordance with the carryover provisions of this section and if the donor is willing to make the contribution to the city with the knowledge that all unexpended funds will revert to the city's tax stabilization fund.

c-2. All other contributions shall be placed in a trust account.

**5. APPROPRIATION AND EXPENDITURE OF CONTRIBUTION FUNDS.**

a. The expenditure of a contribution which has been deposited in a revenue account or a trust account shall occur only after the common council provides the necessary budgetary and expenditure authority.

b. Upon adoption of a common council resolution authorizing appropriation of contribution funds to a department for expenditure, the city comptroller shall establish a special account in the department's budget to account for the expenditure of the funds. In addition, the city comptroller shall transfer appropriations consistent with the authorizing resolution.

c. The balance in each special contribution account shall be fully encumbered by the administering city department as soon as administratively feasible. The encumbrance shall be periodically reviewed as required by the city comptroller.

d. Expenditure of contribution funds must be for the purpose or purposes specified by the donor. Expenditure for a different purpose shall require approval of the donor and acceptance by the common council, relevant common council committee or the department of administration-budget and management division, as appropriate.

e. The administering department shall be responsible for reporting to the common council on the expenditure of contributions.

f. Expenditures are to be in accordance with prescribed city policies and procedures.

**6. CARRYOVER.** The city comptroller may carry over unexpended funds in each special contribution account until all funds are expended. The carryover of unexpended funds shall continue

until all funds are expended or the administering city department or agency responsible for the contribution account requests that any remaining unexpended funds not be carried over. The administering city department or agency shall notify the city comptroller if a carryover of funds is not required. Unexpended funds not carried over shall revert to the tax stabilization fund.

**7. DOCUMENTATION.**

a. When contributions are deposited in a trust account, the affected department shall prepare a plan for expenditure of the funds within one year of their receipt. This plan shall be submitted to the department of administration-budget and management division, with a copy provided to the city comptroller.

b. Documentation relating to restrictions specified by the donor or donors of a contribution, such as a will, letter of intent or similar document, shall be included in the common council resolution accepting the contribution or made part of the file as it becomes available.

**304-25. Municipal Vehicle Registration Fee.**

**1. DEFINITION.** In this section, "motor vehicle" means an automobile or station wagon or motor truck registered under s. 341.25(1)(c), Wis. Stats., at a gross weight of not more than 8,000 pounds.

**2. VEHICLE REGISTRATION FEE.** A municipal vehicle registration fee is imposed on every motor vehicle registered in Wisconsin and customarily kept in the city of Milwaukee. The amount of the fee is \$30 annually. The municipal vehicle registration fee is in addition to state registration fees.

**3. EXEMPTIONS.** The following vehicles are exempt from the municipal vehicle registration fee:

a. All vehicles exempted under ch. 341, Wis. Stats., from payment of a state vehicle registration fee.

b. All vehicles registered by the state under s. 341.26, Wis. Stats., for a fee of \$5.

**4. REPLACEMENT VEHICLES.** No vehicle registration fee shall be imposed on a motor vehicle which is a replacement for a motor vehicle for which a current Milwaukee municipal vehicle registration fee has been paid.

**5. REVENUES; TRANSPORTATION VEHICLE FEE FUND.** Revenues collected under this section shall be deposited in a transportation vehicle fee fund. Revenues in the fund shall be

### **304-25.5 Finance**

used only to defray city costs for transportation related purposes including but not limited to costs related to the design, construction, operation and maintenance of streets, alleys, bridges, public way lighting, traffic signs and signals, traffic calming installations, and which may also include special assessments imposed under s. 115-43. At least 10 percent of the annual revenues deposited in the transportation vehicle fund shall be allocated to street maintenance activities.

#### **304-25.5. Police Bicycle and Equipment Fund.**

1. **PURPOSE.** The purpose of this section is to provide the police department with sufficient resources to sustain a successful program of bicycle policing by applying funds generated from the disposition of impounded bicycles to the purchase of bicycles, bicycle equipment and the provision of bicycle repair and maintenance.

2. **DEFINITION.** "Bicycle" has the meaning provided in s. 102-3-1.

3. **POLICE BICYCLE AND EQUIPMENT FUND.** A police bicycle and equipment fund shall be created in the general fund at the earliest appropriate time and at the discretion of the city comptroller. Amounts equal to revenues received from the sale or disposition of impounded bicycles as provided in s. 102-11 shall be entered into the fund.

4. **EXPENDITURES.** The chief of police, at his or her discretion, is authorized to expend amounts from the police bicycle and equipment fund for the purchase of bicycles and bicycle equipment to be used for police patrols, and for the maintenance and repair of patrol bicycles.

#### **304-26. Job Training and Business Development Fund.**

1. **PURPOSE.** The purpose of this section is to promote job training, alleviate unemployment and promote business development and business opportunities for disadvantaged youth in the city.

2. **SPECIAL PURPOSE FUND.** A special purpose fund for job training and business development shall be created in the general fund at the earliest appropriate time at the discretion of the city comptroller. Amounts equal to all revenues derived from payments of forfeitures for

violations of ordinances identified in sub. 3 occurring on and after September 1, 2006, shall be entered into the special purpose fund. The common council may, by resolution, designate additional or other funds for entry into this special fund. Expenditures from this special purpose fund shall be made in accordance with sub. 4.

3. **ENTRY OF REVENUES FROM FORFEITURES.** Amounts equal to payments of forfeitures received for violations of the code with respect to the following identified penalties shall be entered into the special purpose fund for job training and business development:

a. Section 101-20.5-5.

b. Section 105-1-3-c.

c. The penalties for violations occurring between the hours of 8:00 p.m. and 5:00 a.m. on any street designated as a cruising area or temporary cruising area under s. 101-20.5-1 and 4 provided pursuant to ss. 79-6-1-c, 80-91, 101-34-2, 101-34-7, 105-2, 105-34-3-c to 3-d, 105-138-3, 106-1, 106-1.8-2, 106-5-2 and 106-31-10.

4. **EXPENDITURES.** The special purpose fund for job training and business development shall be under the control of the common council. Expenditures from the special fund shall be authorized by resolution from time to time as appropriate. Expenditures shall benefit disadvantaged youth in the city through the support of programs, activities or other efforts relating to the promotion of job training, the alleviation of unemployment and the development of business and business opportunities.

#### **304-26.5. Clean Energy Financing.**

1. **PURPOSE.** The city finds that renovations of privately-owned commercial properties made to improve energy efficiency, expand electric vehicle infrastructure, save water, use renewable energy, increase property values, stimulate local economic activity, provide environmental benefits, remediate brownfield sites, replace outdated water service lines and promote the general welfare of city residents. The purpose of this section is to facilitate loans arranged by commercial property owners to make energy-efficient renovations by treating principal and interest repayments, fees and other charges for these loans as special charges that shall be eligible for inclusion on the tax bill for these properties or administration by a third party.

**2. DEFINITIONS.**

- a. "Annual installment" means the portion of the loan amount that is due for a particular year under the loan agreement.
- b. "Default loan balance" means the outstanding balance of a PACE loan at the time the city receives foreclosure proceeds on a property subject to special charges under this section.
- c. "Foreclosure proceeds" means the proceeds resulting from the disposition of a property the city received through an in rem tax foreclosure.
- d. "Foreclosure reconstructive costs" means the sum of a stream of costs equal to the annual city portion of property taxes levied a property in in rem tax foreclosure, from the initiation of an in rem tax foreclosure action by the city until the city prevails in a foreclosure action.
- e. "Incentive" means any reimbursable or non-reimbursable credit enhancement or other grants of funds by or through the city to a PACE lender in connection with a PACE loan.
- f. "Loan agreement" means a written agreement among a borrower, a PACE lender and the city as provided in sub. 7.
- g. "Loan amount" means the amount of principal, interest, administrative fees, incentives and other loan charges under the loan agreement to be paid by the borrower under the PACE loan.
- h. "PACE" means property assessed clean energy.
- i. "PACE default provisions" means the sum of:
  - i-1. Any additional interest charges the loan agreement stipulates shall be applied to unpaid annual installments levied as special charges under this section onto the property tax bill when the city initiates tax foreclosure on the property.
  - i-2. Any additional annual installments stipulated by the loan agreement that become due between the time the city initiates tax foreclosure on the property and the date the city receives proceeds from the disposition of the tax foreclosed property.
  - i-3. Any additional interest charges the loan agreement stipulates shall be applied to annual installments included in paragraph i-2.
  - i-4. Any default loan balance.
- j. "PACE lender" means a lender that makes a PACE loan.
- k. "PACE loan" means a loan made by a PACE lender to a borrower under this section for

brownfield remediation, electric car infrastructure, energy-efficiency measures, renewable energy projects, water service line replacement and water efficiency improvements made to a commercial property.

L. "Program administrator" means the person retained by the department of administration as provided in sub. 2.5.

m. "Reimbursable incentive" means an incentive that must be paid back to the city pursuant to the loan agreement upon the collection of the annual installments or the foreclosure proceeds.

n. "Subject property" means any property on which energy-efficiency improvements have been made and financed through an outstanding PACE loan.

**2.5. PROGRAM ADMINISTRATOR.** The department of administration may retain a program administrator to act as its agent to administer the PACE program, subject to adherence with PACE program requirements and pursuant to s. 66.0627, Wis. Stats., as amended.

**3. STATE COMPLIANCE.** Annual installments shall be considered special charges on the subject property. Annual installments may be levied onto the property tax bill of the subject property as provided in s. 304-26.5-8 or administered by the program administrator, and each year's annual installment may be levied onto the property tax bill of the subject property pursuant to s. 66.0627, Wis. Stats., as amended.

**4. INCENTIVES.** The city may offer incentives to the PACE lender subject to the availability of funds or grants.

**5. AFFILIATE FINANCING.** Nothing in this section shall be construed to prohibit an affiliate of the property owner of a commercial property, including without limitation, a single-member limited liability company owned by the property owner, from providing the funds for a PACE loan with respect to the property. In such case, the property owner shall be considered the borrower, and the affiliate shall be considered the PACE lender.

**6. LOAN APPROVAL.**

a. A prospective borrower applying for a PACE loan shall comply with the loan application process as set forth in the program manual prepared by the department of administration.

b. The department of administration shall approve the financing arrangements between a borrower and a PACE lender.

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#### 7. LOAN AGREEMENT.

a. The department of administration, the borrower and the PACE lender shall execute the loan agreement which:

a-1. Shall inform the participants that the loan amount shall be considered a special charge, and each year's annual installment may be levied onto the property tax bill of the subject property or administered by the program administrator as a special charge and be a lien against the subject property pursuant to s. 66.0627, Wis. Stats., as amended.

a-2. Shall set forth the amount of the annual installment due each year.

a-3. Shall stipulate any default interest to be applied to unpaid annual installments.

a-4. May provide for fees to the city to administer the program.

a-5. May provide for prepayments of annual installments by the borrower with a resulting reduction in the special charge for the prepayment, subject to any prepayment premium charged by the PACE lender.

a-6. May allow for amendment by the parties.

b. Each loan shall be amortized over the term of the loan as provided in the loan agreement. The annual installments may be collected in 10 monthly installments pursuant to s. 74.87, Wis. Stats., as amended.

c. The city shall agree in the loan agreement to enforce the special charge under this section and to account for the funds collected as special charges with respect to each subject property.

d. The loan agreement shall require the PACE lender and the borrower to comply with all federal, state and local lending and disclosure requirements and this section.

**8. ANNUAL INSTALLMENTS ADDED TO TAX BILLS.** a. For a loan agreement executed prior to April 1, 2021, being administered by the department of administration, the department of administration, following the city's customary practices, shall cause each year's annual installment to be levied onto the property tax bill of the subject property as a special charge pursuant to s. 66.0627, Wis. Stats., as amended, and be a lien against the subject property.

b. Following the city's customary practices, the department of administration, at its discretion, shall cause each year's annual installments to be levied onto the property tax bill of the subject property as a special charge pursuant to s. 66.0627, Wis. Stats., as amended, and be a lien against the subject property.

c. Borrowers with PACE loan agreements from before April 1, 2021, shall have the option to transfer the administration of PACE loan agreements from the department of administration to the program administrator.

**9. COLLECTION OF SPECIAL CHARGES.** a. For any loan agreements executed prior to April 1, 2021, being administered by the department of administration, the department of administration, following the city's customary practices, shall cause each year's annual installments to be levied onto the appropriate property tax bills as special charges. The office of the treasurer shall follow its customary practices to collect special charges under this subsection once placed on the tax rolls, including assessing penalties and charging interest.

b. For any loan agreements executed on or after April 1, 2021, that are not being administered by the department of administration, the program administrator shall be responsible for the collection of annual installments.

c. At the discretion of the department of administration, and following the city's customary practices, the department of administration may cause each year's annual installments to be levied onto the appropriate property tax bills as special charges. The office of the treasurer shall follow its customary practices to collect special charges under this subsection once placed on the tax rolls, including assessing penalties and charging interest.

d. At the request of the program administrator, any outstanding PACE loan balance may be transferred by the department of administration to the property tax bill of the subject property as special charges.

**10. REMITTANCE OF SPECIAL CHARGES.**

a. The office of the treasurer shall not submit special charges levied onto property tax bills under this section to the city comptroller for remittance, or in any other way cause unpaid special charges under this section to be remitted to the department of administration, the PACE lender or any other party.

b. The department of administration shall regularly monitor the property tax bill accounts of subject properties, keep an accounting of payments received by the city for these special charges and obtain written confirmation of these payments from the office of the treasurer. The department of administration shall establish a procedure, in consultation with the city comptroller and the city treasurer, to authorize the city comptroller to remit payments received for special charges levied onto property tax bills under

**CHAPTER 320  
BOARDS, COMMISSIONS AND COMMITTEES**

TABLE	SUBCHAPTER 4 COMMITTEES
SUBCHAPTER 1 GENERAL PROVISIONS	
320-1 Annual Report	320-31 City Information Management Committee
320-2 Notification of Changes	320-33 Skywalk Design Committee
320-3 Residence of Appointees	320-37 Anti-graffiti Policy Committee
320-4 Alternates and Designees	320-41 Charter School Review Committee
320-4.5 Expiration of Term	320-43 Frank P. Zeidler Public Service Award Selection Committee
320-5 Ethics Board Notification	320-44 Vel R. Phillips Trailblazer Award
320-6 Reimbursement	320-45 Youth Council
320-8 Attendance, Participation and Voting Remotely by Member of Governmental Body	320-47 Sister Cities Committee
	320-49 Capital Improvements Committee
	320-51 School Building Proposal Review Committee
SUBCHAPTER 2 BOARDS	320-53 Complete Streets Committee
	SUBCHAPTER 1 GENERAL PROVISIONS
320-11 Administrative Review Appeals Board	
320-12 Arts Board	<b>320-1. Annual Report. 1. REQUIRED.</b> All plural bodies shall submit annually to their appointing authority a statement or report of activities and progress. This report shall be in writing and due no later than February 15th of the following year. It shall be appended with supporting data and statistics as deemed necessary.
320-13 Public Arts Project Committee	
320-15 Board of Public Land Commissioners	<b>2. BY ALL BOARDS, COMMISSIONS, PLURAL BODIES.</b> Plural bodies shall be understood to include all multi-membered bodies appointed by the mayor or the common council, or both, serving to augment the regularly established legislative, executive and judicial branches of the municipal government in the government of city affairs, and usually going under the title of either board, commission, committee or authority.
320-16 Public Transportation, Utilities, and Waterways Review Board	
320-17 Deferred Compensation Plan Board	
320-20 Milwaukee Symphony Orchestra Board: City Membership	
SUBCHAPTER 3 COMMISSIONS	
320-21 Historic Preservation Commission	<b>320-2. Notification of Changes.</b> Whenever a change occurs such as the resignation of a member or election of a new chair, staff responsible for the board or committee shall submit written notification of the change to the office of the city clerk within 5 working days. The city clerk shall send a written notification of the vacancy and request for submission of a new appointee to the appropriate appointing authority within 5 working days of receiving a written notification of change in a board, committee or commission.
320-22 Milwaukee Commission on Domestic Violence and Sexual Assault	
320-23 Community Relations-Social Development Commission	
320-25 Fourth of July Commission	
320-27 Safety and Civic Commission	
320-28 Transit Stop Technical Advisory Committee	
320-29 Black Male Achievement Advisory Council	
320-30 Residents Preference Program Review Commission	

### **320-3 Boards, Commissions and Committees**

**320-3. Residence of Appointees.** Whenever any person shall be appointed to any city board, commission, or committee that has been established by state law, city ordinance or resolution, he shall serve until his successor is appointed and qualified, and he shall be a resident of the city, provided that city residence shall not be required if the applicable state law, city ordinance or resolution specifically states that city residence is not required.

**320-4. Alternates and Designees.** When an authorized board, commission or committee member names an alternate or designee, he or she shall notify the city clerk in writing of the person so named, and may change the named alternate or designee by notifying the city clerk in the same manner. Alternates may represent their respective members and exercise all powers of members when such members are unable to attend meetings. Designees shall represent their respective members and exercise all powers of members at all meetings in the member's stead.

**320-4.5. Expiration of Term.** Unless a specific date is provided by law for the expiration of a term of office, any person appointed to fill a vacancy on a board, commission or committee shall be appointed to a full term of office.

**320-5. Ethics Board Notification.** Upon introduction of a common council file to create a board or commission, the ethics board shall be notified so that it may consider recommending that members of such board or commission be required to file a statement of economic interests.

**320-6. Reimbursement.** Any common council file introduced to create a permanent board, commission or committee shall include a directive as to whether public members of the body are to receive any salary or reimbursement for attendance at meetings of the body and the salary ordinance shall be amended accordingly.

**320-8. Attendance, Participation and Voting Remotely by Member of Governmental Body.** Any member of a city governmental body, as defined in s. 19.82(1), Wis. Stats., may attend, participate and vote in a meeting of that body remotely using any technology that makes it possible for the member to be seen and heard by those attending and observing the meeting.

## -C-

<b>Cable communications</b>	
City conduit system, use and occupancy (video, cable, etc.).....	ch. 98
Public and educational access channels .....	99-11
Theft of cable service, tampering.....	90-20.5
<b>Cameras, security</b>	
Convenience food stores .....	68-55-1-e
Filling stations.....	84-45-3.5
Other retail establishments .....	105-91
<b>Campgrounds and camping</b> .....	ch. 64, 81-16, 108-3-7.5, 108-16, 200-08-13.5 and 13.7, 261-103
<b>Capital improvements</b> .....	310-1-2
<b>Capital improvements committee</b> .....	320-49
<b>Captain Frederick Pabst theater</b> .....	105-93
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