

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 files:

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| 251528 | A substitute ordinance relating to the maintenance of data on city-owned parking facilities. |
| 251682 | A substitute ordinance relating to salaries for certain elected officials. |
| 260546 | A substitute ordinance relating to employee wages, benefits and regulations. |

Remove old MEMO (Suppl. #384)

<u>Section Affected</u>	<u>Action</u>	<u>File Number</u>	<u>Effective Date</u>	<u>Remove Pages</u>	<u>Add Pages</u>
309-61-4	cr	251528	10/10/2026	v-vi 157-160	v-vi 157-160
Ch. 350 Table	corr			901-902	901-902
350-40-5-h	cr	260546	"	925-926	925-926
350-100	am	251682	"	933-934	933-934
Index				1553-1554	1553-1554

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Abbreviations:

am=amended
cr=created
corr=correction

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rp=repealed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 22, 2026.

Revised 9/22/2026
Suppl. #385

309-61. Operation of Parking Facilities.

1. CONTRACT OPTION. a. The operations of city-owned permanent parking structures and non-permit, non-metered city-owned surface parking lots may, solely at the discretion of the commissioner of public works, be managed by the city, or managed by a private contractor under contract with the city or through a lease agreement. Management contracts and lease agreements may be for part or all operations at a parking facility.

b. Pursuant to s. 7-22 of the charter, all contracts for managing city permanent parking structures shall be awarded and administered by the commissioner of public works to the lowest responsible bidder in the manner provided in s. 7-14 of the charter and shall be for a minimum duration of 3 years with up to 2 one-year extensions allowable. All contracts for management of city parking structures shall be re-bid not less than every 5 years. All leases for operating non-permit, non-metered city-owned surface parking lots shall be awarded and administered by the commissioner of public works to the highest responsible bidder after competitive bidding, on the basis of lump sum bids payable in equal monthly installments. All leases shall be for a minimum duration of one year, with up to 4 one-year extensions allowable. All leases for operating city-owned surface parking lots shall be re-bid not less than every 5 years. Any variation to contract or lease terms in this paragraph shall be approved by the common council.

c. All contracts for managing city permanent parking structures may specify that the management firm must contract for and provide mobile, uniformed security guard service in all of the structures. The security guards must drive in marked security vehicles which display a yellow/amber light on the top of the vehicle to be easily identifiable by parking patrons. The guards must patrol all ramps with the vehicle and must walk into and check each of the structures' stairwells during their tours of duty. Each guard must carry a portable radio with communication capabilities to at least one cashier per structure and to a 24-hour security base station for additional backup if required.

d. All contracts for managing city permanent parking structures shall provide that at least one human operator be on the premises of each permanent parking structure managed to assist patrons whenever the structure is in operation. Each human operator shall be employed or contracted by the management firm. This provision shall apply to all contracts entered into or extended after September 15, 2014.

2. PARKING RATES. Upon recommendation by the commissioner of public works and approval by the common council, the specifications for every contract for management of city parking structures shall contain a range of minimum to maximum rates to be charged. The schedule shall be established from time to time by the common council. All non-permit, non-metered city surface parking lot leases shall incorporate the maximum rate to be charged by the lessee under the direction of the commissioner of public works. The commissioner shall have authority to raise or lower rates within the approved range as market conditions and other factors warrant. Suggested rate changes outside the approved range shall be approved by the common council. The range of minimum to maximum rates to be charged shall be as follows:

a. Parking structures at MacArthur Square, 1215 N. 5th Street, 724 N. 2nd Street and 1000 N. Water:

a-1. 1st half hour - \$1.00 to \$8.00.

a-2. Daily maximum and special event – rates to be established by the commissioner.

a-3. Early bird and non-event night and weekend - \$3.00 to \$30.00.

a-4. Monthly: unreserved - \$55.00 to \$300.00; reserved - \$95.00 to \$350.00.

b. Non-permit, non-metered city surface parking lot lease maximum rates:

b-1. Daily parking - \$7.50.

b-2. Evening parking - \$6.00.

b-3. Monthly day - \$75.00.

b-4. Monthly evening - \$60.00.

b-5. Monthly 24 hours - \$100.00.

c. All contracts and leases shall provide that only the amount of spaces provided for by the design capacity of the facility shall be rented at any one time. Only passenger automobile, motor cycle, moped and bicycle parking shall be allowed unless otherwise specifically provided for in the design of the facility.

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3. INSURANCE AND DEPOSITS.

a. All contracts and leases shall require the maintenance of policies of insurance as shall be determined by the city attorney, and shall require the contractor or lessee to defend and save harmless the city, its employees, officers and agents from all losses or expense by reason of liability imposed by law for damages because of bodily injury to any person in or on account of damages to property including the loss of use thereof which might occur in the operation of the parking facility. Policies shall provide for cancellation only after 60 days notice to be given to the city in writing. A certificate of insurance and a copy of the policy shall be filed by the contractor or lessee with the commissioner of public works. The amount and kinds of insurance to be provided for each parking facility shall be determined by the city attorney and shall be adequate to protect the interests of the city.

b. All parking contracts including leases shall require a performance bond or a letter of credit as determined by the commissioner of public works. The amount of the deposit, bond or letter of credit required shall be determined by the commissioner and shall be adequate to fully protect the city under the provisions of the contract or lease. All bonds or letters of credit shall be reviewed and approved by the city attorney and subsequently filed with the commissioner of public works.

4. **PARKING FACILITY DATA.** The commissioner of public works shall maintain data regarding the number of parking spaces and the number of accessible parking spaces in city-owned parking facilities. This data shall be maintained for both public and employee parking facilities and be reported quarterly to the public works committee. In this subsection, an accessible parking space shall have the same meaning as in the current Americans with Disabilities Act Standards for Accessible Design.

309-71. Assessment and Collection of Board-up Expenses Incurred by the Department of Public Works. The costs incurred by the commissioner of public works in boarding and securing from unlawful entry, open or unsecured structures may be assessed and collected as a special charge. Delinquencies placed upon the tax rolls shall be subject to payment and settlement as provided in ch. 19 of the city charter.

309-72. Notice and Appeal Procedures for Special Charges.

1. Prior to the imposition of a special charge to recover the cost for current services to property rendered by the department of public works, the commissioner of public works shall mail a notice to the last known address of the owner of record of the subject property informing the owner of the amount to be recovered as a special charge. The notice shall also inform the owner that he or she has 30 days from the date the notice was mailed to appeal the necessity or amount to the administrative review board of appeals under the provisions of s. 320-11. No cost incurred in accordance with this section shall be placed on the tax bill as a special charge until the latest of the following:

a. The expiration of the time to appeal to the administrative review board of appeals as specified in this section.

b. The administrative review board of appeals' affirmation, in whole or in part, of the amount to be imposed as a special charge.

c. The conclusion of a judicial review, filed in accordance with s. 68.13(1), Wis Stats., that affirms in whole or in part the decision of the administrative review board of appeals.

2. APPLICABILITY. The notice and appeal procedure specified in this section shall apply unless another procedure is otherwise specified for the recovery of a special charge for a particular type of service rendered.

309-83. Snow and Ice Removal Cost Recovery Charge.

1. PURPOSE. The purpose of this section is to permit the city as authorized under s.66.0627, Wis. Stats., to recover costs relating to snow and ice removal through means of a snow and ice removal cost recovery charge.

2. CHARGE. a. There is imposed a snow and ice removal cost recovery charge to be collected on all property for such service previously rendered.

b. The common council shall adopt a resolution on an annual basis establishing the snow and ice removal cost recovery charge imposed in accordance with this section. The recovery charge may, subject to common council approval, be adjusted no more than once additionally per year on the basis of cost recovery experience.

3. OVERALL RESPONSIBILITY FOR ADMINISTERING THE SNOW AND ICE REMOVAL COST RECOVERY CHARGE. The commissioner of public works shall administer the snow and ice removal cost recovery charge. He or she may formulate and promulgate rules which shall be applicable with respect to the administration and collection of the snow and ice removal cost recovery charge, and may make amendments thereto, subject to approval by the public safety and health committee as may be required from time to time for proper application of the snow and ice removal cost recovery charge.

4. RESPONSIBILITY OF CITY OFFICERS AND DEPARTMENTS ADMINISTERING THE SNOW AND ICE REMOVAL COST RECOVERY CHARGE. a. Superintendent of Water Works. The superintendent of water works shall be responsible, under the commissioner of public works, for the administration of the snow and ice removal cost recovery charge. The superintendent shall collect the charge and transmit the revenue therefrom to the city treasurer together with solid waste water and local sewerage revenues as received.

b. City Treasurer. The city treasurer shall receive revenues from the snow and ice removal cost recovery charge and shall also collect delinquent accounts when such delinquent accounts have been placed on the tax roll in a manner consistent with state law and the provisions of ch. 19 of the city charter.

c. City Comptroller. The city comptroller shall certify to the commissioner of assessments delinquent accounts to be placed on the tax roll for payment, settlement and collection as provided in state law and in the manner of other delinquent special charges under the provisions of ch. 19 of the city charter. The comptroller shall keep separate accounts of all the funds, receipts and payments on account of the snow and ice removal cost recovery charge.

5. BILLING AND COLLECTING. The snow and ice removal cost recovery charge shall be levied against the water account and shall be calculated by the water works. The charge shall be added to the city services user bill and shall be due and payable in the same manner as water bills.

a. An interest penalty and late charge of 3% on outstanding balances will be charged on all past due accounts each quarter. This fee may be waived by the water works where deemed warranted by special circumstances. Charges that remain unpaid for 2 full quarters shall be deemed delinquent. Such delinquent user charges and 10% penalty shall be reported to the city comptroller for placement on the tax roll.

b. When partial payments of the combined city services user bill are made, the property owner may direct in writing how the partial payment is to be applied to the combined bill. If there is no written direction, the partial payment shall be applied to the water charges first. Any portion of the partial payment remaining after the water charges are paid for shall be applied to the metropolitan sewerage district charges, the local sewerage charges, the storm water management charges, the solid waste charge, the extra garbage cart charge and the snow and ice removal cost recovery charge, in that order; and then late charges for the solid waste charge. Any overpayment of the combined bill shall be applied to the water charge on the account for the property.

6. SAVING CLAUSE. It is the intent of the common council that the provisions of this section relating to a snow and ice removal cost recovery charge, and the application of revenue from this charge are separable. If any provision or part of this section be held unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of any other provisions or part of the section which other provisions and parts shall remain in full force and effect.

7. APPEAL PROCEDURE.

a. Whenever any snow and ice removal cost recovery charge is imposed in accordance with this section, and the person required to pay such charge feels aggrieved as a result of the imposition or collection of such charge, such person shall pay such charge when the same shall become due, but shall pay it under protest. Within 20 days following such payment, such person may file with the commissioner of public works a complaint to the effect that such person is aggrieved by the imposition and collection of such snow and ice removal cost recovery charge, his or her specific reasons for objection and the amount of the overcharge complained of.

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b. If, upon review by the commissioner of public works, it is determined that all or any part of any snow and ice removal cost recovery charge paid under protest is not just or reasonable, the commissioner shall institute necessary procedures for a refund. If any person feels aggrieved by the determination of the commissioner, the person may file a complaint with the administrative review appeals board, pursuant to s. 320-11.

For the legislative history of chapter 309, contact the Municipal Research Library.

**CHAPTER 350
EMPLOYEE REGULATIONS AND BENEFITS**

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d. 296 hours for employees who have completed 14 years of service but less than 21 years of service.

e. 336 hours for employees who have completed at least 21 years of service.

f. 352 hours for employees described in sub. 3-a-1-f.

g. 360 hours for employees described in sub. 3-a-1-g.

h. The department of employee relations may allow up to a maximum of 80 hours of vacation to accrue beyond the maximum balances provided in pars. a to g in situations where an employee is required to forego the use of vacation for a defined period of time due to a citywide project or emergency declaration under s. 6-07. This additional vacation shall be placed in a transitional vacation account as provided for in sub. 3-a-1-i.

7. REINSTATEMENT AFTER RESIGNATION. a. When an employee who has resigned from the city service applies for reinstatement, the city service commission may grant that employee credit for prior service with the city for vacation purposes if the situation should warrant that action.

b. When a former city employee who has resigned from the city service is reinstated to city employment in a position subject to s. 63.27, Wis. Stats., the former employee may be granted credit for prior service with the city for vacation purposes if the situation should warrant that action in accordance with the policy of the city's civil service commission as if the position was subject to the civil service commission.

8. DEPARTMENTAL APPROVAL. Vacations may be divided into 2 or more periods if thought advisable by the respective department heads. The department heads shall determine when such vacation periods shall be granted, the practical considerations involved in the efficient operation of the department and give consideration to the convenience of the employees.

10. VACATION RECORDS. The director of employee relations, in checking payrolls or accounts of salaries and wages of officers and employees in the city departments, bureaus, authorities, boards, commissions or other bodies shall check and keep a record of

the time allowed to employees for vacations and shall make certification to the comptroller that the total time allowed for vacation to any one employee during any fiscal year is in accordance with the vacation allowance set forth in this section. Where the vacation allowance with pay exceeds that set forth in this section, the director of employee relations shall withhold certification to such payrolls or accounts of salaries or wages in the manner provided in s. 350-112.

11. ADMINISTRATION. Uniform administration, interpretation and enforcement shall be vested in the director of employee relations, except that as to fire and police personnel, the fire and police commission shall have the same power and responsibility.

12. EARNED VACATION UPON SEPARATION. Any employee who leaves the service of the city due to resignation, retirement, layoff or death or who takes military leave shall be paid for earned vacation time that has accumulated. Discharged employees shall not be entitled to pay for accumulated vacation time. Employees eligible for payment of earned vacation upon separation from city service shall be paid in cash for such earned vacation. No request by an employee to use vacation time to extend the employee's time on the city payroll shall be granted.

15. POLICE AND FIRE DEPARTMENTS. a. Members of the Police Force. a-1. Special Service Credit. Police department employees in active service and in the following position classifications shall have time spent on duty disability pension included as years of service for computing current and prospective vacation benefits:

a-1-a Chief of police.

a-1-b Assistant chief of police.

a-1-c. Deputy chief of police.

a-1-d. Police commander.

a-2. Police Heroism. The chief of police is authorized to establish departmental rules in accordance with city ordinances for granting additional vacation and off-days to members of the police force who demonstrate outstanding merit in the apprehension of criminals and meritorious acts of heroism and bravery beyond the call of duty. No more than 14 additional off-days shall be granted to any one member of the police force in a calendar year.

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a-3. The amount of vacation earned by a member of the police force in 1998 for use in 1999 shall be placed in a transitional vacation account (TVA). TVA hours may be scheduled with the approval of the chief. A member of the police force may not borrow vacation hours until all of his or her TVA hours have been exhausted.

b. Members of the Fire Department.

b-1. Special Service Credit. Fire department employees in active service and in the following position classifications shall have time spent on duty disability pension included as years of service for computing current and prospective vacation benefits:

b-1-a. Fire chief.

b-1-b. Assistant fire chief.

b-1-c. Deputy chief of fire.

b-1-d. Battalion chief.

b-1-e. Chief dispatcher of fire alarm and telegraph.

b-2. Time Earned Per Week. Employees in active service during a fiscal year and whose normal hours of work exceed 40 hours per week shall be entitled to vacation with pay during that fiscal year at the following rates:

b-2-a. 3.7 hours per pay period for employees who have completed fewer than 6 years of active service.

b-2-b. 5.6 hours per pay period for employees who have completed 6 years but fewer than 11 years of active service.

b-2-c. Effective pay period 1, 2026, 8.4 hours per pay period for employees who have completed 11 years but fewer than 18 years of active service.

b-2-d. Effective pay period 1, 2026, 10.2 hours per pay period for employees who have completed 18 years or more years of active service.

b-3. Time Earned per Pay Period: Noncivilian Management. Noncivilian management employees of the fire department in active service during a fiscal year and whose normal hours of work average 40 hours per week shall be entitled to vacation with pay during that fiscal year at the following rates:

b-3-a. 3.7 hours per pay period for employees who have completed fewer than 4 years of active service.

b-3-b. 5.3 hours per pay period for employees who have completed 4 but fewer than 9 years of active service.

b-3-c. 6.8 hours per pay period for employees who have completed 9 but fewer than 14 years of active service.

b-3-d. 8.4 hours per pay period for employees who have completed 14 but fewer than 21 years of active service.

b-3-e. 9.9 hours per pay period for employees who have completed at least 21 years of active service.

b-4. Employees on Injury Leave. An employee on authorized injury leave as a result of a duty-incurred injury may use vacation scheduled during the period of the leave, provided he or she notifies his or her immediate supervisor orally of this fact prior to the start of the vacation and indicates the time when the vacation is to be used.

b-5. Employees on Sick Leave. An employee on authorized sick leave may use vacation scheduled during the period of the leave, provided he or she notifies his or her immediate supervisor orally of this fact prior to the start of the vacation and indicates the time when the vacation is to be used.

b-6. Scheduling. The assignment and scheduling of vacations with pay shall be controlled by the fire chief.

b-7. Administration. Administration and control of this subsection shall be under the fire chief.

350-42. Suburban Service to be Recognized When Municipality is Consolidated.

Whenever employees of any suburban community are taken into the service of the city because of consolidation of municipalities, the length of time during which they have been employed by such suburban community shall be taken into account by determining eligibility for vacations, and for vacations of increased length, in like manner as though such service had been rendered to the city.

SUBCHAPTER 6
SALARIES AND WAGES

350-100. Salaries of Mayor and Members of the Common Council. At the commencement of the 2028-2032 term of office, salaries for the mayor, common council members, and the common council president shall be increased by 8% over the rates in effect for the 4th year of the 2024-2028 term. Effective pay period 10, 2029, and each year thereafter in pay period 10, these rates shall be increased by 2% for the remainder of the 2028-2032 term.

350-102. Rules of Uniformity of Compensation for Similar Service. Appropriations and payments of compensation or rates of wages provided for offices or employment in the city service or in the service of the redevelopment authority of the city of Milwaukee shall be uniform for all offices or employment having substantially similar work requirements, duties, authority and responsibility, and similar requirements as to training and experience; and that the schedules and specifications of grade, titles and compensation of offices or employment when adopted by ordinance by the common council shall be the basis of employment control of all offices or employment in the city service or in the service of the redevelopment authority of the city of Milwaukee.

350-104. Prohibition of Additional Compensation. No person holding a position or employment in any department, bureau, institution, redevelopment authority, board or commission to which this chapter applies and for which a definite salary or wage has been appropriated or designated shall receive any extra salary or compensation in addition to that so fixed.

350-106. Advancement from Grade to Grade. An increase above the maximum salary rate of an existing grade of position shall not be made except in case of increased duties or responsibilities which actually involve a change of position. Whenever the common council shall have advanced an office or employment in the classified service to a higher grade than theretofore existed and increased the salary thereof, no payment of such advanced salary

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shall be made to the officer or employee filling position until such time as certification has been made to the higher grade, in accordance with the city civil service act and rules.

350-108. Biweekly Payment of Salaries and Wages. The salaries and wages of all city officers and employees shall be paid biweekly.

350-112. Payroll Procedure. 1. DEPARTMENT TO PREPARE. The heads of all departments, bureaus and commissions shall prepare their several payrolls or accounts of salaries and wages in accordance with the schedules and specifications for personnel service adopted by the common council. Said heads of departments, bureaus and commissions shall arrange to have payrolls or accounts of salaries and wages sent directly to the office of the department of employee relations for check and certification. Department heads shall, in advance of transmission of payrolls and accounts of salaries and wages, report all changes affecting employment in offices and positions under the jurisdiction of the department of employee relations on blank forms, provided by the office of the department of employee relations; the office of the department of employee relations shall forward to the city comptroller such payrolls or accounts of salaries or wages of officers or employees whose title and compensation conform to the titles, specifications and compensation grades fixed by the common council.

2. VERIFICATION. After schedules and specifications of grades and titles of offices and employment have been adopted by the common council, the city service commission shall withhold such certifications to such payrolls or accounts of salaries or wages which are not in conformity with such schedules; supplementary payrolls, with corrected items, shall be prepared for check and certification by the office of the city service commissioners before transmission to the city comptroller's office; and no payroll or account of salaries or wages shall be received or moneys authorized or paid by the city comptroller, city treasurer, or any other city authority for services of any officers or employees unless such payroll or account of salaries or wages bears the certification of the office of the city service commissioners.

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350-114. Salary Changes to be Referred to the Finance and Personnel Committee.

1. POSITION TO BE INVESTIGATED. All salary ordinances and resolutions and all requests for additions and changes in the specifications for personnel service shall be referred to the committee on finance and personnel for investigation and report. In all such salary ordinances and resolutions or reports of the creation of new positions or of changes in existing positions there shall be included only those standard titles adopted hereby and included in the specifications for personnel service set forth in Schedule A or such as shall be approved hereafter by the city service commission or the board of the redevelopment authority of the city of Milwaukee and shall have been certified to the common council by the said commission or the board of the redevelopment authority of the city of Milwaukee as properly descriptive of the duties to be performed and as conforming to the standard services, grades and titles, and to the compensation rates approved as a guide only in determining and revising salary ordinances provided in the specifications for personnel service.

2. APPROVAL REQUIRED. In recommending to the common council the fixing of salaries of positions, the committee on finance and personnel shall certify that the titles of such positions have been approved by the city service commission or the board of the redevelopment authority of the city of Milwaukee and that the positions have been properly classified. No title so prescribed shall be changed except on recommendation of the city service commission or the board of the redevelopment authority of the city of Milwaukee and approval or disapproval by the committee on finance and personnel whose report shall be submitted to the common council for final action.

350-116. Unpaid Furloughs. 1. APPROVAL BY COMMON COUNCIL RESOLUTION.

a. The common council may by resolution impose mandatory furlough time for city officials and employees.

b. City officials and employees, except represented employees and nonrepresented noncivilian police and fire management employees, may use a specified amount of voluntary furlough time each year as defined in the department of employee relations furlough policy and administrative guidelines.

2. POSITIONS AFFECTED.

a. Mandatory furloughs shall apply to all city employee positions, regardless of funding source, pursuant to sub. 3.

b. The city attorney, city comptroller, city treasurer and municipal court judges shall be subject to mandatory furloughs as may be imposed by common council resolution under s. 350-116-1-a.

3. FURLOUGH GUIDELINES. The department of employee relations shall issue furlough policy guidelines for city departments as necessary to administer the implementation of furlough programs.

4. To the extent any provision in the city salary ordinance, the city charter or code of ordinances, including but not limited to ss. 350-2-2-c; 350-25-2-c; 350-35-3, 3.5, and 5-a; 350-36-2-a-6, 3, and 4; 350-37-0 and 8; 350-40-1-a; 350-90-5; 350-132-5-c; 350-133-3-b-2; 350-152-3-a; 350-152.2-3-a; and 350-181-11, should address or specify the impact of unpaid furloughs upon the wages, hours, or conditions of employment of represented employees, any such provision, insofar as it shall apply to represented employees, shall be subject to, and its application and effects may be modified or nullified through, impact bargaining with the duly authorized representatives of such employees in accordance with the requirements of the Wisconsin Municipal Employment Relations Act. Approval of the common council shall be required for any substantive term resulting from furlough-related impact bargaining on behalf of any group of represented employees if the term is inconsistent with and more beneficial than a corresponding furlough-related term specified for the particular group in a provision of the charter or code, and for any substantive term resulting from furlough-related impact bargaining on behalf of any group of represented employees that addresses a new issue involving the impact of furloughs upon wages, hours, or conditions of employment that is not addressed in any manner for the particular group in a provision of the charter or code; however, common council approval is not required for any substantive term resulting from furlough-related impact bargaining on behalf of any group of represented employees if the substantive term is identical or less beneficial to the affected represented employees than corresponding terms that have been approved by the common council for the majority of the city's nonrepresented employees.

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