

Enclosed is your 2008 Statement of Economic Interest Form

DUE: February 28, 2009

Milwaukee strives to maintain a reputation for good government and high ethical standards. Each employe, official, and board/commission member can support this reputation through conduct that shows integrity and concern for public interest. Ethical behavior involves using good judgment and common sense in performing duties and responsibilities.

All employes, officials, and board/commission members are covered by the City Code of Ethics (Chapter 303, Code of Ordinances) which describes standards of conduct and conflicts of interest. The Milwaukee Common Council determines which individuals are required to file the Statement of Economic Interest pursuant to Chapter 303. These persons include:

- All elected city officials
- City employes identified by department heads as having discretionary powers
- Members and nominees of designated boards and commissions
- Candidates for elective office

The Ethics Board takes the information you provide in the Statement of Economic Interest seriously. Each form is checked when it arrives for completion. Each year the Board conducts a random review of the entire filing. Some forms may be returned for clarification or completion.

The Statement of Economic Interests form is a public record as defined by the Wisconsin Public Records law, Sec. 19.31-39, Stats. Traditionally, requests to view the Statements are received by the Ethics Board shortly after the February 28 filing deadline. Occasionally requests are made for Statements

from previous years. Any member of the public may request a copy or inspection of your Statement of Economic Interests form.

Please note that the Common Council has revised the Ethics Code to provide for new late filing fees. The fees and penalties for filing the Statement of Economic Interest Form after the February 28th due date are as follows: \$25 if 11 days or more late; \$5 per day for Forms filed more than 30 days late; up to a maximum of \$100 in daily late fees.

Employes, city officials and board/commission members who have not filed Statement of Economic Interest Forms within 45 days of the deadline may be referred to the City Attorney for charges in Municipal Court, with a conviction subject to a forfeiture of \$250 to \$1,000 and imprisonment for failure to pay the forfeiture of 10 to 40 days.

For questions regarding the City of Milwaukee Ethics Code please contact the City of Milwaukee Ethics Board Office at (414) 286-8641 or visit our web site at www.milwaukee.gov/ethics.

**Thank you,
Your Milwaukee Ethics Board**

Dwight Ellis - CHAIR
Martha Toran - VICE CHAIR
Eliot Bernstein
Patricia Hintz
Joanne Brandt
Devon Turner
Annie Wacker

(FOR LOCAL AND STATE ETHICS GUIDELINES SEE REVERSE)

LOCAL GUIDELINES

As you go about your official duties, please keep these general guidelines in mind:

- A city employe or official should not accept anything of value that could appear to influence his/her public duties.
- A city employe or official should not accept anything of value that could appear to be a reward for action taken in his/her public duties.
- A city employe or official must report any gift or entertainment totaling more than \$50 received during the year.
- A city employe or official should not use his/her public position for personal gain or for the gain of immediate family members or for organizations in which he/she has an interest.
- A city employe or official should not use work place information that is unavailable to the public, for personal gain.
- Contracts of more than \$3,000 between a city employe or official and the city are prohibited

without written disclosure to the Ethics Board and to the contracting department.

- A city employe or official should not represent persons, for compensation, before city departments, commissions, or boards unless as part of his/her official duties or at a recorded open hearing.
- For 12 months after leaving city employment, an employe or official may not represent, for compensation, persons before city departments, commissions or boards related to his/her former position.

These comments are only a general description of parts of the Ethics code itself. The actual statutes, rules, and opinion summaries, as well as the Ethics Board itself, should be consulted when questions arise. The complete text of the ethics code can be found in Chapter 303 of the Milwaukee Code of Ordinances. City departments also have copies of the code for posting.

STATE GUIDELINES

Many city officials are also covered by the requirements for Local Officials put forth in the Wisconsin State Statutes. The State Code of Ethics for Local Officials does not apply to all city employes and officials. Section 19.59 of the Wisconsin Statutes cover:

- Elected officials
- Individuals appointed to a position for a specified term
- Individuals who serve in a position at the pleasure of the Mayor or Common Council

Positions within City government that fit this definition are not only covered by local ethics code but also have responsibilities to conform to the requirements of the State of Wisconsin Ethics Code for Local Officials as well.

We are attaching State Ethics Form 219, which offers guidelines on gifts and entertainment. Please take a few moments to review this. Our Board recommends that you keep them on file for future reference. If you have any questions regarding the State Guidelines for Local Officials please contact the State of Wisconsin Government Accountability Board at (608) 266-8123.