


**City
of
Milwaukee**

MEMORANDUM

To: Steering and Rules Committee
From: Ronald D. Leonhardt, City Clerk 
Date: October 22, 2003
Re: Code of Conduct Task Force Recommendations/Implementation

The attached memo from the Legislative Reference Bureau places the recommendations of the Code of Conduct Task Force into 3 categories, relating to the process by which they could be implemented:

- 1) Those recommendations that could be implemented by Common Council resolution.
- 2) Those recommendations that would require the passage of an ordinance.
- 3) Those recommendations that would require changes in state law, thus first requiring adopted of a resolution calling for such changes.

I wish to thank Legislative Fiscal Analyst (Lead) Jim Owczarski for his diligent efforts to assist the Task Force through research, analysis and drafting of their work product.

Cc: Task Force Members
Barry Zalben
Jim Owczarski

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Council/conduct/implement.doc

Code of Conduct Task Force Recommendations By Category

Procedural Changes Within the Sole Purview of the Common Council (Policy)

1. That the Common Council consider adopting the ethics handbook prepared by the task force. *(N.B.: While the adoption of this handbook is itself procedural, it includes statements that do not agree with current municipal ordinance, state statute or both. If this handbook were to be adopted without these changes, the handbook itself would have to be altered to reflect current law.)*
2. That the processes and procedures for reporting alleged ethical violations be made clear to all citizens and City employees and that information about these processes and procedures be posted. Further, in these postings, special mention should be made that all reports of ethical violations will remain confidential.
3. That a simple reminder campaign be instituted to remind City employees that they are subject to the Code of Ethics. This could be accomplished through pamphlets, notices on bulleting boards, distributed with check stubs or other payroll information, included with W-2 forms, etc.
4. That the appropriate listings be place in the telephone books serving the City of Milwaukee advising people where they can report alleged ethical violations.
5. That the City's Board of Ethics receive the authority and resources it believes necessary and prudent to insure that the provisions of the City's Code of Ethics are enforced. *(N.B.: While generally in the purview of the Common Council and a matter of policy, the implementation of this recommendation could require state and/or local enabling legislation, depending on the manner in which it is interpreted.)*

Legislative Changes Within the Purview of the Common Council (Ordinance)

1. That the Common Council require all employees, elected officials and board/commission members who are required to file statements of economic interests to attend an annual briefing with respect to standards of conduct, ethics and conflicts of interest.
2. That the Common Council require City officials to report all gifts, of whatever value, on a gift report form to be submitted no less frequently than once per quarter.

3. That the Common Council prohibit City officials from accepting any discount, on either admission or parking, to any event held at the Wisconsin Center District.
4. That the Common Council enact legislation protecting "whistle-blowers" and preventing retaliation against employees who report ethical violations.
5. That the Common Council enact legislation relating to the registration and regulation of lobbyists. This regulation should include those who intend to lobby administrative agencies for contracts.

Legislative Changes Requiring Some Form of State Enabling Legislation As Well As Municipal Ordinance

1. That legislation be enacted prohibiting City officials from knowingly soliciting contributions for or against a political candidate or ballot measure from any City official or employee.
2. That legislation be enacted prohibiting City officials from soliciting contributions for or against a political candidate or ballot measure from any City official over whom they have any form of supervisory authority. This prohibition would apply both at and away from the workplace.
3. That legislation be enacted prohibiting City officials from soliciting campaign contributions from another City official or employee. In the interest of fairness, it is important that this restriction apply to both elected officials and candidates for office.
4. That legislation be enacted prohibiting City employees from soliciting political contributions from anyone over whom they have supervisory responsibility at any place and at any time.

Prepared by: **Jim Owczarski**
Legislative Reference Bureau
10/22/03