



**The Board of Ethics**

January 3, 2020

To the Honorable, the Common Council

Honorable Members:

The Ethics Board conducts an annual review of “Y” footnotes located in the Position Ordinance. The “Y” footnote indicates that the position must submit an annual Statement of Economic Interest with the Ethics Board in compliance with Milwaukee Code of Ordinances s. 303 which states:

“it is the intent of the Common Council that any elected city official, any person appointed to elective office, any candidate for city elective office, all heads of departments, all division superintendents in the department of public works and their assistants, all full-time appointed exempt management city employees, and other designated city officials and employees, including but not limited to those whose responsibilities involve the: sale or lease of real estate, receipt of monies, purchasing of supplies, issuing of permits or licenses, assessment of property, inspection of property, construction of public works, settlement of claims, preparation or awarding of contracts, retention of outside service, or performance of professional legal services for the city shall be required to file a statement of economic interests as provided for in s. 303-11.”

We are requesting to add the “Y” footnote to the following positions in the Positions Ordinance:

**Department of Neighborhood Services**

Support Services Division

Business Operations Manager-Neighborhood Services

Special Enforcement Division

Special Enforcement Manager

**Department of Public Works**

Water Works

Water Distribution Operations Manager

Water Quality Operations Manager

Water Plant Maintenance Manager

**Port**

Marketing Section

Trade Development Representative-Senior

Market Development Manager

Design Section

Civil Engineer III

Respectfully,

Pat Hintz, Chair  
Ethics Board

## **Statement of Economic Interests- Department of Neighborhood Services**

### **Current Positions**

Commissioner - 1  
Neighborhood Services Operations Director – 2  
Standards and Appeals Members – 7  
Building Construction Inspection Division Manager – 1  
Building Code Enforcement Manager – Commercial – 1  
Building Code Enforcement Manager – 1  
Building Codes Court Administrator – 1  
Permit and Development Center Manager – 1  
Operations Manager – Development Center – 1

### **Positions to Add:**

#### **Business Operations Manager-Neighborhood Services (1FX) -1**

- Prepares budget and revenue estimates and revisions.
- Monitors expenditures and prepares fund transfer and carryover requests.
- Performs expenditure and revenue forecasting and salary projections.
- Approves payment of all invoices.
- Prepares financial reports, grant budgets and amendments.
- Monitors grant expenditures and ensures that reporting requirements are met.
- Oversees and monitors departmental purchasing and accounting procedures, including control of expenditures, approval of contract bids, approval of payments for services and contract administration.

#### **Special Enforcement Manager (1IX) – 1**

- Responsible for the management of inspection orders issued and complaints received.
- Manages strategic efforts by developing partnerships with other agencies such as Milwaukee Police Department, Fire, Health, DCD, DPW, DOA, City Attorney and others, to prevent, remove or correct nuisance properties throughout the City.
- Provides oversight to the supervisor and inspectors of the Special Enforcement Division.
- Decisions made by the Special Enforcement Manager affect the rights of property owners, tenants and businesses, and must be done in accordance with the legal limits of Departmental authority.
- Provides oversight and back up for DNS on the Board of Zoning Appeals.

## **Kuether-Steele, Molly**

---

**From:** Thomas, Dan  
**Sent:** Monday, December 02, 2019 1:33 PM  
**To:** Kuether-Steele, Molly  
**Subject:** Footnote Y

Molly; here are our changes:

On pg 89 add "Y" to Business Support Liaison  
On pg 118 add "Y" to Water Distribution Operations Manager  
On Pg 120 add "Y" to Water Quality Operations Manager  
On pg 121 add "Y" to Water Plant Maintenance Manager

Thanks,

Dan

Dan M. Thomas M.P.A., J.D.  
Administrative Services Director  
Department of Public Works  
City of Milwaukee  
841 N. Broadway, Rm. 501  
Milwaukee, WI 53202

Office: 414.286.3307  
Cell: 414.708.6982  
Fax: 414.286.0403

## Kuether-Steele, Molly

---

**From:** Schlicht, Adam  
**Sent:** Tuesday, November 19, 2019 11:03 AM  
**To:** Kuether-Steele, Molly  
**Cc:** Carter, Jackie Q; Cole, Selena; Schlicht, Adam  
**Subject:** RE: Annual Y Footnote Review

Dear Molly,

Per the received request, below is the update from Port Milwaukee:

### **Maintain “Y” status:**

- Harbor Commissioners:
  - o Timothy Hoelter
  - o Ron San Felippo
  - o Alderman Mark Borkowski
  - o Craig Mastantuono
  - o Claude Krawczyk
  - o Kathleen Smith
  - o Diane Diel
- Municipal Port Director:
  - o Adam Schlicht
- Port Finance Officer
  - o Jackie Carter
- Administrative Assistant III
  - o Donna Luty
- Management Civil Engineer-Senior
  - o Lawrence “Larry” Sullivan
- Port Operations Manager
  - o Wayne Johnson

### **Add “Y” status (Justification: Increased ethical transparency at Port amid coordination with external Port stakeholders and customers):**

- Market Development Manager
  - o *New hire expected before 01/01/20*
- Trade Development Representative
  - o Jazmine Jurkiewicz
- Civil Engineer III
  - o Brian Kasprzyk

### **No recommended removals.**

Please let me know if you have any follow-up questions. Hope all is well! When are you going to come visit us at the Port?  
☺

Thanks,

Adam

-----  
**Adam Schlicht**

**Director, Port Milwaukee**

2323 S. Lincoln Memorial Drive

Milwaukee, WI 53207 USA

Office: 1.414.286.8130

Cell: 1.414.708.4956

Email: [adam.schlicht@milwaukee.gov](mailto:adam.schlicht@milwaukee.gov)

Web: [PortMilwaukee.com](http://PortMilwaukee.com)



---

**From:** Kuether-Steele, Molly

**Sent:** Monday, November 18, 2019 4:17 PM

**To:** Department Heads <[DepartmentHeads@milwaukee.gov](mailto:DepartmentHeads@milwaukee.gov)>

**Subject:** Annual Y Footnote Review

To: All Department Heads

From: Patricia Hintz, Chair

Ethics Board

RE: Annual review of "Y" footnotes in the Position Ordinance

Dear Department Heads,

Annually, the Ethics Board requests that all department heads review their personnel as listed in the Positions Ordinance at:

<https://city.milwaukee.gov/ImageLibrary/Groups/ccClerk/Ordinances/Positions/2019PositionsOrdinance11-05-19.pdf> to see if any positions can be added/removed as they relate to the filing of a Statement of Economic Interests. We are also trying to update our records so they correctly reflect the people currently holding a position with a Y footnote. Please have your assistant or payroll personnel provide a list of employees who are currently required to file the statement of economic interest.

As you are aware per s. 303-1-2, Milwaukee Code of Ordinances, it is the intent of the Common Council that any elected city official, any person appointed to elective office, any candidate for city elective office, all heads of departments, all division superintendents in the department of public works and their assistants, all full-time appointed exempt management city employees, and other designated city officials and employees, including but not limited to those whose responsibilities involve the: sale or lease of real estate, receipt of monies, purchasing of supplies, issuing of permits or licenses, assessment of property, inspection of property, construction of public works, settlement of claims, preparation or awarding of contracts, retention of outside service, or performance of professional legal services for the city shall be required to file a statement of economic interests as provided for in s. 303-11.

Please respond to Molly Kuether-Steele by Monday, December 9th with any requests to remove/add this requirement to any positions, including the justification for removing/adding the footnote. The Board will