

**EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF MADISON  
AND  
MICHELLE M. DREA**

This Agreement made this 4th day of December, 2018 by and between the City of Madison, a municipal corporation of Dane County, Wisconsin (hereafter, the "City") and Michelle M. Drea, a natural person (hereafter, the "City Assessor").

WITNESSETH;

WHEREAS, the City desires to hire the City Assessor as an employee of the City of Madison to perform the services described herein on its sole behalf as the City Assessor, and

WHEREAS, the City Assessor represents that she possesses the necessary knowledge, skill, abilities and experience to perform such services and is willing to perform such services as the City Assessor, and

WHEREAS, the City Assessor has been duly selected and has been confirmed for appointment to the position of City Assessor by the Common Council of the City of Madison on December 4, 2018, and

WHEREAS, the Common Council of the City has authorized the execution of the Agreement by Resolution No. \_\_\_\_\_.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and agreements contained in this document, the receipt and sufficiency of which is mutually acknowledged, the parties agree as follows:

**I. CITY ASSESSOR HIRED**

Michelle M. Drea is hired as a non-civil service employee of the City, holding the position of City Assessor pursuant to the terms, conditions and provisions of this Agreement. The City Assessor shall have and exercise full authority and discretion as a Department Head within the City's organizational structure and act as Appointing Authority for employees of the Assessor's Office in accordance with all appropriate City Ordinances and Mayor's Administrative Procedure Memoranda.

**II. FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE CITY ASSESSOR**

The principal function of the City Assessor shall be the management of the City Assessor's Office.

A. General Responsibilities:

This is responsible managerial and administrative work responsible in planning, organizing and directing the appraisal of real and personal property for taxation purposes for the City of Madison. The City Assessor is responsible for carrying out all statutory and ordinance requirements relative to property assessment. This work includes identifying all real and personal property for tax purposes, determining the fair market value of these properties, and preparing and certifying values for the assessment rolls. Under the general direction of the Mayor, the City Assessor exercises considerable judgment and discretion in developing and implementing assessment activities within policy parameters.

B. Examples of Duties and Responsibilities:

- Hire, train, assign, and manage staff in the assessment of real and personal property incorporating both residential and commercial property appraisals both directly and through lower-level supervisors.
- Direct staff in administrative activities relating to the assessment process. Develop and implement the Board of Assessors and Board of Review, including the review and analysis of appeals relating to possible inequities in assessments. Develop and control assessment standards and controls, automated systems and procedures, and all communications.
- Develop and administer the Assessor's office budget, and provide for the general administration of the department (e.g., payroll, purchasing, human resources, etc.).
- Manage (both directly and through other supervisors) appraisal activities relating to the physical inspection and evaluation of properties. Manage the recording, preparation, and evaluation of the assessment rolls and property data. Review and evaluate the principles and procedures utilized in determining proper market value, including those physical, structural, cost, locational, and market variables utilized in the professional assessment of properties.
- Establish and control work methods and procedures, and continuously evaluate policies and procedures relating to the overall evaluation of existing services and responsibilities of the office. Provide staff support, assistance, and expertise on assessment methods to committees, administrative and public officials, and the general public. Receive and address complaints from the public. Testify on behalf of the City of Madison as appropriate.

- Instill a culture of continuous learning and a commitment to ongoing initiatives involving performance excellence systems.
  - Demonstrate and promote organizational values, in everyday work, to further the mission and vision of the City of Madison.
  - Perform related work as required.
- C. The City Assessor agrees to perform such functions and duties at a professional level of competence and efficiency. The City Assessor shall abide by all requirements of the laws of the State of Wisconsin, and of the ordinances, resolutions, regulations, rules and practices of the City which exist at the time of execution of this Agreement or which may, hereafter, be enacted or amended by the State of Wisconsin or the City in the exercise of their lawful authority. In the event a provision of this Agreement conflicts with any City ordinance, resolution, regulation, rule or policy, the provision of the Agreement shall control, except that nothing herein shall be interpreted as modifying the obligations or terms Madison General Ordinance §3.35 (the Ethics Code).
- D. The City Assessor shall devote full time to the duties and responsibilities provided herein and shall engage in no pursuit that interferes with them. The Mayor, however, may approve the City Assessor's reasonable time away from the regular duties and responsibilities provided such time is approved in advance and taken as vacation leave or absence without pay. Further, the Mayor may authorize other limited outside professional activities on City time provided that they are determined to be of benefit to the City and the City Assessor is not compensated for such activities. Nothing herein limits the City Assessor from performing outside services for compensation provided such outside services have been approved by the Mayor, are not done on City time, and otherwise comply with City ordinances and rules.
- E. The standard City workweek is 38.75 hours. However, the City Assessor shall have reasonable flexibility from this standard to accommodate additional time expended outside regular working hours required by attendance at meetings and the like. Such flexibility is not intended to provide or be used as additional vacation or other paid leave.
- F. The City Assessor shall have no right to make contracts or commitments for or on behalf of the City except as preauthorized by statute, ordinance or express written consent of the City.
- G. The City Assessor shall continue to reside within the City of Madison for the duration of this contract. As a condition of accepting this contract, the City Assessor agrees to waive any right to challenge this residency

requirement, by court action or otherwise.

### **III. COMPENSATION AND BENEFITS**

- A. The City Assessor's salary shall be based on an annualized rate of \$120,000 and shall be paid in approximately equal biweekly payments according to regular City payroll practices. Annual salary adjustments during the term of this agreement may be made at the Mayor's discretion, subject to approval of the Common Council, as provided in the City's established managerial pay plan. The City Assessor shall not be entitled to receive any additional overtime compensation, compensatory time off, or bonuses.
  
- B. The City Assessor shall, in addition to the compensation provided in Paragraph A above, and except as otherwise set forth in the Agreement, be entitled to the following benefits:
  - 1. The City Assessor shall receive the same benefits as all other non-represented professional employees in Compensation Group 18 as may be provided and/or modified by the Madison General Ordinances, Resolution of the Common Council, Administrative Procedure Memoranda or other official City action throughout the duration of this agreement subject to paragraph II. (G) above.
  
  - 2. The City Assessor shall be entitled to twenty-seven (27) days of vacation in each year of this Agreement. Credited but unused vacation in excess of ten (10) days may be carried forward to the succeeding year with the approval of the Mayor. Except as otherwise provided, the City Assessor shall be paid in full for credited but unused vacation existing at the expiration of this Agreement or upon the City Assessor's retirement, when qualified for receipt of Wisconsin Retirement Fund benefits. In the event the City Assessor leaves employment with the City, but does not retire, the City Assessor shall be entitled to payment for one-half (50%) of any unused sick leave to which the City Assessor would otherwise be entitled.
  
  - 3. The City Assessor shall be eligible to participate at City expense in professional seminars, conferences, workshops and related meetings consistent with the role as City Assessor and in accordance with applicable Administrative Procedure Memoranda.
  
  - 4. The City Assessor shall be reimbursed for relevant professional association and/or licensure dues, including but not limited to, assessment and legal professional dues with continuing education requirements for licensures.

5. The City Assessor shall be eligible for smart phone with data plan reimbursement up to seventy-five (75) dollars per month for City usage.
6. The City Assessor shall be eligible to be a CARS monitor in the City CARS program.

#### **IV. TERM: RENEWAL OPPORTUNITY; NON-RENEWAL**

- A. This Agreement shall take effect on November 1, 2018, and shall expire on October 31, 2023, unless terminated sooner as provided herein.
- B. For a period of six (6) months from the effective date of this Agreement, the City Assessor shall serve a probationary period. During the probationary period, the City Assessor serves at the pleasure of the Mayor and may be removed at will by the Mayor. The Mayor will give the City Assessor four (4) weeks' notice of removal. Following the probationary period, and for any renewal of this Agreement, the City Assessor may only be removed as otherwise provided herein.
- C. The Mayor, in his/her sole discretion, may offer renewal of this Agreement to the City Assessor. The Mayor shall notify the City Assessor of the intent to renew the Agreement at least ninety (90) calendar days before the expiration of this Agreement. Failure to so notify the City Assessor shall extend the term of this Agreement by the time of the delay in actual notification (but in no event for more than ninety (90) days) without change in the City Assessor's anniversary date, and shall not act as a full renewal of the Agreement. Renewal of the agreement and of its provisions shall be subject to the approval of the Common Council. In the event the Common Council does not renew this Agreement, this Agreement will remain in effect for ninety (90) days following the non-renewal action by the Common Council or five (5) years from the date of this Agreement, whichever is later.
- D. The Mayor, in his/her sole discretion, may elect not to offer renewal of this Agreement to the City Assessor. In such event, the Mayor shall notify the City Assessor of the intent not to renew the contract at least ninety (90) calendar days before the expiration of this Agreement. Failure to so notify shall extend the term of this Agreement by the time of the delay in actual notification (but in no event for more than ninety (90) days) and shall not act as a renewal of the Agreement. At the expiration of the Agreement, the parties' rights, duties, responsibilities and obligations shall end. However, the City Assessor will, at the sole discretion of the Mayor, be eligible to take a voluntary demotion into any vacant or newly created position for which the City Assessor is qualified.

- E. In the event of non-renewal of this Agreement, under either Paragraphs C or D above, the Mayor may, in his/her sole discretion, terminate this Agreement at any earlier date within ninety (90) days of the expiration of this Agreement, as determined by the Mayor. The early termination is to be accomplished by (a) notifying the City Assessor of the date of early termination, and (b) committing to buy out the balance of this Agreement by paying the City Assessor the balance due under this Agreement in a lump sum, including salary and leave benefits (vacation, floating holiday, paid leave, sick leave) earned or to be earned through the original term of this Agreement, together with payment of the City's share of any health insurance premiums or the provision for such payment through the original term of this Agreement. The buy-out may be for the full period left on this Agreement, or any portion of the final ninety (90) days thereof. If this Agreement is terminated early through the provisions of this buy-out clause, the City Assessor's employment with the City ends as of the date of early termination.

## **V. PERSONNEL ACTIONS**

The City Assessor is subject to the Mayor's supervision and is, during the term of this Agreement, subject to the Mayor's authority to impose discipline on or to discharge the City Assessor as is provided in Sec. 9 of the City of Madison Personnel Rules, or as may be renumbered or amended hereafter. The City Assessor shall be entitled to the procedural appeal and provisions contained in such subsection or as may be provided other non-represented employees at the time of imposition of suspension or discharge.

## **VI. CITY OBLIGATIONS AND RIGHTS**

The City shall provide staff, equipment, supplies and space that it deems reasonable, in its sole discretion, for the conduct of the work of the City Assessor. The City retains the sole right to determine the organizational structure and overall functioning of the Assessor's Office.

## **VII. REOPENING THE AGREEMENT**

Either party may request that the Agreement be reopened for renegotiation if or when the City Assessor's duties or responsibilities change significantly. A "significant" change in the City Assessor's duties is defined as that degree of change in duties and responsibilities that would qualify a civil service position for reclassification pursuant to standard City personnel practices.

Factors which may be considered include the addition or deletion of duties, changes in Department services or the addition or deletion of programs. If there is no agreement, the original Agreement shall control and shall not be reopened. Agreement changes, if any, and any resulting reclassification of the position shall

not be deemed the creation of a new position so as to require competition.

**VIII. LIABILITY PROTECTION**

The City shall defend and indemnify the City Assessor against and for any and all demands, claims, suits, actions and legal proceedings brought against him/her in his/her official capacity or personally for acts performed within the scope of his employment to the extent and only to the extent authorized by the Wisconsin Statutes in effect at the time of the act complained of and as may be provided by any City insurance coverage for employees at such time.

**IX. STATEMENT OF ECONOMIC INTERESTS**

Pursuant to Madison General Ordinance §3.35 (the Ethics Code), the City Assessor shall file a Statement of Economic Interests with the City Clerk within 14 days of his appointment. Each person required to file a Statement of Economic Interests shall annually file with the Clerk an updated Statement no later than April 30 of each year.

**X. DOCUMENTS AND MATERIALS PROPERTY OF THE CITY**

All of the documents, materials, files, reports, data and the like which the City Assessor prepares or receives while this Agreement is in effect are the sole property of the City of Madison. The City Assessor will not publish any such materials or use them for any research or publication without attribution to the City other than as work performed pursuant to the terms of this Agreement.

**XI. APPEARANCE BEFORE ANY CITY ENTITY FOLLOWING SEPARATION FROM EMPLOYMENT**

The City Assessor shall be subject to the provisions of Madison General Ordinance §3.35 (the Ethics Code).

**XII. TERMINATION OF AGREEMENT**

A. The City Assessor may unilaterally terminate this Agreement during its term. If the City Assessor unilaterally terminates this Agreement on less than ninety (90) calendar days' notice in writing to the Mayor, the City Assessor shall forfeit all rights to recover the cash equivalent of accumulated sick leave, unused vacation leave, and all other future benefits. These forfeiture provisions shall not apply if the City Assessor retires from this position (upon qualifying for receipt of benefits pursuant to the Wisconsin Retirement Fund requirements). Upon expiration of this agreement or, if the City Assessor unilaterally terminates this agreement on ninety (90) or more calendar days' notice in writing to the Mayor, the City Assessor shall have rights to be paid the cash equivalent of accumulated sick leave, unused vacation

and all other future benefits accumulated at the time of the termination, as provided in section 3 of this Agreement.

- B. The City Assessor's discharge (as provided for in section 9 of the City of Madison Personnel Rules) during the term of this Agreement shall be deemed a breach of material provision of the Agreement. In the event of a discharge or other breach of a material provision of the Agreement by the City Assessor, the City Assessor shall forfeit all compensation and benefits from the date of notification of the breach by the City. This action shall not impact the receipt of benefits earned during the total period of employment. In the event of an alleged breach of a material provision of this Agreement by either party, the concerned party shall notify the other party in writing within thirty (30) working days, which shall be followed by a meeting of the parties to resolve the alleged breach. In the event the issue is not resolved, the City Assessor or the City may pursue contract remedies.
- C. The City retains the right, in its sole discretion, to abolish the position of City Assessor or to reorganize as it deems in the best interest of the City. In the event the City abolishes the position of City Assessor or reorganizes the Office to the extent that the position of City Assessor is no longer required, this Agreement shall terminate and all rights, duties and obligations of the parties shall mutually end without recourse ninety (90) calendar days after final approval of such abolishment of position or reorganization by the Common Council, except as provided in Madison General Ordinance §3.35 (the Ethics Code).

### **XIII. NO ASSIGNMENT OR SUBCONTRACT**

The City Assessor shall not assign or subcontract any interest or obligation under this Agreement.

### **XIV. AMENDMENT**

This Agreement shall be amended only by written Addendum to Agreement of the parties approved and authorized for execution in the same fashion as this original Agreement.

### **XV. NO WAIVER**

No failure to exercise and no delay in exercising any right, power or remedy on either party's part shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof, or the exercise of any other right, power, or remedy.

### **XVI. ENTIRE AGREEMENT**



No agreements, oral or written, express or implied, have been made by either party hereto, except as expressly provided herein. All prior agreements and negotiations are superseded hereby. This Agreement and any duly executed addenda or amendments thereto constitute the entire Agreement between the parties hereto.

**XVII. SEVERABILITY**

In the event any provisions of this Agreement are determined by any court of law to be unconstitutional, illegal, or unenforceable, it is the intention of the parties that all other provisions of this Agreement shall remain in full force and effect.

**XVIII. GOVERNING INTENT AND LAW**

This Agreement shall be interpreted in the first instance in accordance with the spirit and intent of the Substitute Report of the Human Resources Committee Report approved by the Common Council on August 2, 1988 and shall be controlled, construed and enforced in accordance with the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the day and year contained herein.

CITY OF MADISON  
A Municipal Corporation

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Paul R. Soglin, Mayor

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Maribeth L. Witzel-Behl, City Clerk

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Michelle M. Drea, City Assessor

APPROVED:

APPROVED AS TO FORM:

\_\_\_\_\_  
David P. Schmiedicke  
Finance Director

\_\_\_\_\_  
Michael P. May, City Attorney