

**EMPLOYMENT AGREEMENT  
BETWEEN  
THE CITY OF MADISON  
AND  
NATALIE L. ERDMAN**

This Agreement made this 7th day of September, 2010, by and between the City of Madison, a municipal corporation of Dane County, Wisconsin (hereafter, the "CITY") and Natalie L. Erdman, a natural person (hereafter, the "Director"),

WITNESSETH;

WHEREAS, the City and the Community Development Authority desires to hire the Director as an employee of the City of Madison to perform the services described herein on its sole behalf as the Community Development Authority (CDA) Executive Director, and

WHEREAS, the Director represents that she possesses the necessary knowledge, skill, and experience to perform such services and is willing to perform such services as the CDA Executive Director, and

WHEREAS, the Director has been duly selected and has been confirmed for appointment to the position of CDA Executive Director by the Common Council of the City of Madison on September 7, 2010, and

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

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 do agree as follows:

**I. CDA EXECUTIVE DIRECTOR HIRED**

Natalie L. Erdman is hereby hired as a non-civil service employee of the City, holding the position of CDA Executive Director pursuant to the terms, conditions and provisions of this Agreement. The Director shall have and exercise full authority and discretion as a Division Head within the City's organizational structure and act as Appointing Authority for employees of the Community Development Authority Division in accordance with all appropriate City Ordinances and Mayor's Administrative Procedure Memoranda.

**II. FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE CDA EXECUTIVE DIRECTOR**

A. General Responsibilities:

This is responsible managerial and administrative work in directing the diverse programs, activities, and staff of the Community Development Authority (CDA) within the Department of Planning and Community and Economic Development (DPCED). The incumbent will be expected to prepare and implement redevelopment plans; acquire, hold, or dispose of properties necessary to implement a redevelopment project; redevelop, rehabilitate and construct affordable housing projects; issue tax exempt revenue bonds to support housing and revitalization projects; administer loan grant programs; create and implement special initiatives that serve the interests of the City and supervise the Housing Operations Division, including managing CDA-owned conventional public housing and operating the Section 8 Housing Choice Voucher Program. This work is characterized by considerable judgment and discretion in planning, coordinating and implementing diverse programs. Work is performed under the general direction of the Mayor; the Director of Planning and Community and Economic Development, who reviews work performance for conformance with established goals and objectives; and the CDA, within public policy parameters.

B. Examples of Duties and Responsibilities:

Direct and implement 1-year, 3-year, and 5-year strategic plans for the CDA which identify planning objectives directly related to the CDA mission, values and vision. Create, distribute, and implement strategies and communication plans that provide current, accurate, and complete information on CDA activities as well as planned and implemented projects to elected officials, the public, commissioners, residents, case managers, etc. Develop on a continual basis various "public-private" partnership opportunities for community and economic development initiatives within the community that allow the CDA to leverage City and CDA resources to expand successful outcomes within its intended mission.

Oversee the operations and functions of the Housing Operations Division. Assure operation in accordance with rules, regulations, ordinances, policies, directives and prepare for and respond to audits and reviews. Establish and maintain performance objectives with the Division's supervisors and establish annual objectives for the Division with the DPCED Director. Hire, train, direct, monitor and evaluate a diverse staff both directly and through subordinates. Administer the Division including approving payrolls, functioning as Appointing Authority and performing other necessary administrative and supervisory tasks. Keep the Division up-to-date on related program rules and

policies. Assure effective use of the Division's programs. Analyze and improve programs, interpret ordinances and regulations, seek new programs and opportunities.

Oversee the development and project management processes, such as land planning, architectural services, construction management, financial planning, debt structuring and property management of CDA projects. Coordinate efforts on behalf of the CDA with other City of Madison departments/divisions, other governmental entities outside the City, and private industry. Assure compliance with all relevant standards.

Develop, present, and monitor operating and capital budgets. Direct, lead, and oversee the submission of State and Federal loan and grant applications. Evaluate residential and commercial loan programs that will enhance the viability of Madison's neighborhoods and commercial districts. Evaluate the economic feasibility of CDA-planned projects. Negotiate complex public and private real estate and economic development deals. Serve as custodian of CDA funds, including keeping records of such funds.

Provide advice, counsel, staff services, program and financial status reports to the Community Development Authority, Common Council, Boards and Committees, other departments and divisions, outside agencies and neighborhood/community groups. Maintain effective working relationships with funding sources, federal government, public, press, professional groups and elected representatives and respond to citizens and customers. Make public presentations, share information on housing issues, plans, and Division accomplishments with neighborhood/community groups, property owners and CDA residents.

Perform related work as required.

- C. The Director agrees to perform such functions and duties at a professional level of competence and efficiency. The Director 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 as provided in Madison General Ordinance 3.35.
- D. The Director shall devote full time to the duties and responsibilities provided herein and shall engage in no pursuit which interferes with them. The

Department Head, however, may approve the Director'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.

- E. The standard City work week is 38.75 hours. However, the Director 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 Director 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 Director shall continue to reside within the City of Madison for the duration of this contract.

### III. COMPENSATION AND BENEFITS

- A. The Director's salary shall be based on an annualized rate of \$97,000 and shall be paid in approximately equal biweekly payments according to regular City payroll practices beginning on the effective date of this Agreement. Annual salary adjustments including 2011 and thereafter 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 Director shall not be entitled to receive any additional overtime compensation, compensatory time off, or bonuses.
- B. The Director shall, in addition to the compensation provided in Paragraph A above and except as otherwise set forth in this Agreement, be entitled to the following benefits:
  - 1. The Director 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 subject to paragraph II. G. hereof.
  - 2. In addition, the Director shall be entitled to twenty five (25) days of vacation during the term of this contract. 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 Director shall be paid in full for credited but unused vacation existing at the expiration of this Agreement or upon the Director's retirement, when

qualified for receipt of Wisconsin Retirement Fund benefits. In the event the Director leaves employment with the City, but does not retire, the Director shall be entitled to payment for one-half (50%) of any unused sick leave to which the Director would be otherwise entitled.

3. The Director shall be eligible to participate at City expense in professional seminars, conferences, workshops and related meetings consistent with the role as Director and in accordance with applicable Administrative Procedures Memoranda.
4. The Director shall be reimbursed for relevant professional association dues, continuing education requirements, and for maintaining State required certifications.
5. The Director 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 September 13, 2010, and shall expire on September 12, 2015, unless sooner terminated as provided herein.
- B. For a period of two (2) years from the effective date of this Agreement, the Director shall serve a probationary period. During the probationary period, the Director serves at the pleasure of the Mayor and may be removed at will by the Mayor. The Mayor will give the Director four (4) weeks notice of removal. Following the probationary period, and for any renewal of this Agreement, the Director may only be removed as otherwise provided herein.
- C. The Mayor, in his/her sole discretion, may offer renewal of this Agreement to the Director. The Mayor shall notify the Director of the intent to renew the Agreement at least ninety (90) calendar days before the expiration of this Agreement. Failure to so notify the Director 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 Director'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 Director. In such event, the Mayor shall notify the Director 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 Director 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 Director 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 Director of the date of early termination, and (b) committing to buy out the balance of this Agreement by paying the Director 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 Director's employment with the City ends as of the date of early termination.

## V. PERSONNEL ACTIONS

The Director 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 Director as is provided in Sec. 3.53 (16) and 3.17 (8) (b) of the Madison General Ordinances or as may be renumbered or amended hereafter including concurrence of the CDA Board in the Director's termination during the term of this agreement. The Director 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 which it deems reasonable, in its sole discretion, for the conduct of the work of the Director. The City retains the sole right to determine the organizational structure and overall functioning of the CDA Division.

## VII. REOPENING THE AGREEMENT

Either party may request that the Agreement be reopened for renegotiation if or when the Director's duties or responsibilities change significantly. A "significant" change in the Director's duties is defined as that degree of change in duties and responsibilities which 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 Departmental/Divisional 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 Director against and for any and all demands, claims, suits, actions and legal proceedings brought against his/her in his/her official capacity or personally for acts performed within the scope of him/her 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. DISCLOSURE OF ECONOMIC INTERESTS

Pursuant to Madison General Ordinance 3.35, the Director shall file a Statement of Economic Interests with the City Clerk within fourteen (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. APPEARANCE BEFORE ANY CITY ENTITY FOLLOWING SEPARATION FROM EMPLOYMENT

The Director shall be subject to the provisions of Madison General Ordinance 3.35.

#### XI. DOCUMENTS AND MATERIALS PROPERTY OF THE CITY

All of the documents, materials, files, reports, data and the like which the Director prepares or receives while this Agreement is in effect are the sole property of the City of Madison. The Director 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.

## XII. TERMINATION OF AGREEMENT

- A. The Director may unilaterally terminate this Agreement during its term. If the Director unilaterally terminates this Agreement on less than ninety (90) calendar days notice in writing to the Mayor and the CDA, the Director 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 Director retires from this position (upon qualifying for receipt of benefits pursuant to the Wisconsin Retirement Fund requirements).
- B. The Director's discharge (as provided for in Madison General Ordinance 3.53(16) and 3.17 (8) (b) including concurrence with the CDA Board in the Director's termination) 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 Director, the Director 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 Director may pursue contract remedies.
- C. The City retains the right, in its sole discretion, to abolish the position of Director or to reorganize as it deems in the best interest of the City. In the event the City abolishes the position of Director or reorganizes the Department/Division to the extent that the position of Director 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.

## XIII. NO ASSIGNMENT OR SUBCONTRACT

The Director shall not assign or subcontract any interest of 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 first written above.

CITY OF MADISON  
A Municipal Corporation

\_\_\_\_\_  
Witness

\_\_\_\_\_  
David J. Cieslewicz, Mayor

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Maribeth Witzelbehl, City Clerk

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Natalie L. Erdman, CDA Executive  
Director

APPROVED:

APPROVED AS TO FORM:

\_\_\_\_\_  
Dean Brassler, City Comptroller

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