

**PUBLIC WORKS TEAM LEADER  
ADDENDUM TO  
EMPLOYMENT AGREEMENT  
BETWEEN  
CITY OF MADISON  
AND  
ROBERT F. PHILLIPS**

This addendum (Addendum) to the Employment Agreement between the City of Madison and Robert F. Phillips is made this 1<sup>st</sup> day of August, 2017 by and between the City of Madison, a municipal corporation of Dane County, Wisconsin (hereafter, the “City”), and Robert F. Phillips, a natural person, (hereafter, “City Engineer” or “Public Works Team Leader”).

WITNESSETH:

WHEREAS, the City and the City Engineer are currently parties to an employment agreement dated January 20, 2015, which was properly approved and executed by both parties; and

WHEREAS, the existing employment agreement does not include the duties of Public Works Team Leader; and

WHEREAS, the City desires to extend the duties of the City Engineer to include the services described herein as Public Works Team Leader; and

WHEREAS, the City Engineer represents that he possesses the necessary knowledge, skill, and experience to perform such services and is willing to perform such services as Public Works Team Leader; and

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

Therefore, in consideration of the mutual covenants, terms, and agreements contained in this Addendum, the receipt and sufficiency of which is mutually acknowledged, the parties do agree as follows:

1. Balance of Agreement Maintained.

Except as modified by this Addendum, all terms and provisions of the existing Employment Agreement between the City and the City Engineer remain in full force and effect.

2. II. FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE CITY ENGINEER:

An additional paragraph shall be added to Section II of the existing employment agreement to read as follows:

H. In addition to the functions, duties, and responsibilities of the City Engineer the City Engineer shall also act as Public Works Team Leader, the duties and responsibilities of which are enumerated below:

1. Perform administrative oversight for the Department of Public Works (including the divisions of: Streets, Parks, Engineering, Fleet Service, Traffic

Engineering/Parking, Transit Utility, and Water Utility) advising the Mayor on Public Works issues and programs.

2. Review Departmental programs and personnel matters on an exception basis. Direct, counsel, advise, and lead division heads and other staff on how to address various issues.
3. Promote a positive departmental working environment through meetings, written communication, one-on-one contacts, and public contacts and relationships.
4. Chair and direct staff meetings involving department/division heads and others. Address internal relation problems between divisions and external problems with other City and non-City agencies and the general public.
5. Review current procedures and practices in the Department relative to analyzing staffing and equipment utilization, project management, efficiency of operations, identifying and anticipating future needs and opportunities, and other related operational and administrative matters.
6. Direct long-range planning activities for all divisions and the department as a whole.
7. Serve as a member of the Mayor's management team.
8. Act as advisor to the Mayor and other Department and Division heads on areas of expertise and in regard to assigned projects.
9. Assign or reassign personnel within the various divisions and resolve disputes between the divisions and conflicting demands for labor and equipment. Coordinate Division efforts when multiple Divisions are required to achieve a given task and facilitate improved collaboration between Divisions where opportunities for collaboration lead to an overall savings for the City.
10. Represent the Public Works departments at various meetings, public hearings and other functions as assigned.
11. Review current Division practices to insure they are in compliance with best management practices for storm water management and other environmental concerns.
12. Council and coach newly hired department heads within the Department of Public Works.
13. Provide required guidance and facilitate the sharing of ideas necessary to achieve equity and affirmative action goals.

3. III. COMPENSATION AND BENEFITS:

An additional paragraph shall be added to Section III. A. of the existing employment agreement to read as follows:

In addition to the base salary, effective July 30, 2017, an additional payment based on an annualized rate of \$15,000 will be paid in approximately equal bi-weekly payments according to regular City payroll practices to compensate the City Engineer for the duties performed as Public Works Team Leader for the Department of Public Works.

4. IV. TERM: RENEWAL OPPORTUNITY; NON-RENEWAL; BUYOUT

An additional paragraph shall be added to Section IV. of the existing employment agreement to read as follows:

- F. The Mayor or the City Engineer may unilaterally terminate the Public Works Team Leader Addendum upon thirty (30) calendar days written notice. Upon termination of the Addendum all rights, duties, and obligations under this Addendum of the parties shall end without recourse.

IN WITNESS WHEREOF, the parties have executed this Addendum to be effective as of the day and year first written above.

WITNESS:

**CITY OF MADISON**  
A Municipal Corporation

\_\_\_\_\_

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

\_\_\_\_\_

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

WITNESS:

**CITY ENGINEER**

\_\_\_\_\_

\_\_\_\_\_  
Robert F. Phillips

APPROVED:

APPROVED AS TO FORM:

\_\_\_\_\_  
David Schmiedicke, Finance Director

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