

**PUBLIC WORKS TEAM LEADER  
ADDENDUM TO EMPLOYMENT AGREEMENT  
BETWEEN  
CITY OF MADISON  
AND  
CHARLES J. ROMINES**

This addendum (Addendum) to the Employment Agreement between the City of Madison and Charles J. Romines is made this 28<sup>th</sup> day of February, 2023 by and between the City of Madison, a municipal corporation of Dane County, Wisconsin (hereafter, the “City”), and Charles J. Romines, a natural person, (hereafter, “Streets Superintendent” or “Public Works Team Leader”).

WITNESSETH:

WHEREAS, the City and the Streets Superintendent are currently parties to an employment agreement dated February 28, 2023, 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 Streets Superintendent to include the services described herein as Public Works Team Leader; and

WHEREAS, the Streets Superintendent represents that they possess 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 Number RES-\_\_\_\_\_.

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:

I. Balance of Agreement Maintained:

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

II. Functions, Duties, and Responsibilities of the Streets Superintendent:

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 Streets Superintendent, the Streets Superintendent 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 and Sanitation, Parks, Engineering, Fleet Services, and Water Utility). Promote a positive departmental working environment through meetings, written communication, one-on-one contacts, and public contacts and relationships.
2. Chair and direct staff meetings involving Public Works Divisions and others. Promote positive working relationships between divisions and with other City and non-city agencies and the general public. Work cooperatively with the Director of Transportation on matters of joint concern.
3. Direct long-range planning activities for all divisions and the department as a whole. Coordinate annual and long-range budget planning with the Divisions. 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. Support Divisions to develop metrics and collect, analyze and display data, in order to make data-informed decisions.
4. Coordinate with Divisions and HR on policies impacting recruitment and retention of staff. Work to develop career pathways within and across Divisions. 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 related to personnel.
5. Serve as a member of the Mayor's management team. Act as an advisor to the Mayor and other Department and Division Heads on areas of expertise and in regards to assigned projects.
6. 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 overall savings for the City. Assign or re-assign personnel within the various divisions and resolve disputes between the divisions and conflicting demands for labor and equipment.
7. Represent the Public Works departments at various meetings, public hearings, and other functions as assigned.
8. Promote sustainability practices and reduction of greenhouse gas emissions and support Divisions in reducing their environmental impact. Review current Division practices to ensure they are in compliance with best management practices for stormwater management and other environmental concerns.
9. Counsel and coach newly hired Department Heads within the Department of Public Works.
10. Promote racial and gender equity in the work of the Department. Provide required guidance and facilitate the sharing of ideas necessary to achieve equity and affirmative action goals.

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 with the pay period including February 28, 2023, an additional payment based on an annualized rate of \$20,000 will be paid in approximately equal bi-weekly payments according to regular City payroll practices to compensate the Streets Superintendent for the duties performed as Public Works Team Leader for the Department of Public Works. After February 28, 2023, this amount will increase by the percentage wage increase granted to Compensation Group 18, on the date of such increases.

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 Streets Superintendent 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

\_\_\_\_\_

\_\_\_\_\_  
Satya Rhodes-Conway, Mayor

\_\_\_\_\_

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

WITNESS:

STREETS SUPERINTENDENT

\_\_\_\_\_

\_\_\_\_\_  
Charles J. Romines

APPROVED:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Michael R. Haas, City Attorney