

**EMPLOYMENT AGREEMENT BETWEEN THE CITY OF MADISON  
AND  
JAMES M. WOLFE**

This Agreement made this 22<sup>th</sup> day of September, 2022 by and between the City of Madison, a municipal corporation of Dane County, Wisconsin (hereafter, the "City") and James M. Wolfe, a natural person (hereafter, "City Engineer" or "Engineer").

WITNESSETH;

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

WHEREAS, the City Engineer represents that they possess the necessary knowledge, skill, abilities and experience to perform such services and is willing to perform such services as the City Engineer, and

WHEREAS, the James Wolfe has been duly selected and has been confirmed for appointment to the position of City Engineer by the Common Council of the City of Madison on \_\_\_\_\_, 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 ENGINEER HIRED**

James M. Wolfe is hereby hired as a non-civil service employee of the City, holding the position of City Engineer pursuant to the terms, conditions and provisions of this Agreement. The City Engineer 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 Engineering Division in accordance with all appropriate City Ordinances and Mayor's Administrative Procedure Memoranda.

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

The principal function of the City Engineer shall be the management of the Engineering Division

**A. General Responsibilities:**

This is highly responsible administrative and professional civil engineering work as

the head of the City's Engineering Division. The work involves the planning, directing and implementation of City public works/construction projects, particularly those of the Engineering Division; the supervision of Division staff; the provision of technical engineering advice and recommendation to City officials; and the performance of related administrative and technical activities. The work is performed with substantial independence in accordance with City policies and regulations and under the administrative review of the Mayor.

Examples of Duties and Responsibilities:

- Plan, schedule, coordinate and direct the implementation of public works projects, particularly those of the Engineering Division. Furnish engineering services to other City agencies as needed.
- Hire, train, direct, monitor and evaluate a diverse staff both directly and through subordinates. Confer with and advise subordinates on high-level issues relevant to the design, construction, inspection and scheduling of City streets, sewers, solid waste facilities, water supply facilities, building facilities, and other City public works activities. Review plans, reports and budget estimates.
- Provide recommendations and technical engineering advice to City Board and Commissions including the Board of Public Works, and the Finance Committee regarding services and construction projects administered by the Engineering Division. Attend public meetings, including the Common Council, to speak on various phases of engineering projects. Serve as Executive Secretary to the Board of Public Works.
- Meet with representatives of municipalities and County, State and Federal agencies, to schedule and coordinate large transportation, wastewater, mapping and GIS, and building projects, which receive funding from outside City sources.
- Serve as manager of the Madison Stormwater Utility, Madison Sewer Utility, and the Retired Landfills (Landfill Remediation Fee).
- Prepare budgets and rate structures for the Madison Sewer Utility including the management of the maintenance of the public sewerage and drainage system.
- Administer the Division including approving payrolls, overseeing budget preparation and monitoring, functioning as Appointment Authority and performing other necessary administrative and supervisory tasks.

- Demonstrate a commitment to the City's racial equity and social justice initiatives (RESJI). Participate in and help lead city-wide and agency efforts toward implementing RESJI principles.
- 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 Engineer agrees to perform such functions and duties at a professional level of competence and efficiency. The City 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 that nothing herein shall be interpreted as modifying the obligations or terms Madison General Ordinance §3.35 (the Ethics Code).
- D. The City Engineer 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 Engineer 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 Engineer is not compensated for such activities. Nothing herein limits the City Engineer 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 Engineer 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 Engineer 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 Engineer shall continue to reside within the City of Madison for the

duration of this contract. As a condition of accepting this contract, the City Engineer agrees to waive any right to challenge this residency requirement, by court action or otherwise.

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

- A. The City Engineer salary shall be based on an annualized rate of \$147,000 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 Engineer shall not be entitled to receive any additional overtime compensation, compensatory time off, or bonuses.
- B. The City Engineer shall, in addition to the compensation provided in Paragraph A above, and except as otherwise set forth in the Agreement, receive the same benefits as all other non-represented professional employees in Compensation Group 18. These benefits 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.

**Vacation:** The City Engineer 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 Engineer shall be paid in full for credited but unused vacation existing at the expiration of this Agreement or upon the City Engineer's retirement, when qualified for receipt of Wisconsin Retirement Fund benefits. In the event the City Engineer leaves employment with the City, but does not retire, the City Engineer shall be entitled to payment for one-half (50%) of any unused sick leave to which the City Engineer would otherwise be entitled.

**Floating Holiday:** The City Engineer shall be entitled to 3.5 floating holidays per year. If the City Engineer leaves the position before the end of the contract period or leaves the position at the end of the contract period, any unused floating holidays are forfeited. If the City Engineer retires and qualifies for WRS benefits, any unused floating holidays will be paid out at retirement.

**Sick Leave:** If the City Engineer leaves the position before the end of the contract period, the Engineer shall be entitled to payment in full (100%) of any earned but unused City sick leave accumulated prior to the start of this current contract period. The Engineer shall be entitled to one-half (50%) of any earned but unused sick leave accumulated to the day the Engineer terminated City employment during the current contract period. If the City terminates the Engineer's contract before the end of the contract period or

the Engineer leaves the position at the end of the contract period or the Director retires during the contract period and qualifies for WRS benefits, they shall be entitled to payment in full (100%) of any earned but unused sick leave accumulated to the day of termination.

*Vacation Conversion:* If the City Engineer accrues a balance of more than five weeks from the preceding year(s), the Engineer may elect to convert up to ten (10) days of their annual vacation to an amount of cash equivalent, calculated on their regular earnings. The Engineer shall apply for such conversion option in accordance with City procedures, and such amount shall be paid in a manner determined by the City.

The City Engineer shall be eligible to participate at City expense in professional seminars, conferences, workshops and related meetings consistent with the role as City Engineer and in accordance with applicable Administrative Procedure Memoranda.

The City Engineer shall be reimbursed for relevant professional association and/or licensure dues.

The City Engineer Director shall be eligible for smart phone with data plan reimbursement up to seventy-five (\$75) dollars per month for City usage.

The City Engineer shall be eligible to be a vehicle monitor. The Director shall agree to abide by all policies and procedures found in APM 2-13 City Vehicle Driver Policy.

#### **IV. CONTRACT TERM**

This Agreement shall take effect on September 21 2022, and shall expire on September 20, 2027, unless terminated sooner as provided herein.

#### **V. AGREEMENT RENEWAL / NON-RENEWAL**

- A. The Mayor, in their sole discretion, may offer renewal of this Agreement to the City Engineer. The Mayor shall notify the City Engineer 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 Engineer 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 Engineer'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. The benefits enumerated in Section III. B. of the Agreement will be paid as

if the City Engineer left at the end of the contract period.

- B. The Mayor, in their sole discretion, may elect not to offer renewal of this Agreement to the City Engineer. In such event, the Mayor shall notify the City Engineer 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 Engineer is qualified. The benefits enumerated in Section III. B. of the Agreement will be paid as if the City Engineer left at the end of the contract period.

## **VI. EARLY TERMINATION OF AGREEMENT / MATERIAL BREACH**

- A. The City Engineer may elect to terminate this Agreement before the expiration of the contract period. If the Engineer provides less than forty-five (45) calendar days' notice in writing to the Mayor, the Engineer forfeits all rights to the cash equivalent of any of the benefits enumerated in Section III. B. of the Agreement. If the Engineer provides forty-five (45) calendar days' notice, or greater, in writing to the Mayor, the benefits enumerated in Section III. B. of the Agreement will be paid according to the terms of the Engineer leaving during the contract period. These forfeiture provisions do not apply if the City Engineer retires from this position and qualifies for benefits under the Wisconsin Retirement System.
- B. The Mayor may, in their sole discretion, terminate this Agreement within ninety (90) days of the expiration period defined in Section IV. A. of the Agreement. Early termination of the Agreement is accomplished by (a) notifying the City Engineer of the date of early termination, and (b) committing to pay, in a lump sum, the salary and benefits in Section III. B. that the City Engineer would have earned through the end of the contract period, together with payment of the City's share of any health insurance premiums through the end of the contract period. If this Agreement is terminated early through the provisions of this buy-out clause, the City Engineer's employment with the City ends on the early termination date.
- C. The Mayor may discharge the City Engineer for the Engineer's breach of a material provision of this Agreement after utilizing the procedure defined in Section VI. D of this Agreement. In the event of a discharge for the City Engineer's breach of a material provision of this Agreement, the Engineer shall forfeit all compensation and benefits on the date of discharge.

- D. 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 of the alleged breach, of the specific provisions of this Agreement that were allegedly breached. After notification of the alleged breach, the parties shall meet within thirty (30) working days to resolve the alleged breach. If the issue is not resolved, the City Engineer may pursue contract remedies and the City may discharge the City Engineer under the terms of Section VI. C of this Agreement.
- E. The City retains the right, in its sole discretion, to abolish the position of City Engineer or to reorganize the position in the best interest of the City. In the event the City abolishes the position of City Engineer or reorganizes the to the extent that the position of City Engineer 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). The benefits enumerated in Section III. B. of the Agreement will be paid as if the City Engineer left at the end of the contract period.

## **VII. PERSONNEL ACTIONS**

- A. The City Engineer is subject to the Mayor's supervision and is, during the term of this Agreement, subject to the Mayor's authority to impose discipline or to discharge the Engineer for a breach of this agreement if deemed necessary. The City Engineer shall come to work and follow all applicable work rules including those designed to protect the interests and safety of the City, employees, and members of the general public. This includes all applicable Madison General Ordinances, Resolutions of the Common Council, Administrative Procedure Memorandums (APM), Mayor's Directives, Collective Bargaining Agreements, and City Personnel Rules. The City recognizes, however, that corrective action may be necessary if the Engineer fails to meet these expected standards. The purpose of any disciplinary action that the City takes is to correct behavior and is not intended to be merely a punitive action. Such disciplinary action shall be administered consistent with the accepted standards of just cause.
- B. The City Engineer is expected to prepare an annual work plan for their department. The City Engineer shall be evaluated annually by the Mayor to assess work performance. This evaluation shall include the establishment of departmental goals and an assessment of challenges and accomplishments. It may also involve soliciting input from other department heads, staff supervised by the Engineer, and/or Common Council Members.

## **VIII. 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 Engineer. The City retains the sole right to determine the organizational structure and overall functioning of the Engineering Department.

#### **IX. REOPENING THE AGREEMENT**

Either party may request that the Agreement be reopened for renegotiation if or when the City Engineer's duties or responsibilities change significantly. A "significant" change in the City Engineer'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 Departmental 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.

#### **X. LIABILITY PROTECTION**

The City shall defend and indemnify the City Engineer against and for any and all demands, claims, suits, actions and legal proceedings brought against them in their official capacity or personally for acts performed within the scope of their 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.

#### **XI. STATEMENT OF ECONOMIC INTERESTS**

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

#### **XII. DOCUMENTS AND MATERIALS PROPERTY OF THE CITY**

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

#### **XIII. APPEARANCE BEFORE ANY CITY ENTITY FOLLOWING SEPARATION FROM**



## **EMPLOYMENT**

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

### **XIV. NO ASSIGNMENT OR SUBCONTRACT**

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

### **XV. AMENDMENT**

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

### **XVI. 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.

### **XVII. ENTIRE AGREEMENT**

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

### **XVIII. 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.

### **XIX. 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

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

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
James Wolfe, City Engineer

APPROVED:

APPROVED AS TO FORM:

\_\_\_\_\_  
David P. Schmiedicke  
Finance Department

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