

**EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF MADISON  
AND  
MICHAEL P. MAY**

This Agreement made this 2nd day of July, 2019 by and between the City of Madison, a municipal corporation of Dane County, Wisconsin (hereafter, the "City") and Michael P. May, a natural person (hereafter, the "City Attorney").

WITNESSETH;

WHEREAS, the City desires to hire the Michael P. May as an employee of the City of Madison to perform the services described herein on its sole behalf as the City Attorney, and

WHEREAS, Michael P. May represents that he possesses the necessary knowledge, skill, abilities and experience to perform such services and is willing to perform such services as the City Attorney, and

WHEREAS, the Michael P. May has been duly selected and has been confirmed for appointment to the position of City Attorney by the Common Council of the City of Madison on July 2, 2019, 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 ATTORNEY HIRED**

Michael P. May is hired as a non-civil service employee of the City, holding the position of City Attorney pursuant to the terms, conditions and provisions of this Agreement. The City Attorney 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 City Attorney's Office in accordance with all appropriate City Ordinances and Mayor's Administrative Procedure Memoranda.

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

A. General Responsibilities:

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

This is highly responsible managerial, supervisory, and professional work in the administration of all legal services for the City of Madison. The work involves directing and providing legal consultation and legal services to: the Council; the Mayor; and all departments, divisions, committees, commissions, and boards of the City. This position manages the Office of the City Attorney (OCA) and is responsible for the performance and/or supervision of all related managerial, budgetary, and administrative activities. Work also includes substantial involvement in economic development and City financing projects and activities, insurance and liability issues, contractual relations, application of federal, state and local laws, supervision of litigation, and management level problem-solving and policy development. The work is characterized by a high level of legal expertise and professional judgment and discretion. Work is performed under the general direction of the Mayor, and the employee may serve on the Mayor's Management Team.

B. Examples of Duties and Responsibilities:

Hire, train, assign and manage staff for the OCA. Develop and administer the City Attorney's office budget. Manage the operations of the OCA including the development and administration of office policies, and the general administration of the office.

Plan, organize, direct and evaluate all activities of the staff of the OCA. Provide leadership and direct all activities of the legal staff in prosecuting and defending cases arising out of a violation of City ordinances and/or in which the City is involved as a party. Represent the interests of the City in all legal matters before any court or tribunal. Recommend, supervise and evaluate the services of outside counsel, as appropriate.

Provide leadership in the development and codification of all legal opinions prepared by the City Attorney's Office. Provide high-level expertise and/or provide leadership in consulting with and advising City officials in complex legal matters.

Serve as official reviser of the Ordinances. Manage the development and codification of the City Ordinances. Manage the preparation of all resolutions, deeds, contracts and other legal documents, and/or review all such documents for appropriate form and legality. Pass upon titles.

Oversee all proceedings relating to the issuance of general obligation and revenue bonds, the condemnation of lands and properties, and the annexation and/or acquisition of territory. Perform and/or oversee the legal and procedural aspects relating to economic development and City financing and other complex projects.

Attend Common Council meetings and serve as general counsel and parliamentarian for the City of Madison.

Carry out the duties and obligations of the City Attorney set out in Wis. Stat. sec. 62.09(12), including that the City Attorney “shall conduct all the law business in which the city is interested.”

Serve on the Mayor’s Management Team and participate in and/or lead other teams, committees and problem solving efforts

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.

Ability to instill a culture of continuous learning and a commitment to ongoing initiatives involving performance excellence systems.

Ability to 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 Attorney agrees to perform such functions and duties at a professional level of competence and efficiency. The City Attorney 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 Attorney 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 Attorney’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 Attorney is not compensated for such activities. Nothing herein limits the City Attorney 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 Attorney 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 Attorney 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 Attorney shall continue to reside within the City of Madison for the duration of this contract. As a condition of accepting this contract, the City Attorney agrees to waive any right to challenge this residency requirement, by court action or otherwise.

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

- A. The City Attorney's salary shall be based on an annualized rate of \$170,309 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 Attorney shall not be entitled to receive any additional overtime compensation, compensatory time off, or bonuses.
- B. The City Attorney 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 Attorney 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 Attorney 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 Attorney shall be paid in full for credited but unused vacation existing at the expiration of this Agreement or upon the City Attorney's retirement, when qualified for receipt of Wisconsin Retirement Fund benefits. In the event the City Attorney leaves employment with the City, but does not retire, the City Attorney shall be entitled to payment for one-half (50%) of any unused sick leave to which the City Attorney would otherwise be entitled.

3. The City Attorney shall be entitled to participate, at City expense, in professional seminars, workshops, and related meetings consistent with the role of City Attorney and according to applicable Administrative Procedure Memoranda, including attendance at 2 (two) annual conferences of the International Municipal Lawyers Association and attendance at the State Bar of Wisconsin Annual convention and the League of Municipalities Municipal Attorneys Institute legal seminars.
4. Dues for membership in the Wisconsin State Bar, American Bar Association, Dane County Bar Association, and related Sections, will be paid at City expense.
5. The City Attorney shall be eligible for smart phone with data plan reimbursement up to seventy-five (75) dollars per month for City usage.
6. The City Attorney 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 May 18, 2019, and shall expire on May 17, 2024, unless terminated sooner as provided herein.
- B. The Mayor, in his/her sole discretion, may offer renewal of this Agreement to the City Attorney. The Mayor shall notify the City Attorney 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 Attorney 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 Attorney'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.

- C. The Mayor, in his/her sole discretion, may elect not to offer renewal of this Agreement to the City Attorney. In such event, the Mayor shall notify the City Attorney 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 Attorney 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 Attorney is qualified.
- D. In the event of non-renewal of this Agreement, under either Paragraphs B or C 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 Attorney of the date of early termination, and (b) committing to buy out the balance of this Agreement by paying the City Attorney 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 Attorney's employment with the City ends as of the date of early termination

## **V. PERSONNEL ACTIONS**

- A. The City Attorney 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 Attorney for a breach of this agreement if deemed necessary. The City Attorney 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. The City recognizes, however, that corrective action may be necessary if the City Attorney 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 Attorney is expected to prepare an annual work plan for their department. The City Attorney 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 City Attorney, and/or Common Council Members.

## **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 Attorney. The City retains the sole right to determine the organizational structure and overall functioning of the City Attorney's Office.

## **VII. REOPENING THE AGREEMENT**

Either party may request that the Agreement be reopened for renegotiation if or when the City Attorney's duties or responsibilities change significantly. A "significant" change in the City Attorney'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/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 City Attorney against and for any and all demands, claims, suits, actions and legal proceedings brought against him in his 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 Attorney 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 Attorney prepares or receives while this Agreement is in effect are the sole property of the City of Madison. The City Attorney 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 Attorney shall be subject to the provisions of Madison General Ordinance §3.35 (the Ethics Code).

**XII. TERMINATION OF AGREEMENT**

- A. The City Attorney may unilaterally terminate this Agreement during its term. If the City Attorney unilaterally terminates this Agreement on less than forty-five (45) calendar days' notice in writing to the Mayor, the City Attorney 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 Attorney 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 Attorney unilaterally terminates this agreement on forty-five (45) or more calendar days' notice in writing to the Mayor, the City Attorney 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 Attorney'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 Attorney, the City Attorney 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 Attorney or the City may pursue contract remedies.
- C. The City retains the right, in its sole discretion, to abolish the position of City Attorney or to reorganize as it deems in the best interest of the City. In the event the City abolishes the position of City Attorney or reorganizes the Office of the City Attorney to the extent that the position of City Attorney 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 Attorney 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

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

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Witness

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

APPROVED:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Patricia A. Lauten, Deputy City Attorney