



## FINANCE DIRECTOR/COMPTROLLER/CITY TREASURER EMPLOYMENT CONTRACT

This contract and agreement made and entered into by and between the City of West Allis ("City"), a municipal corporation organized and existing by virtue of the laws of the State of Wisconsin, and Peggy Steeno ("Steen"), currently a non-West Allis resident.

### RECITALS:

*WHEREAS*, the Common Council has established the position of Finance Director/Comptroller/City Treasurer in the unclassified service of the City; and

*WHEREAS*, the Finance Director/Comptroller/City Treasurer is appointed by and responsible to the Common Council for the performance of her duties; and

*WHEREAS*, the City Administrator of the City of West Allis has recommended the appointment of Steeno to the position of Finance Director/Comptroller/City Treasurer, the Common Council has approved her recommended appointment, and Steeno has indicated her willingness to accept said position.

*NOW, THEREFORE*, it is hereby agreed by and between the City and Steeno:

*EMPLOYMENT*: The City does hereby employ Steeno in the position of Finance Director/Comptroller/ City Treasurer as set forth in the job description attached hereto as Exhibit 1 and subject to the terms and conditions hereinafter set forth.

*OATH*: Before entering upon the duties of her office, Steeno shall file an oath for the faithful performance of her duties and responsibilities as Finance Director/Comptroller/City Treasurer.

*RESPONSIBILITIES*: Steeno agrees to perform at a professional level of competence the services, duties and responsibilities of Finance Director/Comptroller/City Treasurer as set forth in the laws of the State of Wisconsin and the ordinances, resolutions, regulations and policies of the City which now exist or which may hereinafter be enacted.

Steen shall be responsible to the Common Council in the discharge of her duties and responsibilities; however, such duties and responsibilities shall be exercised under the supervision of the City Administrator of the City of West Allis on a day-to-day basis in accordance with directives of the Common Council, as applicable.

Steen agrees to devote full time to her duties and responsibilities as Finance Director/ Comptroller/City Treasurer and shall not engage in any pursuit which interferes with the proper discharge of said duties and responsibilities.

*TERM OF AGREEMENT*: Steeno shall assume her duties and responsibilities under this Agreement on January 1, 2017. Steeno shall serve for an indefinite term, subject to removal by the Common Council at pleasure, and without cause, by an affirmative vote of three-fourths (3/4) of all the members thereof, and upon sixty (60) days' notice prior to the effective date.

Steen may terminate her duties and responsibilities under this Agreement by submitting her written resignation sixty (60) days prior to the effective date.

*SALARY AND BENEFITS*: In consideration for the services rendered under this Agreement, the City will pay and provide salary and benefits to Steeno as follows:

- A. Salary: The salary will be One hundred eighteen thousand dollars (\$118,000.00) per annum, paid in twenty-six (26) installments by the City, less deductions required by federal and state laws and regulations or authorized directives as permitted by City policies. The salary shall be reviewed annually by the Common Council. Future salary levels shall be established at the discretion of the Common Council. [RMC 2.76(10)]
- B. Overtime: The normal work week shall be forty (40) hours. All services in excess of forty (40) hours per week, to include attendance at meetings of the Common Council and its Committees, shall be performed by Steeno without additional compensation. [RMC 2.76(9)(10)]

- C. Automobile Allowance: An automobile allowance shall be paid to Steeno under the terms and conditions specified in Ordinance No. 4735. All these allowable and reasonable expenses incurred in the performance of official City business shall be reimbursed in accordance with prevailing City policy.
- D. Vacations and Holidays: Steeno will be afforded 4 weeks (20 days) of vacation commencing in 2017 and annually thereafter until her years of service equate to a change in her vacation schedule in accordance with the provisions of Section 2.76(13) of the Revised Municipal Code. Holidays shall be recognized as provided in Section 2.76(16) of the Revised Municipal Code.
- E. Life Insurance: The premiums for life insurance costs under the City's group life insurance program, established pursuant to Revised Municipal Code Section 2.76(25), will be paid by the City at the same level as provided for other full-time employees.
- F. Health Insurance: Steeno will be afforded health and dental insurance coverage for her and any eligible family members effective upon date of hire. The premiums and premium share for health and dental insurance costs will be paid by the City and Steeno upon commencement of employment at the same levels as provided and paid for by other full-time employees under Section 2.76(12) of the Revised Municipal Code.
- G. Wisconsin Retirement Fund: The City and Steeno shall pay their respective employer and employee shares to the Wisconsin Retirement Fund as specified by State law. [RMC 2.76(26)]
- H. Deferred Compensation Plan/Section 125 Plan: Steeno will be offered the opportunity to participate in such deferred compensation plan and Section 125 Plan as the City may establish. [RMC 2.76(6)]
- I. Worker's Compensation Benefits: On becoming eligible for weekly worker's compensation payments, Steeno will receive Worker's Compensation Benefits in accordance with Wisconsin law.
- J. Sick Leave: Steeno shall be afforded sick leave benefits when absent from duty on account of her own bona fide non-work-related illness or injury as provided in Section 2.76(11) of the Revised Municipal Code. Steeno shall be afforded a beginning bank of 30 work days (240 hours) upon her date of hire; accruals will commence after 12 months of employment pursuant to Policy 1430.
- K. Education, Training, Professional Fees: The City will pay educational, training, and professional membership fees on behalf of Steeno, as budgeted and in accordance with City policy.
- L. Outside Work: Steeno agrees to limit outside professional work and activity to outside City of West Allis boundaries.

*RESIDENCY*: Steeno currently maintains her residence outside the City of West Allis but is encouraged to become and remain a resident of the City of West Allis if at all possible.

*OTHER TERMS AND CONDITIONS*: All other terms and conditions of employment not specifically detailed herein shall be governed by the provisions of the Revised Municipal Code and applicable policies and procedures of the City of West Allis, and future amendments thereto, applicable to appointments in the unclassified service.

*CONFLICTS*: Any motions, resolutions and/or ordinances heretofore adopted by the Common Council, which are inconsistent with the terms of this Agreement, are hereby superseded by this Agreement.

*AMENDMENTS*: This Agreement is subject to amendment, alteration or addition only by subsequent written agreement between and executed by the City and Steeno where mutually agreeable. The waiver of any breach, term or condition of this Agreement by either party hereto shall not constitute a precedent in the future enforcement of all its terms and conditions.

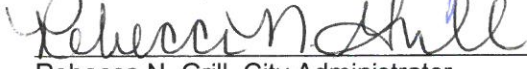
This Agreement constitutes the entire agreement between the parties hereto and no verbal statement shall supersede any of its provisions.

Dated this 6<sup>th</sup> day of December, 2016.

**CITY OF WEST ALLIS**

By:   
Dan Devine, Mayor

By:   
Thomas G. Lajsic, Council President

By:   
Rebecca N. Grill, City Administrator

By:   
Monica Schultz, City Clerk


I hereby accept the offer as stated in this Contract and agree to abide by its provisions.

Dated: 12/13/16 by Peggy Steeno, Peggy Steeno

Countersigned this 9<sup>th</sup> day of December, 2016, and I hereby certify that provision has been made to pay the liability that will accrue under this Contract between the City of West Allis and Ms. Peggy Steeno.

  
Kris Moen, Interim Finance Director/Treasurer/Comptroller

Approved as to form this 6 day of December, 2016

  
Scott Post, City Attorney