



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 67882

File ID: 67882

File Type: Resolution

Status: Items Referred

Version: 2

Reference:

Controlling Body: FINANCE
COMMITTEE

File Created Date : 10/13/2021

File Name: SUBSTITUTE - Resolution authorizing a double-fill of the position #780, of Accounting Technician 3 in the Finance Department due to the retirement of Wendy Murkve.

Final Action:

Title: SUBSTITUTE - Resolution authorizing a double-fill of the position #780, of Accounting Technician 3 in the Finance Department due to the retirement of Wendy Murkve.

Notes:

Sponsors: Satya V. Rhodes-Conway

Effective Date:

Attachments: File 67882 - Version 1.pdf

Enactment Number:

Author: Emaan Abdel-Halim, Human Resources Services Manager

Hearing Date:

Entered by: bgillitzer@cityofmadison.com

Published Date:

Approval History

Version	Date	Approver	Action
1		Elizabeth York	Approve
2		Elizabeth York	Approve

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	10/13/2021	Referred for Introduction				
	Action Text:		This Resolution was Referred for Introduction				
	Notes:	Finance Committee (10/25/21), Common Council (11/2/21)					
1	COMMON COUNCIL	10/19/2021	Referred	FINANCE COMMITTEE			
	Action Text:	This Resolution was Referred to the FINANCE COMMITTEE					
	Notes:						

Text of Legislative File 67882

Fiscal Note

The proposed resolution authorizes a double-fill of an Accounting Technician 3 position in the Finance Department due to a retirement. The estimated cost of the double-fill is approximately \$13,000, including benefits. This cost will be absorbed in the Finance Department's 2021 and 2022 Adopted Operating Budgets.

Title

SUBSTITUTE - Resolution authorizing a double-fill of the position #780, of Accounting Technician 3 in the Finance Department due to the retirement of Wendy Murkve.

Body

WHEREAS, Accounting Technician 3, Wendy Murkve, is retiring from City of Madison employment effective February 4, 2022; and,

WHEREAS, Wendy Murkve's last day of work will be January 7, 2022 and she will be using leave to cover the last 4 weeks of employment through the week of February 4, 2022; and,

WHEREAS, the position is critical to maintain high level of customer service for City special assessments and ambulance. This position is the liaison between the ambulance billing company and the collection agency, and handles all of the ambulance billing, payments, reconciliations, and inquiries. This position is responsible for monitoring special assessment projects in Legistar, entering preliminary and final assessments, entering special charges, responding to title companies, and creating invoices and processing payments from City residents. This position is also essential for adequate separation of duties for special assessment billing and payment processing; and,

WHEREAS, the double fill of the Accounting Technician 3 Position from December 7th, 2021 through the week of February 4, 2022, at an estimated cost of ~~\$8,842~~, including benefits of \$12,953. This cost will be absorbed in the Finance Department's 2021 and 2022 Adopted Operating Budgets; and,

WHEREAS, Finance would like to offer the position and have a candidate start at the beginning of December, in order to allow the selected candidate to work with Wendy Murkve to learn the position, and,

WHEREAS, the double-fill will exceed thirty (30) days,

NOW, THEREFORE BE IT RESOLVED, that the Finance Department is authorized to double-fill position #780 of Accounting Technician 3, from approximately December 7, 2021 through February 4, 2022, which will be Wendy Murkve's final date on the payroll.