



## Legislation Text

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**File #:** 54167, **Version:** 1

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### **Fiscal Note**

The proposed resolution authorizes the double-fill of an Administrative Analyst (Position #1161) in Fleet Services for up to four months in 2019, the estimated cost of the double fill is \$20,500 (including benefits). Costs associated with the double fill will be absorbed in Fleet's 2019 budget.

### **Title**

Authorizing a double-fill of the position, #1161, of Administrative Assistant at Fleet Services from approximately February 4, 2019, until May 10, 2019, due to the retirement of Cathy Mott.

### **Body**

WHEREAS, Administrative Assistant Cathy Mott is retiring from City of Madison employment effective May 10, 2019; and

WHEREAS, Ms. Mott's last day of work will be February 28, 2019, and she will be using leave to cover the last 2.5 months of employment; and

WHEREAS, this position is critical to the smooth operations of Fleet Services, as it processes payroll and performs other significant administrative responsibilities, and

WHEREAS, Fleet Services would like to hire someone to start February 4, 2019 in order to train before Ms. Mott is no longer in the office, and

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

NOW, THEREFORE BE IT RESOLVED, that the Fleet Services Division is authorized to double-fill the position of Administrative Assistant, position #1161, from approximately February 4, 2019 through May 10, 2019, which will be Ms. Mott's final date on the payroll.