City of Madison

City of Madison
Madison, WI 53703
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Legislation Details (With Text)

File #:	67882	**Version:**	2	**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.
Type:	Resolution			**Status:**	Passed
File created:	10/13/2021			**In control:**	Human Resources Department
On agenda:	11/2/2021			**Final action:**	11/2/2021
Enactment date:	11/5/2021			**Enactment #:**	RES-21-00751

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.

Sponsors: Satya V. Rhodes-Conway

Indexes:

Code sections:

Attachments: 1. 67882 v2.pdf, 2. 67882 v1.pdf

Date	Ver.	Action By	Action	Result
11/2/2021	2	COMMON COUNCIL	Adopt	Pass
10/25/2021	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
10/19/2021	1	COMMON COUNCIL	Referred	
10/13/2021	1	Human Resources Department	Referred for Introduction	

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.