

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: March 8, 2022

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Dennis Bubenik, Director of Finance

Topic: Oath of Office – Full-Time Water Billing Clerk

PURPOSE

A recent vacancy in the Finance Department was filled with internal candidate, Nerissa Major. Her first day in this full-time Water Billing position was January 10, 2022.

Nerissa began working part time for Homewood's Public Works Department in June 2016. In this role, Nerissa undertook a wide variety of administrative functions including serving as the administrator for Dude Solutions software. Her part-time experience in the Public Works Department was viewed as a great asset to the Finance Department.

Nerissa started working part time in April 2021 assisting the Finance Department with vehicle sticker sales and a variety of front counter duties. In July 2021, Nerissa was hired as a permanent part-time employee in the Finance Department, undertaking all the duties needed to operate the first floor Finance Department at Village Hall.

Nerissa frequents the trails and ponds of Izaak Walton where she can walk and fish with her family members. When Nerissa finds some free time she also enjoys sewing and crafting.

PROCESS

The Village of Homewood operates an Enterprise Fund for the functions of water and sewer services. Operating and capital expenses were budgeted over \$12.0 million this past year.

Homewood Public Works performs the day-to-day enterprise fund operating expenses and leads enterprise fund capital projects. Critical to this enterprise fund is the proper gathering of data used to bill for water and sewer use. The Homewood Finance Department operates with one full-time water billing clerk for this data gathering/billing function.

VILLAGE OF HOMEWOOD



OUTCOME

The Homewood Finance Department is pleased to retain Nerissa Major as a village employee to meet its enterprise operational needs, both now and into the future.

FINANCIAL IMPACT

- **Funding Source:** Water/Sewer Fund

LEGAL REVIEW

None

RECOMMENDED BOARD ACTION

Administer the oath of office to Nerissa Major for the position of Water Billing Clerk in the Finance Department.

ATTACHMENT(S)

None