



**MEMORANDUM**

**TO:** Urbana City Council  
**FROM:** Mayor Diane Wolfe Marlin  
**DATE:** June 13, 2022  
**RE:** **Staff Reappointments**

On September 13, 2021, the Urbana City Council revised Urbana City Code to allow for a maximum staff appointment period of two years (Ordinance No. 2021-08-038). I am recommending that all individuals on the attached list be appointed for the period July 1, 2022 through June 30, 2024.

Previously, the Urbana City Council approved appointments for persons serving in an Interim capacity. These include Sheila Dodd, Interim Director of Community Development Services (2/28/2022 – 2/13/2024 or until filled); Richard Surles, Interim Chief of Police (04/02/2022-04/01/2024 or until filled); and Matthew Bain, Interim Deputy Chief of Police (04/02/2022-04/01/2024 or until filled).

David Wesner (under contract with Evans, Froehlich, Beth & Chamley) serves as City Attorney, and I am recommending that he continue to do so for the period July 1, 2022 through June 30, 2024, unless we hire a staff City Attorney in the meantime.

**Introduction:** The following summaries of job responsibilities and information on the incumbents in those positions are provided to the City Council as information to support the Mayor's recommended appointments for July 1, 2022 through June 30, 2024. The Mayor has determined that all of these individuals are performing their job duties to her satisfaction.

## **Executive Department**

### **City Administrator**

**Job Summary:** This highly-responsible position serves under the general direction of the Mayor and is responsible for planning, directing, managing, and overseeing the daily activities and operations of the City of Urbana including the Police, Fire, Public Works, HR & Finance, Community Development Services, and Executive Departments; assisting with policy development, implementing policy decisions made by the Mayor and City Council; representing the City in intergovernmental initiatives, and any other activities as directed by the Mayor.

**Incumbent:** *Carol Mitten* has been City Administrator for four years. Before joining the City, Carol served as a Deputy County Manager in Arlington, Virginia; Executive Director for Urban Affairs and HQ Consolidation at the US Department of Homeland Security; and Director of the Office of Property Management in the District of Columbia (DC), and in various other roles in DC and federal government. She also served on the DC Zoning Commission. Carol has a master's degree in business administration.

### **Human Rights & Equity Officer**

**Job Summary:** The Human Rights and Equity Officer provides leadership, vision, and oversight to the Office of Human Rights and Equity with a mission of promoting and protecting human rights, civil rights, and supporting optimal community relations within the City of Urbana. Primary responsibilities relate to providing technical assistance and subject matter expertise in ways that support accessibility, social equity, and transformational change to advance the City's diversity, equity, and inclusion efforts, both internally and externally. The incumbent also serves as advisor to City staff and liaison between City administration and various community-based organizations, boards, and commissions.

**Incumbent:** *Carla Boyd* has been the City's Human Rights and Equity Officer for one year. Carla previously worked at Danville Area Community College for more than 23 years. She held various positions there, including Director of Career & Employment Services, Chief Diversity Officer, and Assistant Vice President for Student Services. Carla has a master's degree in education administration.

## **Information Technology Manager**

Job Summary: The Information Technology Manager works in partnership with other employees, departments, and external entities in delivering effective services. The IT Manager assumes full management responsibility for all IT division services and activities including information systems security and infrastructure, systems analysis, programming, hardware, software, communications, and records management. This includes the management of the City's information systems, supervision of staff and contractual programmers, development and design of various types of electronic information systems for personnel using City programs, UPTV, and the day-to-day administration of City's data processing operations.

Incumbent: *Sanford Hess* has been with the City as Information Technology Manager for more than eight years. Prior to that, he worked with a software company, providing solutions to state and local governments. There he worked for more than 20 years, starting as a Business Analyst, and advancing to Solutions Architect. Sanford has bachelor's degrees in math and history.

## **Special Advisor for Integrated Strategy Development (limited term, original appointment ends 6/30/2023)\***

Job Summary: This position is responsible for the integrated planning of all aspects of the City's Comprehensive Plan, including land use, infrastructure, City facilities, and economic development. The scope of this planning encompasses all of the City's development-based policy goals, including affordable housing, sustainability, and transportation safety, reliability, and accessibility. This position provides executive-level support to update and extensively modify the City's Comprehensive Plan. Full integration of the elements of the Plan is essential, and the incumbent is responsible for synthesizing all elements of the Comprehensive Plan into a coherent whole.

Incumbent: *Andrea Ruedi* has been in her current role with the City for more than two years. Her previous experience includes working as CEO of Fox Development Corporation, Deputy Director of the Illinois Center for Transportation, and President & CEO of Champaign County Chamber of Commerce. Andrea has a master's degree in business administration.

\*Completion of the Comprehensive Plan is delayed due to the pandemic. Mayor is recommending re-appointment through 6/30/2024.

## **Human Resources & Finance Department**

### **Human Resources & Finance Director/CFO**

**Job Summary:** The Human Resources & Finance Director / CFO is the chief fiscal officer of the City and the administrative director of the human resources function. This is advanced professional work managing a wide array of financial and human resources functions within the City's Human Resources & Finance Department. The incumbent is responsible for providing strategic and administrative oversight to the City's finance and accounting functions and for ensuring compliance with applicable laws and regulations. This position is also responsible for providing strategic and administrative oversight to the City's human resources program and provides direct leadership in the formulation, development, recommendation, and maintenance of the City's human resources policies, practice and procedures, classification and compensation, benefits administration, general human resources compliance, organizational development, and employee and labor relations.

**Incumbent:** *Elizabeth Hannan* has been with the City for more than seven years, initially as Finance Director (2014-19). She was promoted to her current role in December 2019. Before joining the City of Urbana, she worked at the City of Champaign for more than 25 years in various roles including 15 years in Finance (as a Financial Analyst and Financial Services Manager/Budget Officer), and 10 years as Administrative Services Manager in the Public Works Department. She holds a bachelor's degree in economics.

### **Deputy Finance Director**

**Job Summary:** The Deputy Finance Director plans, directs, and manages assigned municipal finance functions under administrative direction of the Human Resources & Finance Director/CFO. The position coordinates assigned activities with other departments and outside agencies; directs and coordinates accounting, auditing, financial reporting, customer service, and parking enforcement functions; and performs complex, high-level technical work. The Deputy Finance Director may act as department head when the Human Resources & Finance Director/CFO is absent.

**Incumbent:** *Shaennon Clark* has been the City's Deputy Finance Director for about one-and-a-half years. She has more than 25 years of accounting experience and is a Certified Public Accountant (CPA). She has worked in government, non-profit, and private sector organizations, both in accounting and financial analysis. She has a bachelor's degree in accounting.

## **Fire Department**

### **Fire Chief**

**Job Summary:** The Fire Chief provides leadership, mentorship, and strategic direction for the overall operation and management of the Urbana Fire Department. Primary responsibilities of the position include planning, directing, coordinating, and administering operational firefighting, fire prevention programs, rescue calls, emergency operations, medical services, facility/equipment maintenance, disaster preparedness, public education, training and employee development and training activities. This position responds to and assumes command of emergency incidents as needed.

**Incumbent:** *Kent "Demond" Dade* joined the City as Deputy Fire Chief in March of 2021 and was promoted to Fire Chief in May 2022. He was previously employed by the City of Quincy Fire Department for more than 20 years, and was promoted to Deputy Chief of Administration in 2019. He has also been an instructor at the Illinois Fire Service Institute (IFSI) for the past four years. He holds a number of certifications related to fire service and is a licensed paramedic. He has an associate's degree in applied fire science.

### **Deputy Fire Chief**

**Job Summary:** Under administrative direction, the Deputy Fire Chief coordinates the activities of the Operations Division within the Fire Department, including emergency operations, medical services, facility/equipment maintenance, disaster preparedness, public education, training and employee development, and related programs and services. This position responds to and assumes command of emergency incidents as needed; plans, delegates, assigns, and evaluates the work of Division Chiefs; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Fire Chief. The Deputy Fire Chief reports to the Fire Chief.

**Incumbent:** *Kyle Hensch* was promoted to Deputy Fire Chief in May 2022. He previously served for more than 22 years in the Urbana Fire Department. He was promoted through the ranks to Battalion Chief in 2014 before his recent appointment as Deputy Fire Chief. As a Battalion Chief, he was responsible for day-to-day shift operations. He is an Intermediate Emergency Medical Technician and holds a number of additional certifications related to fire service.

## **Public Works Department**

### **Public Works Director**

Job Summary: The Public Works Director provides strategic management and leadership for the Public Works Department including all public works services and public improvements. Public Works services include engineering, infrastructure maintenance, fleet maintenance, recycling programs, and the Landscape Recycling Center (LRC). This work includes establishing long-range plans, developing policies and procedures, preparing budgets, and reporting on activities to the City Council.

Incumbent: *Tim Cowan* was appointed Public Works Director in October 2021. Prior to his appointment, he served as Interim Public Works Director for one year. He has 14 years of experience in the private and public sectors. Tim previously worked for Donohue & Associates, C2 Engineers, the City of Danville, and Farnsworth Group. Tim has a bachelor's degree in civil engineering and is a licensed professional engineer.

### **Deputy Public Works Director**

Job Summary: The Deputy Director for Operations manages Operations Division staff; administers the Operations Division's budget; plans work and assigns crews for repair and maintenance of storm sewers, sanitary sewers, drainage ditches, streets, alleys, sidewalks, traffic, street lighting, traffic signs, traffic signals, municipal buildings, and parking systems and for snow/ice removal and manages special events permits. The position establishes policies and procedures, administers union contracts, and participates in the negotiations of those contracts. The Deputy Public Works Director reports to the Public Works Director.

Incumbent: *Vince Gustafson* has been with the City for 18 years. He started as a Building Maintenance Worker, was promoted to Facilities Supervisor in 2012, and to Deputy Public Works Director in 2019. Vince's previous experience includes more than seven years maintaining rental units. He has a bachelor's degree in forestry.

### **City Engineer**

Job Summary: The City Engineer is responsible for management of the Engineering Division, overseeing planning, surveying, designing, and construction of infrastructure improvements. This includes all streets, alleys, parking lots, sidewalks, parkways, and other infrastructure systems. The City Engineer reports to the Public Works Director.

Incumbent: *John Zeman* was appointed City Engineer in October 2021. He has 11 years of experience in all phases of transportation improvement projects and long-term preventive maintenance for public infrastructure. John previously worked for Farnsworth Group for more than eleven years. John has a bachelor's and a master's degree in civil engineering.

## **City Attorney**

Job Summary: The City Attorney is the chief legal advisor to the Mayor, City Council, and City staff and is responsible for the legal affairs of the City. The City Attorney performs complex executive and professional work as a legal advisor. The City Attorney prosecutes and defends litigation to which the City is a party, provides legal counsel, and attends City Council meetings.

Incumbent: *David Wesner*, of Evans, Froehlich, Beth & Chamley, is a contractor who fills the role of City Attorney. Mr. Wesner's practice primarily focuses on local government law and real estate. He has over 25 years of experience representing municipalities and other units of local government in a wide variety of matters. Mr. Wesner earned a BA from the University of Illinois at Urbana-Champaign and JD from Ohio Northern University. He is a member of the Champaign County and Illinois State Bar Association and the Illinois Institute for Local Government Law.