



MEMORANDUM

TO: Tod Satterthwaite, Mayor

FROM: Bruce Walden, Chief Administrative Officer

DATE: August 12, 2004

RE: Appointment of Assistant Chief of Police

I am writing to convey the staff recommendation regarding an appointment to the position of Assistant Chief of Police, Police Department.

The vacancy was locally and regionally advertised, generating an applicant pool of 36 candidates. The Personnel Manager and Police Chief screened the resumes. Six candidates were invited to interview and five accepted. Champaign County Sheriff Daniel Walsh, Personnel Manager Mona Shannon, and Chief Eddie Adair served on the panel interview team. The panel has unanimously recommended that Mr. Michael Bily be appointed to this position. Mr. Bily has the managerial, technical and personal skills to successfully fill the position. He has a Bachelor of Science degree in Law Enforcement Administration from Western Illinois University and has completed over 2200 hours of law enforcement training, including Northwestern University's Center for Public Safety "School of Staff and Command." He has twenty-two years of progressive law enforcement experience, including nine years of proven leadership as an Urbana Lieutenant.

Mr. Bily is recommended for appointment effective August 17, 2004.

Bruce K. Walden
CHIEF ADMINISTRATIVE OFFICER

August 12, 2004

Dear Council Members:

With this letter, I am recommending the appointment of Michael Bily to the position of Assistant Chief of Police, Police Department. This appointment will be on the agenda for the August 16, 2004 City Council Meeting.

Mr. Bily has a Bachelor of Science degree in Law Enforcement Administration from Western Illinois University and has completed Northwestern University's Center for Public Safety "School of Staff and Command." He has twenty-two years of progressive law enforcement experience, including nine years as a Lieutenant with the Urbana Police Department. His numerous accomplishments are highlighted on the attached resume.

Based upon these qualifications, I am pleased to submit the appointment of Michael Bily to the position of Assistant Chief of Police, Police Department for your confirmation. Mr. Bily's appointment will be effective August 17, 2004.

Sincerely,

Tod Satterthwaite
Mayor