



CITY OF
URBANA

Office of the Mayor
Diane Wolfe Marlin

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TO: Urbana City Council
FROM: Diane Wolfe Marlin
RE: FY22 Staff Re-Appointments
DATE: June 28, 2021

I am pleased to submit the FY22 Staff Re-Appointments for your approval.

Over the past year, we updated position of the Human Relations Officer to Human Rights and Equity Officer and created the positions of Deputy Fire Chief and Deputy Finance Director. The Senior Advisor for Integrated Strategy Development is a limited term position related to development of the Comprehensive Plan

Several vacant positions are listed. The City currently is contracting for services with GovHR (Tim Cowan - Public Works Director/City Engineer) and Evans, Froehlich, Beth and Chamley (David Wesner-City Attorney.)

I have also listed one position, Grants Manager, which will be moved into Civil Service. City Code does not require the Grants Manager to be an annual appointment.

Mayor's Staff Reappointments for July 1, 2021 through June 30, 2022

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, 2021 through June 30, 2022. 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 three years. Before joining the City, Carol served as a Deputy County Manager in Arlington, VA, 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 where the mission is promote and protect human rights, civil rights, and support 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* was appointed Human Rights and Equity Officer by the current City Council on May 25, 2021. 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.

(Executive Department continued on next page)

Mayor's Staff Reappointments for July 1, 2021 through June 30, 2022

Executive Department (continued)

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 responsibility for all IT 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 seven years. Prior to that, he worked with a software company, providing solutions to state and local governments. He started as a Business Analyst, advancing to Solutions Architect, over more than 20 years. Sanford has bachelor's degrees in math and history.

Special Advisor for Integrated Strategy Development (limited term, 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 will encompass all of the City's development-based policy goals, including affordable housing, sustainability, and transportation safety, reliability, and accessibility. The purpose of this position is to provide 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 one year. 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.

Mayor's Staff Reappointments for July 1, 2021 through June 30, 2022

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 is responsible for ensuring compliance with applicable laws and regulations. This position is also responsible for providing strategic and administrative oversight to the City's human resource program and provides direct leadership in the formulation, development, recommendation, and maintenance of the City's human resource 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 six years, initially as Finance Director (2014 – 2019). She was promoted to her current role in December of 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* joined the City in January of 2021 as Deputy Finance Director. 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.

Mayor's Staff Reappointments for July 1, 2021 through June 30, 2022

Police Department

Police Chief

Job Summary: The Police Chief leads the Police Department in their mission to protect life, property and the constitutional rights of all citizens within the City's jurisdiction; to serve our citizens by enforcing the law, preserving the peace, and reducing the fear of crime; and to help create a safer environment in which to live, work, and play through problem solving and collaboration with our citizens. This position is responsible for the administration and management of the Police Department; plans, directs, coordinates, and administers police operations, support and training activities; and is responsible for ensuring compliance with applicable laws and regulations.

Incumbent: *Bryant Seraphin* has been with the City for almost 27 years, starting as a Police Officer. He was promoted through the ranks to Sergeant (2002 – 2007), Lieutenant (2007- 2017), and Deputy Chief (2017 – 2019), before being appointed Police Chief in 2019. Bryant holds a bachelor's degree in sociology with a specialization in criminology.

Deputy Police Chief

Job Summary: The Deputy Police Chief is responsible to the Chief of Police for the administration of all Police operations including enforcement of traffic laws, crime prevention, patrol and criminal investigation, administration of the records management system, animal control services, budget, and grant management. The position assists the Chief of Police in the administration of the department budget and supervises both sworn and civilian (uniform and non-uniform staff). The Deputy Police Chief reports to the Police Chief.

Incumbent: *Richard (Rich) Surlis* has been with the City for almost 24 years, starting as a Police Officer and moving through the ranks as a Sergeant (2010 – 2015) and Lieutenant (2015 – 2019), before being promoted to Deputy Police Chief in 2019. He has also served as an adjunct instructor at the University of Illinois Police Training Institute (PTI). He has a bachelor's degree in sociology with a specialization in criminology. He has completed the Northwestern University School of Police Staff and Command.

(Police Department continued on next page)

Mayor's Staff Reappointments for July 1, 2021 through June 30, 2022

Police Department (continued)

Lieutenants

Job Summary: A police lieutenant is a sworn supervisor of a division of the Urbana Police Department. This position is responsible for scheduling, assigning, coordinating, directing, and inspecting the work of shift subordinates; directly supervising and evaluating the work of shift Police Sergeants; and coordinating, directing, and supervising subordinates in compliance with Illinois Compiled Statutes, policy and procedures, and rules and regulations. Police Lieutenants report to the Deputy Police Chief. Police Lieutenants are assigned to Patrol (two Lieutenants), Criminal Investigations, or Support Services.

Incumbent: *David (Dave) Smysor* has been with the City for 20 years, and currently serves as a Lieutenant in Criminal Investigations. Dave serves as the Police Department's representative on the Children's Advocacy Center board. In addition, he is the primary contact for juvenile procedures and legal updates. He is also the public information officer for the department. He was promoted to Lieutenant in 2019. He served as a Sergeant from 2017 to 2019, and as a Patrol Officer from 2001 to 2017. He has a bachelor's degree in law enforcement and psychology. He also served in the Illinois National Guard.

Incumbent: *Jason Norton* has been with the City for 22 years. He was promoted to Lieutenant in 2017, having previously served as a Sergeant (2010 – 2017) and Police Officer (1999 – 2010). He currently serves as a Lieutenant in Patrol where he oversees a variety of areas, including vehicle fleet maintenance and patrol staffing. Jason also supervises neighborhood watch efforts and is a member of the City's problem properties committee. He has also served as an adjunct instructor at the University of Illinois Police Training Institute. Jason worked as a Correctional Officer at the Champaign County Sheriff's Office and served in the US Marine Corps prior to joining the City of Urbana.

Incumbent: *James (Cory) Koker* has been with the City for more than 21 years. He started as a Police Officer, and was promoted to Sergeant in 2012, and then to Lieutenant in 2021. He currently serves as a Lieutenant in Patrol where he sits on the Champaign County Re-entry Council as well as the City's Development Review Team. Cory coordinates the department's Crisis Intervention Team efforts as well as other departmental efforts associated with those in a behavioral crisis. He has also served as an adjunct instructor at the University of Illinois Police Training Institute (PTI). Cory has a bachelor's degree in criminal justice.

Incumbent: *Matthew (Matt) Bain* has been with the City for more than 21 years. He started as a Police Officer, was promoted to Sergeant in 2017, and then to Lieutenant in 2019. He currently serves as Lieutenant in Support Services. Matt oversees all of the civilian staff, including all of the front desk personnel. In addition, he coordinates the department's training programs and is the administrator for the records management system. He has also served as an adjunct instructor at the University of Illinois Police Training Institute (PTI). He has a bachelor's degree in criminal justice and psychology.

Mayor's Staff Reappointments for July 1, 2021 through June 30, 2022

Fire Department

Fire Chief

Job Summary: The Fire Chief provides leadership 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, disaster preparedness, public education, and training and employee development.

Incumbent: *Charles (Chuck) Lauss* has served as Fire Chief since September 2018. He has 34 years of Fire Service experience, 19 of those as a Chief Officer. He previously worked in Peoria as Assistant Fire Chief and Fire Chief; before that, he moved through the ranks to become Fire Chief in Pekin. He has several fire service related certifications and has completed the Executive Fire Officer program at the National Fire Academy. He has a master's degree in executive fire service leadership.

Deputy Fire Chief

Job Summary: Under administrative direction, manages, supervises, 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: *Kent (Demand) Dade* joined the City as Deputy Fire Chief in March of 2021. He was previously with 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.

(Fire Department continued on next page)

Mayor's Staff Reappointments for July 1, 2021 through June 30, 2022

Fire Department (continued)

Division Chiefs

Job Summary: Under general direction, Division Chiefs supervise and coordinate the activities of a shift within the Fire Department; respond to emergency incidents and monitor and manage operations and activities in the field to ensure safety and compliance with best practices and adherence to policies, procedures, and legal requirements; and manage complex emergency service and administrative work at a senior command level. Division Chiefs report to the Deputy Fire Chief.

Incumbent: *Kyle Hensch* has been with the City for 22 years. He started as a Firefighter and moved through the ranks of Company Officer / Lieutenant (2006 – 2013) and Captain (2013 – 2014), before he was promoted to Division Chief in 2014. Before joining the City, he served as a volunteer firefighter for Sidney Fire Protection District.

Incumbent: *Clinton (Clint) Weidert* has been with the City for more than 29 years. He started as a Firefighter and moved through the ranks of Company Officer / Lieutenant (1997 - 2017) and Captain (2017 - 2020), before his promotion to Division Chief in 2020. He has also served as a volunteer firefighter with Edge-Scott Fire Protection District.

Incumbent: *Michael (Mike) Wallace* has been employed with the City for more than 25 years. He started as a Firefighter and moved through the ranks of Engineer (2009 – 2011), Lieutenant (2011 – 2019), and Captain (2019 – 2020), before being promoted to Division Chief in 2020. Before joining the City, he served as a volunteer firefighter for Cornbelt Fire Protection District.

Mayor's Staff Reappointments for July 1, 2021 through June 30, 2022

Public Works Department

Deputy Public Works Director for Operations

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 special events permits. The position establishes policies and procedures, administers union contracts, and participates in the negotiations of those contracts. The Deputy Director for Operations reports to the Public Works Director.

Incumbent: *Vincent (Vince) Gustafson* has been with the City for 17 years. He started as a Building Maintenance Worker, was promoted to Public Facilities Supervisor in 2012, and to Deputy Public Works Director for Operations in 2019. Vince's previous experience includes more than seven years maintaining rental units. He has a bachelor's degree in forestry.

Mayor's Staff Reappointments for July 1, 2021 through June 30, 2022

Community Development

Director of Community Development

Job Summary: The Director of Community Development is responsible for the administration and management of the Community Development Services Department and has overall responsibility for planning, zoning, economic development, Block Grant programs, home and community compliance with building, electrical, plumbing, mechanical, and property maintenance codes and land development ordinances.

Incumbent: *Lorrie Pearson* has been with the City for more than six years, first as Planning Manager. She was promoted to Community Development Director in October of 2019. Lorrie previously held positions as Planning & Zoning Administrator in Evanston, IL, Land Development Manager in Champaign, and as Planner in Arlington County, VA, Alexandria, VA, and with the Metropolitan Washington Council of Governments in Washington, DC. She is certified by the American Institute of Certified Planners (AICP), and is a Leadership in Energy and Environmental Design Accredited Professional (LEED AP). She has a master's degree in urban planning.

City of Urbana Staff Re-Appointments
Effective July 1, 2021 through June 30, 2022

Executive Department

Carol Mitten	City Administrator
Carla Boyd	Human Rights and Equity Officer
Sanford Hess	Information Technology Manager

Community Development Services Department

Lorrie Pearson	Community Development Services Director
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Human Resources & Finance Department

Elizabeth Hannan	Human Resources & Finance Director/CFO
Shaennon Clark	Deputy Finance Director

Fire Department

Charles Lauss	Fire Chief
Kent Demond Dade	Deputy Fire Chief
Kyle Hensch	Fire Division Chief
Clinton Weidert	Fire Division Chief
Michael Wallace	Fire Division Chief

Police Department

Bryant Seraphin	Police Chief
Richard Surles	Deputy Police Chief
Jason Norton	Police Lieutenant
Dave Smysor	Police Lieutenant
Matt Bain	Police Lieutenant
James Cory Koker	Police Lieutenant

Public Works

Vince Gustafson	Deputy Public Works Director for Operations
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Executive Department - Limited Term Appointment

Andrea Ruedi	Senior Advisor for Integrated Strategy Development
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Vacant Appointed Positions (currently filled through contracted services)

Public Works Director (PW)
City Engineer (PW)
City Attorney (Executive)

NOTE: Moving to Civil Service

Grants Manager (CD)