

August 8, 2002

Dear Council Members:

With this letter, I am recommending the appointment of Gordon Skinner to the position of Building Safety Division Manager. This appointment will be on the agenda for the August 12, 2002 Committee of the Whole Meeting.

Mr. Skinner holds a Bachelor's degree in Government with a minor in Economics from Southern Illinois University. He has been a building trades journeyman plumber and pipefitter and has served as the City of Urbana's plumbing and mechanical inspector since 1988. He has numerous building inspection certifications by Building Officials Code Administrators International, Inc. (BOCA). Gordon's background is detailed on the attached resume. Gordon has served in the role of Acting Building Safety Division Manager since February of this year, a period in which record-breaking construction activity has been occurring in the City. Gordon has consistently exhibited an outstanding level of leadership, customer service and inspection activity.

Based upon these qualifications and the positive recommendations of the selection committee, I am pleased to submit the appointment of Gordon Skinner to the position of Building Safety Division Manager for your confirmation.

Sincerely,

Tod Satterthwaite  
Mayor



## MEMORANDUM

TO: Tod Satterthwaite, Mayor

FROM: Bruce Walden, Chief Administrative Officer

DATE: August 8, 2002

RE: Building Safety Division Manager Appointment

I am writing to convey the staff recommendation regarding an appointment to the position of Building Safety Division Manager.

The vacancy was regionally and nationally advertised in newspapers and in the publications of the Building Officials and Code Administrator's (BOCA) International organization. Applicants were preliminarily screened by an internal technical committee consisting of Personal Manager Ron Gremore, Acting Personnel Manager Vacellia Clark, Community Development Director Libby Tyler, and Facilities Manager Pat Pioletti. Approximately one-third of the 30+ applicants were sent a follow-up questionnaire for further evaluation. From the results of the submitted questionnaires and other application materials, the technical committee identified the top candidates for in-person interviews.

Interviews were conducted by you and I, members of Community Development management and Building Safety Division staff, and an interview panel composed of City staff, Building Safety customers, and individuals knowledgeable about the technical aspects of the position. Participating members of the interview panel consisted of Paul Tatman, president of the Urbana Business Association and a local builder and developer; Garry Bowman, Building Safety Supervisor for the City of Champaign; Gary Burgett, Burgett/Smith Architects; Barb Stiehl, Assistant to the Public Works Director; Libby Tyler, Community Development Director; and Kathleen Charleston, Assistant Personnel Manager.

The overall consensus of those involved was that Gordon Skinner is the top candidate and that he has the necessary background in building safety, new construction, inspections, management, and supervision to successfully fill the position on a permanent basis. Since taking on the position of Acting Building Safety Division Manager in February, Gordon has shown outstanding leadership, customer service, and management abilities during a time of extraordinarily high construction activity. Mr. Skinner will be a valuable asset to the staff in this position and is recommended for the appointment.

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Bruce K. Walden  
CHIEF ADMINISTRATIVE OFFICER