



MEMORANDUM

LAUREL LUNT PRUSSING, MAYOR

384-2456

September 1, 2005

TO: Council Members

FROM: Laurel Lunt Prussing, Mayor

RE: Appointment of Grants Division Manager

With this memo, I am recommending the appointment of John Schneider to the position of Grants Division Manager, Community Development Department. This appointment will be on the agenda for the September 6, 2005 City Council Meeting.

Mr. Schneider's numerous accomplishments are highlighted on the attached resume.

Based upon these qualifications, I am pleased to submit the appointment of John Schneider to the position of Grants Division Manager, Community Development Department for your confirmation. Mr. Schneider's appointment will be effective on or around September 21, 2005.

John A. Schneider

SUMMARY OF PROFESSIONAL EXPERIENCE, SKILLS & EDUCATION:

- **HUD Experience** - Over 18 years of experience administering CDBG and HOME programs during employment with City of Champaign and City of Urbana. Extensive experience working with diverse community, including government officials, HUD officials, low-income persons, social service agencies, persons with disabilities and community groups. Assisted in preparation of Annual Action Plan and Five-year consolidated plan; Managed HOME Rental Rehab program in both Cities of Urbana and Champaign. HUD trained in HOME program design and program monitoring, CDBG program requirements and the Uniform Relocation Act.
- **Supervision** - Current position duties serving as acting manger during absence of City of Champaign Neighborhood Programs Division manager and interviewing, training and supervising interns. Several years experience in supervising contractors and developers in housing rehabilitation projects, affordable housing development projects including Eads Street redevelopment (Urbana) and the Taylor Thomas Subdivision (Champaign). Over six years of experience supervising construction staff in both union and non-union projects. Duties included assisting with hiring, training and employee evaluation.
- **Administrative** - Extensive experience in the following areas: procuring services, preparing and administering contracts, preparing requests for proposals and bid documents; assist with Neighborhood Programs division budget preparation and grant application process; negotiator for real estate acquisition; preparation of housing rehab loan documents, homebuyer loan documents, maintaining loan portfolio; knowledge and experience with urban planning process; experience in preparing reports to City Council and making presentations to City Council and to the Neighborhood Services Advisory Board..
- **Customer Service**- Strong customer service experience using skills developed through eighteen years in municipal government; experienced facilitator of public meetings and internal team meetings; trained and experienced mediator.
- **Code Enforcement** - Knowledge of, and experience with Federal, State and Local laws and regulations regarding Community Development Block Grant, Federal HOME program, Davis-Bacon Prevailing Wage Law, Uniform Relocation Act and State and Federal Environmental Protection Laws. Also experienced with building code enforcement and requirements in housing rehabilitation and new construction projects.
- **Office Skills** - Proficient in word processing (Microsoft Word) experienced with spreadsheet (Microsoft Excel). Proficient in email processes through various programs.
- **Construction** - Over thirteen years experience in residential, commercial and industrial construction projects as journeyman carpenter, carpenter foreman, construction supervisor and general contractor.
- **Education** - Currently enrolled in Accelerated Learning Program at Parkland College for Associates Degree in Business Administration, anticipated completion date is Summer 2006 (Dean's List - 4.0 GPA). Plan to pursue Bachelors of Business Administration through Eastern Illinois University with projected completion in fall 2008. Pertinent job training and education ongoing throughout career; Champaign Central High School, graduated 1972.

EMPLOYMENT HISTORY:

<i>Date Employed</i>	<i>Position</i>	<i>Employer/Location</i>
2000 – Present	Community Development Specialist	City of Champaign/Champaign, IL
1995 – 2000	Housing Rehabilitation Technician	City of Champaign/Champaign, IL
1986 - 1995	Housing Rehabilitation Specialist	City of Urbana/Urbana IL
1985 – 1986	Carpenter	Valley Construction/Woodland Hills, CA
1983 – 1985	Construction Supervisor/Foreman	Bennett Farms/Malibu, CA
1982 – 1983	Carpenter Foreman	EZ Thomas Construction/E. Peoria, IL

CERTIFICATIONS/LICENSES:

National Development Council – Housing Development Finance Professional 2001
Occupational Training & Supply - Lead Inspector 2000
State of Illinois Asbestos Building Inspector 1996 -2003
University of Wisconsin-Madison -Electrical Inspector for Residential Rehab 1996
American Coaching Effectiveness Program – Leader Level Coach 1994
BOCA Building Inspector – 1988
State of Illinois Driver’s License – Current



MEMORANDUM

LAUREL LUNT PRUSSING, MAYOR

384-2456

September 01, 2005

TO: Urbana City Council Members
FROM: Laurel Lunt Prussing, Mayor
RE: Appointments

I am pleased to submit the following appointments for your approval.

Boneyard Creek Commissioner
Clark Bullard

509 W. Washington

Mr. Bullard is a Research Professor in Mechanical Engineering at the University of Illinois. He has been a resident of Urbana for 40 years. Mr. Bullard received his BS, MS and PhD from the University of Illinois at Urbana-Champaign. Mr. Bullard is currently a Board Member of Prairie Rivers Network and a member of Champaign County Soil & Water Conservation. His term would run to June 30, 2007.

Capital Development Board
Theodore Zernich

903 McHenry

Mr. Zernich is a Retired, former Director and Professor of the School of Art and Design at the University of Illinois. He has been a resident of Urbana for 33 years. Mr. Zernich has served on various art committees. This appointment is made on a project-to-project basis.

LLP:jr

Creation of Mayor's Task Force on Citizen Police Review

Mission: To study and recommend whether or not Urbana should establish a Citizen Police Review Board and report back to the Mayor and City Council in January 2006.

Appointments:

1. Assistant Chief Mike Bily, Urbana Police
2. Anthony Cobb, President, Urbana Lodge #70, Fraternal Order of Police
3. Ricky Baldwin, co- Coordinator, Coalition for Citizen Police Review
4. Jennifer Walling, co- Coordinator, Coalition for Citizen Police Review
5. Rev. Zernial Bogan
6. Carol Ammons, C-U Citizens for Peace and Justice
7. Tracy Parsons, Urban League
8. Elaine Gehrman
9. Esther Patt, ACLU