



Office of the Mayor

Laurel Lunt Prussing

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February 12, 2009

Urbana City Council Members Lynne C. Barnes, Brandon Bowersox, David Gehrig, Robert Lewis, Dennis Roberts, Charlie Smyth, and Heather Stevenson

Dear Council Members,

I am pleased to recommend for your approval the appointment of Richard T. Coyne as Operations Manager. Mr. Coyne's appointment will become effective on April 28, 2009 when the current Operations Manager, Jim Kelly, retires.

I am attaching a memo from William Gray which recommends Mr. Coyne's appointment

Sincerely,

Laurel

To: Laurel Lunt Prussing, Mayor
From: William R. Gray, Public Works Director
Date: February 5, 2009
Re: Appointment of Richard T. Coyne to the Position of Operations Manager

I am pleased to recommend to you Mr. Richard T. Coyne for appointment as the new Operations Manager in the Operations Division of the Public Works Department.

Rich has been a City of Urbana employee for the last 32 years starting as a Civic Center Custodian and working his way through three promotional opportunities to his current position of Operations Supervisor. Rich has held a variety of positions and responsibilities in the Operations Division that makes him qualified to perform the Operations Manager position. He has an Associates Degree in Construction Technology and Management from Parkland College and he has a University of Illinois Professional Supervision Program certification. Rich has received many safety, supervision and technical training certificates and has served as the department Safety Committee chair performing admirably for several years.

It is my pleasure to recommend Rich as the department's next Operations Manager.

Cc: Rich Coyne
Personnel File