



Office of the Mayor
Laurel Lunt Prussing

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July 12, 2012

TO: Urbana City Council Members Brandon Bowersox, Eric
Jakobsson, Robert Lewis, Diane Marlin, Dennis Roberts, Charlie
Smyth and Heather Stevenson

FROM: Laurel Lunt Prussing

RE: Mayoral Staff Appointments

I am pleased to recommend for your approval the appointment of Bruce
Cubberley as Arbor Manager and Scott Tess as Environmental Sustainability
Manager.

I am attaching the memos from Bill Gray which recommends the appointment of
Mr. Cubberley and Mr. Tess.





MEMORANDUM

TO: Mayor Laurel L. Prussing and Members of the City Council
FROM: William R. Gray, P.E., Public Works Director
DATE: July 12, 2012
RE: Appointment of Mr. Scott Tess to the Position of Environmental Sustainability Manager in the Public Works Department

It is my pleasure to recommend to you the appointment of Mr. Scott Tess to the position of Environmental Sustainability Manager in the Public Works Department. This position reports to the Public Works Director.

Scott has a Bachelor of Science degree in Natural Resources and Environmental Sciences from the University of Illinois, and is currently pursuing a Masters of Planning in Civic Urbanism from Rollins College in Winter Park, Florida. He has over six years experience working for Orange County, Florida in the Environmental Protection Division. Scott is involved with a countywide Climate Action Plan planning committee. While working in Orange County in an effort to advance community sustainability he was responsible for creating and coordinating a pollution prevention technical assistance program, new ICLEI STAR Community Index, business and resident outreach, grant writing and administration, green procurement, EPA WasteWise program, Florida Green Local Government Certification, green lodging and sustainability planning. He is a Leadership in Energy and Environmental Design (LEED) Green Associate, has received hazardous waste regulations training, wetland delineation training, and is a qualified Stormwater Management Inspector.

If appointed at the July 16th City Council meeting, Scott would begin serving as Environmental Sustainability Manager in August.

Scott R. Tess

300 E. South St. Unit 3011 Orlando, FL 32801

321-230-8691

scotttess@hotmail.com

Work Experience

- Mar 2009-Present **Orange County Environmental Protection Division
Pollution Prevention (P2) Program Coordinator**
Responsible for creating and coordinating P2 technical assistance program, business/resident outreach, grant writing/administration, green procurement, EPA WasteWise program, Florida Green Local Government Certification, green lodging, sustainability planning
- May 2006-Mar 2009 **Orange County Environmental Protection Division
Sr. Environmental Specialist**
Responsible for National Pollutant Discharge Elimination System (NPDES) compliance and enforcement
Responsible for NPDES education
- Jan 2005-May 2006 **Florida Department of Health, Division of Environmental Health
Environmental Specialist**
Responsible for soil evaluations, septic and well permitting
Responsible for investigating sanitary nuisance complaints
- May 2004-Jan 2005 **The Fund for Public Interest Research
Assistant Director, Tampa**
Responsible for all aspects of running grassroots environmental campaigns including recruiting, training, and managing staff

Credentials & Affiliations

LEED Green Associate
Qualified Stormwater Management Inspector
Completed Wetland Delineation training, RCRA Training
US Green Building Council Central Florida Chapter
Florida Pollution Prevention Roundtable
Metropolitan Environmental Training Alliance
Progressive Local Alliance for Community Enrichment

Education

- Oct 2011-May 2013 **Masters of Planning in Civic Urbanism**
Rollins College
- Oct 1999-Dec 2003 **B.S. in Natural Resources and Environmental Sciences**
Minor in Political Philosophy
Minor in Geography
University of Illinois at Urbana-Champaign, Cum laude
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MEMORANDUM

TO: Mayor Laurel L. Prussing and Members of the City Council
FROM: William R. Gray, P.E., Public Works Director
DATE: July 12, 2012
RE: Appointment of Mr. Bruce Cubberley to the Position of Arbor Manager in the Public Works Department

It is with great pleasure to recommend to you the appointment of Mr. Bruce Cubberley to the position of Arbor Manager in the Public Works Department. With the reorganization of the Arbor Division he will be the division head responsible for the forestry section, landscape section and Landscape Recycling Center facility. This position reports to the Public Works Director.

Bruce has a Bachelor of Science degree in Ornamental Horticulture from Purdue University, a Master of Science degree in Landscape Horticulture from the University of Wisconsin – Madison, and is a Certified Arborist. He has combined over ten years experience as a forestry and landscape manager with the cities of Mentor, Ohio, Shaker Heights, Ohio, and Westerville Ohio. Bruce has also worked with the Holden Arboretum in Kirtland, Ohio and the Longwood Gardens in Kennett Square, Pennsylvania. His responsibilities have included supervision of up to ten full time employees. Bruce was involved with tree planting, tree maintenance and tree removals and has considerable experience in landscape design, landscape architecture, and landscape installations. For the last five years Bruce has taught eight courses at Ohio State University Agricultural Technical Institute.

If appointed at the July 16th City Council meeting, Bruce would begin serving as Arbor Manager in August.

BRUCE P. CUBBERLEY

1958 Williams Way
Wooster, OH 44691
330-601-1601 (h)
740-403-1574 (c)

PROFILE

Professional with extensive hands-on managerial, teaching, and field experience. Accomplished at design, analyzing problems, and creatively contributing to an organization's success. Key strengths include:

- Staff Development
- Team Leadership
- Project Planning
- Data Management
- Teaching
- Problem Solving

PROFESSIONAL EXPERIENCE

OHIO STATE UNIVERSITY AGRICULTURAL TECHNICAL INSTITUTE, 2007-Present
Wooster, OH

Assistant Professor, Technology Coordinator, Landscape Horticulture

Currently teaching horticulture courses within the Landscape Horticulture major including: Introduction to Landscape Industry Practices, Landscape Construction, Landscape Estimating and Bidding, Plant Materials (herbaceous and woody), Principles of Landscape Design, Digital Design, Diseases of Ornamental Plants, and Sustainable Landscape Practices. Coordinate the development and management for the Landscape Horticulture major. Advise students in the Landscape Horticulture program. Conduct research with colleagues on Apple Scab of Ornamental Crabapples.

- Created new landscape major—Landscape Horticulture Technologies—with three options of study: landscape construction, landscape design, and landscape management. This replaced Landscape Contracting & Construction, added eight new classes, and doubled enrollment its first year.
- Provided leadership for reaccreditation of the Landscape Horticulture program from the Professional Landcare Network—making ATI one of eighteen two-year schools with this distinction.
- Supervised students in building three significant landscape construction projects on campus—giving our teaching gardens a strong public garden appearance.
- Wrote four of twelve study guide chapters for the new Ohio Nursery and Landscape Association's Certified Nursery Technician exam.

CITY OF WESTERVILLE, Westerville, OH 2005–2007

Parks and Urban Forest Manager

Supervised ten employees in forestry and landscape operations. Contract administrator for tree planting, vegetation control, pond management, and additional forestry work.

- Developed an access database to manage forestry operations by tracking service calls and work orders.
- Wrote operational procedures for landscaping and forestry, which helped the City acquire accreditation from the National Recreation and Parks Association.
- Designed and supervised landscape renovation for an urban mini-park.
- Implemented computerized tree inventory with using handheld computers and GPS equipment.

LONGWOOD GARDENS, Kennett Square, PA 2003–2004

Arboriculture and Groundskeeping Manager

Supervised eighteen employees in tree maintenance, large tree moving, turf program, perimeter land management (700 acres), composting (1,500 cubic yards), soil handling, and natural resource management. Contract administrator for outsourcing services in landscape maintenance, mowing, tree work, and farming. Co-managed \$14 million operating budget and \$500,000 capital budget.

- Directed production and installation for major Christmas lighting display (½ million lights), attracting 150,000 visitors.
- Improved document control for tree removals—ensuring proper scheduling, accurate plant records, and appropriate tree replacements.
- Prioritized snow removal process in an efficient and environmentally friendly manor—improving both staff morale and visitor experience.

CITY OF SHAKER HEIGHTS, Shaker Heights, OH

2000–2003

Superintendent of Forestry

Supervised nine employees in daily assignments for tree maintenance and removals with an inventory of 25,000 trees and a \$750,000 operating budget.

- Managed subcontracting process for planting 2,900 trees and removing 250 diseased elms.
- Created system reducing turn-around time by 50% for resident's work requests.
- Wrote grant resulting in a first time, \$15,000 tree-planting initiative.

CITY OF MENTOR, Mentor, OH

1998–2000

Urban Natural Resource Specialist

Contract administrator for outsourcing of tree planting, pruning, and removals (\$200,000 per year). Provided tree expertise to City engineers, planners, and public works.

- Designed, purchased materials, and supervised installation for a \$150,000 landscaping project.
- Directed biological survey, provided expertise for natural resource management plans, and created *Nature Corp* volunteer program for Mentor Lagoons—a newly acquired 450-acre park on Lake Erie.

THE HOLDEN ARBORETUM, Kirtland, OH

1987–1998

Coordinator of Horticulture Education (1992–1998)

Developed and administered certificate program in landscape horticulture and coordinated internship program. Taught certificate and elective courses in horticulture. Recruited American and international college students for internship program.

- Created successful certificate program with more than 200 participants—developing a core of students for programming and volunteering.
- Staffed horticulture and specialized internships with students in appropriate majors—improving existing internship program by marketing to a targeted audience.
- Received an **Honorable Mention** for exhibit entry in Floralscape (Cleveland's Flower Show). Designed exhibit landscape, selected appropriate plant materials for forcing, and supervised installation.

Coordinator of Horticulture Collections (1989–1992)

Supervised a crew of three with two interns in the summer. Duties included planting and establishing new plant accessions, all aspects of woody plant maintenance, and plant health care.

- Developed first systematic maintenance program for 280 acres of horticulture collections. After three-year program was completed the appearance of collections was greatly improved and mortality rates dropped by 25%.

Landscape Manager (1987–1989)

Assisted Grounds Superintendent in supervising employees, coordinating projects, keeping payroll records, purchasing materials, and preparing annual budget.

EDUCATION AND CERTIFICATION

MS—Landscape Horticulture, University of Wisconsin—Madison, Madison, Wisconsin

BS—Ornamental Horticulture, Purdue University, West Lafayette, Indiana

Certified Arborist, International Society of Arboriculture

North American Certificate in Horticulture, American Association of Botanical Gardens and Arboreta

New Tree Biology Workshop with Dr. Alex Shigo, Appalachian State University, Boone, North Carolina

Supervisor Management School, North Carolina State University, finished 1st year of a 2 year program

