



TO: Urbana City Council Members
FROM: Diane Wolfe Marlin, Mayor
RE: Staff Appointments
DATE: June 8, 2020

I am pleased to submit the Fiscal Year 2021 Staff Appointments for your approval.

I have also listed several positions that have been moved into civil service over the past year. These include the Sustainability and Resilience Officer in Public Works and two positions in Human Resources & Finance – the Administrative Services Manager and Financial Services Manager. In addition, the Planning Manager will be replaced by a Principal Planner position, which will also be in civil service.

Several vacant positions are also listed. Recruitment is underway for two Division Chiefs in the Fire Department, and I expect to recommend appointments to those positions no later than July. We continue to search for a Public Works Director, and are reviewing the status of the Economic Development Manager position. On a short-term basis, those activities will be managed by existing staff.

City of Urbana Mayoral Appointments
Effective July 1, 2020 through June 20, 2021**Executive Department**

Carol Mitten City Administrator
Sanford Hess Information Technology Manager
Andrea Ruedi Senior Advisor for Integrated Strategy Development
James L. Simon City Attorney

Community Development Services Department

Lorrie Pearson Community Development Services Director
Sheila Dodd Grants Manager

Human Resources & Finance Department

Elizabeth Hannan Human Resources & Finance Director/CFO
Vacellia Clark Human Relations Officer

Fire Department

Charles Lauss Fire Chief
Kyle Hensch Division Chief
Phillip Edwards Fire Marshal

Police Department

Bryant Seraphin Police Chief
Richard Surles Deputy Police Chief
Jason Norton Police Lieutenant
Joel Sanders Police Lieutenant
David Smysor Police Lieutenant
Matthew Bain Police Lieutenant

Public Works

Vince Gustafson Deputy Public Works Director for Operations
Justin Swinford Interim City Engineer

Moved to Civil Service (since last annual appointment)

Sustainability and Resilience Officer (PW)
Administrative Services Manager (HRF)
Financial Services Manager (HRF)
Principal Planner – replaces Planning Manager (CD)

Vacancies Under Active Recruitment

Public Works Director
Division Chief – Fire (2)

City Clerk - term ending May 3, 2021

Phyllis D. Clark

FOIA Officer

Curt Borman, Assistant City Attorney