

DATE: Wednesday, July 30, 2025

TIME: 4:00 P.M.

PLACE: Urbana City Council Chambers, 400 S. Vine St., Urbana, IL 61801

The Urbana Civil Service Commission met in a regular session on June 25, 2025.

Commissioners present: Traci Nally, William Gray, Thomas Betz

Commissioners absent:

Staff present: Femi Fletcher, Human Resources Manager

Molly Lynch, Executive Assistant

Proceedings

Commissioner Nally called the meeting to order at 4:01 p.m., and Molly Lynch recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

Approval of Minutes

Staff presented to the Commission the minutes of the June 28, 2025, meeting of the Commission for approval. Commissioner Betz moved to approve the minutes. Commissioner Gray seconded, and the minutes were approved.

Public Participation

None.

Action Items

A. Request to decertify register: Maintenance Worker

Human Resources staff presented this item to the Commission and explained the recruitment has been ongoing for two years due to turnover and promotions and that decertifying the register will allow staff to update the recruitment and advertising and create a new register. Commissioner Betz moved for adoption; Commissioner Gray seconded. Motion carried.

B. Request to expand register of eligibles: Financial Services Supervisor

Human Resources staff presented this item to the Commission and explained the current register was created approximately one year ago and that, due to turnover, there was a need to expand the register with additional available, qualified applicants. Commissioner Gray moved adoption; Commissioner Betz seconded. Motion carried.

C. Request to amend Rule 6.6 – Promotional Examinations

Human Resources staff presented this item to the Commission and explained that the proposed changes reflect removal of the written test requirement for Police Lieutenant promotional examinations, defining specific promotional examinations, and clarifying allowable non-competitive promotions among all Civil Service classifications, and some general language clean-up. While reviewing the proposed changes,

commissioners noted two grammatical corrections in the Police Lieutenant language. Commissioner Nally moved adoption with those corrections. Commissioner Gray seconded. Motion carried.

Informational Items

The Urbana Free Library provided two informational memos. Commissioner Gray made inquiries regarding the history of TUFL's Facilities Supervisor position; City staff indicated that those would be passed on to TUFL staff.

City of Urbana staff provided the following updates in Civil Service positions:

- New Hires: Code Compliance Inspector II, Meter Maintenance Technician I, Police Services Representative
- Separations: Financial Services Supervisor, Police Officer, Planner II

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:27 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant