
DATE: Wednesday, April 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 April 30, 2025.

Commissioners present: Traci Nally, William Gray

Commissioners absent: Thomas Betz

Staff present: Michelle Brooks, Labor and Employee Relations Manager/Assistant City Attorney

Molly Lynch, Executive Assistant

Proceedings

Commissioner Nally called the meeting to order at 4:03 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 March 26, 2025, meeting of the Commission for approval. Commissioner Gray moved to approve the minutes. Commissioner Nally seconded, and the minutes were approved.

Public Participation

None.

Action Items

A. Request to modify classification:

i. Parking Enforcement Officer I

Staff presented this item and explained that the proposed modifications were made in anticipation of filling vacancies in the position, and were intended to attract a broad pool of qualified applicants.

ii. Parking Enforcement Officer II

Staff presented this item and explained that the proposed modifications were made to more clearly distinguish the path for career advancement in this series. Commissioner Gray expressed appreciation for the fact that the modified job descriptions included language indicating that the positions will be reporting damaged, faded, and or missing signage to the Public Works Department. Commissioner Gray also inquired as to how many Parking Enforcement Officers are currently employed, and whether it is possible for all incumbents to occupy the higher level in the series at the same time. Staff explained that these are AFSCME positions and that our current Parking Enforcement Officer has been a Parking Enforcement Officer I for a while now, and would have the opportunity to bid the position of Parking Enforcement Officer II first. Commissioner Gray moved for approval of both items in omnibus fashion; Commissioner Nally seconded, and the motion was approved.

Informational Items

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

- New Hires: Landscape/Arbor Maintenance Worker, Police Officer
- Separations: Evidence Technician

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:12 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant