



URBANA CIVIL SERVICE COMMISSION

MEETING MINUTES

DATE: Wednesday, July 29, 2026

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 July 29, 2026.

Commissioners present: Traci Nally, Thomas Betz (abstained from business), William Gray

Commissioners absent:

Staff present: Femi Fletcher, Human Resources Manager

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 June 4, 2026 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: Fire Prevention & Education Officer

Human Resources staff presented this item to the Commission and explained this is a long-standing position within the classified service that was initially created as part of an intergovernmental agreement (IGA) with the University of Illinois to provide fire protection services on campus. Staff explained that this nonsworn position has traditionally been staffed by one incumbent primarily dedicated to fire prevention activities in accordance with the IGA, but that the City's FY27 budget included an additional FTE to provide essentially the same services to City businesses, properties, and the community at-large. Staff explained that the modification to the classification represented changes to that effect, expanding the jurisdiction of the services provided by the essential functions of the position and updating some certification requirements. Commissioner Nally moved for approval, Commissioner Gray seconded. Motion carried.

Informational Items

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

- New Hires: Financial Services Supervisor
- Promotions:
- Separations: Arbor/Landscape Supervisor, Police Officer, Digital Forensics Examiner, Arbor Technician II

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:09 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant