
DATE: Wednesday, September 24, 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 September 24, 2025.

Commissioners present: Traci Nally, William Gray, Thomas Betz

Commissioners absent:

Staff present: Femi Fletcher, Human Resources Manager

Molly Lynch, Executive Assistant

Darius White, City Administrator

Proceedings

Commissioner Nally called the meeting to order at 4:00 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 August 27, 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 establish passing score: Police Lieutenant

Human Resources staff presented this item to the Commission and explained the examination process for Police Lieutenant was conducted in-house and facilitated by Police command staff and Human Resources staff. A passing score of 58.00 was requested. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion carried.

- B. Request to certify promotional register: Police Lieutenant

Human Resources staff presented this item to the Commission and explained the register presented included those candidates eligible to be considered for promotion to Police Lieutenant based on the established passing score. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion carried.

C. Request to modify classification: Economic Development Coordinator

Human Resources staff presented this item to the Commission and explained these modifications were in anticipation of filling a vacancy and represented general updates to job responsibilities. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion carried.

Informational Items

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

- New Hires: Parking Enforcement Officer I (3)
- Promotions:
- Separations: Arbor Technician I

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:10 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant