



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

Office of the Mayor  
Diane Wolfe Marlin

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TO: Urbana City Council  
FROM: Diane Wolfe Marlin *DM*  
RE: City Clerk Appointment  
DATE: June 8, 2020

I am pleased to submit for your consideration the appointment of Phyllis D. Clark to fill the unexpired term of former Clerk Charles Smyth. Ms. Clark served as Urbana City Clerk for 24 years. She graduated from the first Leadership Enhancement and Development Session (LEADS) through Government Affairs at the University of Illinois. She is a Master Municipal Clerk, served as a mentor for newly elected/appointed Clerks in District 6 and presented sessions on Parliamentary Procedure and Duties of the Clerk as it relates to Home Rule and Non-Home Rule Communities.

She worked with the Illinois Municipal League as a Clerk representative on the Legislative Committee and served as District 6 Director of the Municipal Clerks of Illinois. She also served as President of the Central Illinois Municipal Clerks Organization and President of the Municipal Clerks of Illinois.

Ms. Clark was a Governor's appointee to serve on the Institute Training Committee, where she served as Secretary, Treasurer, and President of the ITC. Her major responsibilities in these positions were to develop seminars, provide updated legislative information that could have an adverse impact on municipalities, as well as developing educational programs for the Municipal Clerks of Illinois. These programs helped them meet the requirements for designation as Certified or Master Municipal Clerk.

**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