

**MINUTES OF THE  
August 29, 2018  
URBANA CIVIL SERVICE COMMISSION REGULAR MEETING  
Called by the Commission**

The regular meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on August 29, 2018 in the Executive Conference Room of the Urbana City Building.

**Commission Members:** Present: Marion Knight and Thomas Betz

**Staff Present:** Todd Rent, Human Resources Director; Celeste Choate, Executive Director of the Urbana Free Library; and Elizabeth Borman, Assistant Human Resources Manager.

**Proceedings**

Commissioner Knight called the meeting to order at 4:05 p.m. and Ms. Borman recorded the minutes. A quorum of commissioners were 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 27, 2018 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Knight and unanimously adopted, the minutes were approved.

**Public Participation**

None

**Action Items**

- A. Request to approve job description for Digital Media & Graphic Designer and request to approve passing score for Digital Media & Graphic Designer.  
Motion for omnibus approval made by Commissioner Betz and seconded by Commissioner Knight. Motion approved.
- B. Request to approve revised job description for Traffic Signal Technician.  
Motion to approve made by Commissioner Betz and seconded by Commissioner Knight. Motion approved.
- C. Request to approve revised job description for ARMS Programmer request to approve passing score for ARMS Programmer.  
Motion for omnibus approval made by Commissioner Betz and seconded by Commissioner Knight. Motion approved.
- D. Request to approve job description for Fleet Manager and request to approve passing score for Fleet Manager.  
Motion for omnibus approval made by Commissioner Betz and seconded by Commissioner Knight. Motion approved.
- E. Request to approve job description for Fleet Supervisor and request to approve passing score for Fleet Supervisor.  
Motion for omnibus approval made by Commissioner Betz and seconded by Commissioner Knight. Motion approved.

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**Informational and Discussion Items**

F. Staff provided updates on recent updates regarding employment actions.

**Adjournment**

There being no further business to come before the meeting, the meeting adjourned at 4:18 p.m.

Respectfully submitted,  
Elizabeth Borman, Recording Secretary