

CITY OF URBANA PERSONNEL ACTION FORM				Submitted By J. Simon		Today's Date 6/24/2020	
Action Type <input type="checkbox"/> New <input checked="" type="checkbox"/> Change		Employee Last Name Borman		Employee First Name Curt		MI	
Employee # [REDACTED]	Current Title Assistant City Attorney			Pay Group -	Pay Grade	Step	
Department 20-Executive		Current Appt. Type Civil Service	Current Job Type (FTE) <input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular P-T (75%) <input type="checkbox"/> Regular P-T (50%) <input type="checkbox"/> Seas./Temp <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> New Emp.				
Division Legal							
Current Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> LOA-Paid <input type="checkbox"/> LOA-Unpaid <input type="checkbox"/> Separated							Wage Rate:\$ _____

ACTION (select all that apply)

Employment: <input type="checkbox"/> Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Appointed/Elected <input type="checkbox"/> End Probation <input type="checkbox"/> Reassign <input type="checkbox"/> Transfer <input type="checkbox"/> Promote							
Pay Change: <input type="checkbox"/> Move to Norm <input type="checkbox"/> Reclassify <input type="checkbox"/> Retroactive Pay <input type="checkbox"/> Salary Change <input type="checkbox"/> Training Pay							
Other Change: <input type="checkbox"/> Job Title <input type="checkbox"/> Light Duty <input type="checkbox"/> Line Item <input checked="" type="checkbox"/> Temp. Upgrade <input type="checkbox"/> Schedule <input type="checkbox"/> Status (FTE) <input type="checkbox"/> Benefits change							
Leave: <input type="checkbox"/> Admin. <input type="checkbox"/> Duty Injury <input type="checkbox"/> Military <input type="checkbox"/> Personal <input type="checkbox"/> Unpaid FMLA <input type="checkbox"/> Suspension <input type="checkbox"/> Return to Duty							
Separation: <input type="checkbox"/> End of Season <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Termination						Last Day Worked:	Pay Through:
Other: _____				Eff. Date: <u>6/22/20</u> ✓		End Date: _____	Union? ____

Proposed Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> LOA-Paid <input type="checkbox"/> LOA-Unpaid <input type="checkbox"/> Separated							Wage Rate:\$ _____
Proposed Title		Job Type (FTE) <input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> Seas./Temp. <input type="checkbox"/> Regular P-T (75%) <input type="checkbox"/> Regular PT (50%)				Department -	
Pay Group --	Pay Grade	Step	Appt. Type <input type="checkbox"/> Civil Service <input type="checkbox"/> Appointed <input type="checkbox"/> Temp./P-T		Division		

Funding:		
Budget #	%	Activity: All Salary and Benefits
Budget #	%	Activity: --
Budget #	%	Activity: --
Budget #	%	Activity: --
Budget #	%	Activity: --

Comments *full pay period*
Mr. Borman was recently appointed by the Mayor and confirmed by the City Council as the City's FOIA Officer. Temporary upgrade in pay by adding \$202.35 (type 500) per bi-weekly payroll period. This is 5%.

APPROVALS

Div. Head: _____		Dept. Head: _____							
HR Dir.: _____ Date: <u>6/24/2020</u>		City Admin.: _____ Date: <u>6-25-20</u>							
HUMAN RESOURCES/FINANCE USE ONLY									
Title Code	Pay Code	Benefits Category	FLSA	WC	EEO Code	Entered by	Date	Verified	Date
Comments: _____									

Higar, Michelle

From: Collins, Rhonda
Sent: Wednesday, July 01, 2020 2:05 PM
To: Higar, Michelle
Subject: RE: Curt Borman - effective date

Done

From: Higar, Michelle <mehigar@urbanailinois.us>
Sent: Wednesday, July 01, 2020 2:04 PM
To: Collins, Rhonda <rmcollins@urbanailinois.us>
Subject: Curt Borman - effective date

Hi Rhonda,

Please change the effective date of Curt Borman's [REDACTED] temp upgrade pay to 6/22/20. It's in as 7/1/20 currently. ✓

Thanks!

Michelle

Financial Services Coordinator



July 12, 2018

Curtis Borman
City of Urbana
Executive Department

Dear Curtis,

On behalf of Mayor Diane Marlin, I am pleased to share that a 1.0 percent increase to your base pay, effective July 1, 2018, has been approved under the Fiscal Year 2018-19 Budget. The contributions that you have made to the Executive Department and City of Urbana over the past year are recognized and appreciated by the City's leadership team.

Your first check under the new rate will be issued July 12, 2018. Your new hourly rate of pay will be **\$45.5010**. On your paycheck or pay stub, you will see this number rounded to three decimals; when we convert to the Munis system, it will be rounded to two decimals. However, your annual salary will be based on four decimal places.

Longevity will be awarded according to the City of Urbana Benefit Program for Non-Bargaining Unit Employees. Additional details on the program can be found by visiting the internal website at: <http://decker/UrbanaInternal/Executive/Personnel/>.

Thank you for your continued commitment and dedication to our City. If you have questions regarding your new rate or calculations, please do not hesitate to call me at 384-2458.

Sincerely,

Todd E. Rent

Todd E. Rent, Sr.
Human Resources Director

MEMORANDUM



TO: CURTIS BORMAN
FROM: Todd Rent, Human Resources Manager
DATE: July 7, 2016
RE: Salary Increase

COST OF LIVING ADJUSTMENT:

Effective July 1, 2016 the salary schedule for non-union, regular full-time and part-time positions will increase by 3.0%. Your first check under the new rate will be issued July 14th. Your new hourly rate of pay will be **\$45.05**.

LONGEVITY:

All non-union employees having been employed for at least 48 months as of July 1, 2009 will receive an additional 1% longevity pay if eligible based on years of service.

If you have questions about your new hourly rate or how it was calculated, please do not hesitate to call me at 384-2458.

MEMORANDUM



TO: CURTIS BORMAN
FROM: Vacellia Clark, Human Resources Manager
DATE: October 20, 2014
RE: Salary Increase

COST OF LIVING ADJUSTMENT:

Effective July 1, 2013 the salary schedule for non-union, regular full-time and part-time positions will increase by 1.5% and effective July 1, 2014 the schedule will increase by 1.75%. Your first full check under the new rate will be issued October 23, 2014. Your retroactive pay increase will be paid in a lump sum by mid to late November.

Your new hourly rate of pay will be **\$42.57**.

If you have questions about your new hourly rate or how it was calculated, please do not hesitate to call me at 384-2458.

Employee #: 

Personnel Division- City of Urbana
Personnel Action Request Form

P.W. Exec. C.D. Finance Police Fire City Clerk

TO BE COMPLETED BY DEPARTMENT:

ACTION PROPOSED: Return to Asst. City Attorney Proposed Effic. Date: 12-3-12

First Name: Curtis M.I. _____ Last Name: Borman

Address: _____ Home Phone: _____

Division Assigned: _____ Classified Title: Asst. City Attorney

Employment Status: Reg. F-T _____ Reg. P-T _____ Seasonal _____ Temporary _____
Average # of hours per week: _____ Duration of Employment: _____

WAGE RATE: \$ 41.22 + ✓ /hour
Other: longevity
_____ % Budget Line # 02021100-1103
_____ % Budget Line # _____
_____ % Budget Line # _____
_____ % Budget Line # _____
_____ % Budget Line # _____

Comments: _____

Div. Mgr. _____ Date _____ Dept. Dir. _____ Date _____

TO BE COMPLETED BY PERSONNEL (Tax, Pay and Benefit Codes):

SS#: _____ Sex: _____ Marital Status: _____ Dependents: _____ Race: _____

DOH: _____ Accrual Date: _____ DOB: _____

Dept.#: _____ EEO: _____ Pay: _____ Title: _____ Status: _____ Union: _____

D.L.#: _____ FLSA Status: Exempt _____ Non-Exempt _____

TAXES AND BENEFITS:

FIT: M/S _____ # Dep. _____ Exempt _____ Add \$ _____


SIT: M/S _____ # Dep. _____ Exempt _____ Add \$ _____

FICA: _____ Medicare _____

Deferred Comp.: _____ \$ _____ or _____ %

Retirement: IMRF _____ Police _____ Fire _____

Health Ins.: _____ F/S _____ Dental: _____ F/S _____

Life Ins.: _____ Dependent _____ Supp. _____ 

Accrual Type: _____ Other Deductions: Credit Union _____

APPROV _____
Personnel _____ Date 11/30/12
Mayor _____ Date 12/3/12
FOR PAYROLL USE ONLY
Sent to Finance By: _____
Date: 12-13-12
Keypunched By: _____
Verified By: _____

Employee #: [Redacted]

Personnel Division- City of Urbana
Personnel Action Request Form

P.W. Exec. C.D. Finance Police Fire City Clerk

TO BE COMPLETED BY DEPARTMENT:

ACTION PROPOSED: Salary Increase Proposed Effic. Date: 7-1-12

First Name: Curtis M.I. _____ Last Name: Borman

Address: _____ Home Phone: _____

Division Assigned: _____ Classified Title: _____

Employment Status: Reg. F-T _____ Reg. P-T _____ Seasonal _____ Temporary _____

Average # of hours per week: _____ Duration of Employment: _____

WAGE RATE: \$ 49.76 /hour % Budget Line # 020-2-1100-1100
Other: 3% merit increase % Budget Line # _____
% Budget Line # _____
% Budget Line # _____
% Budget Line # _____

Comments: was \$48.31

Div. Mgr. _____ Date _____ Dept. Dir. _____ Date _____

TO BE COMPLETED BY PERSONNEL (Tax, Pay and Benefit Codes):

SS#: _____ Sex: _____ Marital Status: _____ Dependents: _____ Race: _____

DOH: _____ Accrual Date: _____ DOB: _____

Dept.#: _____ EEO: _____ Pay: _____ Title: _____ Status: _____ Union: _____

D.L.#: _____ FLSA Status: Exempt _____ Non-Exempt _____

TAXES AND BENEFITS:

FIT: M/S _____ # Dep. _____ Exempt _____ Add \$ _____

SIT: M/S _____ # Dep. _____ Exempt _____ Add \$ _____

FICA: _____ Medicare _____

Deferred Comp.: _____ \$ _____ or _____ %

Retirement: IMRF _____ Police _____ Fire _____

Health Ins.: _____ F/S _____ Dental: _____ F/S _____

Life Ins.: _____ Dependent _____ Supp. _____

Accrual Type: _____ Other Deductions: Credit Union _____

Comments: [Redacted]
APPROVALS: [Redacted]
Personnel Mgr. [Redacted] Date 7-26-12
Mayor [Redacted] Date 7/27/12
FOR PAYROLL USE ONLY
Sent to Finance By [Redacted] Date: 7-30-12
Keypunched By [Redacted]
Verified By: [Redacted]

MEMORANDUM



TO: CURTIS BORMAN
FROM: Vacellia Clark, Human Resources Manager [REDACTED]
DATE: June 20, 2012
RE: Salary Increase

COST OF LIVING ADJUSTMENT:

Effective July 1, 2012 the salary schedule for non-union, regular full-time and part-time positions will increase by 3%. Your first full check under the new rate will be issued July 19th. Your new hourly rate of pay will be **\$48.31**.

LONGEVITY:

All non-union employees having been employed for at least 48 months as of July 1, 2009 will receive an additional 1% longevity pay.

If you have questions about your new hourly rate or how it was calculated, please do not hesitate to call me at 384-2458.

MEMORANDUM



TO: CURTIS BORMAN
FROM: Vacellia Clark, Human Resources Manager [REDACTED]
DATE: November 10, 2011
RE: Salary Increase

COST OF LIVING ADJUSTMENT:

Effective July 1, 2011 the salary schedule for non-union, regular full-time and part-time positions will increase by 3%. Your first full check under the new rate will be issued November 23, 2011. Your retroactive pay increase will be paid in a lump sum by mid December.

Your new hourly rate of pay will be **\$46.90**.

If you have questions about your new hourly rate or how it was calculated, please do not hesitate to call me at 384-2458.

Employee #: [REDACTED]

Personnel Division- City of Urbana
Personnel Action Request Form

P.W. Exec. C.D. Finance Police Fire City Clerk

TO BE COMPLETED BY DEPARTMENT:

ACTION PROPOSED: Salary Increase Proposed Effic. Date: 7-5-11

First Name: Curtis M.I. S. Last Name: Borman

Address: _____ Home Phone: _____

Division Assigned: _____ Classified Title: Acting City Attorney

Employment Status: Reg. F-T Reg. P-T _____ Seasonal _____ Temporary _____

Average # of hours per week: _____ Duration of Employment: _____

WAGE RATE: \$ 45.53 /hour
Other: + longevity
norm for City attorney

_____ %	Budget Line # <u>020-2-1100-1101</u>
_____ %	Budget Line # _____
_____ %	Budget Line # _____
_____ %	Budget Line # _____
_____ %	Budget Line # _____

Comments: _____

Div. Mgr. _____ Date _____ Dept. Dir. _____ Date _____

TO BE COMPLETED BY PERSONNEL (Tax, Pay and Benefit Codes):

SS#: _____ Sex: _____ Marital Status: _____ Dependents: _____ Race: _____

DOH: _____ Accrual Date: _____ DOB: _____

Dept.#: _____ EEO: _____ Pay: _____ Title: _____ Status: _____ Union: _____

D.L.#: _____ FLSA Status: Exempt _____ Non-Exempt _____

TAXES AND BENEFITS:

FIT: M/S _____ # Dep. _____ Exempt _____ Add \$ _____

SIT: M/S _____ # Dep. _____ Exempt _____ Add \$ _____

FICA: _____ Medicare _____

Deferred Comp.: _____ \$ _____ or _____ %

Retirement: IMRF _____ Police _____ Fire _____

Health Ins.: _____ F/S _____ Dental: _____ F/S _____

Life Ins.: _____ Dependent _____ Supp _____

Accrual Type: _____ Other Deductions: Credit Union _____

Comments: [REDACTED]

APPROVAL _____

Personnel _____ Date 7-13-11
Mayor _____ Date 7/13/11

FOR PAYROLL USE ONLY
Sent to Finance By: [REDACTED]
Date: 7-14-11
Keypunched By: [REDACTED]
Verified By: [REDACTED]

Employee #: [REDACTED]

Personnel Division- City of Urbana
Personnel Action Request Form

P.W. Exec. C.D. Finance Police Fire City Clerk

TO BE COMPLETED BY DEPARTMENT:

ACTION PROPOSED: Temporary Upgrade Proposed Effec. Date: 2-28-2011

First Name: Curt M.I. S Last Name: Borman

Address: _____ Home Phone: _____

Division Assigned: _____ Classified Title: Acting City Attorney

Employment Status: Reg. F-T Reg. P-T _____ Seasonal _____ Temporary _____

Average # of hours per week: _____ Duration of Employment: _____

WAGE RATE: \$ 40.36 /hour 100 % Budget Line # 020-21100-1101
Other: was 37.76 % Budget Line # _____
% Budget Line # _____
% Budget Line # _____
% Budget Line # _____

Comments: New hourly rate as of 2-28-11; Current rate = \$37.76, Min City Atty = \$42.95
diff of = \$5.19/2 = \$2.60; 37.76 + 2.60 = \$40.36

Div. Mgr. _____ Date _____ Dept. Dir. _____ Date _____

TO BE COMPLETED BY PERSONNEL (Tax, Pay and Benefit Codes):

SS#: _____ Sex: _____ Marital Status: _____ Dependents: _____ Race: _____

DOH: _____ Accrual Date: _____ DOB: _____

Dept.#: _____ EEO: _____ Pay: _____ Title: _____ Status: _____ Union: _____

D.L.#: _____ FLSA Status: Exempt _____ Non-Exempt _____

TAXES AND BENEFITS:

FIT: M/S _____ # Dep. _____ Exempt _____ Add \$ _____

SIT: M/S _____ # Dep. _____ Exempt _____ Add \$ _____

FICA: _____ Medicare _____

Deferred Comp.: _____ \$ _____ or _____ %

Retirement: IMRF _____ Police _____ Fire _____

Health Ins.: _____ F/S _____ Dental: _____ F/S _____

Life Ins.: _____ Dependent _____ Supp. _____

Accrual Type: _____ Other Deductions: Credit Union _____

Comments: _____

APPROVAL _____ FOR PAYROLL USE ONLY
Personnel Mgr. _____ Date 2-25-11
Mayor _____ Date _____
Keypunched _____
Verified By: _____

White & _____ retained by Department.



City of Urbana
400 South Vine Street
Urbana, IL 61801

February 25, 2011

Curt Borman
Assistant City Attorney
City of Urbana



Dear Mr. Borman:

I am pleased to offer you a special appointment as Acting City Attorney for the City of Urbana beginning February 28, 2011 and ending at the appointment of a new City Attorney. During the tenure of your special appointment, you will retain classified service status but you will have the full authority to oversee the activities of the division per the job description enclosed.

Per Urbana City Policy 2.1 (H), to recognize the increased responsibility of this position, your salary will be recalculated to increase by one-half the difference between your existing rate and the minimum rate for the City Attorney position.

If you choose to accept this offer, please sign this letter in the space provided below and return it to me. If you have any questions, please do not hesitate to contact me.

Sincerely,



vacenna Clark
Human Resources Manager

Enclosure

Cc: Laurel Lunt Prussing, Mayor

I accept this position and the conditions of employment stated above.



Signature

2/25/11
Date





City of Urbana
400 South Vine Street
Urbana, IL 61801

SALARY ADJUSTMENT CALCULATION
For
Acting City Attorney

In accordance to Urbana City Policy 2.1 (H) below is the salary adjustment calculation for Curt Borman:

Current yearly rate: \$78,540.80
Minimum yearly rate for City Atty. position: \$89,336.00
Difference: \$10,795.20
½ difference: \$5,397.60
Divided by 2080: \$2.60

Your current salary will be adjusted effective February 28, 2011 to reflect an increase of \$2.60 per hour thru the time period of your temporary appointment as Acting City Attorney.



02/25/11



MEMORANDUM



TO: CURTIS BORMAN
FROM: Vacellia Clark, Human Resources Manager [REDACTED]
DATE: June 15, 2009
RE: Salary Increase

COST OF LIVING ADJUSTMENT:

Effective July 1, 2009 the salary schedule for non-union, regular full-time and part-time positions will increase by 3.5%. Because this increase does not coincide with the beginning of a pay period, you will see two rates of pay on your July 9th paycheck. Your first full check under the new rate will be issued July 23rd. Your new hourly rate of pay will be **\$37.76**.

LONGEVITY:

All non-union employees having been employed for at least 48 months as of July 1, 2009 will receive an additional 1% longevity pay.

If you have questions about your new hourly rate or how it was calculated, please do not hesitate to call me at 384-2458.

Employee #: [REDACTED]

Personnel Division- City of Urbana
Personnel Action Request Form

P.W. Exec. C.D. Finance Police Fire City Clerk

TO BE COMPLETED BY DEPARTMENT:

ACTION PROPOSED: Merit Increase Proposed Effec. Date: 7-1-08

First Name: Curt M.I. _____ Last Name: Borman

Address: _____ Home Phone: _____

Division Assigned: _____ Classified Title: _____

Employment Status: Reg. F-T Reg. P-T _____ Seasonal _____ Temporary _____
Average # of hours per week: _____ Duration of Employment: _____

WAGE RATE: \$ 36.48 /hour _____ % Budget Line # 020-2-1100-1101
Other: ~~35.76~~ _____ % Budget Line # _____
20% increase _____ % Budget Line # _____
\$76,134 annual 2,087 hrs _____ % Budget Line # _____
was \$35.76 ✓ _____ % Budget Line # _____

Comments: _____

Div. [REDACTED] Date 7/17/08 Dept. Dir. _____ Date _____

TO BE COMPLETED BY PERSONNEL (Tax, Pay and Benefit Codes):

SS#: _____ Sex: _____ Marital Status: _____ Dependents: _____ Race: _____

DOH: _____ Accrual Date: _____ DOB: _____

Dept.#: _____ EEO: _____ Pay: _____ Title: _____ Status: _____ Union: _____

D.L.#: _____ FLSA Status: Exempt _____ Non-Exempt _____

TAXES AND BENEFITS:

FIT: M/S _____ # Dep. _____ Exempt _____ Add \$ _____

SIT: M/S _____ # Dep. _____ Exempt _____ Add \$ _____

FICA: _____ Medicare _____

Deferred Comp.: _____ \$ _____ or _____ %

Retirement: IMRF _____ Police _____ Fire _____

Health Ins.: _____ F/S _____ Dental: _____ F/S _____

Life Ins.: _____ Dependent _____ Supp. _____

Accrual Type: _____ Other Deductions: Credit Union _____

Comments: [REDACTED]

APPROVA

Personnel [REDACTED] Date 7/16/08
Mayor [REDACTED] Date 7/16/08

FOR PAYROLL USE ONLY

Sent to Finance By: [REDACTED]
Date: 7-1-08
Keypunched By: [REDACTED]
Verified By: _____

White & Yellow copies to Personnel, Pink copy retained by Department.

MEMORANDUM



TO: CURTIS BORMAN
FROM: Vacellia Clark, Human Resources Manager [REDACTED]
DATE: July 1, 2008
RE: Amended Salary Increase

COST OF LIVING ADJUSTMENT AMENDMENT:

In order to ensure equity in the salaries of Non-Bargaining Unit employees and AFSCME employees, an additional .25% increase has been added to the previous 3% cost of living increase.

Therefore, effective July 1, 2008 the salary schedule for non-union, regular full-time and part-time positions will increase by 3.25%. Your new hourly rate of pay will be **\$35.76**.

If you have questions about your new hourly rate or how it was calculated, please do not hesitate to call me at 384-2458.

MEMORANDUM



TO: CURTIS BORMAN
FROM: Vacellia Clark, Human Resources Manager [REDACTED]
DATE: June 24, 2008
RE: Salary Increase

COST OF LIVING ADJUSTMENT:

Effective July 1, 2008 the salary schedule for non-union, regular full-time and part-time positions will increase by 3%. Because this increase does not coincide with the beginning of a pay period, you will see two rates of pay in your July 10th paycheck. Your first full check under the new rate will be issued July 24th. Your new hourly rate of pay will be **\$35.67**.

LONGEVITY:

*Last year all non-union employees having been employed for at least 48 months as of July 1, 2007 received a longevity pay of 2% of their salary on July 1, 2007. As of July 1, 2008 you **will receive an additional 1%**.*

If you have questions about your new hourly rate or how it was calculated, please do not hesitate to call me at 384-2458.

MEMORANDUM



TO: CURTIS BORMAN
FROM: Vacellia Clark, Human Resources Manager [REDACTED]
DATE: July 5, 2007
RE: Salary Increase

Effective July 1, 2007 the salary schedule for non-union, regular full-time and part-time positions was increased by 3.25%. Because this increase does not coincide with the beginning of a pay period, you will see two rates of pay in your July 12th paycheck. Your first full check under the new rate will be issued July 26th.

All non-union employees having been employed for at least 48 months as of July 1, 2007 will receive a longevity pay of 2% of their salary on July 1, 2007 and an additional 1% each subsequent July 1, until such time as their years of employment and longevity pay equals the AFSCME longevity schedule.

Your new hourly rate of pay will be \$34.63 .

If you have questions about your new hourly rate or how it was calculated, please do not hesitate to call me at 384-2458.

Employee #: [Redacted]

Personnel Division- City of Urbana
Personnel Action Request Form

P.W. Exec. Finance Police Fire City Clerk

TO BE COMPLETED BY DEPARTMENT:

ACTION PROPOSED: Hire Proposed Effic. Date: 5-14-07

First Name: Curtis M.I. S. Last Name: Borman

Address: [Redacted] Home Phone: [Redacted]

Division Assigned: Legal Classified Title: Asst. City Attorney

Employment Status: Reg. F-T Reg. P-T Seasonal Temporary

Average # of hours per week: _____ Duration of Employment: _____

WAGE RATE: \$ 33.54 (2087) % Budget Line # 020211001105
Other: 70,000 a. % Budget Line # _____
above norm % Budget Line # _____
% Budget Line # _____
% Budget Line # _____

Comments: _____

Div. Mgr. _____ Date _____ Dept. Dir. _____ Date _____

TO BE COMPLETED BY PERSONNEL (Tax, Pay and Benefit Codes):

SS#: [Redacted] Sex: [Redacted] Marital Status: [Redacted] Dependents: [Redacted] Race: [Redacted]

DOH: 5-14-07 Accrual Date: 5-14-07 DOB: [Redacted]

Dept #: 20 EEO: 2 Pay: 3 Title: 5 Status: A Union: _____

D.L.# [Redacted] FLSA Status: Exempt Non-Exempt

TAXES AND BENEFITS:

FIT: M/S 5 # Dep. 3 Exempt _____ Add \$ _____

SIT: M/S 5 # Dep. 1 Exempt _____ Add \$ _____

FICA: Medicare

Deferred Comp.: ICMA \$ 575.00 or _____ %

Retirement: IMRF Police _____ Fire _____

Health Ins.: H.A.HMO Dental: Prem APO FIS \$27.16/mo.

Life Ins.: Mut. of Omaha Dependent _____ Supp. _____

Accrual Type: Management Other Deductions: Credit Union _____

APPROV [Redacted] _____
Personnel [Redacted] Date 5-11-07 _____
C.A.O. [Redacted] Date 5/11/07 _____
Date _____ Date: 5-24-07 _____
Keypunched By: [Redacted] _____
Verified By: [Redacted] _____

FOR PAYROLL USE ONLY



March 13, 2007

Curtis S. Borman
[REDACTED]

Dear Mr. Borman:

Please allow this letter to serve as a final offer of employment for the position of Assistant City Attorney with the City of Urbana beginning May 21, 2007. The starting salary for this exempted position is \$70,000 per year. Additionally, the salary structure and individual salaries are adjusted each July for cost of living.

You are also eligible for our management benefits package immediately upon employment. (Benefit packets and summaries enclosed). The City will also pay up to \$3,500 - \$4,000 for IRS eligible moving expenses to assist you in relocating your residence.

I look forward to your joining our staff and the tremendous contribution you will make to the overall success of our team. Please don't hesitate to call me at (217) 384-2458 with any questions you may have.

[REDACTED]
Vaccella P. Clark
Personnel Manager

I plan to accept this position and the conditions of employment stated above.

[REDACTED]
Signature

3/15/07

Date

cc: Laurel Lunt Prussing, Mayor
Bruce Walden, Chief Administrative Officer



March 7, 2007

Curtis S. Borman
[REDACTED]

Dear Mr. Borman:

Please allow this letter to serve as a conditional offer of employment for the position of Assistant City Attorney with the City of Urbana. The starting salary for this exempted position is \$70,000 per year. Additionally, the salary structure and individual salaries are adjusted each July for cost of living. This offer is subject to our receipt of satisfactory results from your criminal background check and reference check.

You are also eligible for our management benefits package immediately upon employment (See enclosures). The City will also pay up to \$3,500 - \$4,000 for IRS eligible moving expenses to assist you in relocating your residence.

I look forward to your joining our staff and the tremendous contribution you will make to the overall success of our team. Please don't hesitate to call me at (217) 384-2458 with any questions you may have.

[REDACTED]
Vacellia P. Clark
Personnel Manager

I plan to accept this position and the conditions of employment stated above when a final job offer is extended.

[REDACTED]
Signature

3/12/07
Date

cc: Laurel Lunt Prussing, Mayor
Bruce Walden, Chief Administrative Officer



City of Urbana
400 South Vine Street
Urbana, IL 61801

March 13, 2007

Curtis S. Borman
[REDACTED]

Dear Mr. Borman:

Please allow this letter to serve as a final offer of employment for the position of Assistant City Attorney with the City of Urbana beginning May 21, 2007. The starting salary for this exempted position is \$70,000 per year. Additionally, the salary structure and individual salaries are adjusted each July for cost of living.

You are also eligible for our management benefits package immediately upon employment. (Benefit packets and summaries enclosed). The City will also pay up to \$3,500 - \$4,000 for IRS eligible moving expenses to assist you in relocating your residence.

I look forward to your joining our staff and the tremendous contribution you will make to the overall success of our team. Please don't hesitate to call me at (217) 384-2458 with any questions you may have.

[REDACTED]
Vacenia P. Clark
Personnel Manager

I plan to accept this position and the conditions of employment stated above.

Signature

Date

cc: Laurel Lunt Prussing, Mayor
Bruce Walden, Chief Administrative Officer





City of Urbana
400 South Vine Street
Urbana, IL 61801

March 7, 2007

Curtis S. Borman
[REDACTED]

Dear Mr. Bormart:

Please allow this letter to serve as a conditional offer of employment for the position of Assistant City Attorney with the City of Urbana. The starting salary for this exempted position is \$70,000 per year. Additionally, the salary structure and individual salaries are adjusted each July for cost of living. This offer is subject to our receipt of satisfactory results from your criminal background check and reference check.

You are also eligible for our management benefits package immediately upon employment (See enclosures). The City will also pay up to \$3,500 - \$4,000 for IRS eligible moving expenses to assist you in relocating your residence.

I look forward to your joining our staff and the tremendous contribution you will make to the overall success of our team. Please don't hesitate to call me at (217) 384-2458 with any questions you may have.

[REDACTED]
Vacellia P. Clark
Personnel Manager

I plan to accept this position and the conditions of employment stated above when a final job offer is extended.

Signature

Date

cc: Laurel Lunt Prussing, Mayor
Bruce Walden, Chief Administrative Officer





**AUTHORIZATION FOR RELEASE OF CONSUMER INFORMATION
(EMPLOYMENT PURPOSE)**

1. I authorize the release of certain consumer information. This information will be used in matters related to my employment or application for employment
2. Under provisions of the Fair Credit Reporting Act, certain information, when used for employment purposes, is considered to be a consumer report. This information includes, but is not limited to, public record information (criminal history, civil litigation, etc.), driving records, consumer credit history, education records, and employment records. If an adverse employment decision is made due, in whole or in part, to information received as a result of these inquiries, I will be provided with a copy of the consumer report and a summary of my rights under the Fair Credit Reporting Act.

TO BE COMPLETED BY EMPLOYER (TO AVOID DELAYS PLEASE PRINT LEGIBLY OR TYPE)

Company/Organization City of Urbana
 Mailing Address 400 S. Vine Street, Urbana, IL 61801
 Contact Person: Vacellia Clark
 Telephone #: 217/384-2458 Fax #: 217/384-2426

Please choose the type of request being submitted (Please check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Employment Verification | <input checked="" type="checkbox"/> Criminal Background - State-Illinois |
| <input checked="" type="checkbox"/> Education | <input checked="" type="checkbox"/> Criminal Background - County _____ |
| <input checked="" type="checkbox"/> Driving History | <input checked="" type="checkbox"/> Criminal Background - Federal |
| <input type="checkbox"/> Credit History | <input checked="" type="checkbox"/> Civil Litigation - County |
| <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Civil Litigation - Federal |
| | <input checked="" type="checkbox"/> Reference Interview |

How would you prefer the report to be returned?

- Fax
 US Mail
 E-mail

**TO BE COMPLETED BY APPLICANT/EMPLOYEE
(TO AVOID DELAYS PLEASE PRINT LEGIBLY OR TYPE)**

NAME: Borman Curtis S.
Last Name First Name Middle Initial

DATE OF BIRTH: SOCIAL SECURITY #:
Month Day Year

DRIVER'S LICENSE #: STATE: Illinois

ADDRESS:
Street Address City State Zip Code

RACE: SEX:
 White Male
 Black Female
 Asian/Pacific Islands Unknown
 American Indian/Alaskan
 Unknown

APPLICANT/EMPLOYEE SIGNATURE:

Clark, Vacellia

From: Curt Borman [REDACTED]
Sent: Monday, March 05, 2007 10:21 PM
To: Clark, Vacellia
Subject: Additional References

Ms. Clark:

As we discussed earlier today, I am providing you with several references in addition to those listed on the City of Urbana employment application I submitted last week. Please let me know if you require additional information.

Thank you also for your phone call earlier this afternoon concerning the get together with the City Council members on March 26. I am looking forward to the event.

Curt Borman - *Additional References*

[REDACTED]

[REDACTED]

[REDACTED]



EMPLOYMENT APPLICATION

City of Urbana
 Personnel Division
 400 South Vine Street
 Urbana, IL 61801
 (217) 384-2458 / Fax (217) 384-2426
www.city.urbana.il.us/jobs
jobs@city.urbana.il.us

EQUAL OPPORTUNITY EMPLOYER: The City of Urbana is an equal opportunity employer dedicated to a policy of nondiscrimination in employment. All qualified applicants will receive consideration of employment regardless of race, color, national origin, religion, sex, age, marital status, physical and mental disability, sexual preference, political affiliation, or other legally protected group status. **The City of Urbana Welcomes Diversity.** We foster an environment that values and encourages mutual respect, inclusion of all people and utilizing differences and similarities as an organizational asset.

INSTRUCTIONS: Print or type legibly, accurately, and thoroughly. If you need assistance in completing this application, contact Personnel at (217)384-2458. Incomplete applications may be disqualified.

SPECIAL ACCOMMODATIONS: For those applicants with disabilities who need special accommodations to complete this application or any step in the application process, please notify us at (217)384-2458 so that arrangements can be made.

Position Applied For: Assistant City Attorney					
Name: Borman		Curtis		S.	
Last		First		Middle	
Address: [REDACTED]					
Street		City		State	Zip
Daytime Phone: [REDACTED]		Evening Phone: [REDACTED]		Cell Phone: [REDACTED]	
Date Available for Work: Negotiable			E-mail: [REDACTED]		
RECORD OF MILITARY SERVICE					
Branch of Military Service: United States Air Force		Entry Date: [REDACTED]		Discharge Date: [REDACTED]	
Relevant Training: Judge Advocate Staff Officer Course		Type of Discharge: Honorable		Current Status: Separated	
RECORD OF EDUCATION					
	School Name, City, and State	Major/Area of Study	Dates Attended	Did you Graduate?	Name of Degree/Diploma
High School/GED	[REDACTED]	State curriculum	Leave Blank	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	High School
College	Loyola University Chicago, Chicago, IL	Criminal Justice	1/86 - 1/88	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Bachelor of Science
Other	Chicago-Kent College of Law, Chicago, IL	Law	8/92 - 5/96	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Juris Doctor

EMPLOYMENT HISTORY

List all employers *including* military service, summer employment, and part-time jobs. Complete each item for each employer, beginning with your most recent employer. Explain gaps in employment, including school attendance below. You may list any additional employers on an attached sheet.

Employer Name, City, State:	From		To		Final Wage	Reason for Leaving:
	Mo	Yr	Mo	Yr		
Carpentersville Police Department, Carpentersville, IL	1	2004	2	2007	\$66,203	N/A (current employer)
Job Duties: Wide variety of complex legal work, administrative duties, and staff functions as assigned by Chief of Police. Legal work includes contract review, legal research, and drafting of village ordinances, resolutions, and board reports.						
Supervisor's Name: Chief David Neumann			Supervisor's Phone: 847-551-3481			

Employer Name, City, State:	From		To		Final Wage	Reason for Leaving:
	Mo	Yr	Mo	Yr		
Law Office of Curt Borman, Naperville, IL	1	2003	12	2004	Varied	Accepted Carpentersville P.D. position
Job Duties: Solo general law practice, concentrating on real estate and estate planning matters						
Supervisor's Name: Self			Supervisor's Phone: [REDACTED]			

Employer Name, City, State:	From		To		Final Wage	Reason for Leaving:
	Mo	Yr	Mo	Yr		
Kane County State's Attorney's Office, St. Charles, IL	4	2003	7	2003	\$42,000	Decided to focus on private practice
Job Duties: Traffic/misdemeanor court prosecutor						
Supervisor's Name: Jody Gleason			Supervisor's Phone: 630-232-3500			

Employer Name, City, State:	From		To		Final Wage	Reason for Leaving:
	Mo	Yr	Mo	Yr		
Department of the Air Force (last station: Tucson, AZ)	5	1998	5	2002	\$38,000	Completed tour of active duty
Job Duties: Practiced military law						
Supervisor's Name: Colonel Thomas Cumbie			Supervisor's Phone: 703-727-7277			

Employer Name, City, State:	From		To		Final Wage	Reason for Leaving:
	Mo	Yr	Mo	Yr		
Skokie Police Department, Skokie, IL	1	1988	1	1998	\$45,000	Decided to practice law
Job Duties: Municipal law enforcement and supervision						
Supervisor's Name: Chief Barry Silverberg			Supervisor's Phone: 847-982-5900			

Employer Name, City, State:	From		To		Final Wage	Reason for Leaving:
	Mo	Yr	Mo	Yr		
					\$	
Job Duties:						
Supervisor's Name:			Supervisor's Phone:			

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s) and reason why: No. However, if you wish to call my current supervisor, please contact me first. Also, Air Force officers change duty stations periodically. Please contact me if you have trouble reaching Col. Cumbie. I will try to obtain additional information from the Air Force.

Explain all gaps in employment and discharges, including gap between last job and the present: [REDACTED]

RECORD OF EDUCATION (CONTINUED)					
	School Name, City, and State	Major/Area of Study	Dates Attended	Did you Graduate?	Name of Degree/Diploma
College	Carnegie - Mellon University Pittsburgh, PA	Liberal Arts	8/83 - 5/85	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A
College	Albion College Albion, MI	Liberal Arts	8/82 - 5/83	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

P E R S O N A L R E F E R E N C E S

If you *have not* provided three supervisors as references under Employment History, list non-supervisory personal references here. References must be familiar with your knowledge, skills, and abilities and may *not* be your relative.

Name	Address	Phone

O T H E R I N F O R M A T I O N

Employment Eligibility

1. Are you eligible for employment in the United States? (Proof of U.S. Citizenship or immigration status will be required upon employment.)

Yes No

Background Information

1. Felony convictions: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest. Also, do not include juvenile convictions (before your 17th birthday), unless you were tried as an adult.

2. Have you been convicted of a felony, released from prison in the past 7 years, or been convicted of an offense that might make you unsuitable for this position? (NOTE: A "yes" answer does not automatically disqualify you from employment. The nature and date of the offense and the type of job for which you are applying will be considered.)

Yes No

3. If "yes," please list the **date** and **nature of the offense(s)**. If **uncertain**, please state "uncertain". We will contact you if necessary.

Driver's License Information

1. Do you have a valid driver's license? Yes No

2. If *yes*, insert the information requested:

Number: [redacted] Class/Type: D State: IL Exp. Date: [redacted]

3. Has your driver's license been under suspension or revocation within the last 12 months? Yes No

Age Eligibility

1. Are you 18 years of age or older? Yes No

2. If *not*, list age: Do you have a work permit? Yes No

Physical Exam

1. Are you willing to undergo a physical examination by a physician, to prove you are physically able to safely perform the tasks of the job for which you have applied? Yes No

INVESTIGATION AUTHORIZATION, UNDERSTANDING, AND CERTIFICATION OF APPLICATION

By signing this application, I certify to all of the following:

I meet all legal requirements for this position, including the minimum age requirement.

There are not any misrepresentations or false information in my application package (all submissions). I am aware that should investigations disclose such, my current and future applications may be disqualified, my name may be removed from all eligible lists, and I may be disciplined or discharged if I am a currently employed with the City.

I am aware that eligibility for a City of Urbana pension is based on the requirements set forth in the applicable pension plan, the provisions of which will be described in the new employee publication that will be provided to me if I am employed in an eligible position. I understand that acceptance of employment does not create a contractual obligation upon the City to continue to employ me in the future.

By signing this application, I authorize the investigation of all statements and information contained in this application. **I release from all liability anyone supplying such information, including disciplinary reports, letters of reprimand, or other disciplinary actions. I authorize the Illinois State Police Department and the FBI to release to the City of Urbana any conviction information for the purpose of evaluating my qualifications and character as it relates to the position(s) for which I have applied.** I also release the City of Urbana from all liability that might result from making an investigation.

The City of Urbana is an Equal Opportunity Employer. Pursuant to law, discrimination because of race, sex, color, religion, national origin, physical or mental disability, age, sexual orientation, or any other protected class is prohibited. If I believe I have been discriminated against, I may contact the City's Human Relations Officer or I may notify the appropriate federal or state agency.

Date: 2/28/07

Signature:

(Signature not required for *emailed* applications.)



EMPLOYMENT APPLICATION

RECEIVED

City of Urbana
 Personnel Division
 400 South Vine Street
 Urbana, IL 61801
 (217) 384-2458 / Fax (217) 384-2426
www.city.urbana.il.us/jobs
jobs@city.urbana.il.us

OCT 20 2006

CITY OF URBANA
 PERSONNEL

EQUAL OPPORTUNITY EMPLOYER: The City of Urbana is an equal opportunity employer dedicated to a policy of nondiscrimination in employment. All qualified applicants will receive consideration of employment regardless of race, color, national origin, religion, sex, age, marital status, physical and mental disability, sexual preference, political affiliation, or other legally protected group status. **The City of Urbana Welcomes Diversity.** We foster an environment that values and encourages mutual respect, inclusion of all people and utilizing differences and similarities as an organizational asset.

INSTRUCTIONS: Print or type legibly, accurately, and thoroughly. If you need assistance in completing this application, contact Personnel at (217)384-2458. *Incomplete applications may be disqualified.*

SPECIAL ACCOMMODATIONS: For those applicants with disabilities who need special accommodations to complete this application or any step in the application process, please notify us at (217)384-2458 so that arrangements can be made.

Position Applied For: Assistant City Attorney			
Name: Borman		Curtis S.	
Last	First		Middle
Address: [REDACTED]	[REDACTED]		[REDACTED]
City		State	Zip
Daytime Phone: [REDACTED]	Evening Phone: [REDACTED]	Cell Phone [REDACTED]	
Date Available for Work: Negotiable	E-mail [REDACTED]		

Below is a list of some of the experience, knowledge, skills, and demonstrated abilities that would help a candidate prepare for this position. We recognize that no candidate will have all of the experience and skills listed. Please review and respond to each item below. You may explain your answers at the end of this section. However, information provided in your resume need **not** be repeated.

Yes No

- I have a J.D. / L.L.B. from an ABA accredited School of Law.
- I am licensed to practice law in Illinois.
- I have two (2) or more years experience in the practice of law.

Years Practicing: 8

I have the following litigation/appellate experience:

Yes No

- Experience with jury trials
- Experience with Appellate Court
- Experience with State Supreme Court
- Experience with Federal District Court
- Experience with Administrative Hearings

I am experienced in the following areas of law (If your experience was gained outside of Illinois, specify the state.):

Yes No

- Employment and labor law
- Equal opportunity housing law
- Prosecution and search and seizure issues United States Air Force
- Drafting legal instruments
- Drafting legislation, resolutions and/or ordinances
- Drafting and executing contracts
- Interpreting and/or drafting provisions of zoning ordinance
- Annexation procedures

Yes **No**

 I have represented a municipality for _____ years. This experience was gained in a community of _____ residents.

I have successfully represented municipal interests in working with:

Yes **No**

 Other local governments and entities
 State or federal agencies or departments
 The private sector
 The media
 Commissions and/or other subsidiary bodies (such as Human Rights Commission)

Yes **No**

 I am able to prepare materials using current word processing programs, communicate via e-mail, and perform research with computer tools.

Optional Narrative: You may attach a narrative to this questionnaire to explain your answers. However, information provided in your resume or application need **not** be repeated, providing that it is consistent with your answers above. If you are completing this form by hand, we suggest that you attach a typed addendum, no more than one page in length, to this section or clearly print your response on lined paper.

CURT BORMAN

October 19, 2006

City of Urbana
Personnel Department
400 S. Vine Street
Urbana, IL 61801

Dear Personnel Department:

I read with great interest on the GovtJob.Net website your vacancy announcement for Assistant City Attorney and believe my background is well matched to your requirements. The attached résumé will furnish you with information concerning my credentials and accomplishments.

As you will note, I am the assistant to the police chief of the Carpentersville Police Department and an attorney licensed to practice in Illinois. The duties of my current position include researching legal and police operational issues, reviewing and analyzing federal and state legislation, formulating department policies in accordance with national accreditation standards, conducting legal reviews of contracts and memoranda of understanding, and serving as a liaison to other village officials. I prepare an annual budget, narrative and statistical reports, press releases, village newsletter articles, correspondence to public officials, and departmental commendations and reprimands. I respond to public inquiries on behalf of the department and also engage in planning activities.

As the police department's legal advisor to the chief, I give advice on general questions of law, provide comments on proposed regulations, and draft municipal ordinances, resolutions, and board reports. I have written opinions on matters arising under the Illinois Municipal Code, such as Board of Fire and Police Commissioners' authority and procedures and civil service selection and promotion. I have drafted or helped to draft ordinances concerning traffic and parking regulations, drug paraphernalia, and village vehicle licenses. The Village Board of Trustees has enacted each of these ordinances.

While working as an assistant state's attorney in Kane County, I prosecuted countless cases in traffic and misdemeanor court, routinely disposing of an average of 300 cases per day.

In my former capacity as a United States Air Force attorney, I directly interacted with senior echelon officers, providing timely counsel on sensitive legal issues, safeguarding confidential information, and rendering opinions on diverse civil and criminal topics. I assisted command

City of Urbana
October 19, 2006
Page 2

staff members in researching, interpreting, and implementing governing directives; where none existed, I created them. While managing programs in such areas as victim and witness assistance, adverse personnel actions, and military justice, I acted as legal office liaison to other base organizations, functioning as their point of contact, offering training, and ensuring accomplishment of mission objectives. In my last assignment, I received official recognition for volunteering my time to provide computerized legal research training to paralegals from my office and from the legal office in the next highest level of command. As a result of my military service, I have received several decorations, including the Air Force Commendation Medal (twice awarded).

I believe the attributes that enabled me to succeed in my past endeavors – including honesty, a strong work ethic, and the ability and desire to work collectively to achieve common goals – also will allow me to thrive in the Legal Division.

My salary expectation is negotiable. However, with my experience, I would anticipate the compensation to be at least in the midrange for the position. For the last three years, my salary has ranged from \$57,700 to \$66,203 per year.

In addition to my résumé, I have attached a City of Urbana Employment Application.

With a diverse background consisting of both legal and government experience, I have acquired the skills necessary to research and analyze complex issues, to formulate sound conclusions and recommendations, to identify and solve problems, to maintain cooperative relationships with others, and to communicate effectively in person and in writing. I believe these attributes will allow me to make a substantial contribution to the City of Urbana as an Assistant City Attorney.

I would welcome the opportunity to meet with you to discuss my qualifications. Thank you for your time and consideration.

Sincerely,

A solid black rectangular box redacting the signature of Curt Borman.

Curt Borman

Enclosures (2)

CURT BORMAN



PROFESSIONAL EXPERIENCE

Carpentersville Police Department, Carpentersville, IL

Assistant to the Chief of Police, January 2004 – Present

- Serve as police department legal advisor to chief, providing expert advice and counsel on most difficult and complex legal questions and factual matters affecting agency administration.
- Offer broad range of professional legal services to agency head, including conducting research and writing memoranda on diverse general municipal law and law enforcement topics; developing department policies in compliance with national accreditation standards and providing training to all personnel; drafting and reviewing municipal ordinances, resolutions, and board reports on subjects affecting department operation; and performing analyses and legal reviews of contracts.
- Provide direction and leadership as key member of management team, planning major agency initiatives, such as implementation of village ordinance prohibiting on-street overnight parking. This project included drafting ordinance, creating public awareness campaign, developing graduated enforcement plan, training all civilian and sworn staff, and serving as liaison to village department heads and to members of public.
- Possess diverse scope of responsibility that includes spearheading preparation of \$8 million annual operating budget and independently managing key department undertakings. Designed and directed hiring process for civilian records manager, including formation of hiring plan, creation of position description and announcements, development of written skills examination, composition of oral interview questions, and management of application process. Dramatically transformed performance evaluation and safety review programs from ineffectual to among the best run programs in department.

Law Office of Curt Borman, Naperville, IL

Founding Attorney, January 2003 – December 2004

- Sole proprietor, engaged in general practice of law, with emphases in estate planning and real estate matters.
- During three month period, worked as Kane County assistant state's attorney, zealously prosecuting hundreds of traffic and misdemeanor criminal cases and securing convictions in numerous bench trials.

Department of the Air Force (stationed at bases in Aviano, Italy, and in Tucson, AZ)

Assistant Staff Judge Advocate, May 1998 – May 2002

- Served as front-line advisor to senior Air Force commanders in wide variety of military matters, including those arising under the Uniform Code of Military Justice (UCMJ), the Freedom of Information Act (FOIA), and Air Force and Department of Defense regulations.
- Managed second busiest claims office in European command, investigating countless property damage and tort claims, and returning over \$188,000 to deserving claimants.
- Directed administrative discharge, demotion, and nonjudicial punishment programs, significantly improving their efficiency and quality, and shattering Air Force case processing goals.
- Proactively identified and combated difficult, systemic problems, drafting guidance on processing absent without leave (AWOL) cases, overhauling base debarment procedures, establishing Teen Court program to resolve cases of juvenile misconduct, and creating first ever base policy for use of digital photography by military police.

Curt Borman

Page 2

- Supervised paralegal support staff, ensuring consistent work quality and promoting professional development.
- Audited and evaluated programs to ensure their effectiveness and compliance with Air Force standards.
- Prosecuted case that attracted international media interest, securing five-year sentence for airman convicted of maiming a French civilian.

"Top 5 percent of all captains I've ever supervised, he handled the toughest, highest visibility cases we had."

Excerpt from 2001 Company Grade Officer Performance Report

"Smartest, hardest working attorney I've seen in my 16 years – Capt Borman was a true joy to work with!"

Excerpt from 2002 Company Grade Officer Performance Report

"Capt Borman is simply a topnotch officer/attorney; of the three new JAGs who work for me, he's the best."

Excerpt from 1999 Company Grade Officer Performance Report

Skokie Police Department, Skokie, IL

Police Sergeant, June 1995 – January 1998

- Achieved rank of sergeant in near record-breaking seven years.
- Implemented improved method of fugitive tracking.
- Developed simple and accurate system to alert officers to hazardous locations in their patrol areas.

Police Officer, January 1988 – June 1995

- Attained state certifications as field training officer and as accident investigator.
- Consistently eclipsed peers in arrests and other self-initiated activity.

EDUCATION

Chicago-Kent College of Law, Chicago, IL

Juris Doctor, 1996, GPA 3.42 on 4.0 scale; class rank of 118 out of 395.

- Attended school at night while working as fulltime police officer.
- Academic Support Unit tutor.

Loyola University Chicago, Chicago, IL

Bachelor of Science in Criminal Justice, *Summa Cum Laude*, 1988, GPA 3.97 on 4.0 scale.

- Inducted into two national honor societies.

RELEVANT SKILLS

Proficient in use of computer software applications (Microsoft Word, Excel, Outlook, Access, Publisher, PowerPoint), Internet research databases (*Lexis* and *Westlaw*), and office equipment.

OTHER

Veteran eligible for a five-point hiring preference under the National Defense Authorization Act of 2006.

Professional References
for
Curtis Borman



Confidentiality is requested with respect to current employer

CURT BORMAN



February 13, 2007

Ms. Vacellia Clark
Human Relations Officer
City of Urbana
400 S. Vine Street
Urbana, IL 61801-3336

Dear Ms Clark:

I would like to thank you, Mayor Prussing, Mr. Walden, and Mr. Waaler for taking time to interview me yesterday for the position of Assistant City Attorney. I was grateful for the opportunity to discuss my background with each of you, and I appreciated everyone's willingness to answer my questions. The Assistant City Attorney position seems to be a good match for my skills and experience. I hope I conveyed to you how excited I am about the prospect of working for the City of Urbana.

Thank you also for giving me the option of postponing our meeting because of the inclement weather. Fortunately, I arrived home before the major snowstorm began.

I hope you will not hesitate to call if you need further information.

Many thanks for your consideration.

Sincerely,



Curt Borman



April 4, 2007

Kevin Conklin
JACKSON MOVING SERVICES
740 Frontenac Road
Naperville, Illinois 60563

Dear Mr. Conklin:

My name is Vacellia P. Clark and I am the Personnel Manager for the City of Urbana in Urbana, Illinois.

Curtis Borman has been offered a position with our City. As a result we will pay his relocation expenses with your company, Jackson Moving Services. I am authorizing the payment by the City of Urbana for the expense quoted in Mr. Borman's estimate from your company of \$1567.50.

You may send the invoice for his expenses to:

Vacellia P. Clark, Personnel Manager
CITY OF URBANA
400 South Vine Street
Urbana, Illinois 61801

If you have any questions, please feel free to contact me at (217) 384-2451 or via email at vpclark@city.urbana.il.us.



Vacellia P. Clark

Enclosure

Cc: Curtis Borman

ESTIMATE/ORDER FOR SERVICE

Ref: _____ 1

Shipper KURT BORMAN Consignee _____



URBANA, IL

Orig Agent JACKSON MOVING SERVICES
740 FRONTENAC RD.
Naperville, IL 60563
DuPage
630-357-4400 630-281-8134

Carrier ALLIED VAN LINES, INC.
P.O. Box 4403
Chicago, IL 60680
(630) 570-3000
MC-15735

Pack Date _____ Delivery _____
Load Date _____ Unpacking _____ 7.74 4

IMPORTANT NOTICE: This estimate covers only the articles and services listed. It is not a guarantee that the actual charges will not exceed the amount of the estimate. The carrier is required by law to collect transportation and other incidental charges computed on the basis of rates shown in their lawfully published tariffs, on non-binding estimates, regardless of prior rate quotations or estimates made by the carrier or its agents. Exact charges for loading, transporting, and unloading are based upon the weight of the goods transported, and such charges may not be determined prior to the time the goods are loaded on the van and weighed. Charges above 110% of the estimated charges will be billed to you 30 days after delivery.

TRANSPORTATION (3,000 lb, 131 miles):
3000 Transport. 3000 x 41.25/100 = 1237.50
-----\$ 1237.50

CUSTOMER'S DECLARATION of VALUE
Basic Coverage (60 cents per pound per article) -----\$ 0.00
I declare this shipment to be released at a value not exceeding 60 cents per pound per article. I have selected this option from those shown above.

Customer _____ Date _____
Valuation is not insurance, it is a limit on the carrier's liability for loss of or damage to your goods while they are in its custody and control. In order to validate your selection, you must sign above.

MISCELLANEOUS SERVICES:

Full Pack Service
Add'l Services Orig. \$ 300.00 = 300.00
Add'l Services Dest. \$ 30.00 = 30.00
-----\$ 330.00

TOTAL NON BINDING ESTIMATED COST .. \$ 1567.50

Remarks Rep 21,000 Replacement of Decort #147

METHOD OF PAYMENT: COD PPD NAT'L ACCT or Certified
All COD charges are to be paid in cash, certified check, traveler's (per tariff).

Customer X _____ Date _____ Agent _____ Date 3/29/07

I acknowledge receipt of a copy of this Order for Service. I request _____ to furnish the services described in this order, subject to the terms and conditions _____ to hold goods bill of lading issued at the time carrier takes possession of this shipment.

Customer X _____ Date _____



Kevin Conklin
Relocation Specialist
740 Frontenac Rd.
Naperville, IL 60563
Tel: (630) 357-4400
Direct: (630) 281-8134
US: (800) 323-7800
Fax: (630) 420-7476
kconklin@jacksonmoving.com



ALLIED
Agent for Allied Van Lines

Clark, Vacellia

From: Curt Borman [REDACTED]
Sent: Monday, April 02, 2007 10:46 AM
To: Clark, Vacellia
Subject: RE: Follow-up Discussion

Vacellia,

Yes, I would like to use Jackson Moving & Storage.

Thank you.

Curt

From: Clark, Vacellia [mailto:vpclark@city.urbana.il.us]
Sent: Monday, April 02, 2007 10:15 AM
To: Curt Borman
Subject: RE: Follow-up Discussion

Good Morning Curt,

It was great having you here last week and we all look forward to your start date! I believe in your offer letter I indicated that the City would pay up to \$3500.00 for your relocation expenses. I will send a letter authorizing payment by the City to the company you select. The estimate is all I need to prepare the letter. Please let me know if Jackson Moving & Storage is the company you want to use.

Give me a call (217) 384-2451 or email me if you would like to discuss this further.

Have a great day!!

Vacellia

From: Curt Borman [REDACTED]
Sent: Sunday, April 01, 2007 8:03 PM
To: Clark, Vacellia
Subject: RE: Follow-up Discussion

Vacellia,

Good morning! I enjoyed seeing you last week.

I have attached an estimate from Jackson Moving & Storage, a local affiliate of Allied Van Lines. I also obtained estimates from agents of United Van Lines and northAmerican Van Lines. However, each of these was over \$2,300. I could email copies to you, if you would like.

Jackson Moving & Storage agent Kevin Conklin told me his company could bill the

City of Urbana directly if he receives a purchase order or letter of authorization. Is this possible? I have attached Mr. Conklin's business card to the estimate.

Please let me know if you require additional information.

Thanks for your help.

Curt

From: Clark, Vacellia [mailto:vpclark@city.urbana.il.us]

Sent: Tuesday, March 13, 2007 11:29 AM

To: Curt Borman

Subject: RE: Follow-up Discussion

Good Morning Curt,

In response to your email below:

1) How about a start date of May 21, 2007

2) The City does not have an existing relationship with any moving company. You can select any moving company that works for you; there is no policy requiring three estimates but we ask that you choose a company that is within the range allowed for payment. Before committing to a company, we ask that you forward the estimate to the City for approval. You can send it via email if possible.

3) Please advise me on the proposed start date so I can get your final offer letter out to you.

4) If you need any help in identifying a realtor to work with down here please let me know.

We look forward to having you on staff and do not hesitate to let me know if you have any questions or concerns.

Have a great day,

Vacellia