



**DATE:** Monday, November 18, 2024  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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## AGENDA

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
  - 1. 10-28-2024 City Council Minutes
- C. Additions to the Agenda
- D. Presentation and Public Input
- E. Council Input and Communications
- F. Reports of Standing Committees
- G. Committee of the Whole (*Council Member Christopher Evans, Ward 2*)
  - 1. Consent Agenda
  - 2. Regular Agenda
    - a. **Resolution No. 2024-11-072R:** A Resolution Approving an Increase in the Number of Liquor Licenses in the Class A Designation for Fuentes 10 LLC d/b/a El Patron Ballroom, 1006 North Cunningham Avenue – Exec
    - b. **Resolution No. 2024-11-073R:** A Resolution Estimating the Tax Levy (Fiscal Year 2024-2025) – HRF
- H. Reports of Special Committees
- I. Reports of Officers
- J. New Business
  - 1. **Ordinance No. 2024-11-037:** An Ordinance Revising the Annual Budget to Invest in a Grocery Store in Ward 3 (Budget Amendment #3) – CM's Evans & Kolisetty
- K. Adjournment



## **PUBLIC INPUT**

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

### **Email Input**

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: [citycouncil@urbanaininois.us](mailto:citycouncil@urbanaininois.us). The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

### **Written Input**

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

### **Verbal Input**

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a

speaker who engages in the conduct or behavior proscribed under “Verbal Input”. Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker’s microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

**Accommodation**

If an accommodation is needed to participate in a City meeting, please contact the City Clerk’s Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: [CityClerk@urbanillinois.us](mailto:CityClerk@urbanillinois.us)



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanaininois.us](http://www.urbanaininois.us)

**MEMORANDUM FROM THE OFFICE OF THE MAYOR  
TO THE URBANA CITY COUNCIL**

**Meeting:** November 12, 2024 Committee of the Whole Meeting  
**Subject:** A Resolution Approving an Increase in the Number of Liquor Licenses in the Class A Designation for Fuentes 10 LLC d/b/a El Patron Ballroom, 1006 North Cunningham Avenue

**Summary**

*Action Requested*

City Council is asked to approve the attached resolution that would increase the number of Class A liquor licenses in the City of Urbana.

*Brief Background*

Fuentes 10 LLC, doing business as El Patron Ballroom, has applied for a Class A (Retailer’s On-premises Consumption) liquor license for their establishment located at 1006 North Cunningham Avenue in Urbana.

**Relationship to City Services and Priorities**

*Impact on Core Services*

N/A

*Strategic Goals & Plans*

N/A

*Previous Council Actions*

N/A

**Discussion**

*Additional Background Information*

A Class A license permits the sale and service of all alcoholic liquor for on-premises consumption only, either by the drink or in original package form, on the licensee's premises unless otherwise specified. Additionally, the licensee may choose to allow individuals aged 18, 19, and/or 20 in the public areas of the premises with prior written notice to the Local Liquor Commissioner.

It is prohibited to sell, serve, or allow others to sell or serve alcoholic beverages in Urbana without the appropriate license or if the sale or service does not adhere to the requirements of the specific license class and its conditions.

Anyone responsible for a liquor-licensed premises must quickly report any disturbances, violence, or issues on the property to the police. License holders must also keep their premises, surrounding areas, and nearby spaces clean and free of litter. The Local Liquor Commissioner can issue a notice to address litter, and if it is not remedied within 24 hours, the license could be revoked or other legal action may be taken.

*Recommendation*

City Council is asked to approve the Class A liquor license for Fuentes 10 LLC d/b/a El Patron Ballroom, 1006 North Cunningham Avenue.

*Next Steps*

If the attached ordinance is approved, the Deputy Liquor Commissioner will prepare and issue a Class A liquor license for Fuentes 10 LLC d/b/a El Patron Ballroom, 1006 North Cunningham Avenue, with an expiration date of June 30, 2025.

**Attachment**

A Resolution Approving an Increase in the Number of Liquor Licenses in the Class A Designation for Fuentes 10 LLC d/b/a El Patron Ballroom, 1006 North Cunningham Avenue

Originated by: Kathryn B. Levy, Executive Coordinator/Deputy Local Liquor Commissioner  
Reviewed: Diane Wolfe Marlin, Mayor/Local Liquor Commissioner  
Approved: Carol J. Mitten, City Administrator

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AN INCREASE IN THE NUMBER OF LIQUOR LICENSES IN THE CLASS A DESIGNATION FOR FUENTES 10 LLC D/B/A EL PATRON BALLROOM, 1006 NORTH CUNNINGHAM AVENUE**

**WHEREAS**, the City Council has adopted Urbana City Code Section 3-42 to establish limits on the number of liquor licenses issued in the City; and

**WHEREAS**, Section 3-42(c) of the Urbana City Code provides that a majority of the corporate authorities then elected to office have to approve the creation of a new liquor license; and

**WHEREAS**, an application for a liquor license in the Class A designation has been submitted to the Local Liquor Commissioner; and

**WHEREAS**, the City Council finds that the best interests of the City are served by increasing the number of liquor licenses in the Class A designation by one for Fuentes 10 LLC d/b/a El Patron Ballroom, 1006 North Cunningham Avenue, Urbana, Ill.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

The maximum number of liquor licenses in the Class A designation is hereby increased by one for Fuentes 10 LLC d/b/a El Patron Ballroom, 1006 North Cunningham Avenue. The schedule of maximum number of authorized licenses for the respective classification maintained by the Local Liquor Commissioner shall reflect such increase.

**PASSED BY THE CITY COUNCIL** this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

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Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this Date day of Month, Year.

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Diane Wolfe Marlin, Mayor





City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanainillinois.us](http://www.urbanainillinois.us)

## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** November 12, 2024 Committee of the Whole  
**Subject:** A Resolution Estimating the Tax Levy (Fiscal Year 2024-2025)

### Summary

#### *Action Requested*

Forward this Resolution establishing an estimated property tax levy of \$12,100,696 for 2024 for approval at the City Council Meeting on November 18.

#### *Brief Background*

The first step in the property tax levy process is approval of an estimated tax levy, which establishes the total amount of taxes the City Council plans to levy. The estimated levy is used to determine whether the City is required to provide public notice and hold a public hearing prior to approving the final tax levy. The City Council must approve an estimated levy at least 20 days prior to adoption of the final levy. The recommended estimated levy is \$12,100,696, which would be 119.26% of the 2023 extended levy. The City is required to provide notice and hold a public hearing, because the increase would be 5% or more. After abatements, this levy would maintain the current \$1.3499 City property tax rate.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

The City levies taxes for “corporate purposes” (the General Operating Fund), the Library, and police and fire pensions. The levies for specific purposes are approved by the City Council when the final tax levy Ordinance is approved.

#### *Strategic Goals & Plans*

Property tax revenues may be used to support a variety of City services, including those related to Mayor/City Council strategic goals.

#### *Previous Council Actions*

The City Council approves a property tax levy annually. Since the 2018 tax levy, the City tax rate has generally been maintained at \$1.3499 per \$100 of equalized assessed value (EAV).

The City Council approved updated Financial Policies related to tax levies for police and fire pensions on June 18, 2018 ([2018-06-023R](#)).

**Discussion**

*Additional Background Information*

Levies for Police and Fire Pension Funds are based on the funding plan approved by the City Council in the City’s Financial Policies. The benefits are dictated by State statute and the current funding policy reflects a balanced approach to covering the City’s long-term pension obligations while avoiding higher costs that could arise from failing to address unfunded liabilities and affect the City’s ability to provide services in the long-term. Pursuant to State law, 8.12% of the total funding requirement will be met by using personal property replacement tax (PPRT) revenues. The total funding requirements and portions from PPRT are detailed below. These figures are based on draft actuarial reports, which depend upon preliminary financial statements. Any changes in the financial statements prior to completion of the audit could result in changes to the funding requirements, which would be reflected in the final tax levy Ordinance provided to the City Council.

	<b>Police Pension Fund</b>	<b>Fire Pension Fund</b>
Funding requirement per policy	\$2,920,206	\$1,447,108
PPRT portion (8.12%)	(\$237,121)	(\$117,505)
Levy amount for 2023	\$2,683,085	\$1,329,603

For the Library, the Mayor recommends a levy of \$4,367,838, which is an increase of about 6.4% over the 2023 tax levy. Property tax revenue is responsible for the vast majority of recurring revenues for the Library General Fund. This increase is needed to allow the Library to maintain current services, based upon the FY2025 budget.

Remaining revenues generated by property taxes would be allocated to the General Operating Fund, where they would be used to pay for basic City services, such as police and fire protection and public works services. The recommended levy for corporate purposes is \$3,720,170. This is an increase of about 72% from the 2023 extended tax levy. When the final levy is extended, this component of the levy will be reduced to achieve the desired tax rate of \$1.3499, so the increase will be lower. The corporate levy would also be reduced to compensate for any increase in pension funding requirements.

Staff will use a preliminary estimate of the EAV based upon the County assessor’s preliminary abstract of assessments, which does not include any reductions that may be made by the Board of Review or any equalization factor applied by the State of Illinois. The estimate is \$896,414,262. This EAV would be an increase of 19.26% from the EAV upon which the extended levy for 2023 was based.

Staff will also prepare an Ordinance authorizing the County Clerk to abate (reduce) the tax levy to maintain the current tax rate based on the final EAV (which is not known when the City Council approves the levy). This Ordinance, which will be presented with the final tax levy, will direct the County Clerk to abate the corporate purpose levy to produce a final tax rate of \$1.3499. This would allow the City to maximize property tax revenue at the current tax rate.

The City does not have any levies for debt service this year and no abatements are required for that purpose.

*Operations Impact*

The property tax levy will help to maintain a variety of City services, including public safety, public works, and library services.

*Policy or Statutory Impacts*

None. The proposed property tax levy is consistent with City Financial Policies and Illinois law.

*Fiscal and Budget Impact*

Assuming assessments are reduced by 3% prior to extension of the tax levy, this levy is likely to result in an increase of about \$1.2 million in revenue available for basic City services. However, this could vary considerably. This will be factored into the updated financial forecast used for determining strategy for the budget for FY2026. The City will be continuing on the path toward fully funding Police and Fire pensions, consistent with the City’s current policy on pension funding.

*Community Impact*

The property tax levy supports a variety of services on which our residents depend. The Mayor recommends a tax rate for this year’s levy of \$1.3499, which is the current City of Urbana tax rate. While the City’s portion of the total tax levy is only about 12.7% of the total, this is important to trying to achieve a tax rate competitive with neighboring communities and can affect property values and economic development opportunities.

At this rate, City property taxes for an owner-occupied home are estimated as follows –

Property Value	City Property Tax at \$1.3499*
\$100,000	\$369
\$150,000	\$594
\$200,000	\$819
\$250,000	\$1,044

\*City property tax = EAV (property value / 3), less owner-occupied exemption (\$6,000), divided by \$100, multiplied by tax rate

*Recommendation*

Forward this resolution establishing the estimated property tax levy for 2023 for approval at the City Council Meeting on November 18.

*Next Steps*

The process for levying property taxes is summarized in the following table. This process is dictated by State statute.

<b>Item</b>	<b>Date</b>	<b>Requirements</b>
Estimated Levy – Committee	November 12, 2024	
Estimated Levy – City Council	November 18, 2024	Must be approved at least 20 days prior to final levy approval. (This is 28 days.)
Publish Truth in Taxation Notice	November 22, 2024	Required if the estimated levy is more than 105% of the previous year's extended levy. Must be advertised 7 – 14 days prior to the public hearing, if required. (This is 10 days.)
Public Hearing	December 2, 2024	Required if the estimated levy is more than 105% of the previous year's extended levy. Must be held before the levy is adopted by the City Council.
Final Tax Levy & Abatements – City Council	December 9, 2024	Must be adopted in time to meet filing deadline below.
City Clerk Files Levy with County by	December 24, 2024	Must be filed by 4th Tuesday in December. County Clerk will likely request this earlier due to holiday.

Because the City Council will have already reviewed the proposed tax levy in November, staff will place the final tax levy on the regular City Council agenda for December 19, without an additional committee meeting.

**Attachment**

A Resolution Estimating the Tax Levy (Fiscal Year 2024-2025)

Originated by: Elizabeth Hannan, HR & Finance Director / CFO

Approved: Carol Mitten, City Administrator

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ESTIMATING THE TAX LEVY  
(Fiscal Year 2024-2025)**

**WHEREAS**, Section 18-60 of the Truth in Taxation Law, 35 ILCS 200/18-60, requires the corporate authority of each taxing district, not less than 20 days prior to the adoption of its aggregate tax levy, to estimate the amounts of money necessary to be raised by taxation for that year upon the taxable property in its district; and

**WHEREAS**, Section 18-70 of the Truth in Taxation Law, 35 ILCS 200/18-70, requires the corporate authority of each taxing district to give public notice of and hold a public hearing on its intent to adopt an aggregate tax levy, if the estimated amounts to be levied exceed 105% of the property taxes extended or estimated to be extended, including any amount abated prior to such extension, upon the levy of the preceding year.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

**Section 1.**

The amounts of money, exclusive of election costs, estimated and proposed to be levied for fiscal year 2024 - 2025 upon the taxable property in the City of Urbana is \$12,100,696.

**Section 2.**

The aggregate amount of property taxes for the City of Urbana, extended or estimated to be extended, including any amount abated by the corporate authority prior to such extension, upon the levy of the preceding fiscal year and exclusive of election costs, was \$10,146,896.

**Section 3.**

The amounts estimated and proposed to be levied in Section 1 of this Resolution are hereby determined to be 119.26% of the amounts extended or estimated to be extended for the preceding fiscal year.

This Resolution is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the corporate authorities (5 of 8 votes) of the City of Urbana, Illinois, at a meeting of said corporate authorities.

**PASSED BY THE CITY COUNCIL** this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

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Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this Date day of Month, Year.

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Diane Wolfe Marlin, Mayor

**MEMORANDUM**

**TO:** Mayor Diane Wolfe Marlin and City Council Members;  
Carol Mitten, City Administrator; Elizabeth Hannan, Human Resources and Finance Director;  
Andrea Ruedi, Senior Advisor for Integrated Strategy Development;

**FROM:** Christopher Evans, City Council Member from Ward 2

**DATE:** November 13, 2024

**SUBJECT:** FY2024 Budget Amendment #2 - An Ordinance Revising the Annual Budget to Invest in a Grocery Store in Ward 3.

**Introduction:** Attached is an Ordinance to allocate \$800,000 from the General Operating Fund (100) to provide an incentive package for a future developer to build a grocery store in Ward 3.

**Background:** The northwest portion of Urbana used to have an IGA grocery store that serviced the area residents. IGA closed over 40 years ago and since that time has left the area a "food desert." Food deserts are defined as an area where urban residents must travel over a half a mile to access nutritious and affordable food. Ward 3 has long been in need of economic development with jobs and services. Attracting a capable developer to build a grocery store has proven difficult thus far.

**Discussion:** During the course of debating another development in northwest Urbana, residents complained that what was needed most in their neighborhood is access to healthy food. Numerous residents of Ward 3 have given public input at past council meetings that the City Council should do things through a lens of equity and consider all people in its deliberations. On August 18, 2023, the State of Illinois adopted Public Act 103-0561, the Illinois Grocery Initiative, that has a component of the New Stores in Food Deserts program to combat food insecurity by offering competitive grants as administered by the Illinois Department of Commerce and Economic Opportunity to support the establishment of new grocery stores in food deserts. Urbana resident and CEO of HeartStrong Meals, Angela Bradley, has applied for an Illinois Grocery Initiative grant to establish a new grocery store in City of Urbana Ward 3 area. Applicant Angela Bradley has been advised by the Illinois Department of Commerce and Economic Opportunity that \$2.4 million dollars is available for this project if the applicant can provide 25% of the project cost, or \$800,000. Throughout Council's Strategic Priorities & Goals adopted in April of 2022 and March 2024, Council has made a grocery store in northwest Urbana a strategic goal. An \$800,000 contribution toward a "North End Grocery Store" is well overdue and would give Ward 3 a needed economic stimulus. It would be right for the City to invest in the employment and nutritional needs of working people.

**Fiscal Impact:** The new estimated fund balance in the General Operating Fund would be \$11,053,625.

## ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE REVISING THE ANNUAL BUDGET TO INVEST IN A GROCERY STORE IN WARD 3****(Budget Amendment #2)**

**WHEREAS**, the City of Urbana ("City") is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution of 1970, and may exercise any power and perform any function pertaining to its governmental business and affairs, and the passage of this Ordinance constitutes an exercise of the City's home rule powers and functions as granted by the Illinois Constitution of 1970; and

**WHEREAS**, the corporate authorities of the City heretofore did approve the annual budget ordinance of and for the City of Urbana for the fiscal year beginning July 1, 2024 and ending June 30, 2025; and

**WHEREAS**, the said corporate authorities find that revising the annual budget ordinance by deleting, adding to, changing, or creating sub-classes within object classes and object classes themselves is in the best interests of the residents of the City; and

**WHEREAS**, funds are available to effectuate the purpose of such revision; and

**WHEREAS**, the Budget Director may not make such revision under the authority so delegated to the Budget Director pursuant to 65 ILCS 5/8-2-9.6 or Urbana City Code Section 2-133; and

**WHEREAS**, the City of Urbana believes it good to incentivize, assist, and promote businesses providing vital goods and services for the benefit of the residents of Urbana; and

**WHEREAS**, the City of Urbana believes everyone deserves access to fresh, nutritious food; and

**WHEREAS**, a "food desert" is defined as an area where urban residents must travel over a half a mile to access nutritious and affordable food; and

**WHEREAS**, "food deserts" disproportionately impact lower-income areas that lead to health challenges; and

**WHEREAS**, Ward 3 is a predominantly low-income neighborhood with no grocery store for decades; and

**WHEREAS**, on April 11, 2022, the Urbana City Council passed Resolution 2022-04-031R whereby the Urbana City Council established as a priority and goal under the Strategic Area #4: Economic Recovery and Development Strategies, the third strategy: "Recruit new businesses and industries" in the third action step: "b) create an incentive package and recruit a new grocery store and essential services northwest Urbana;" and



**WHEREAS**, on March 24, 2024, the Urbana City Council passed Resolution 2024-02-013R whereby the Urbana City Council established as a priority and goal under Strategic Area #4: Economic Health, the third strategy: "Recruit new businesses and industries." with the action step of "Create an incentive package and recruit a grocery store in northwest Urbana;" and

**WHEREAS**, on August 18, 2023, the State of Illinois adopted Public Act 103-0561, the Illinois Grocery Initiative that has a component of the New Stores in Food Deserts program to combat food insecurity by offering competitive grants as administered by the Illinois Department of Commerce and Economic Opportunity to support the establishment of new grocery stores in food deserts; and

**WHEREAS**, Urbana resident and CEO of HeartStrong Meals, Angela Bradley, has applied for an Illinois Grocery Initiative grant to establish a new grocery store in City of Urbana Ward 3 area; and

**WHEREAS**, applicant Angela Bradley has been advised by the Illinois Department of Commerce and Economic Opportunity that \$2.4 million dollars is available for this project if the applicant can provide 25% of the project cost or \$800,000.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AND THE MAYOR, BEING THE CORPORATE AUTHORITIES OF THE CITY OF URBANA**, as follows:

**Section 1.**

The annual budget ordinance shall be the same and hereby revised by allocating \$800,000 from the General Operating Fund for the sole purpose of assisting with the purchasing land somewhere in Ward 3, and/or constructing a building to be used as a grocery store somewhere in Ward 3.

**Section 2.**

This Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code (65 ILCS 5/1-2-4).

This Ordinance is hereby passed by the affirmative vote, the "ayes" and "nays" being called, of two-thirds of the corporate authorities then holding office (6 of 8 votes) of the City of Urbana, Illinois, at a duly noticed and convened meeting of the said corporate authorities.

**PASSED BY THE CORPORATE AUTHORITIES** this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

AYES: \_\_\_\_\_.

NAYS: \_\_\_\_\_.

ABSTENTIONS: \_\_\_\_\_.

\_\_\_\_\_  
Darcy Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Diane Wolfe Marlin, Mayor