
DATE: Monday, September 30, 2024
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
 - 1. 09-09-2024 Committee of the Whole Minutes
- C. Additions to the Agenda
- D. Presentation and Public Input
- E. Council Input and Communications
- F. Mayoral Appointments
 - 1. *Deputy Fire Chief*
 - Steven Doggett (term ending June 30, 2025)
 - 2. *Deputy Fire Chief*
 - Tal Prendergast (term ending June 30, 2025)
 - 3. *Deputy Chief of Police*
 - Rich Surles (term ending June 30, 2025)
 - 4. *Deputy Chief of Police*
 - David Smysor (term ending June 30, 2025)
 - 5. *Bicycle & Pedestrian Advisory Commission*
 - Carmen Franks (term ending June 30, 2027)
 - 6. *Tree Commission*
 - Elise Doody-Jones (term ending June 30, 2027)
 - 7. *Sustainability Advisory Commission Youth Seat*
 - Gabriel Doussard (term ending April 24, 2025)

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://urbanaininois.us/uptv>

G. Reports of Standing Committees

H. Committee of the Whole (*Council Member Grace Wilken, Ward 6*)

1. Consent Agenda

2. Regular Agenda

- a. Resolution No. 2024-09-063R:** A Resolution for Improvement under the Illinois Highway Code (State Motor Fuel Tax for Lincoln Avenue, Wascher Drive to Killarney Street, Road Diet Demonstration) – PW
- b. Ordinance No. 2024-09-030:** An Ordinance Amending Urbana City Code Chapter 22, Sections 22-31 and 22-34 (Local Motor Fuel Tax) – HRF
- c. Ordinance No. 2024-09-031:** An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #1 - Omnibus) – HRF

I. Reports of Special Committees

J. Reports of Officers

K. New Business

L. Discussion

- 1. Alternative Response Task Force Meeting Access – CM's Wilken and Evans**

M. 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@urbanailinois.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



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 400 S. Vine Street, Urbana, IL 61801
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MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE URBANA CITY COUNCIL

Meeting: September 30, 2024, Council Meeting
Subject: Staff Appointment

Summary

Action Requested

City Council is asked to approve the appointment of Steven Doggett to the office of Deputy Fire Chief for a term ending June 30, 2025.

Brief Background

Steven Doggett has served as Fire Lieutenant for the Urbana Fire Department since 2019. Doggett has been with the Urbana Fire Department for 18 years and during that time, Doggett has served as an arson investigator, worked closely with the Finance Department as a City-wide budget reviewer, and represented Fire employees on the Employee Health Insurance Committee. Doggett was a Field Staff Instructor at the University of Illinois Fire Service Institute and is currently the Illinois State Fire Academy Program Director.

Prior to joining the Fire Department, Doggett was a Police Officer for the Village of Westville. Doggett holds a Bachelor's Degree in Fire Service Management from Southern Illinois University Carbondale and a Master's in Public Administration from the University of Illinois Springfield.

Relationship to City Services and Priorities

Impact on Core Services

The mission of the Urbana Fire Department is to serve our community by providing effective emergency response services and quality prevention and education programs that will minimize the loss of life and property resulting from fires, medical emergencies and other hazardous conditions.

Strategic Goals & Plans N/A

Previous Council Actions N/A

Discussion

Recommendation

City Council is asked to approve the appointment of Steven Doggett to the office of Deputy Fire Chief for a term ending June 30, 2025.

Next Steps

If approved, the Office of the Mayor will notify Steven Doggett of his staff appointment.

Originated by: Mindy Hewkin, Administrative Assistant

Reviewed: Diane Wolfe Marlin, Mayor

William Kolschowsky, Senior Management Analyst/Assistant to the City
Administrator

Approved: Carol J. Mitten, City Administrator



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

Meeting: September 30, 2024, Council Meeting
Subject: Staff Appointment

Summary

Action Requested

City Council is asked to approve the appointment of Tal Prendergast to the office of Deputy Fire Chief for a term ending June 30, 2025.

Brief Background

Tal Prendergast has served as Fire Lieutenant for the Urbana Fire Department since 2020. Prendergast has been with the Urbana Fire Department for 15 years and during that time, Prendergast has served in progressively responsible roles. Prendergast was previously a Program Director at the University of Illinois Fire Service Institute and is currently the Firefighting Program Administrative Coordinator.

Prior to joining the Urbana Fire Department, Prendergast was a Firefighter for the Danville Fire Department. Prendergast holds a Bachelor's Degree in Technical Systems Management from University of Illinois.

Relationship to City Services and Priorities

Impact on Core Services

The mission of the Urbana Fire Department is to serve our community by providing effective emergency response services and quality prevention and education programs that will minimize the loss of life and property resulting from fires, medical emergencies and other hazardous conditions.

Strategic Goals & Plans N/A

Previous Council Actions N/A

Discussion

Recommendation

City Council is asked to approve the appointment of Tal Prendergast to the office of Deputy Fire Chief for a term ending June 30, 2025.

Next Steps

If approved, the Office of the Mayor will notify Tal Prendergast of his staff appointment.

Originated by: Mindy Hewkin, Administrative Assistant

Reviewed: Diane Wolfe Marlin, Mayor
William Kolschowsky, Senior Management Analyst/Assistant to the City
Administrator

Approved: Carol J. Mitten, City Administrator



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

Meeting: September 30, 2024, Council Meeting
Subject: Staff Reappointment

Summary

Action Requested

City Council is asked to approve the reappointment of Richard Surles to the office of Deputy Chief of Police for a term ending June 30, 2025.

Brief Background

Richard Surles has served as Deputy Chief of Police since 2019. Surles has 27 years of law enforcement experience at the City of Urbana, moving up through the ranks after beginning as a patrol officer. Surles was also an adjunct instructor for the Police Training Institute (PTI) for ten years. Surles holds a Bachelor's Degree in sociology with a concentration in Criminology and a Master's in Business Administration.

Relationship to City Services and Priorities

Impact on Core Services

The mission of the Urbana Police Department is to enhance the quality of life in the City of Urbana by working cooperatively with the community and within the framework of the Constitution to enforce the laws, preserve the peace, reduce the fear of crime, and provide a safe environment for all.

Strategic Goals & Plans N/A

Previous Council Actions N/A

Discussion

Recommendation

City Council is asked to approve the reappointment of Richard Surles to the office of Deputy Chief of Police for a term ending June 30, 2025.

Next Steps

If approved, the Office of the Mayor will notify Richard Surles of his reappointment.

Originated by: Mindy Hewkin, Administrative Assistant

Reviewed: Diane Wolfe Marlin, Mayor

William Kolschowsky, Senior Management Analyst/Assistant to the City
Administrator

Approved: Carol J. Mitten, City Administrator



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

Meeting: September 30, 2024, Council Meeting
Subject: Staff Appointment

Summary

Action Requested

City Council is asked to approve the appointment of David Smysor to the office of Deputy Chief of Police for a term ending June 30, 2025.

Brief Background

David Smysor has served as Police Lieutenant since 2019. Smysor has 22 years of law enforcement experience at the City of Urbana, and has held positions in both patrol and investigations. Before graduating high school, Smysor enlisted in the Illinois Army National Guard and served eight years. Smysor holds a Bachelor's Degree in Law Enforcement and Justice Administration from Western Illinois University. Most recently, Smysor graduated from the FBI National Academy, obtaining graduate-level credit through the University of Virginia.

Relationship to City Services and Priorities

Impact on Core Services

The mission of the Urbana Police Department is to enhance the quality of life in the City of Urbana by working cooperatively with the community and within the framework of the Constitution to enforce the laws, preserve the peace, reduce the fear of crime, and provide a safe environment for all.

Strategic Goals & Plans N/A

Previous Council Actions N/A

Discussion

Recommendation

City Council is asked to approve the appointment of David Smysor to the office of Deputy Chief of Police for a term ending June 30, 2025.

Next Steps

If approved, the Office of the Mayor will notify David Smysor of his staff appointment.

Originated by: Mindy Hewkin, Administrative Assistant

Reviewed: Diane Wolfe Marlin, Mayor

William Kolschowsky, Senior Management Analyst/Assistant to the City
Administrator

Approved: Carol J. Mitten, City Administrator



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

Meeting: September 30, 2024, Council Meeting
Subject: Board and Commission Appointments

Summary

Action Requested

City Council is asked to approve the appointment of Carmen Franks to the Bicycle & Pedestrian Advisory Commission for a term ending June 30, 2027.

Brief Background

To more effectively fulfill the responsibilities of contributing to and attending public meetings, City Engineer John Zeman has requested that the role of Urbana Public Works representative on the Bicycle and Pedestrian Advisory Commission (BPAC) be delegated to an Assistant City Engineer and has recommended Carmen Franks, Assistant City Engineer, to take the Urbana Public Works seat on BPAC.

While Assistant City Engineer with Urbana the last two years, Franks has focused on areas that intersect with BPAC's mission, including public involvement, transportation studies and plans, and grant applications.

Relationship to City Services and Priorities

Impact on Core Services

City of Urbana Board and Commission members play a crucial role in helping City leaders address specific issues, offering professional expertise, involving the community in decision-making, and connecting residents, City staff, and Council.

The Bicycle and Pedestrian Advisory Commission (BPAC) was established on June 16, 2006 with the primary purpose of advising City Council on how to make bicycling and walking viable modes of transportation in the city of Urbana. BPAC duties include: analyze routing, operation and safety of bicycles; review and make recommendations regarding the City's Capital Improvement Plan, Bicycle Master Plan, and Pedestrian Master Plan; perform a regular evaluation and recommend an action plan for biking and walking facilities; coordinate with external agencies on maps and regional connections; develop education and public outreach opportunities on bicycle and pedestrian issues; and assist the City in the development of bicycle and pedestrian systems with the community.

BPAC consists of eleven members appointed by the Mayor, and approved by the Council, from constituencies which have an interest and expertise in bicycle and pedestrian issues such as bicycle commuting, bicycle clubs, running, transportation planning, recreation, child advocacy, senior advocacy, physical fitness, and business. Four members are representatives from the Urbana School District, Urbana Park District, University of Illinois and City of Urbana Public Works Department. Carmen Franks would act as the City of Urbana Public Works Department representative, replacing John Zeman.

Strategic Goals & Plans N/A

Previous Council Actions N/A

Discussion

Recommendation

City Council is asked to approve the appointment of Carmen Franks to the Bicycle & Pedestrian Advisory Commission for a term ending June 30, 2027.

Next Steps

If approved, the Office of the Mayor will notify Carmen Franks of the appointment as a Commission member and of Open Meetings Act requirements.

Originated by: Mindy Hewkin, Administrative Assistant

Reviewed: Diane Wolfe Marlin, Mayor

William Kolschowsky, Senior Management Analyst/Assistant to the City
Administrator

Approved: Carol J. Mitten, City Administrator



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MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE CITY COUNCIL

Meeting: September 30, 2024, Council Meeting
Subject: Board and Commission Appointments

Summary

City Council is asked to approve the appointment of Elise Doody-Jones to the Tree Commission for a term ending June 30, 2027.

Brief Background

Elise Doody-Jones has been a resident of Urbana for over seven years and is currently a Program Manager at Parkland College. Doody-Jones operates and guides a job training readiness program called the Highway Construction Careers Training Program (HCCTP), which is an Illinois Department of Transportation funded initiative. The program trains people in safety processes for construction or utilities, which can potentially involve tree trimming.

“I am concerned about the loss of so many mature trees in Urbana. It is important to counter this loss with replanting of appropriate trees for our region. The derecho in the summer of 2023 left our family home without power for six days. The cause was unmaintained trees that fell on power lines and a transformer. Appropriate plantings would prepare neighborhoods to better withstand these intense storms.”

Relationship to City Services and Priorities

Impact on Core Services

City of Urbana Board and Commission members play a crucial role in helping City leaders address specific issues, offering professional expertise, involving the community in decision-making, and connecting residents, City staff, and Council.

The Tree Commission is charged with providing advice and consultation to the City Arborist on policies concerning selection, planting maintenance and removal of trees, plants and shrubs, the establishment of educational and informational programs concerning vegetation, development of policies and procedures regarding the duties of the Arborist, and issuance of necessary permits. The Commission also serves as the hearing board for disputes of decisions by the City Arborist.

Strategic Goals & Plans N/A

Previous Council Actions N/A

Discussion

Recommendation

City Council is asked to approve the appointment of Elise Doody-Jones to the Tree Commission for a term ending June 30, 2027.

Next Steps

If approved, the Office of the Mayor will notify Elise Doody-Jones of the appointment as a Commission member and of Open Meetings Act requirements.

Originated by: Mindy Hewkin, Administrative Assistant

Reviewed: Diane Wolfe Marlin, Mayor
William Kolschowsky, Senior Management Analyst / Assistant to the City
Administrator

Approved: Carol J. Mitten, City Administrator



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MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE CITY COUNCIL

Meeting: September 30, 2024, Council Meeting
Subject: Board and Commission Appointments

Summary

City Council is asked to approve the appointment of Gabriel Doussard to the Sustainability Advisory Commission Youth Seat for a term ending April 24th, 2025.

Brief Background

Gabriel Doussard has been a resident of Urbana for over twelve years and is currently a senior at Urbana High School. Doussard has volunteered more than 50 community service hours, earning the Bronze Mayoral Recognition Award. Most of Doussard's hours were earned by volunteering at the Urbana Park District, Habitat for Humanity and Solidarity Gardens. Doussard has also educated the public about the climate at a booth at the Urbana Market at the Square.

“Climate change is undoubtedly the biggest issue for people of my generation. Being born into a world where it has already taken hold in so many ways means that we need to learn to contend with it and fight it. Over the past three or so years, particularly since the big wildfires in California came onto my radar, I have tried to support the cause on this issue in whatever ways I could. What this meant for me was everything from self-education on the topic to starting my own club pertaining to it. Joining this commission would be the next step in my journey to do whatever I can to at least soften the blow of climate change. Acting as a reference and reminder to the people in charge that their policies affect all of us is greatly important. That's why I feel that I need to get my voice out however possible. Doing so in my hometown would not only be an excellent first step, but extraordinarily meaningful, in the sense that it could let me potentially see some tangible change in my local community.”

Relationship to City Services and Priorities

Impact on Core Services

City of Urbana Board and Commission members play a crucial role in helping City leaders address specific issues, offering professional expertise, involving the community in decision-making, and connecting residents, City staff, and Council.

The Sustainability Advisory Commission was established to assist the Mayor and City Council in identifying the highest priorities for city government and citizens to achieve sustainable management of natural resources - water and energy in particular - and shall recommend goals to achieve a workable means to reach these goals.

Strategic Goals & Plans N/A

Previous Council Actions N/A

Discussion

Recommendation

City Council is asked to approve the appointment of Gabriel Doussard to the Sustainability Advisory Commission Youth Seat for a term ending April 24th, 2025.

Next Steps

If approved, the Office of the Mayor will notify Gabriel Doussard of the appointment as a Commission member and of Open Meetings Act requirements.

Originated by: Mindy Hewkin, Administrative Assistant

Reviewed: Diane Wolfe Marlin, Mayor

William Kolschowsky, Senior Management Analyst/Assistant to the City
Administrator

Approved: Carol J. Mitten, City Administrator



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MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: September 23, 2024 Committee of the Whole
Subject: A Resolution for Improvement under the Illinois Highway Code (State Motor Fuel Tax for Lincoln Avenue, Wascher Drive to Killarney Street, Road Diet Demonstration)

Summary

Action Requested

City Council is being asked to pass the attached resolution to appropriate State Motor Fuel Tax (State MFT) funds for a temporary road diet demonstration associated with the Lincoln Avenue (Wascher to Killarney) project.

Brief Background

The City utilizes State MFT funds for a project by first obtaining Council approval to appropriate an amount. The Illinois Department of Transportation (IDOT), which oversees the State MFT program, verifies that the City will have an adequate balance in its State MFT fund throughout the life of the project before approving the appropriation. Adequate State MFT funds must be appropriated before the City can enter into engineering agreements or construction contracts that are paid with State MFT.

Relationship to City Services and Priorities

Impact on Core Services N/A

Strategic Goals & Plans N/A

Previous Council Actions

Council passed State MFT [Resolution No. 2023-06-067R](#) to appropriate funds for preliminary engineering services for the Lincoln Avenue (Wascher to Killarney) project, under Section number 22-00658-00-PV. The project page for Lincoln Avenue (Wascher to Killarney) from the Capital Improvement Plan for Fiscal Years 2025-2029 (CIP FY25-FY29) is included as an attachment, for reference. The Capital Improvement Plan was approved on May 20, 2024. ([Resolution No. 2024-05-021R](#))

Discussion

Additional Background Information

The proposed State MFT Resolution is required, because the temporary road diet demonstration will be completed under a construction contract that is separate from the overall Lincoln Avenue (Wascher to Killarney) project. IDOT requires a unique Section number and therefore separate State MFT Resolutions for each construction contract. The Section number for the temporary road diet demonstration will be 22-00658-01-ST. All recommendations are consistent with the CIP FY25-FY29.

Fiscal and Budget Impact

The recommended appropriation of State MFT funds is calculated as the allocation in the CIP FY25-FY29 plus 10% contingency. For the temporary road diet demonstration, the project budget is \$200,000. A 10% contingency is \$20,000. Therefore, the recommended appropriation of State MFT funds is \$220,000.

Recommendation

City Council is asked to pass the attached resolution to appropriate State Motor Fuel Tax (State MFT) funds for a temporary road diet demonstration associated with the Lincoln Avenue (Wascher to Killarney) project.

Next Steps

If the attached resolution is passed, staff will submit the resolution to IDOT and proceed with design of the temporary road diet demonstration.

Attachments

1. Resolution 2024-09-____R – A Resolution for Improvement under the Illinois Highway Code (State Motor Fuel Tax for Lincoln Avenue, Wascher Drive to Killarney Street, Road Diet Demonstration)
2. Location Map
3. CIP FY25-FY29 Project Page

Originated by: John C. Zeman, City Engineer

Reviewed: Tim Cowan, Public Works Director

Approved: Carol Mitten, City Administrator



Resolution for Improvement
Under the Illinois Highway Code

Item a.

Is this project a bondable capital improvement?

☒ Yes ☐ No

Resolution Type

Original

Resolution Number

2024-09-__R

Section Number

22-00658-01-ST

BE IT RESOLVED, by the Council of the City

Governing Body Type

Local Public Agency Type

of Urbana Illinois that the following described street(s)/road(s)/structure be improved under

Name of Local Public Agency

the Illinois Highway Code. Work shall be done by Contract

Contract or Day Labor

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
N. Lincoln Avenue	0.79	FAU 7177	Wascher Drive	Killarney Street

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Construction costs for temporary road diet demonstration installation and removal.

2. That there is hereby appropriated the sum of two hundred twenty thousand and 00/100

Dollars (\$220,000.00) for the improvement of

said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Darcy E. Sandefur

Name of Clerk

City

Local Public Agency Type

Clerk in and for said City

Local Public Agency Type

of Urbana in the State aforesaid, and keeper of the records and files thereof, as provided by

Name of Local Public Agency

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council

Governing Body Type

of Urbana

Name of Local Public Agency

at a meeting held on _____

Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____.

Day

Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

Approved

Regional Engineer Signature & Date
Department of Transportation



[Lincoln Avenue \(Wascher to Killarney\) Road Diet Demonstration](#)

SS4A Grant budget requires a separate MFT Resolution from design engineering, which is primarily funded through STPU

Lincoln Ave. (Wascher to Killarney)

PROJECT	FUND	FY24 Projected	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated	FY29 Allocated
40124 - LINCOLN: WASCHER - KILLARNEY	STBG / STPU	365,600	-	650,000	5,200,000	-	-
	SS4A GRANT	-	200,000	-	-	-	-
	203 SMFT	91,400	-	163,000	1,300,000	-	-
TOTAL		457,000	200,000	813,000	6,500,000	0	0

Note: The FY24 and FY26 budgets for design engineering are covered by a previous MFT Resolution (2023-06-067R).



Description

Pavement rehabilitation with road diet from 4 lanes to 3 lanes and addition of either on-street bike lanes or a shared use path. Improved traffic signals, street lights, and bus stops. New mid-block pedestrian cross walks.

Location

Lincoln Ave. from
Wascher to Killarney

Purpose and Need

Lincoln Ave. is an other principal arterial with a high safety priority score, pavement in poor to very poor condition, and a bus route. Preliminary engineering funded with STBG/STPU funds through CUUATS. A second application for a Safe Streets and Roads for All (SS4A) grant yielded funding for a temporary road diet demonstration, but no funding for improvements. Anticipate funding construction with STBG/STPU funds through CUUATS if a third SS4A grant application is unsuccessful.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
25.2	22.4	13.1	12.9	5.8	8.2	1.4	88.9

Timeline

Studies FY24, Road Diet Demo FY25, Plans FY26, Construction FY27. Construction is contingent on STBG/STPU funds.

Changes from Previous CIP

Reduced scope of pavement improvements from reconstruction to rehabilitation.



MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: September 30, 2024 City Council Meeting
Subject: Local Motor Fuel Tax Increase
(An Ordinance Amending Urbana City Code Chapter 22, Sections 22-31 and 22-34)

Summary

Action Requested

The City Council is being asked to approve increases in the City's local motor fuel tax to fund transportation improvements.

Brief Background

The proposed increases in the local motor fuel tax would provide additional funding for transportation improvements. Increases would be phased in with incremental steps to 7.5 cents on January 1, 2025; 10 cents on January 1, 2026; and 12.5 cents on January 1, 2027. Thereafter, increases would be tied to increases in the consumer price index (CPI), with a maximum increase of five percent (5%) in any single year.

Relationship to City Services and Priorities

Impact on Core Services

Providing the requested funding would allow staff to begin to address declining road conditions in Urbana, which are currently rated as "poor."

Strategic Goals & Plans

This action addresses a Council goal to, "Review and adjust dedicated revenue streams for infrastructure assets, beginning with the Local Motor Fuel Tax." This action also supports implementation of projects in the Capital Improvement Plan.

Previous Council Actions

The Capital Improvement Plan was approved on May 20, 2024. ([2024-05-021R](#))

Discussion

Additional Background Information

The City Council was presented with [information](#) related to the proposal to increase the local motor fuel tax on August 26. In further discussion on September 23, Council directed staff to prepare a final Ordinance for consideration including the rate increases described above.

This increase is expected to generate an additional \$982,000 annually, on average, over the next ten years. At the 12.5 cent per gallon rate, the anticipated monthly cost to an average consumer is \$3.68, or \$44.18 annually.

The City's local motor fuel tax has not increased since 2015, when it was increased from 4 to 5 cents per gallon. Over the same period, the National Highway Construction Cost Index (NHCCI) has nearly doubled, significantly reducing the City's buying power. The City's road network has been in a state of decline and is currently assessed as being in poor condition. Even with this additional funding, staff expects the condition to continue to decline. The proposed increases would not address the entire gap, but would allow staff to diminish the level of decline. A much larger amount (estimated at \$5.5 million annually) would be required to halt the decline.

In evaluating revenue options, staff assesses fairness, impacts on behavior, and cost of administration.

- *Fairness:* Taxes based on consumption tend to have greater impact on lower income individuals and families. The overall impact of the suggested increases is as high as \$4.12 monthly.
- *Impacts on Behavior:* Staff believes it is unlikely, but if the tax were to prompt significant numbers of purchasers to buy fuel outside the City of Urbana, the phased increases would allow the City to reassess and recommend changes before additional increases would take effect. If other local governments adjust their pricing, that would be less likely.
- *Cost of Administration:* The cost of administration is very low, since the City already collects a motor fuel tax. The additional effort is primarily notifying businesses that collect the tax of new rates and providing new forms.

Fiscal and Budget Impact

This action would increase revenue in the Local Motor Fuel Tax Fund, which is dedicated for transportation improvements. The proposed increase is expected to generate an additional \$982,000 annually, on average, over the next ten years.

Recommendation

Staff recommends that the City Council approve the Ordinance amending the section of the City Code pertaining to the Local Motor Fuel Tax to authorize the increases discussed above.

Next Steps

Once the Ordinance is approved, Finance staff would prepare new forms and notify business that pay this tax of the rate change and effective date. Additional revenues would be received and deposited into the Local Motor Fuel Tax Fund beginning in February, 2025 for receipts from the month of January, 2025.

Attachments

1. An Ordinance Amending Urbana City Code Chapter 22, Sections 22-31 and 22-34

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

Approved: William Kolschowsky, Senior Management Analyst/Assistant to the City
Administrator

ORDINANCE NO. _____

**AN ORDINANCE AMENDING URBANA CITY CODE
CHAPTER 22, SECTIONS 22-31 AND 22-34
(Local Motor Fuel Tax)**

WHEREAS, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, including the power to tax; and

WHEREAS, the City Council heretofore has enacted Urbana City Code Section 22-31 to levy and impose a tax upon the purchase of each gallon of motor fuel, or fraction thereof, sold at retail within the corporate limits of the City at the rate of five cents (\$0.05) per gallon; and

WHEREAS, the City Council finds that the needs of the City require an increase in the rate of that tax to maintain the City’s transportation infrastructure.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. Urbana City Code Chapter 22, “Taxation,” Article III, “Local Motor Fuel Tax,” Section 22-31, “Tax imposed,” subsections (a) and (b), are hereby amended and as amended shall read as follows:
Sec. 22-31. - Tax imposed.

- (a) There is levied and imposed upon the purchase of each gallon of motor fuel, or fraction thereof, sold at retail within the corporate limits of the City, irrespective of the unit of measure in which it is actually sold, a tax at the rate of seven and one-half cents (\$0.075) per gallon effective January 1, 2025, a tax at the rate of ten cents (\$0.10) per gallon effective January 1, 2026, and a tax at the rate of twelve and one-half cents (\$0.125) per gallon effective January 1, 2027.
- (b) Beginning January 1, 2028 and on January 1 of each year thereafter, the rate shall be adjusted based on the rate of inflation, determined by the change in the Consumer Price Index for All Urban

Consumers (CPI-U) for a twelve (12) month period as of the end of June of the prior calendar year. The rate increase in a single year shall be limited to a maximum of five percent (5%), regardless of the calculated amount. The resulting rate shall be rounded to the nearest one-tenth of one cent (\$0.001).

- (c) The tax herein levied shall be paid in addition to any and all other taxes and charges. The tax herein imposed is not based on the selling or purchase price or gross receipts from the sale or purchase of motor fuel.
- (d) The ultimate incident of and liability for payment of the tax is to be borne by the retail purchaser of motor fuel. Nothing in this article shall be construed to impose a tax upon the occupation of persons engaged in the retail sale of motor fuel.
- (e) It shall be the duty of every retail gasoline dealer to secure the tax from the purchaser at the time the dealer collects the purchase price for the motor fuel and to pay over the tax to the finance department, as provided in this article.

Section 2. Urbana City Code Chapter 22, "Taxation," Article III, "Local Motor Fuel Tax," Section 22-34, "Motor fuel tax funds," subsection (c), is hereby amended and as amended shall read as follows:

Sec 22-34. – Motor fuel tax funds.

- (f) The finance department shall deposit the proceeds of the motor fuel tax imposed by this article, including penalties, into a separate fund designated as the "Motor Fuel Tax Fund." During the annual budget process, the list of projects to be financed by this fund shall be approved by the City Council.

Section 3. Those sections, paragraphs, and provisions of the Urbana City Code that are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Urbana City Code other than those expressly set forth as amended or repealed in this Ordinance. The invalidity of any section or

provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

Section 4. This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or any liability incurred, or any cause or causes of action acquired or existing prior to the effective date of this Ordinance; nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 5. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and 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 or on January 1, 2025, whichever occurs later.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2024.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, 2024.

Diane Wolfe Marlin, Mayor



City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.urbanailinois.us

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: September 23, 2024 Committee of the Whole

Subject: FY2025 Budget Amendment #1 - Omnibus

Summary

Action Requested

Forward the budget amendment authorizing these adjustments for approval at the September 30, 2024 City Council meeting. This budget amendment requires six affirmative votes, including the Mayor, in order to pass.

Brief Background

This Ordinance seeks Council action to amend the FY2025 Annual Budget. The proposed adjustments include additional funding for ladder truck repairs and a number of rebudgets for capital improvement projects.

Relationship to City Services and Priorities

Impact on Core Services

Changes related to the Fire Department equipment and facilities are intended to allow City staff to better serve Urbana residents.

Strategic Goals & Plans

The proposed changes related to ladder truck repairs and fire station construction align with the Mayor and Council 2024-2025 Goals, specifically Strategic Area #1: Public Safety and Well-Being.

Previous Council Actions

The City Council approved the City's [FY2025 Annual Budget](#) on June 24, 2024.

Discussion

Additional Background Information

Changes in the General Fund include additional funds for storm cleanup related to a wind storm that occurred on July 16, 2024 (\$11,920) and additional funding for repairs to the City's ladder truck that were identified when it was in the shop for repairs (\$54,198). The estimate for these repairs could not be obtained until the truck was in the shop for evaluation. The ladder truck repair is also reflected in the Equipment Services Fund.

A number of changes are related to capital improvement projects. In the Capital Replacement & Improvement Fund, changes relate to the timing of expenditures for capital improvement projects.

These changes include rebudgeting funds for the Equity & Quality of Life (EQL) project (\$531,374); the Washington Street Bridge (\$56,920); and furniture, fixtures, and equipment (FF&E) for fire stations (\$381,206) in the Capital Replacement & Improvement Fund. Additional grant funds would pay for street lighting improvements (\$77,000). In the Stormwater Utility Fund, a total of \$230,235 would be rebudgeted for various stormwater improvements. In the Sanitary Sewer Fund, \$114,214 would be rebudgeted for sewer lining.

In Central TIF, the amount for landscaping at the Boneyard Creek is insufficient and would be increased by \$15,000.

Expenditures in the Equipment Services Fund would increase by \$54,198 to cover additional repairs on the ladder truck, which are discussed above. This expense would be offset by a transfer from the General Fund.

Operations Impact

Repairing the tower ladder truck and equipping the new fire stations would have a positive impact on Fire Department operations and the longevity of the apparatus.

Fiscal and Budget Impact

The new estimated ending fund balance in the General Operating Fund, not including amounts reserved for future expenditures, would be \$11,853,625, which is 26.39% of recurring expenditures. Reserved amounts include planned transfers for capital improvements in future years and funding for the second and third years of the UPD Community Engagement Team pilot program.

Community Impact

The request related to the Fire Department ladder truck repairs is designed to ensure the appropriate maintenance of emergency service equipment to ensure Urbana residents receive the emergency services they need. Construction of new fire stations will also support services to residents.

Recommendation

Forward the budget amendment authorizing these adjustments to the FY2025 budget with a recommendation for approval at the September 30, 2024 City Council meeting.

Next Steps

If the proposed adjustments mentioned above are approved, the revisions included in the exhibit will be made to the FY2025 Annual Budget.

Attachment

An Ordinance Revising the Annual Budget Ordinance

Originated: Kyle Kapper, Interim Financial Analyst
 Reviewed: Elizabeth Hannan, HR & Finance Director / CFO
 Approved: Carol Mitten, City Administrator

ORDINANCE NO. _____

AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE

(Budget Amendment #1 –Omnibus)

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 is desirable for the welfare of the City’s government and affairs; 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.

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

Section 1.

The annual budget ordinance shall be and the same is hereby revised as set forth in the exhibit appended hereto and made a part hereof as if fully set forth herein.

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 E. Sandefur, City Clerk

APPROVED BY THE MAYOR this __ Day of _____, 20__.

Diane Wolfe Marlin, Mayor

Budget Amendment 2024/25 - 01 - Exhibit A

General Ledger Code	Project String	Description	Current Budget	Revised Budget	Difference	Reason
GENERAL OPERATING FUND (100)						
<u>Expenditures</u>						
10040402-59099		LANDSCAPE: OTHR INTERDEPT CHARGES	22,258	34,178	11,920	STORM CLEANUP & DISPOSAL COSTS
10030300-59600		FIRE OPS: TFR TO EQPT SERVICES	328,066	382,264	54,198	ADDITIONAL LADDER TRUCK REPAIRS
Total Expenditures			55,101,975	55,168,093	66,118	
Ending Fund Balance (estimated)			17,006,695	16,940,577	(66,118)	
CAPITAL REPLACEMENT & IMPROV FUND (200)						
<u>Revenues</u>						
200-41330-40606	40606-EECBG	LIGHT IMPRR: FED GRANT - STR & HWY	-	77,000	77,000	EECBG GRANT FOR STREETLIGHTS
Total Revenues			17,469,619	17,546,619	77,000	
<u>Expenditures</u>						
20040470-53305-40162	40162-CONST	EQL: OTHER CONSTRUCTION	633,000	1,164,374	531,374	EQL PROJECT REBUDGET
20040470-52105-40109	40109-PLANNING-CRI	WASH ST BRIDGE: PLANNING SVCS	-	56,920	56,920	WASHINGTON ST BRIDGE REBUDGET
20040470-52105-40606	40606-PLANNING	LIGHT IMPR: PLANNING SERVICES	-	77,000	77,000	EECBG GRANT FOR STREETLIGHTS
20040470-53200-40805	40805-OTHER	FIRE STATION 2: BUILDING	-	190,603	190,603	FD STATION 2 FFE REBUDGET
20040470-53200-40806	40806-OTHER	FIRE STATION 3: BUILDING	-	190,603	190,603	FD STATION 3 FFE REBUDGET
Total Expenditures			5,804,329	6,850,829	1,046,500	
Ending Fund Balance (estimated)			666,502	666,502	-	
STORMWATER UTILITY FUND (201)						
<u>Expenditures</u>						
20140470-53303-40400	40400-CONST	STORM SWR MISC: STORMWATER	375,000	410,628	35,628	STORM SEWER REPAIRS REBUDGET
20140470-53303-40416	40416-CONST	VINE ST PUMP STA: STORMWATER	-	23,043	23,043	VINE ST PUMP STATION REBUDGET
20140470-53303-40418	40418-CONST	STORM SWR LINING: STORMWATER	330,000	501,564	171,564	STORM SEWER LINING REBUDGET
Total Expenditures			3,248,928	3,479,163	230,235	
Ending Fund Balance (estimated)			321,785	321,785	-	
SANITARY SEWER FUND (204)						
<u>Expenditures</u>						
20440470-53304-40511	40511-CONST	SAN SWR LINING: SANITARY SEWER	205,000	319,214	114,214	SANITARY SEWER LINING REBUDGET
Total Expenditures			2,355,905	2,470,119	114,214	
Ending Fund Balance (estimated)			973,486	973,486	-	
CENTRAL TIF (344)						
<u>Expenditures</u>						
34450501-52906-40405	40405-CONST-TIFC	BONEYARD MTC: LANDSCAPING	25,000	40,000	15,000	OVERSIGHT ON AMOUNT REQUESTED
Total Expenditures			3,088,165	3,103,165	15,000	
Ending Fund Balance (estimated)			477,287	462,287	(15,000)	
EQUIPMENT SERVICES FUND (600)						
<u>Revenues</u>						
600-49100		EQPT SVCS: TFR FROM GENERAL FUND	1,082,779	1,136,977	54,198	
Total Revenues			17,469,619	17,523,817	54,198	
<u>Expenditures</u>						
60040460-52202		EQPT SVCS: EQUIPMT REPAIR & MAINT	166,549	220,747	54,198	LADDER TRUCK REPAIRS
Total Expenditures			1,318,139	1,372,337	54,198	
Ending Fund Balance (estimated)			(3,004)	(3,004)	-	