



DATE: Monday, December 04, 2023
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

Chair: *Chaundra Bishop Ward 5*

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
 - 1. 10-16-2023 Minutes
 - 2. 10-16-2023 Public Hearing Minutes
- C. Additions to the Agenda
- D. Presentations and Public Input
- E. Staff Report
- F. New Business
 - 1. **Ordinance No. 2023-12-045:** An Ordinance Regarding the Paid Leave for All Workers Act - HRF
 - 2. **Ordinance No. 2023-12-046:** An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #5 - Police Staffing) - HRF
 - 3. **Resolution 2023-12-095R:** A Resolution Adopting Guidelines for Redistricting City Council Ward Map - Exec
- G. Council Input and Communications
- H. 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. 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



MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: December 4, 2023 Committee of the Whole
Subject: Ordinance Regarding the Illinois Paid Leave for All Workers Act

Summary

Action Requested

Staff recommends the City Council pass an ordinance using its Home Rule authority to exempt the City from the requirements of Paid Leave for All Workers Act (PLFAWA) as is allowed under the Act.

Brief Background

In March 2023, the Illinois Legislature passed, and Governor Pritzker signed into law, the Illinois [Paid Leave for All Workers Act](#) (“the Act” or “PLFAWA”) 820 ILCS 192 et. seq. The Act takes effect on January 1, 2024.

Relationship to City Services and Priorities

Impact on Core Services

The Act requires employers to provide to their employees one hour of paid leave for every 40 hours worked, up to 40 hours of paid leave during a twelve-month period. This leave would not be categorized or managed as sick or vacation leave. The City already provides paid leave (i.e., sick and vacation leave) for its employees in an amount far in excess of that contemplated in the Act. Requiring the City to create and grant a new category of paid leave to all of its employees is not necessary to satisfy the articulated intent of the Act, and would have a significant operational and financial impact. Should the City elect not to exempt itself from the Act, in order for the City to cover lost work time for any additional one-week of leave given to each full-time employee under the Act, it is likely that overtime costs for the City will increase significantly. For example, the minimum mandatory staffing requirements of both the Fire and Police Departments and the response of Public Works employees to weather or emergency maintenance events mean that those positions have to be staffed, and in the absence of adding staff positions, current employees would need to work beyond 40 hours a week. Additionally, even in those departments that are not responsible for after-hours or emergency response, accommodating the additional hours of leave time could result in overtime, and would likely create scheduling difficulties and impact work flow. Moreover, the leave contemplated in the Act contains minimal, if any, notice requirements.

Essentially, it can be taken at any time, for any reason. At present, getting same day coverage for a shift can be difficult, at best. Historically, if a situation arises that does not meet the requirements for use of sick leave but is urgent in nature, the City's supervisors have allowed employees to use other benefit time (e.g., vacation) to take time-off. However, the language of the Act establishes a right to take time off with no notice for non-illness related, or non-urgent or foreseeable events.

Strategic Goals & Plans

Approving this Ordinance would minimize the impact on availability of staff to perform work that is critical to accomplishing organizational goals.

Previous Council Actions.

None.

Discussion

Additional Background Information

The intent of the Illinois legislature in enacting PLFAWA is stated in within the Act itself, specifically:

- To establish a minimum paid leave standard for all workers in Illinois
- To provide employment and economic security for employees who need to use paid time off for any reason
- To safeguard the welfare, health, safety, and prosperity of the people of Illinois
- To ensure employees who are not provided a written policy of notification requirements for use of leave are not penalized for failing to meet those requirements

In the event an employer already offers its employees any form of paid leave (including sick leave, vacation leave, or other forms of paid leave), the Act provides a mechanism by which that employer may be exempted from the specific requirements of the Act. The Act allows those employers to be exempted from the Act via a municipal or county ordinance that is in effect on or before the effect date of the Act (January 1, 2024) 820 ILCS 192/15(p). As previously stated, the City already provides for paid leave for its full-time employees in an amount well in excess of that contemplated under the Act. This leave is comprised both of sick leave (a minimum of 69 hours in the first year and at least 96 hours per subsequent year) and vacation leave (a minimum of 80 hours per year). The City's half-time employees receive a minimum of 48 hours of paid vacation leave a year and 32 hours of paid sick leave a year. Notification requirements for use of sick leave are already established in either in each collective bargaining agreement, or in City and/or Departmental policies. In short, at the completion of their first year of employment, full-time employees will have accrued a combined minimum of 149 hours of paid sick and vacation leave.

Full-time employees are also granted a minimum of two work days of paid funeral and/or bereavement leave. Additionally, pursuant to their collective bargaining agreements, firefighters and police officers are granted 24 additional paid hours off (via “Kelly Days” and “personal days”, respectively). Moreover, the City provides for its AFSCME, non-union employees, and off-duty police officers and firefighters at least nine paid holidays each year (firefighters, police officers, and police service representatives required to work those days to meet minimum mandatory staffing requirements receive additional compensation for working those days). Half-time employees receive four hours of paid time off for each holiday.

As Council is aware, the Illinois Constitution provides that, unless preempted or otherwise restricted from doing so, a home rule unit of government “may exercise any power and perform any function pertaining to its government and affairs” and that the “[p]owers and function of home rule units shall be construed liberally” Ill. Const.1970, art. VII, §6. There is no preemption provision contained in the Act. Additionally, Section 15(p) specifically contemplates a scenario where an employer already provides paid leave to its employees. That section specifies that if the employer is covered by a local ordinance enacted prior to January 1, 2024, it shall not be subject to the Act. If the proposed ordinance is enacted, the City will clearly be exempted from the Act as long as it provides any form or amount of paid leave. That being said, the City will still be required to honor the terms and conditions of its collective bargaining agreements and cannot unilaterally change them. If the City wished to reduce the amount of paid leave afforded under the collective bargaining agreements, that could only be done through the bargaining process. Moreover, the City currently provides, and has consistently and historically provided, to its non-bargaining unit employees paid leave in an amount relatively comparable to that of its union employees. However, as an assurance that the City is committed to always meeting the goal of the Legislature, the language of the proposed ordinance requires that the City provide to its employees at least one hour of paid leave for every 40 hours worked, to a yearly maximum of 40 hours.

While a very small number of employees who work a seasonal schedule or regularly work less than half-time are not currently leave eligible, staff will put into place a system to grant the minimum of one hour of paid leave per 40 hours worked on or before January 1, 2024.

Community Impact

If this City Council does not approve this Ordinance, the City would be required to provide thousands of hours of additional paid leave to City employees, which would impact our ability to provide services to the community.

Recommendation

Staff recommends the City Council pass an ordinance using its Home Rule authority to exempt the City from the requirements of Paid Leave for All Workers Act (PLFAWA) as is allowed under the Act.

Next Steps

Staff will implement a paid leave policy consistent with the Act for seasonal employees, and employees working less than half-time.

Attachments

1. Ordinance Regarding the Illinois Paid Leave for All Workers Act

Originated by: Michelle Brooks, Labor and Employee Relations Manager

Reviewed: Elizabeth Hannan, Human Resources Director
Femi Fletcher, Human Resources Manager

Approved: Carol Mitten, City Administrator

ORDINANCE NO. _____

**AN ORDINANCE REGARDING THE ILLINOIS
PAID LEAVE FOR ALL WORKERS ACT**

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

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

WHEREAS, on or about March 12, 2023, Governor JB Pritzker signed into law the Paid Leave for All Workers Act (820 ILCS 192/1 et seq.) (the “Act”); and

WHEREAS, the State of Illinois did not make the necessary appropriations or include statutory language exempting the Act from the Illinois State Mandates Act (30 ILCS 805/1 et seq.); and

WHEREAS, the Act does not include any express limitation on the City’s home rule authority as required by Article VII, Section 6 of the Illinois Constitution; and

WHEREAS, effective January 1, 2024, the Act requires an employer to provide one hour of paid leave for every 40 hours worked to their employees, unless the employer is subject to an existing municipal or county ordinance that requires the employer to provide any form of paid leave to their employees; and

WHEREAS, the City recognizes the importance of paid leave and currently provides generous paid leave benefits to its employees well in excess of the amount contemplated in the Act; and

WHEREAS, the City has determined that applying the Act to its own employees, establishing a new classification of paid leave, and requiring the City to provide for any additional hours of paid leave as

contemplated under the Act will negatively impact the City and place an undue operational and financial burden on the City's ability to provide uninterrupted services to its residents; and

WHEREAS, the City believes and hereby declares that it is in the best interests of the City to clearly define the paid leave benefits that City employees shall receive and to opt out of the Act.

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

Section 1. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. The City hereby adopts its current paid leave policies for all City employees as set forth in any Ordinance, collective bargaining agreement, or City policies to which the City is a party, and all other binding legislative actions governing paid leave adopted by the City Council as the same may be amended from time to time. Further, prior to December 31, 2023, the City will begin providing to its less than 50% time employees a minimum of one hour paid leave for every 40 hours worked. However, in no event shall the City, as an employer, provide to its employees less than currently contemplated under the Act.

Section 3. Pursuant to the City's home rule authority, the City hereby declares that the City, as an employer, is exempt from the requirements of the Paid Leave for All Workers Act (820 ILCS 192/1 et seq.). The City, as an employer, shall have no additional obligations with regard to mandatory paid leave, including, without limitation, any obligations provided under the Act, except those obligations required by federal and/or state law that validly preempt the City's home rule authority.

Section 4. Repeal of Conflicting Provisions. All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Section 5. Severability. If any provision of this Ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

Section 6. The City Clerk is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.

PASSED BY THE CITY COUNCIL this _____ day of December, 2023.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this this _____ day of December, 2023.

Diane Wolfe Marlin, Mayor



MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: December 4, 2023 Committee of the Whole
Subject: FY2024 Budget Amendment #5 - Police Staffing

Summary

Action Requested

Staff recommends that Council forward the budget amendment authorizing these adjustments to the FY2024 budget for approval at the December 11, 2023 City Council meeting. This budget amendment requires six affirmative votes, including the Mayor, in order to pass.

Brief Background

This Ordinance would amend the FY2024 annual budget to incorporate changes proposed by the Police Department, which includes four additional, full-time police officers.

Relationship to City Services and Priorities

Impact on Core Services

Budget adjustments in the Police Department are aimed at improving the department's ability to fulfill its crucial public safety role efficiently.

Strategic Goals & Plans

These proposed budget changes directly align with the Mayor and Council's goal of improving public safety and well-being ([Strategic Area #1: Public Safety & Well-Being](#)). By enhancing law enforcement capabilities and prioritizing community engagement, these changes aim to create safer and healthier communities, thereby advancing this strategic area.

Previous Council Actions

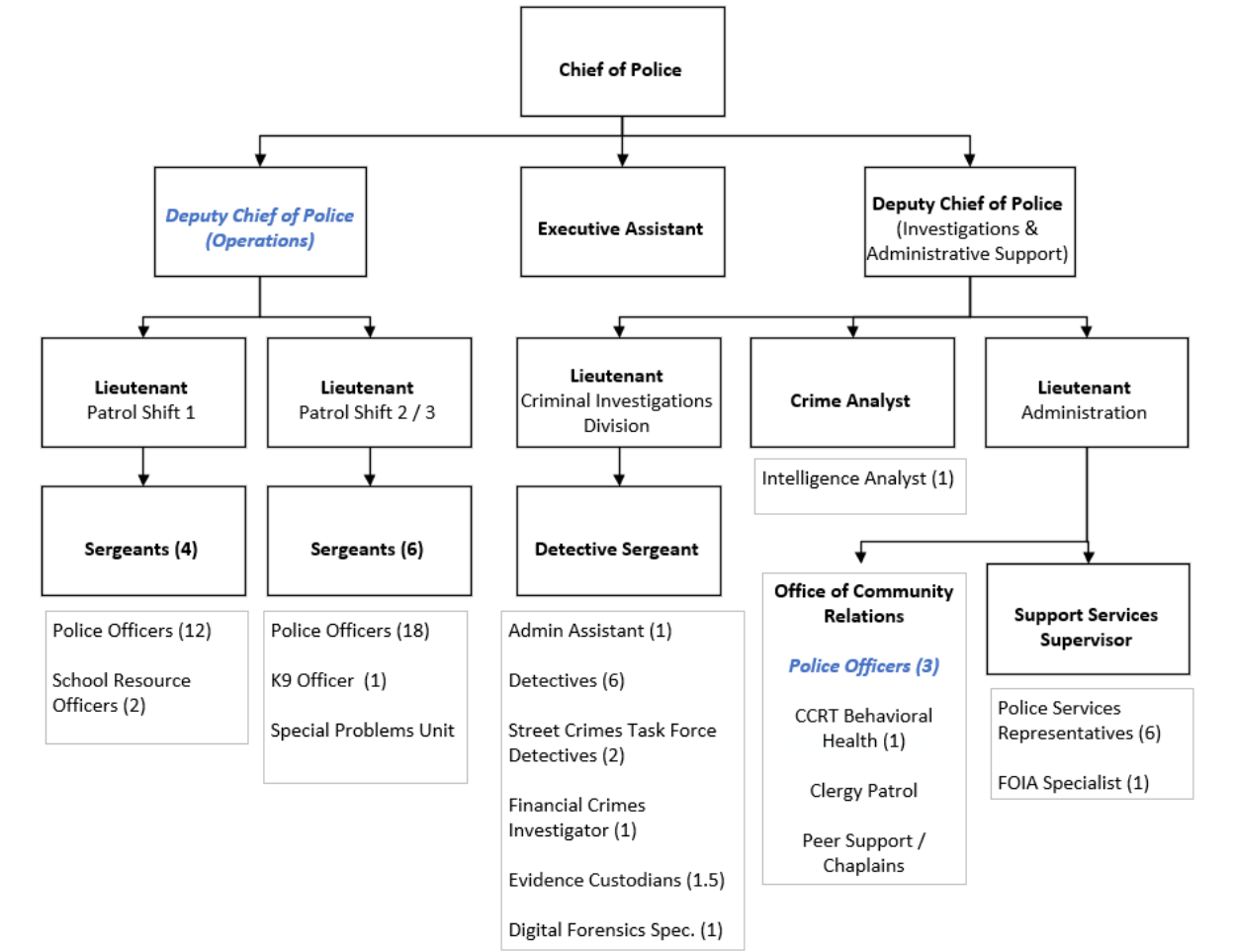
The City Council approved the City's Annual Budget ([FY2024 Annual Budget](#)) on June 26, 2023.

Discussion

Additional Background Information

This request would add four new full-time positions, with three of these positions designated for new sworn officers. These officers would replace experienced officers who would be assigned to a newly established Community Engagement Team within the Administration Division's Office of Community Relations. The fourth position would be for a newly created position of Deputy Chief

of Police. The proposed organizational structure is summarized in the following chart. New positions are shown in blue italic text.



Based on stakeholder feedback as well as experience in other jurisdictions, both Chief Boone and BerryDunn have independently recognized community engagement as an area of significant potential for the Urbana Police Department. The department currently lacks the necessary capacity to engage in meaningful, sustained, and purposeful community engagement activities, given the existing staffing model, resource allocation, and workload. The addition of these four positions represents a significant step toward addressing an historical resource deficit and serves as the initial move toward eliminating the existing gap in community engagement.

Chief Boone, a nationally recognized authority on community engagement in law enforcement, identified a notable deficiency in community engagement efforts at the Urbana Police Department even before his tenure began. Subsequently, upon assuming his role, his observations were further substantiated through a comprehensive assessment of the department's operations. This assessment encompassed staffing levels, resource availability, consultations with internal and external

stakeholders, and an evaluation of existing community-facing programs. As he endeavors to invigorate a range of community engagement initiatives, Chief Boone has determined that the department requires a dedicated group of sworn and professional staff members who can systematically and deliberately prioritize community engagement. Since assuming his role, Chief Boone has identified a significant shortage of administrative resources within the department, from first-line supervisors to the Chief of Police. To bolster supervisory capacity and officer oversight for first-line and mid-level supervisors, it is necessary to reduce the administrative responsibilities they currently shoulder. Additionally, it is crucial to organize these administrative functions by work type, and to depart from the current model centered on individual managers, their areas of specialization, work histories, and administrative workloads. In light of these considerations, staff recommends an organizational redesign.

Because no office space is available in the City Building for the new Office of Community Relations, the budget amendment includes funding to rent and equip an office space, which will be located on or near Philo Road in proximity to neighborhoods currently in need of support.

Operations Impact

The restructuring in the Police Department entails the creation of a second Deputy Chief of Police position and the division of the police department into distinct areas of responsibility, both in terms of personnel and work type. This will naturally result in the separation of various administrative functions. Ultimately, this restructuring would enable a Deputy Chief who would focus on operations and a Deputy Chief who would focus on investigations and administrative operations, each with clearly defined spans of control and supervision. This structural adjustment will establish a more efficient and responsive supervisory model for overall police department efficiency.

Additionally, it is essential to emphasize that the Office of Community Relations team will not bear sole responsibility for community engagement; rather, it will catalyze the development, implementation, maintenance, and expansion of community engagement initiatives across the entire department. The presence of dedicated personnel is integral to achieving the overarching goal of enhanced community relations.

Policy or Statutory Impacts

None.

Fiscal and Budget Impact

If the budget amendment is approved, the new estimated ending fund balance in the General Operating Fund would be \$18,300,231, which is 44.62 percent of recurring expenditures. Excluding the \$7 million assigned for future transfers for capital improvements, including Equity and Quality of Life (EQL) projects, the fund balance would be \$11,300,231 which is 27.55 percent of recurring expenditures. Estimated recurring expenditures as a percentage of recurring revenues would be 97.24 percent, which is within the 98.5 percent limit established in the City's financial policies.

Community Impact

The changes requested pertaining to staffing in the Police Department would be an important step toward creating a more effective and efficient police force, ultimately fostering a safer and more secure community for all.

Recommendation

Forward the budget amendment authorizing these adjustments to the FY2024 budget for approval at December 11, 2023 City Council meeting.

Next Steps

If approved, staff will fill the new positions as soon as possible and expects to recommend an appointment for the new Deputy Chief of Police position as early as December 18.

Attachments

1. An Ordinance Revising the Annual Budget Ordinance

Originated by: Alyana Robinson, Financial Analyst

Richard Surles, Deputy Chief of Police

Reviewed: Elizabeth Hannan, HR & Finance Director / CFO

Larry Boone, Chief of Police

Femi Fletcher, Human Resources Manager

Approved: Carol Mitten, City Administrator

ORDINANCE NO. _____

AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE

(Budget Amendment #5 – Police Staffing)

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, 2023 and ending June 30, 2024; 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 2023/24 - 05 - Exhibit A

General Ledger Code	Project String	Description	Current Budget	Revised Budget	Difference	Reason
General Operating Fund (100)						
<u>Revenues</u>						
100-46290		OTHER REIMBURSEMENTS	24,000	46,500	22,500	PTI (Police Training Institute) State reimbursement
Total Revenues			43,092,873	43,115,373	22,500	
<u>Expenditures</u>						
10020201-50110		POLICE PATROL - SALARY - REGULAR EMPLOYEES	3,870,657	3,951,280	80,623	Deputy chief - salary midyear
10020201-50220		POLICE PATROL - FICA & MEDICARE	65,064	66,337	1,273	Deputy chief- FICA
10020201-50210		POLICE PATROL -INSURANCE	519,746	529,491	9,745	Deputy chief - health insurance
10020201-50252		POLICE PATROL - POLICE PENSION	2,018,892	2,026,325	7,433	Deputy chief - police pension
10020201-59300		POLICE PATROL - TFR TO VERF FUND	256,153	302,153	46,000	Deputy chief - vehicle
10020214-50110		POLICE PATROL - SALARY - REGULARY EMPLOYEE	3,951,280	3,958,480	7,200	New police officers - FTO pay for training
10020201-50156		POLICE PATROL - BONUS	159,000	189,000	30,000	New police officers - hiring incentives
10020201-51600		POLICE PATROL - UNIFORMS	74,984	86,159	11,175	New police officers - uniforms
10020201-52103		POLICE PATROL - MEDICAL SERVICES	36,110	36,515	405	New police officers - routine physical
10020201-52320		POLICE PATROL - TRAVEL, EDUCATION AND TRAINING	91,311	113,811	22,500	New police officers - Police Training Institute (PTI) tuition
10015155-52103		HUMAN RESOURCES - MEDICAL SERVICES	21,707	26,747	5,040	New Police officers pre-employment physical
10020214-50110		POLICE COMMUNITY OUTREACH - SALARY - REGULARY EMPLOYEE	-	124,146	124,146	Community engagement officers - salary
10020214-50151		POLICE COMMUNITY OUTREACH - HOLIDAY PAY	-	7,162	7,162	Community engagement officers - holiday pay
10020214-50220		POLICE COMMUNITY OUTREACH - FICA & MEDICARE	-	1,904	1,904	Community engagement officers - FICA
10020214-50210		POLICE COMMUNITY OUTREACH - INSURANCE	-	31,485	31,485	Community engagement officers - health insurance
10020214-50252		POLICE COMMUNITY OUTREACH - POLICE PENSION	-	12,107	12,107	Community engagement officers - police pension
10020214-59300		POLICE COMMUNITY OUTREACH - TFR TO VERF FUND	-	70,000	70,000	Community engagement officers - vehicle
10020214-59300		POLICE COMMUNITY OUTREACH - TFR TO VERF FUND	70,000	106,000	36,000	Community engagement officers - equipment
10020214-51900		POLICE COMMUNITY OUTREACH - OTHER SUPPLIES	-	5,000	5,000	Community engagement officers - supplies
10020214-52930		POLICE COMMUNITY OUTREACH - OFFICE LEASING	-	15,000	15,000	Community engagement officers - office space rent
10020214-52201		POLICE COMMUNITY OUTREACH - BUILDING REPAIR & MAINT	-	45,000	45,000	Community engagement officers - IT installation, building maint., etc.
Total Expenditures			46,948,426	47,517,624	569,198	
Ending Fund Balance (estimated)			18,846,929	18,300,231	(546,698)	
VEHICLE EQUIPMENT & REPLACEMENT FUND (300)						
<u>Revenues</u>						
300-49100		TFR FROM GENERAL FUND	2,009,090	2,161,090	152,000	One-time GF transfer for the vehicles and equipment purchase
Total Revenues			2,297,969	2,449,969	152,000	
<u>Expenditures</u>						
30060600-53420	VERF-PD-255	VEHICLES - DEPUTY CHIEF VEHICLE	783,982	829,982	46,000	Deputy Chief vehicle - one-time purchase
30060600-53420	VERF-PD-256	VEHICLES - COMMUNITY ENGAGEMENT TEAM VEHICLE	829,982	899,982	70,000	Community Engagement Team vehicle - one-time purchase
30060600-53440	VERF-PD-257	OTHER EQUIPMENT - COMMUNITY ENGAGEMENT TEAM VEHICLE	1,202,961	1,238,961	36,000	Community Engagement Team equipment needs - one-time purchase
Total Expenditures			3,115,944	3,267,944	152,000	
Ending Fund Balance (estimated)			5,318,480	5,318,480	-	



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

Meeting: December 4, 2023 Committee of the Whole
Subject: A Resolution Adopting Guidelines for Redistricting City Council Ward Map

Summary

Action Requested

City Council is being asked to establish guidelines for the process of redistricting the City Council Ward Map.

Brief Background / Statement of the Issue

The official population of the City of Urbana decreased approximately seven percent as a result of Census 2020, from 41,250 people in 2010 to 38,336 in 2020. City Council Ward boundaries now must be adjusted to reflect the Census 2020 count and to rebalance the population among the seven City Council wards. This redistricting must be completed before the November 2024 petition filing deadline for the April 2025 municipal election.

The goal is to have a new ward map drawn and approved by the Urbana City Council by May 2024. The proposed guidelines invite members of the public to participate in the redistricting process by creating proposed ward maps utilizing a mapping tool called “Dave’s Redistricting.” The current ward map has been published as a base map for use as a starting point for creating new maps. It is available at: <https://davesredistricting.org/join/f8191e7b-573e-4d73-9024-cf5149f2ff60>.

Relationship to City Services and Priorities

Impact on Core Services

Establishing a City Council Ward Map is an essential governmental function and is necessary in order to conduct municipal elections.

Strategic Goals & Plans

N/A

Previous Council Actions

N/A

Discussion

Additional Background Information

There are eleven proposed guidelines.

1. Each of the seven proposed wards should contain the residence of the incumbent City Council member.
2. Any proposed map should be based on Census 2020 data certified as official by the Illinois Secretary of State.
3. All wards should be reasonably compact and contiguous; some wards will be geographically larger than others due to differences in types of housing, population density, land use and annexation patterns.
4. Wards should be substantially equal in population (ideally, 5477 based upon Census 2020) with maximum deviation of 10% between the lowest and highest population wards.
5. Whenever possible, census blocks should be utilized as the building blocks of redistricting.
6. Proposed maps should avoid fragmenting or packing racial minority communities.
7. Proposed maps should not dilute the voting strength of racial minority populations.
8. Proposed maps may take into consideration respecting traditional neighborhoods and existing subdivisions, taking into consideration the maximum deviation allowed.
9. Precinct, demographic, population and other data will be provided in the software platform to inform redistricting.
10. Precincts should not be divided between two or more wards unless necessary to equalize populations between wards
11. City Council is not limited to selecting any of the proposed maps submitted by the public for final adoption.

Policy or Statutory Impacts

The drawing of district maps must comply with all federal, state, and case law. A map created with the proposed guidelines would follow applicable law.

Community Impact

The proposed process includes an open submittal period where members of the public will be able to submit maps. Any map considered for final adoption will be made available for public comment.

Recommendation

City Council is being asked to adopt the redistricting guidelines.

Next Steps

The proposed timeline of the process is:

- January 31st, 2024: Open Submission Deadline
- February: Legal review of submitted maps for compliance with guidelines
- March: Council review of eligible submitted maps
- April: Council selection of proposed final ward map and public comment period
- May: Council approval of final ward map

Attachments

1. Resolution Adopting Redistricting Guidelines
2. Redistricting for City Council Ward Map web post/flyer

Originated by: Mayor Diane Wolfe Marlin

Reviewed: David Wesner, City Attorney

Approved: Carol J. Mitten, City Administrator

RESOLUTION NO. _____**RESOLUTION ADOPTING REDISTRICTING GUIDELINES**

WHEREAS, The City of Urbana (hereinafter “Urbana”) is an Illinois municipal corporation and a home rule unit of local government pursuant to Section 6 of Article VII of the Illinois Constitution of 1970 and the statutes of the State of Illinois; and

WHEREAS, Urbana’s population count from Census 2020 necessitates redistricting to comply with applicable law; and

WHEREAS, A revised City Council Ward Map must be adopted before the November 2024 petition filing deadline for the April 2025 municipal election.

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

Section 1. The following guidelines reflect best practices for redistricting and will be used for the redistricting process:

1. Each of the seven proposed wards should contain the residence of the incumbent City Council member.
2. Any proposed map should be based on Census 2020 data certified as official by the Illinois Secretary of State.
3. All wards should be reasonably compact and contiguous; some wards will be geographically larger than others due to differences in types of housing, population density, land use and annexation patterns.
4. Wards should be substantially equal in population (ideally, 5477 based upon Census 2020) with maximum deviation of 10% between the lowest and highest population wards.
5. Whenever possible, census blocks should be utilized as the building blocks of redistricting.
6. Proposed maps should avoid fragmenting or packing racial minority communities.
7. Proposed maps should not dilute the voting strength of racial minority populations.
8. Proposed maps may take into consideration respecting traditional neighborhoods and existing subdivisions, taking into consideration the maximum deviation allowed.
9. Precinct, demographic, population and other data will be provided in the software platform to inform redistricting.
10. Precincts should not be divided between two or more wards unless necessary to equalize populations between wards
11. City Council is not limited to selecting any of the proposed maps submitted by the public for final adoption.

Section 2. The City of Urbana will undertake a transparent and participatory redistricting process that will include an open submission period where members of the public, including City Council members and the Mayor, can submit maps for consideration and a public review period of the proposed final map.

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

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefer, City Clerk

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

Diane Wolfe Marlin, Mayor

REDISTRICTING FOR CITY COUNCIL WARDS

The official population of the City of Urbana decreased approximately seven percent as a result of Census 2020, from 41,250 people in 2010 to 38,336 in 2020. City Council Ward boundaries now must be adjusted to reflect the Census 2020 count and to rebalance the population among the seven City Council Wards. This redistricting must be completed before the November 2024 petition filing deadline for the April 2025 municipal election.

The goal is to have a new ward map drawn and approved by the Urbana City Council by May 2024. The City of Urbana invites members of the public to participate in the redistricting process by creating proposed ward maps utilizing a mapping tool called “Dave’s Redistricting.” The current ward map has been published as a base map for use as a starting point for creating new maps at <https://davesredistricting.org/join/f8191e7b-573e-4d73-9024-cf5149f2ff60>.

GUIDELINES FOR REDISTRICTING

The following guidelines reflect best practices for redistricting. They were approved by the Urbana City Council on _____. (Resolution_____)

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CURRENT WARD POPULATION & DEVIATION FROM IDEAL (Census 2020)

NOTE: Deviation from ideal between lowest and highest ward populations currently is 28.41%. This is greater than 10% threshold tolerated by the courts.

Ward	Population	Deviation from Ideal
1	5,176	-5.49%
2	4,150	-24.22%
3	5,669	3.51%
4	6,160	12.48%
5	5,073	-7.37%
6	6,122	11.79%
7	5,986	9.3%

Submission Process

Members of the public may email proposed ward maps to: Wardmaps@urbanillinois.us.

Maps that comply with guidelines for redistricting will be considered by the City Council.

Deadline for submission: January 31st, 2024.

Anticipated Timeline

- January 31st, 2024: Open submission deadline
- February: Legal review of submitted maps for compliance with guidelines
- March: Council review of eligible submitted maps
- April: Council selection of proposed final ward map and public comment period
- May: Council approval of final ward map.