



# CITY OF URBANA COMMITTEE OF THE WHOLE MEETING

**DATE:** Monday, October 21, 2024  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

## AGENDA

*Chair: Maryalice Wu, Ward 1*

**A. Call to Order and Roll Call**

**B. Approval of Minutes of Previous Meeting**

1. 09-30-2024 City Council Minutes

**C. Additions to the Agenda**

**D. Presentations and Public Input**

**E. Staff Report**

1. Second and Third Quarter 2024 Update on Mayor/Council Strategic Goals – Exec

**F. New Business**

1. **Resolution No. 2024-10-071R:** A Resolution Approving an Increase in the Number of Liquor Licenses in the Class P Designation for MP Liquor Inc d/b/a MP Food and Liquor, 1720 Philo Road Suite A, Urbana, Ill. – Exec
2. **Ordinance No. 2024-10-033:** An Ordinance Fixing the Salary of the City Clerk Elected for a Definite Term of Office (2025-2029) – CM Bishop & City Clerk
3. **Ordinance No. 2024-10-034:** An Ordinance Fixing the Salaries of City Officers who are Elected for a Definite Term of Office (2025-2029) – Exec

**G. Discussion**

1. Increasing Costs for U-Cycle – PW
2. Continued ARPA Reallocation Update – Exec

**H. Council Input and Communications**

**I. Adjournment**

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/upty>

## **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)

**Strategic Area****Public Safety and Well-Being****Strategy**

1.1 Pursue methods to mitigate community violence

**Action Step**

A. Continue to fund community partners and projects that address the root causes of violence with continual program monitoring and evaluation.

**Responsibility  
for Action**

Mayor/Council

**RP Q2/24****STATUS**

Implementation of ARPA-funded projects is underway by awardees.

**RP Q3/24****STATUS**

Implementation of ARPA-funded projects is underway by awardees.

**RP Q4/24****STATUS**

RP Q1/25

STATUS

**Strategic Area****Public Safety and Well-Being****Strategy**

1.1 Pursue methods to mitigate community violence

**Action Step**

B. Complete the BerryDunn public safety review, determine which recommendations to implement, and create a plan for 21st century policing.

**Responsibility  
for Action**

Police and Fire

RP Q2/24**STATUS**

The BerryDunn public safety review is still underway and has not been completed.

RP Q3/24**STATUS**

The BerryDunn public safety review is still underway and has not been completed.

RP Q4/24**STATUS**

RP Q1/25

STATUS

**Strategic Area****Public Safety and Well-Being****Strategy**

1.2. Enhance and expand public safety resources

**Action Step**

A. Develop and implement alternative emergency response models (specifically addressing for mental health crisis and domestic disputes).

**Responsibility  
for Action**

Police and Fire

RP Q2/24**STATUS**

The BerryDunn public safety review is still underway and has not been completed.

RP Q3/24**STATUS**

The BerryDunn public safety review is still underway and has not been completed. However, to continue the work of the CCRT, City issued an RFP for a mental health partner. Rosecrance was selected and will provide a social worker once they hire additional staff.

Alternative Response Task Force members have been named.  
Meeting logistics are being developed.

RP Q4/24**STATUS**



RP Q1/25

STATUS

**Strategic Area****Public Safety and Well-Being****Strategy**

1.2. Enhance and expand public safety resources

**Action Step**

B. Develop a comprehensive safety plan based on public safety review and additional public input.

**Responsibility  
for Action**

Police and Fire

**RP Q2/24****STATUS**

The BerryDunn public safety review is still underway and has not been completed.

**RP Q3/24****STATUS**

The BerryDunn public safety review is still underway and has not been completed.

**RP Q4/24****STATUS**

RP Q1/25

STATUS

**Strategic Area****Public Safety and Well-Being****Strategy**

1.2. Enhance and expand public safety resources

**Action Step**

C. Update the police safety governance model by revising CPRB and updating oversight policies.

**Responsibility  
for Action**

OHRE and CPRB/Council

**RP Q2/24****STATUS**

Turnover on the CPRB has delayed continuation of this effort. CPRB members and staff have been clearing a backlog of reports.

**RP Q3/24****STATUS**

No change from preceding quarter.

**RP Q4/24****STATUS**

MAYOR/COUNCIL GOALS	QUARTERLY REPORTING
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RP Q1/25

STATUS

**Strategic Area                      Public Safety and Well-Being**
**Strategy                      1.3. Promote community well-being**
**Action Step                      A. Complete a systematic review of ARPA subrecipient projects and programs, evaluating outcomes.**
**Responsibility  
for Action                      Executive Department**
[RP Q2/24](#)
**STATUS                      Subrecipients completing annual reports for period ending 6/30/2024. After individual reports are completed, RPC and City staff will present an overview of program results to date.**
[RP Q3/24](#)
**STATUS                      No change from preceding quarter.**
[RP Q4/24](#)
**STATUS**

RP Q1/25

STATUS

**Strategic Area****Public Safety and Well-Being****Strategy**

1.3. Promote community well-being

**Action Step**

B. Continue to fund community partners and projects that promote health, wellness, drug and alcohol treatment, and that support families suffering from domestic violence; with continual program monitoring and evaluation.

**Responsibility  
for Action**

Mayor/Council

**RP Q2/24****STATUS**

Implementation of ARPA-funded projects is underway by awardees.

**RP Q3/24****STATUS**

Implementation of ARPA-funded projects is underway by awardees.

**RP Q4/24****STATUS**



RP Q1/25

STATUS

## Strategic Area      **Public Safety and Well-Being**

**Strategy**      1.3. Promote community well-being

**Action Step**      C. Create a City-wide Equity Plan using GARE template/  
guidance.

**Responsibility  
for Action**      Office of Human Rights and Equity

### RP Q2/24

**STATUS**      Researched the Government Alliance for Race and Equity website.  
  
Review/reading of the Racial Equity Plan (REP) Toolkit

### RP Q3/24

**STATUS**      Human Rights and Equity Officer completed the GARE "Advancing  
Racial Equity" and "Overview of the GARE Racial Equity Tool"  
  
Presented the GARE Racial Equity tool to the City's Leadership Team.  
  
Met with the Edina, MN and Salem, MA (similar in size to Urbana) REP  
representatives to discuss potential strategies and resources to identify  
REP team members needed to develop the Urbana plan. Identified a  
consulting organization to help facilitate the development of the plan.

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### RP Q4/24

**STATUS**

RP Q1/25

STATUS

**Strategic Area                      Housing**
**Strategy                      2.1. Support housing security and equity**
**Action Step                      A. Coordinate with housing and social service agencies to reduce homelessness.**
**Responsibility for Action                      Community Development**
**RP Q2/24**
**STATUS**

Executed TBRA agreements with RPC and Courage Connection totaling \$270,000 for FY2025. Continuing to provide funding for case management and housing navigation services to CU @ Home, Champaign Co. Healthcare Consumers, RPC, and CTSO through HOME-ARP Program. Supported recently-arrived asylum seekers and migrants by providing more than \$130,000 in grant funds to service providers through the Supporting Municipalities for Asylum Seeker Services (SMASS) grant program.

**RP Q3/24**
**STATUS**

Applied for \$1.2 million grant from DCEO to support Hope Village. City received notice of award in mid-September. Resolution will be presented to Council for approval next quarter.

**RP Q4/24**
**STATUS**

RP Q1/25

STATUS

**Strategic Area****Housing****Strategy**

2.1. Support housing security and equity

**Action Step**

B. Continue supporting Tenant-Based Rental Assistance providers through pilot programs that address gaps in services, and by expanding existing programs.

**Responsibility  
for Action**

Community Development

**RP Q2/24****STATUS**

Continuing to support RPC's pilot program to provide rental assistance and supportive services to the re-entry population. RPC is evaluating the effectiveness of the program to determine long-term sustainability. Council presentation from RPC staff on Tenant Based Rental Assistance Re-entry Pilot Program scheduled for July 15.

**RP Q3/24****STATUS**

No change from preceding quarter.

**RP Q4/24****STATUS**

RP Q1/25

STATUS

**Strategic Area****Housing****Strategy**

2.2. Improve housing quality

**Action Step**

A. Provide targeted assistance for rehabilitation and repairs of dilapidated homes in targeted neighborhoods, with a special emphasis on seniors.

**Responsibility  
for Action**

Community Development

**RP Q2/24****STATUS**

Continuing to provide rehabilitation services to low-income Urbana households. This quarter, staff completed one roof repair project, three senior home repair projects, and two emergency repair projects.

**RP Q3/24****STATUS**

There were 14 active housing rehab projects ongoing in Q3, including one roof repair project, and one senior rehab.

**RP Q4/24****STATUS**



RP Q1/25

STATUS

**Strategic Area                      Housing**
**Strategy                      2.2. Improve housing quality**
**Action Step                      B. Partner with developers to generate affordable rental and homeowner housing.**
**Responsibility for Action                      Community Development**
**RP Q2/24**
**STATUS**

Continuing to work with community partners and housing developers to identify opportunities to build affordable units. First Followers completed rehabilitation of property that includes two affordable rental units using HOME funds. Executed an agreement with Habitat for Humanity to build four new affordable units for home ownership.

**RP Q3/24**
**STATUS**

The Habitat for Humanity projects discussed in the Q2 update are ongoing. Additionally, staff are actively working with Housing Authority of Champaign County, CCRPC, and the City of Champaign on several potential affordable rental and homeowner housing projects.

Construction on the Bristol Place Senior development in Champaign is underway, and is on schedule to be completed in late 2025. This is a 60-unit affordable rental development for seniors. The Urbana HOME Consortium has committed \$1 million to this project.

**RP Q4/24**
**STATUS**

RP Q1/25

STATUS

**Strategic Area****Housing****Strategy**

2.2. Improve housing quality

**Action Step**

C. Explore a plan/program that provides funding for rehabilitation of older housing stock throughout the City (similar to Enterprise Zone).

**Responsibility  
for Action**

Community Development

**RP Q2/24****STATUS**

Staff are working to identify a similar program to judge its effectiveness and applicability to Urbana.

**RP Q3/24****STATUS**

No change from preceding quarter.

**RP Q4/24****STATUS**

RP Q1/25

STATUS

**Strategic Area****Housing****Strategy**

2.2. Improve housing quality

**Action Step**

D. Enhance Community Development's capacity to address rental registration inspection backlog and maintain a 3-5 year Systematic Inspections cycle, by adding one FTE Housing inspector.

**Responsibility  
for Action**

Mayor/Council/HR/Community Development

**RP Q2/24****STATUS**

The Council approved the funding request in the Mayor's proposed FY2025 budget for an additional Housing Inspector.

**RP Q3/24****STATUS**

The hiring process is in the interview phase.

**RP Q4/24****STATUS**

MAYOR/COUNCIL GOALS	QUARTERLY REPORTING
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RP Q1/25

STATUS

## Strategic Area      Infrastructure

**Strategy**      3.1. Improve quality of infrastructure assets

**Action Step**      A. Complete sanitary sewer asset management plan and roadway asset management plan by the end of fiscal year 2025.

**Responsibility for Action**      Public Works

### RP Q2/24

**STATUS**      AP Tech contracted to complete rescan of City's roadway network condition to update information.

No new movement on Sanitary Sewer Asset Management Plan.

### RP Q3/24

**STATUS**      AP Tech has completed rescan of City's roadway network. Performing data analysis and assisting with developing new forecasting models for consideration.

No new movement on Sanitary Sewer Asset Management Plan.

### RP Q4/24

**STATUS**



RP Q1/25

STATUS

## Strategic Area      **Infrastructure**

**Strategy**      3.1. Improve quality of infrastructure assets

**Action Step**      B. Review and adjust dedicated revenue streams for infrastructure assets, beginning with the Local Motor Fuel Tax.

**Responsibility for Action**      HR/Finance and Public Works

### RP Q2/24

#### STATUS

Coordinated with bench-mark communities to understand their overall pavement management strategies, spending, LMFT rates/revenues, and forecasted overall roadway network conditions (all indicated a constant state of decline with structural under-funding of these infrastructure assets). Urbana has lowest overall average network condition of responsive communities but also has the second lowest LMFT rate. When the current state is paired with declining gasoline sales in Urbana over the past five years, the opening of Costco, and the decreased 2020 Census -- a rate increase is imperative.

### RP Q3/24

#### STATUS

Council approved a graduated increase in the LMFT rate over three years, escalating with inflation (CPI-U) thereafter. The first increase will take place on January 1, 2025.

### RP Q4/24

#### STATUS

RP Q1/25

STATUS

## Strategic Area      Infrastructure

**Strategy**      3.1. Improve quality of infrastructure assets

**Action Step**      C. Add one additional FTE arbor technician and vehicle for adequate tree maintenance to maintain current urban canopy status and decrease vacant tree sites.

**Responsibility for Action**      Mayor/Council/HR/Public Works

### RP Q2/24

**STATUS**      The Council approved funding request in the FY2025 budget for an additional Arbor Technician.

### RP Q3/24

**STATUS**      The hiring process is in the interview phase.

### RP Q4/24

**STATUS**

RP Q1/25

STATUS

**Strategic Area                      Infrastructure**
**Strategy                      3.1. Improve quality of infrastructure assets**
**Action Step                      D. Promote Green stormwater management by revising the Stormwater Utility Credits and Incentive Manual.**
**Responsibility  
for Action                      Public Works**
**RP Q2/24**
**STATUS**

Contracted with CMT (consultant that completed Stormwater Asset Management Plan (SWAMP)) to assist with developing alternatives for revisions.

Key City staff have been meeting to identify logistical and administrative barriers to determine alternatives worth pursuing as modifications.

**RP Q3/24**
**STATUS**

CMT and staff have a draft updated credits and incentives manual with proposed modifications; under further review.

**RP Q4/24**
**STATUS**

RP Q1/25

STATUS

## Strategic Area      Infrastructure

**Strategy**      3.2. Increase investments in infrastructure equity

**Action Step**      A. Complete 10 EQL projects by end of calendar year 2024 and initiate a second EQL round by end of calendar year 2025.

**Responsibility for Action**      Public Works

### RP Q2/24

#### STATUS

Contract executed with Feutz Contractors for Phase 1 EQL Sidewalk Improvements in June.

Design of additional Phase 1 EQL nearing completion; plan to bid and begin construction next quarter.

Phase 2 EQL improvement programming has just begun internally. More planning and program development to occur in near future.

### RP Q3/24

#### STATUS

Construction underway for Phase 1 EQL projects; new sidewalks installed at seven locations. Awaiting material delivery for lighting improvements for construction next spring that will introduce street lighting in six new locations.

No change on Phase 2 EQL projects from last quarter.

### RP Q4/24

#### STATUS



RP Q1/25

STATUS

**Strategic Area                      Infrastructure**

**Strategy**                      3.2. Increase investments in infrastructure equity

**Action Step**                      B. Prioritize ensuring adequate staffing for CD to pursue public infrastructure grants.

**Responsibility for Action**                      HR/Community Development

**RP Q2/24**

**STATUS**                      As of June, the Grants Management Division is fully staffed.

**RP Q3/24**

**STATUS**                      No change from preceding quarter.

**RP Q4/24**

**STATUS**

RP Q1/25

STATUS

## Strategic Area      Infrastructure

**Strategy**      3.2. Increase investments in infrastructure equity

**Action Step**      C. Develop revisions to the Zoning Ordinance to improve the process in order to enhance public notice and ensure appropriate protest procedures.

**Responsibility for Action**      Community Development

### RP Q2/24

**STATUS**      No progress to date. The priority for Planning staff is completion of the Comprehensive Plan.

### RP Q3/24

**STATUS**      No change from preceding quarter.

### RP Q4/24

**STATUS**

RP Q1/25

STATUS

**Strategic Area                      Infrastructure**

**Strategy**                      3.3. Expand sustainable infrastructure within the community

**Action Step**                      A. Evaluate the practical and financial feasibility of sustainability improvements in City facility capital projects.

**Responsibility for Action**                      Public Works

**RP Q2/24**

**STATUS**                      Contracted with Sangamon Solar for rooftop solar installation at 610 Glover, the Citywide storage facility.

**RP Q3/24**

**STATUS**                      Rooftop solar has been installed at 610 Glover but is awaiting final inspection and approval.

Geothermal wells have been installed at Fire Stations 2 & 3; awaiting completion and connections with building completion.

**RP Q4/24**

**STATUS**

RP Q1/25

STATUS

## Strategic Area      **Infrastructure**

**Strategy**      3.3. Expand sustainable infrastructure within the community

**Action Step**      B. Create and implement a grant program for community environmental projects.

**Responsibility for Action**      Community Development/Public Works

### RP Q2/24

**STATUS**      Presented draft Environmental Grant program to Sustainability Advisory Commission for feedback.

### RP Q3/24

**STATUS**      Sustaining Urbana Neighborhoods (SUN) grant program presented to Council, then launched in September. Applications for grants of approximately \$10,000 each are due by November 4. Total program funding is \$100,000.

### RP Q4/24

**STATUS**



RP Q1/25

STATUS

**Strategic Area                      Infrastructure**

**Strategy**                      3.3. Expand sustainable infrastructure within the community

**Action Step**                      C. Support food waste composting at the Urbana LRC.

**Responsibility  
for Action**                      Public Works

**RP Q2/24**

**STATUS**                      No progress to date.

**RP Q3/24**

**STATUS**                      No progress on food waste at LRC. However, the City has been contacted by a zero-emissions compost collection service that would like to operate in Urbana. Staff have been assisting with a site search to house their 100% electric vehicle fleet used for compost collection and delivery.

**RP Q4/24**

**STATUS**

RP Q1/25

STATUS

**Strategic Area****Infrastructure****Strategy**

3.3. Expand sustainable infrastructure within the community

**Action Step**

D. Pursue the implementation of a single-use plastic bag fee as recommended by the Sustainability Advisory Commission's Resolution No.\_2023-02-01-1R.

**Responsibility  
for Action**

Public Works and HR/Finance

RP Q2/24**STATUS**

No progress to date.

RP Q3/24**STATUS**

No progress to date.

RP Q4/24**STATUS**

RP Q1/25

STATUS

**Strategic Area                      Economic Health**
**Strategy                      4.1. Support local businesses**
**Action Step                      A. Create an Ordinance to enhance City contracting opportunities by MWVBE and local businesses.**
**Responsibility for Action                      Community Development**
**RP Q2/24**
**STATUS                      No progress to date.**
**RP Q3/24**
**STATUS                      No progress to date.**
**RP Q4/24**
**STATUS**

RP Q1/25

STATUS

## Strategic Area      **Economic Health**

**Strategy**      4.1. Support local businesses

**Action Step**      B. Educate businesses on available resources and explore resource gaps for challenges identified in the 2023 Illinois State Black Business Survey.

**Responsibility for Action**      Community Development

[RP Q2/24](#)

STATUS      No progress to date.

[RP Q3/24](#)

STATUS      No progress to date.

[RP Q4/24](#)

STATUS



RP Q1/25

STATUS

## Strategic Area      **Economic Health**

**Strategy**      4.1. Support local businesses

**Action Step**      C. Issue at least two Request for Proposals for development of Downtown City-owned sites for housing developments.

**Responsibility for Action**      Executive Department/Community Development

### RP Q2/24

**STATUS**      Illinois Street RFP issued on OpenGov.com on March 25, 2024 with a deadline of May 15, 2024.

Due to no responses near the deadline date, the deadline was extended to July 15, 2024 and was posted on OpenGov.com as RFP Addendum #1. RFP Addendum #2 was posted to OpenGov.com on June 8, which was a Phase I Environmental Site Assessment (ESA). (A Sanitary Sewer Analysis was done a later date and not posted.)

### RP Q3/24

**STATUS**      No responses were received to the RFP. Staff surveyed the developers who downloaded the RFP to inquire as to why they did not respond. Various reasons were given, including some that were unique to the developers and their pipelines of projects. Issues with the property/RFP itself included: high construction costs, uncertainty about amount/type of incentive to be offered, size of the property (too small to attract institutional investors), uncertainty of property taxes once developed, and interest rates. Staff is considering possible modifications to the language of the RFP for a potential re-issue.

### RP Q4/24

**STATUS**

RP Q1/25

STATUS

**Strategic Area                      Economic Health**

**Strategy**                      4.2. Enhance Employment Opportunities in Urbana

**Action Step**                      A. Collaborate with Parkland College, RPC, or other partners to create workforce development scholarships for low-income Urbana Residents focusing on the trades & hospitality industry.

**Responsibility for Action**                      Community Development

**RP Q2/24**

**STATUS**                      No progress to date.

**RP Q3/24**

**STATUS**                      No progress to date.

**RP Q4/24**

**STATUS**

RP Q1/25

STATUS

## Strategic Area      **Economic Health**

**Strategy**      4.3. Recruit new businesses and industries

**Action Step**      A. Create an incentive package and recruit a grocery store in NW Urbana.

**Responsibility for Action**      Executive Department/Community Development

### RP Q2/24

#### STATUS


City staff has explored available incentives for the Ward 3 food desert. The Governor's Illinois Grocery Initiative (IGI) is only for grocers with less than five stores in Illinois, so larger full-service grocers do not qualify.

City staff is working with the broker for the Bradley and Lincoln Avenues 12-acre parcel to attract a grocer and other retail development.

### RP Q3/24

#### STATUS

Round 1 of IGI expired May 24, 2024. DCEO announced the second round on October 3, 2024 with an application deadline of December 2, 2025. These grants can be used to fund construction and renovation costs for new stores, as well as many first-year operations costs. Staff has confirmed with the State that the 1011 W. Bradley site, currently for sale, meets the grant definition of a "food desert".

In late September, staff met with an interested grocer who qualifies for the grant program and toured the Bradley Avenue site with the grocer and the site's broker. Discussions continue. 

### RP Q4/24

#### STATUS

RP Q1/25

STATUS

**Strategic Area                      Economic Health**

**Strategy**                      4.4. Create a Tourist and Entertainment District

**Action Step**                      A. Direct UIUC visitors to Downtown Urbana with signage at Lincoln Avenue and Green Street.

**Responsibility for Action**                      Community Development

**RP Q2/24**

**STATUS**                      No progress to date.

**RP Q3/24**

**STATUS**                      No progress to date.

**RP Q4/24**

**STATUS**



RP Q1/25

STATUS

## Strategic Area      **Economic Health**

**Strategy**      4.4. Create a Tourist and Entertainment District

**Action Step**      B. Implement selected recommendations of Downtown Public Realm study.

**Responsibility for Action**      Community Development

### RP Q2/24

#### STATUS

The Urbana Free Library Lot Activation: The City is negotiating an IGA for the use of the two vacant Library lots at Race and Green Streets. An RFP was issued seeking proposals to acquire a shipping container converted into a stage platform for live entertainment. The "Urbana" art feature has been designed by Norden, LLC.


Boneyard Creek Crossing Activation: Upgraded lighting and electric services are in the planning stage.

### RP Q3/24

#### STATUS

Outdoor seating was added to the east upper plaza at the Boneyard Creek Crossing.

"Urbana Night Market" was held on Thursdays evenings, from September 5 - October 10 with art vendors, food trucks and live music. Staff was pleased with both vendor participation and attendance (averaging 200 per event), and is considering options for 2025.

The TUFL lot activation slowed by the Library Director's relocation. The target for the TUFL lot activation is June, 2025. 

### RP Q4/24

#### STATUS

MAYOR/COUNCIL GOALS	QUARTERLY REPORTING
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RP Q1/25  
STATUS

## Strategic Area      **Economic Health**

**Strategy**      4.4. Create a Tourist and Entertainment District

**Action Step**      C. Enhance the vibrancy of Downtown Urbana by working with private entities to increase murals, sculptures, and other physical art.

**Responsibility for Action**      Community Development

### RP Q2/24

#### STATUS

The City installed a mural, in the parking lot of the Market at the Square, involving volunteer painters/members of the public.

Staff is in discussions with two property owners for two new building wall murals in downtown.

### RP Q3/24

#### STATUS

The "Fanfare" sculpture was relocated back to its designated location at Race and Elm Streets.

Staff is awaiting a proposal from nuEra for a mural on their building at 105 East University Avenue. The other mural is pending.

### RP Q4/24

#### STATUS

RP Q1/25

STATUS

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

**A RESOLUTION APPROVING AN INCREASE IN THE NUMBER OF LIQUOR  
LICENSES IN THE CLASS P DESIGNATION FOR  
MP LIQUOR INC D/B/A MP FOOD AND LIQUOR, 1720 PHILO ROAD SUITE A,  
URBANA, ILL.**

**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 license; and

**WHEREAS**, an application for a liquor license in the Class P 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 P designation by one for MP Liquor Incd/b/a MP Food and Liquor, 1720 Philo Road Suite A, 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 P designation is hereby increased by one for MP Liquor Inc d/b/a MP Food and Liquor, 1720 Philo Road Suite A, Urbana, Ill. The schedule of maximum number of authorized licenses for the respective classification maintained by the Local Commissioner shall reflect such increase.

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

AYES:

NAYS:

ABSTENTIONS:

---

Darcy E. Sandefur, City Clerk

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

---

Diane Wolfe Marlin, Mayor



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

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

**Meeting:** October 21, 2024, Committee of the Whole Meeting  
**Subject:** Increasing the Number of Class P Liquor Licenses for MP Liquor Inc d/b/a MP Food and Liquor, 1720 Philo Road Suite A, Urbana, Ill.

### Summary

#### *Action Requested*

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

#### *Brief Background*

MP Liquor Inc, doing business as MP Food and Liquor, has applied for a Class P (Package Retailer's Off-Premises Consumption) liquor license for their establishment at 1720 Philo Road Suite A in Urbana.

### Relationship to City Services and Priorities

*Impact on Core Services* N/A

*Strategic Goals & Plans* N/A

#### *Previous Council Actions*

In all instances, City staff first reviews the liquor license application. If it receives the Mayor's endorsement, it is then forwarded to the City Council for their final approval to grant the license.

### Discussion

#### *Additional Background Information*

A Class P liquor license permits the licensee to sell at retail any and all alcoholic liquor in original package form for consumption off-premises only.

Selling, serving, or letting others sell, serve, or offer alcoholic beverages in the city is not allowed without the required license or if it doesn't comply with 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 Liquor Commissioner can issue a notice to



address litter, and if it is not fixed within 24 hours, the license could be revoked, or other legal action may be taken.

*Recommendation*

City Council is asked to approve the Class P liquor license for MP Liquor Inc d/b/a MP Food and Liquor, 1720 Philo Road Suite A, Urbana, Ill.

*Next Steps*

If the attached resolution is approved, the Deputy Liquor Commissioner will prepare and issue a Class P liquor license for MP Liquor Inc d/b/a MP Food and Liquor, 1720 Philo Road Suite A, Urbana, Ill, with an expiration date of June 30, 2025.

**Attachments**

A Resolution Approving an Increase in the Number of Liquor Licenses in the Class P Designation for MP Liquor Inc d/b/a MP Food and Liquor, 1720 Philo Road Suite A, Urbana, Ill.

Originated by: Kathryn B. Levy, Executive Coordinator/Deputy Liquor Commissioner

Reviewed: Diane Wolfe Marlin, Mayor/Liquor Commissioner



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

## MEMORANDUM FROM THE CITY CLERK TO THE CITY COUNCIL

**Meeting:** October 21, 2024 Committee of the Whole  
**Subject:** An Ordinance Fixing the Salary of The City Clerk Elected for a Definite Term of Office

### Summary

#### *Action Requested*

City Council is asked to set the salary for the elected positions of City Clerk for the four-year term commencing in May 2025.

#### *Brief Background*

The Urbana City Council sets the salaries of the City's elected officers by Ordinance, in accordance with 65 ILCS 5/3.1-50-10 no less than 180 days ahead of the start of the next term. The attached proposed Ordinance would fix the salary of the City's elected City Clerk for the next term: May 1, 2025 through April 30, 2029.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

N/A

#### *Strategic Goals & Plans*

N/A

#### *Previous Council Actions*

The most recent example of the City Council establishing the salaries for the City's elected officers by Ordinance is [Ordinance No. 2020-10-054](#).

### Discussion

#### *Additional Background Information*

Attached are two charts of Current Comparable City Clerk Salaries pulled from the professional organization the [International Institute of Municipal Clerks 2023 Salary Study](#) and also a segment from the Survey conducted by the regional professional organization Central Illinois Municipal Clerk's Member, Kelli Bennewitz, Galesburg City Clerk. The chart provides examples of salaries set by ordinance currently in effect in various jurisdictions. Please note that some municipalities have part-time Clerks, meaning the only duties they provide are attending the meetings and affixing the

City seal, while their Deputy City Clerk preforms all or the majority of their office duties. Full time City Clerks have many other roles in addition to statutory duties such as maintaining all official city records, meeting management for the Council and all Boards and Commissions, acting as the open meetings act designee for the City, serving as the parliamentarian, issuing raffle and domestic partnership licenses, overseeing City mail operations, providing support to internal and external customers, and administering municipal elections. The Urbana City Clerk's Office also serves as the face-to-face office for many City functions primarily managed by other Departments, including FOIA. Some City Clerks are appointed while others are independent elected officials. In Urbana, the Mayor and City Clerk are independent elected officials providing a checks and balance. The individuals in these positions are eligible to participate in the City's health insurance plan and the Illinois Municipal Retirement Fund.

Also attached is City policy 2.1 Compensation & Pay Practices for Non-union Employees. In 2021 the City contracted with Evergreen Consulting to preform a Compensation and Job Classifications study for the City's Non-bargaining unit employees. Following the results of this study, the Deputy City Clerk was given a substantial raise and reclassification due to the large disparities in job responsibilities in relation to the historically low compensation. This increase however, resulted in pay compression within the department such that the current staff makes greater than 98% of the Clerk's salary as the salary of elected officials shall not be changed during a term of office. The scope of work of the Deputy City Clerk that was the focus of this study, is similar to that of the Clerk. The Clerk also has additional responsibilities as the Department Head. City policy states that staff salaries should not exceed 90% of their supervisor's salary. While elected officials are in a category all their own as far as compensation as it is beholden to Ordinances, best practice is to consider relevant City policy when making decisions that could impact equity within the organization as a whole. The Deputy City Clerk is classified as an Executive Assistant with the pay grade of 107, which can be found on page 5 of the attached City Policy where the pay matrix as determined by Evergreen Consulting and adopted by the City can be found.

#### *Recommendation*

My recommendations are listed in the following chart:

<u>Office</u>	May 1, 2025 -- April 30, 2026	May 1, 2026 -- April 30, 2027	May 1, 2027 -- April 30, 2028	May 1, 2028 -- April 30, 2029
City Clerk	\$ 71,000	\$ 73,130	\$ 75,323.9	\$ 77,583.62

The current salaries from other jurisdictions included in the attachment provide a framework for comparison, along with relevant and recent assessment of the scope of work of the Urbana office as provided by Evergreen Consulting and the City's Compensation and Job Classifications study. Some previous Councils opted for a percentage increase, others specified a dollar amount, or a

combination of both. (For reference, the City's non-bargaining unit employees were given a three-and-one-quarter percent (3.25%) cost-of-living increase in the current (FY2025) budget.)

I am recommending a three percent (3%) increase to the Clerk Salary for the duration of the upcoming term to reach the targeted midpoint of the Deputy City Clerk pay grade. Thereafter, the salary would be in conformance with adopted City policy and accepted compensation for the relevant scope of work.

#### *Next Steps*

If the Council determines the salaries for the City's elected officials within the requisite time period (no fewer than 180 days before the commencement of the terms of the affected elected officials), then staff will incorporate these salary amounts into the budget.

#### **Attachments**

Current Comparable City Clerk Salaries

City Policy 2.1 Compensation & Pay Practices for Non-union Employees

Originated by: Darcy E. Sandefur, City Clerk

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

**AN ORDINANCE FIXING THE SALARY OF THE CITY CLERK ELECTED FOR A  
DEFINITE TERM OF OFFICE  
(2025-2029)**

**WHEREAS**, the City of Urbana (“City”) is an Illinois home rule unit of local government pursuant to Section 6 of Article VII of the Illinois Constitution of 1970 and may exercise any power and perform any function pertaining to its government and affairs, including the power to regulate for the protection of the public health, safety, and welfare; and

**WHEREAS**, the corporate authorities of a municipality may, in an ordinance, fix the salaries of all officers who hold elective office for a definite term in accordance with 65 ILCS 5/3.1-50-10; and

**WHEREAS**, the Mayor, City Clerk, and Alderpersons of the City of Urbana are all elected for definite terms; and

**WHEREAS**, from time to time, the City of Urbana elects to adjust the salaries of its elected officers by ordinance and must do so within a specific, statutory timeframe.

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

**Section 1.**

The annual (12-month) salary of the following City officer who is to be elected for a definite term beginning in May 2025, shall be and the same are hereby established for that and subsequent terms of office, as follows:

<u>Office</u>	May 1, 2025 -- April 30, 2026	May 1, 2026 -- April 30, 2027	May 1, 2027 -- April 30, 2028	May 1, 2028 -- April 30, 2029
City Clerk	\$ 71,000	\$ 73,130	\$ 75,323.9	\$ 77,583.62

**Section 2.**

The City Clerk shall be entitled to participate in the City's health insurance program and any other bonus plans in the same manner as full-time City employees.

**Section 3.**

The City Clerk shall be entitled to participate in the Illinois Municipal Retirement Fund in such manner as permitted by law concerning compensated public officials (40 ILCS 5/7-101 *et seq.*).

**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

Galesburg IL Clerk Survey June 27, 2024						
Population	Job Title	Municipality	Salary	Government Type	Time	Deputy Clerk?
30,209	Deputy City Clerk	City of Highland Park	\$73,000	Council-Manager	Part Time	Yes
30,890	Deputy City Clerk	City of North Chicago	\$86,786	Council-Mayor	Full Time	No
30,912	Deputy Village Clerk	Village of Niles	\$70,000	Trustee Form	Full Time	No
32,289	Deputy City Clerk	City of O'Fallon	\$74,392	Aldermanic	Full Time	No
32,398	City Clerk	City of Pekin	\$99,218	Council-Manager	Full Time	Yes
32,498	Village Clerk	Village of Elk Grove	\$108,691	Village-Trustees	Full Time	Yes
34,585	Village Clerk	Village of Oswego	\$92,326	Village Board/Village President	Full Time	Yes
35,316	Deputy Village Clerk	Village of Oswego	\$70,647	Village Board/Village President	Full Time	Yes
37,000	Village Clerk	Village of Addison	\$18,000	Trustees-President	Part Time	Yes
38,336	City Clerk/Town Clerk	City of Urbana	\$67,244	Mayor-Aldermanic	Full Time	Yes
38,810	Deputy Clerk	City of Park Ridge	\$76,700	Council-Manager	Full Time	No
39,137	Deputy Village Clerk	Village of Wheeling	\$87,768	Council-Manager	Full Time	No
39,463	City Clerk	City of Quincy	\$61,984	Strong Mayor	Full Time	Yes
39,577	Clerk/Collector	Village of Streamwood	\$13,000 Clerk/\$51,000 Collector	Council-Manager	Full Time	No
42,028	City Clerk	City of Moline	\$81,684	Council-Administrator	Full Time	Yes
44,762	Village Clerk	Village of Plainfield	\$105,176	Village Board/Village President	Full Time	No
45,398	Village Clerk	Village of Plainfield	\$98,489	Village-Trustees	Full Time	No
46,000	City Clerk	City of Alton	\$72,500	Council-Manager	Full Time	Yes
52,838	City Clerk	Town of Normal	\$115,420	Council-Manager	Full Time	Yes (2)
52,838	Deputy City Clerk	Town of Normal	\$57,060	Council-Manager	Full Time	Yes (2)
52,838	Chief Deputy Clerk	Town of Normal	\$59,005	Council-Manager	Full Time	Yes (2)
54,583	Village Clerk	Village of Oak Park	\$76,567	Village-Manager	Full Time	Yes

IIMC 2023 Salary Survey						
Population (Range)	Job Title	Municipality	Salary (Range)	Government Type	Time	Deputy Clerk?
30,001 to 40,000	Village Clerk	Village of Addison	\$15,001 to \$20,000	Village Board/Village President	Part Time	Yes
30,001 to 40,000	Village Clerk	Village of Hanover park	\$5,001 to \$10,000	Village Board/Village President	Part Time	Yes
30,001 to 40,000	Deputy Clerk	Village of Wheeling	\$80,001 to \$90,000	Council-Manager	Full Time	No
30,001 to 40,000	Deputy Clerk	City of Park Ridge	\$60,001 to \$70,000	Council-Manager	Full Time	No
30,001 to 40,000	Village Clerk	Village of Oswego	\$80,001 to \$90,000	Village Board/Village President	Full Time	Yes
30,001 to 40,000	City Clerk	City of O'Fallon	\$10,001 to \$15,000	Council-Administrator	Part Time	Yes
30,001 to 40,000	Deputy Clerk	City of O'Fallon	\$60,001 to \$70,000	Council-Administrator	Full Time	Yes
40,001 to 50,000	Village Clerk	Village of Buffalo Grove	\$5,001 to \$10,000	Council-Manager/Village Board/Village President	Part Time	Yes
40,001 to 50,000	Village Clerk	Village of Plainfield	\$90,001 to \$100,000	Village President	Full Time	Yes
40,001 to 50,000	Deputy Clerk	City of Urbana	\$50,001 to \$60,000	Mayor - Aldermanic	Full Time	Yes
40,001 to 50,000	City Clerk	City of Moline	\$60,001 to \$70,000	Council-Administrator	Full Time	Yes
50,001 to 60,000	City Clerk	Town of Normal	\$100,001 to \$110,000	Council-Manager	Full Time	Yes

**Compensation & Pay Practices  
for Non-union Employees**

**Section: Wages & Salary Information**  
**Policy No: 2.1**  
**Effective: 10/1/2023**  
**Last Updated: NA**

*Scope of Policy*

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This policy applies to all exempt and non-exempt, full-time and part-time employees, including limited term employees, but not those classified as temporary employees.

*Purpose*

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The purpose of this policy is to establish methods for determining pay in various circumstances.

*Policy Statement*

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**Position Classifications**

Exhibit A lists current position classifications and pay grades for non-union employees. This exhibit will be updated from time-to-time by Human Resources staff, but at a minimum, once at the start of each fiscal year when pay grades are adjusted for cost of living increases.

**Hiring Range**

The **hiring range** is between minimum and midpoint of the range.

- HR staff will guide placement of employees, to promote and ensure compensation equity across the organization.
- Placement in the first quartile of the range generally indicates that the employee does not have substantial experience related to the classification and requires additional training and development to achieve full competence in this position.
- Placement in the second quartile, up to midpoint, indicates that the employee has experience related to the position and is expected to be proficient in their job functions. Employees placed at this level generally meet expectations of their position.



- Employees placed at or above the midpoint have significant prior experience in a similar position and are expected to be fully capable of performing the job functions without additional training.
- New employees will not be placed above the midpoint, unless approved by the Mayor, after a full evaluation of compression issues by HR staff and consultation with the City Administrator and HR & Finance Director (see below).

### **Wage Adjustments**

The following are scenarios where wage adjustments may be considered. There are no other mechanisms for wage adjustments.

#### **Pay Compression**

Placement of new employees in the range may result in **pay compression**, which affects equity and morale. HR staff will consider the following when making a salary recommendation –

- Salary of other employees who report to this employee, particularly if direct reports salaries are more than 90% of supervisor's compensation
- Salary of the supervisor to whom this employee reports, particularly if this employee's salary would be more than 90% of that supervisor's compensation
- Recruiting difficulty (size of qualified applicant pool; length of recruitment, etc.)
- Position of other employees within the same pay grade or job classification, relative to experience, either at or outside of the City

If a new hire results in salary compression, equity adjustments will be considered for others to whom the employee reports either directly or indirectly and others within the same pay grade (this may require extensive analysis and increases may need to be budgeted in the following fiscal year).

#### **Cost of living adjustments**

- Ranges will be adjusted annually based on cost of living increases.

**Performance pay** is designed to move regular and limited-term employees through their range based on performance.

- While the funding available for performance-based increases may vary, it will be distributed in a manner that results in equity across the organization.
- Employees will not receive increases that would put them above the top of their pay range. Any portion of a calculated increase that is above the top of the range will be added as a bonus payment over 26 pay periods. This bonus payment will not affect the employee's base pay rate for future salary increases or other purposes.

**Temporary Upgrade pay** will be calculated as follows –

- Upgrade pay will be available for temporary assignment to a higher pay grade for a duration of 2 weeks or more, where the employee is assigned to assume most or all of the duties of the higher level position.
- Upgrade pay will generally be 5% per grade change, but not more than 10% total. However, if the calculated adjustment would be less than the minimum of the range to which the employee is being upgraded, the employee will be brought to the minimum of the range.
- Upgrade pay may be reviewed by HR staff after six months in a temporary assignment. The department head may request this review. Adjustments may be made to bring the increase to between 10% and 20%, depending on the circumstances, but not more than the midpoint of the range to which the employee is being upgraded. Advance approval from the HR Manager is required for these adjustments.
- Temporary upgrade time may be considered part of the probationary period for an employee who is later promoted to the position to which they were upgraded.

**Temporary assignment pay** is used to compensate employees for special assignments with a defined scope and limited duration that do not qualify for temporary upgrade pay. These assignments are approved in advance by the HR Manager. The department head should provide a written request at least 14 days before the assignment would begin, and schedule a 30-minute meeting to discuss with the HR Manager.

**Pay for promotions** will be calculated as follows –

- Employees who are promoted will be placed in their new range consistent with guidelines for hiring.
- If placement in the range by this method does not result in an increase of at least 10%, pay will be adjusted consistent with the difference between the midpoint of the current pay grade and the midpoint new pay grade, but will not be less than 10%.
- The probationary period for promotions is six (6) months.

**Transfers**

- For non-competitive or lateral moves, there will generally be no salary adjustment.

**Demotions**

- Employees who are demoted will be placed within the range of their new class. Placement in the range will be at the discretion of the HR Manager.

**Uniform Allowances –**

Exhibit B includes a list of all approved uniform allowances for non-union employees. Only employees on this list should receive uniform allowances. This exhibit may be amended from time-to-time.

**Overtime and Compensatory Time –**

- Non-exempt employees are eligible for overtime pay at 1.5 times their hourly rate for hours worked over 40 hours in a Saturday through Friday week.
- Non-exempt employees may accrue comp time with a rolling cap of 52 hours at a time-and-a-half rate for hours worked over 40 in a Saturday through Friday week. Any excess hours must be paid as overtime at a time-and-a-half rate.
- All comp time and overtime must be authorized by a supervisor in advance. Failure to obtain authorization is considered to be unauthorized overtime or comp time.
- Both exempt and non-exempt employees may flex time within a 40-hour workweek, which runs from Saturday through Friday. Flexing time over a two-week pay period is not permitted.

Prepared by:

Date:

  
Elizabeth Hannan, HRF Director9/21/2023


Reviewed by:

Date:

  
Femi Fletcher, HR Manager9/21/2023

Approved by:

Date:

  
Carol Mitten, City Administrator9.27.23

## Non-Union Pay Ranges for July 1, 2024 through June 30, 2025

updated April 2024

Grade	Classification Title	Minimum	Midpoint	Maximum
100	ADMINISTRATIVE SUPPORT ASSISTANT PARKING DECK ATTENDANT (PART-TIME) PARTS & SERVICE CLERK	41,308.64	52,668.52	64,028.40
101		43,374.08	55,301.95	67,229.82
102		45,542.78	58,067.04	70,591.31
103	ADMINISTRATIVE ASSISTANT BUILDING MAINTENANCE WORKER (PART-TIME) ENGINEERING TECHNICIAN I HUMAN RESOURCES ASSISTANT OFFICE SPECIALIST	47,819.92	60,970.40	74,120.87
104	COMMUNITY DEVELOPMENT SPECIALIST CUSTOMER SERVICE ACCOUNT CLERK ECONOMIC DEVELOPMENT SPECIALIST ENGINEERING TECHNICIAN II ENVIRONMENTAL COMPLIANCE INSPECTOR LRC SPECIALIST PLANNER I	50,210.91	64,018.92	77,826.92
105	ADMINISTRATIVE TECHNICIAN HUMAN RIGHTS SPECIALIST PROGRAM SPECIALIST (UAC) RECYCLING COORDINATOR	52,721.46	67,219.86	81,718.26
106	ASSISTANT TO INVESTIGATIONS LIEUTENANT CIVIL ENGINEER I CODE COMPLIANCE INSPECTOR I COMMUNICATIONS SPECIALIST COMPUTER SYSTEMS TECHNICIAN CRIMINAL INTELLIGENCE ANALYST EVIDENCE TECHNICIAN (P/T) FINANCIAL / CRIME SCENE INVESTIGATOR FINANCIAL SERVICES SPECIALIST	55,357.53	71,964.79	88,572.05
107	ARTS & CULTURE PROGRAM COORDINATOR COMMUNITY DEVELOPMENT COORDINATOR ECONOMIC DEVELOPMENT COORDINATOR EXECUTIVE ASSISTANT FOIA SPECIALIST GIS SPECIALIST MARKET COORDINATOR UPTV COORDINATOR	59,232.56	77,002.33	94,772.10
108	CODE COMPLIANCE INSPECTOR II CRIME ANALYST I CUSTOMER SERVICE ACCOUNT COORDINATOR ENGINEERING TECHNICIAN III HR COORDINATOR LAND SURVEYOR NETWORK SYSTEMS TECHNICIAN PLANNER II	63,378.84	82,392.49	101,406.14
109	ACCOUNTANT BUSINESS ANALYST CIVIL ENGINEER II COMMUNITY ENGAGEMENT COORDINATOR ELECTRICAL INSPECTOR ENGINEERING TECHNICIAN IV EXECUTIVE COORDINATOR FINANCIAL SERVICES ASSOCIATE (PART-TIME) FINANCIAL SERVICES COORDINATOR GIS COORDINATOR PLUMBING / BUILDING INSPECTOR	67,815.36	88,159.97	108,504.57
110	ADMINISTRATIVE PROGRAMS SUPERVISOR CRIME ANALYST II DIGITAL FORENSICS EXAMINER EXECUTIVE COORDINATOR FINANCIAL ANALYST MANAGEMENT ANALYST PARALEGAL POLICE SERVICES SUPERVISOR SUSTANABILITY & RESILIENCE OFFICER	72,562.43	94,331.16	116,099.89
	BUILDING OFFICIAL CIVIL ENGINEER III ECONOMIC DEVELOPMENT SUPERVISOR FACILITIES SUPERVISOR HUMAN RESOURCES GENERALIST			

111	NETWORK ADMINISTRATOR OPERATIONS SUPERVISOR PREVENTION EDUCATION OFFICER PRINCIPAL PLANNER SENIOR FINANCIAL ANALYST SPECIAL PROJUECTS MANAGER	77,641.80	102,875.39	128,108.98
112	CITY ARBORIST / ARBOR SUPERVISOR ELECTRICAL SUPERVISOR FLEET SUPERVISOR	83,076.73	110,076.67	137,076.60

113	ASSISTANT CITY ATTORNEY ASSISTANT CITY ENGINEER FINANCIAL SERVICES MANAGER SENIOR MANAGEMENT ANALYST	88,892.10	117,782.03	146,671.97
114	BATTALION CHIEF (BASED ON 2,912 HOURS) GRANTS MANAGER HUMAN RIGHTS & EQUITY OFFICER POLICE LIEUTENANT	95,114.55	126,026.78	156,939.00
115	HUMAN RESOURCES MANAGER INFORMATION TECHNOLOGY MANAGER LABOR & EMPLOYEE RELATIONS MANAGER / ATTORNEY SPECIAL ADVISOR - STRATEGY DEVELOPMENT	101,772.57	134,848.65	167,924.73
116	CITY ATTORNEY CITY ENGINEER DEPUTY FINANCE DIRECTOR DEPUTY FIRE CHIEF DEPUTY POLICE CHIEF DEPUTY PUBLIC WORKS DIRECTOR	108,896.65	144,288.06	179,679.47
117	COMMUNITY DEVELOPMENT DIRECTOR	116,519.41	154,388.22	192,257.03
118	FIRE CHIEF HUMAN RESOURCES & FINANCE DIRECTOR / CFO POLICE CHIEF PUBLIC WORKS DIRECTOR	124,675.77	165,195.40	205,715.02
119	CHIEF OF POLICE	133,403.07	176,759.07	220,115.07
120	CITY ADMINISTRATOR	142,741.29	189,132.21	235,523.13

\* Part-time positions are paid based on an hourly rate, which is annual rate divided by 2080 hours.

**Compensation & Pay Practices for Non-union Employees**  
**Exhibit B – Uniform Allowances**

- The following employees will receive a uniform allowance of \$400 in July of each year.
  - Battalion Chiefs
  - Deputy Fire Chief
  - Fire Chief
  - Other non-union employees assigned full-time to Fire Prevention duties
  
- The following employees will receive a uniform allowance of \$1,000 in July of each year.
  - Police Lieutenants
  - Deputy Police Chief
  - Police Chief
  
- The following employees will receive a uniform allowance of \$350 in July of each year.
  - All Public Works Operations Division Supervisors



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

## MEMORANDUM FROM THE MAYOR TO THE CITY COUNCIL

**Meeting:** October 21, 2024 Committee of the Whole  
**Subject:** An Ordinance Fixing the Salaries of City Officers who are Elected for a Definite Term of Office

### Summary

#### *Action Requested*

City Council is asked to set the salaries for the elected positions of Mayor, City Clerk, and Alderperson for the four-year terms commencing in May 2025.

#### *Brief Background*

Traditionally, the Urbana City Council sets the salaries of the City's elected officers by Ordinance, in accordance with 65 ILCS 5/3.1-50-10. The attached proposed Ordinance would fix the salaries of the City's elected officers for the quadrennial from May 1, 2025 through April 30, 2029.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

N/A

#### *Strategic Goals & Plans*

N/A

#### *Previous Council Actions*

The most recent example of the City Council establishing the salaries for the City's elected officers by Ordinance is [Ordinance No. 2020-10-054](#).

### Discussion

#### *Additional Background Information*

Attached is a chart of Current Comparable City Data Versus Urbana Elected Salaries. The chart provides examples of salaries set by ordinance currently in effect in various jurisdictions. Salaries for elected officials vary widely across jurisdictions due to differences in population, form of government, roles and specific duties of the officials, financial capacity of the jurisdiction and other factors. Some mayors' roles are more ceremonial in nature, whereas others have responsibility (in conjunction with staff) for managing city services. For many, the presence of a city administrator or city manager impacts the mayors' duties and time commitment. Further, some mayors, like



Urbana's, also serve as the Local Liquor Control Commissioner. Likewise, some city clerks may have other roles in addition to duties related to maintaining official city records, meeting management and municipal elections. Clerks may serve as FOIA officers, issue licenses, and handle financial records. Some city clerks are regular city employees while others are independent elected officials. In Urbana, the Mayor and City Clerk are independent elected officials. The individuals in these positions are eligible to participate in the City's health insurance plan and may qualify for Illinois Municipal Retirement Fund, depending upon length of service.

#### *Recommendation*

My recommendations are listed in the following chart:

<u>Office</u>	May 1, 2025 -- April 30, 2026	May 1, 2026 -- April 30, 2027	May 1, 2027 -- April 30, 2028	May 1, 2028 -- April 30, 2029
Mayor	\$ 74,955	\$ 76,829	\$ 78,750	\$ 80,719
City Clerk	\$ 65,066	\$ 66,693	\$ 68,360	\$ 70,069
Aldersperson	\$ 7,175	\$ 7,354	\$ 7,538	\$ 7,727

Although the current salaries from other jurisdictions included in the attachment provide a broad framework for comparison, the best cumulative decision-making of previous Urbana City Councils is reflected in the 12-year salary history of elected officials in the City. Some previous Councils opted for a percentage increase, others specified a dollar amount, or a combination of both. (For reference, the City's non-bargaining unit employees were given a three-and-one-quarter percent (3.25%) cost-of-living increase in the current (FY2025) budget.)

I am recommending a two-and-one-half percent (2.5%) increase to the current salaries for all of the affected elected positions. Thereafter, the salaries would increase at two-and-one-half percent (2.5%) annually for the duration of the four-year period.

#### *Next Steps*

If the Council determines the salaries for the City's elected officials within the requisite time period (no fewer than 180 days before the commencement of the terms of the affected elected officials), then staff will incorporate these salary amounts into the FY2026 proposed budget.

#### **Attachments**

Current Comparable City Data Versus Urbana Elected Salaries

Originated by: Diane Wolfe Marlin, Mayor

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

**AN ORDINANCE FIXING THE SALARIES OF CITY OFFICERS WHO ARE  
ELECTED FOR A DEFINITE TERM OF OFFICE  
(2025-2029)**

**WHEREAS**, the City of Urbana (“City”) is an Illinois home rule unit of local government pursuant to Section 6 of Article VII of the Illinois Constitution of 1970 and may exercise any power and perform any function pertaining to its government and affairs, including the power to regulate for the protection of the public health, safety, and welfare; and

**WHEREAS**, the corporate authorities of a municipality may, in an ordinance, fix the salaries of all officers who hold elective office for a definite term in accordance with 65 ILCS 5/3.1-50-10; and

**WHEREAS**, the Mayor, City Clerk, and Alderpersons of the City of Urbana are all elected for definite terms; and

**WHEREAS**, from time to time, the City of Urbana elects to adjust the salaries of its elected officers by ordinance and must do so within a specific, statutory timeframe.

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

**Section 1.**

The annual (12-month) salary of the following City officers who are to be elected for a definite term beginning in May 2025, shall be and the same are hereby established for that and subsequent terms of office, as follows:

Office	May 1, 2025 -- April 30, 2026	May 1, 2026 -- April 30, 2027	May 1, 2027 -- April 30, 2028	May 1, 2028 -- April 30, 2029
Mayor	\$ 74,955	\$ 76,829	\$ 78,750	\$ 80,719
City Clerk	\$ 65,066	\$ 66,693	\$ 68,360	\$ 70,069
Alderperson	\$ 7,175	\$ 7,354	\$ 7,538	\$ 7,727

**Section 2.**

The Mayor and the City Clerk shall be entitled to participate in the City's health insurance program and any other bonus plans in the same manner as full-time City employees.

**Section 3.**

The Mayor and the City Clerk shall be entitled to participate in the Illinois Municipal Retirement Fund in such manner as permitted by law concerning compensated public officials (40 ILCS 5/7-101 *et seq.*).

**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

# Current Comparable City Data vs Urbana Elected Salaries

Population Data: 2020 Census      Salary Data: Ordinance CURRENTLY in effect

Item F3.

City:	President/Mayor:	Trustees/Council:	Clerk:	Treasurer:	Form Gov.
Bartlett (40,154)	\$ 12,800.00	\$ 4,450.00	\$ 12,920.00		Council - Manager
Batavia (26,122)	\$ 31,260.00		\$ 7,370.00	\$ 600.00	Council - Mayor
*Champaign (89,241)	\$ 35,000.00	\$ 5,000.00	\$ 90,279.00		Council - Manager
Danville (28,472)	\$ 100,000.00	\$ 4,200.00	\$ 90,925.00	\$ 55,000.00	City-Aldermanic
Edwardsville (26,654)	\$ 24,000.00	\$ 6,000.00	\$ 18,000.00		Council - Mayor
Evergreen Park (19,211)	\$ 97,157.00	\$ 16,650.00	\$ 80,000.00		Mayor - Trustees
Gurnee (30,303)	\$ 12,000.00	\$ 3,600.00	\$ 3,000.00		Council - Manager
Kankakee (23,602)					Council - Mayor
Lake in the Hills (28,700)	\$ 10,800.00	\$125/Meeting Jan-Oct	\$ 6,000.00		President - Trustees
	-	250/Meeting Nov&Dec	-	-	
McHenry (28,117)	\$ 12,000.00	\$75/meeting	\$ 54,500.00	\$ 1,500.00	Council - Administrator
Moline (42,028)	\$ 20,000.00	\$ 8,000.00	\$ 81,684.00		Council - Administrator
Morton Grove (24,371)	\$ 6,000.00	\$ 4,500.00			President - Trustees
O'Fallon (34,140)	\$ 24,000.00	\$200/regular meetings	\$ 15,000.00		Aldermanic
Quincy (38,942)	\$ 99,232.00	\$ 7,300.00	\$ 62,734.00	\$ 58,892.00	Strong Mayor
Springfield (113,273)	\$ 137,785.00	\$ 16,667.00	\$ 94,477.00		City - Aldermanic
St. Charles (32,450)	\$ 17,500.00	\$ 5,250.00	\$ 4,500.00	\$ 1,800.00	City - Aldermanic
Waukegan (87,976)	\$ 118,502.00	\$ 22,000.00	\$ 80,720.00	\$ 22,000.00	City - Aldermanic
Woodridge (34,158)	\$ 9,600.00	\$ 4,800.00	\$ 4,800.00		Mayor - Trustees
Rantoul (12,122)	\$ 36,000.00	\$ 6,000.00			Mayor- Trustees
Bloomington (78,864)	\$12,000	\$ 4,800.00			Council-Manager
Normal (53,838)	\$ 32,000.00	\$ 6,800.00			Council-Manager
*Champaign (beginning 2025)	\$ 45,000.00	\$ 7,000.00			Council-Manager

Urbana Officials	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Mayor	\$61,643	\$62,259	\$63,504	\$64,774	\$67,274	\$68,274	\$69,274	\$70,274	\$70,977	\$71,687	\$72,403	\$73,127
City Clerk	\$54,246	\$54,788	\$55,884	\$57,002	\$58,002	\$59,002	\$60,002	\$61,002	\$61,612	\$62,228	\$62,850	\$63,479
Aldersperson	\$6,164	\$6,226	\$6,351	\$6,478	\$6,578	\$6,678	\$6,778	\$6,878	\$6,878	\$7,000	\$7,000	\$7,000