



CITY OF URBANA CITY COUNCIL SPECIAL MEETING

DATE: Monday, November 06, 2023
TIME: 6:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
- C. Additions to the Agenda
- D. Presentations and Public Input
- E. Council Input and Communications
- F. Mayoral Appointments
 - 1. City Clerk Appointment (term November 6, 2023 - May 5, 2025)
- G. 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



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

MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE CITY COUNCIL

Meeting: November 6, 2023, Special Council Meeting
Subject: Filling Vacancy in Office of Urbana City Clerk

Summary

Action Requested

City Council is asked to approve the appointment of Deputy City Clerk Darcy E. Sandefur to the position of City Clerk for a term ending May 5, 2025.

Brief Background

The current elected City Clerk, Phyllis D. Clark, is retiring from office effective November 6, 2023.

As outlined in the Illinois Municipal Code, when a vacancy arises in an elective municipal office with a 4-year term, and there are less than 28 months remaining in that term, the Mayor is required to select a qualified person to fill the unexpired term until the office is filled through an official election. This appointment is subject to advice and consent of City Council.

Relationship to City Services and Priorities

Impact on Core Services

The City Clerk acts as a compliance officer for federal, state, and local statutes, certifies and records resolutions and ordinances passed by the City Council, ensures that all actions are properly executed, recorded, and archived, administers oaths of office, maintains custody of the City's official seal, and assists the Champaign County Clerk in conducting elections.

Discussion

Additional Background Information

Darcy E. Sanderfur joined the City Clerk's Office as an Administrative assistant in May 2021. She was sworn in as Deputy City Clerk on July 2, 2021. During her time working for the City, she dedicated herself to completing the comprehensive training required for graduation from the Municipal Clerks of Illinois Institute. Before joining the Urbana City Clerk's office, Ms. Sanderfur served as the Office Administrator for the Cunningham Township Supervisor's office for three years.

Since 2021, she has been an active member of several professional organizations, including the Central Illinois Municipal Clerks of Illinois, the Municipal Clerks of Illinois, and the International Institute of Municipal Clerks. Notably, this year, Ms. Sandefur achieved a significant recognition by earning a place among only 40 clerks from across the country on the General Code's 2023 Municipal Clerk Honor Roll.

In addition to her professional accomplishments, she is nearing completion of her Bachelor of History degree from Southern New Hampshire University.

"I wish to continue to serve the residents of Urbana through the Clerk's Office as the City Clerk. As the current Deputy City Clerk, I have performed all job duties of the office for the last two and a half years including but not limited to: preparing all Council agendas, meeting packets, meeting minutes, and maintaining the City ordinances and resolutions. During my tenure with the City I have also attended and completed the three years of training necessary to graduate from the Municipal Clerks of Illinois Institute, making me the most qualified applicant in the history of the office. Based on my qualifications and demonstrated ability to carry out the duties of the office, my hope is to take this opportunity to expand existing services and bring a modern approach to the Clerk's Office."

Recommendation

City Council is asked to approve the appointment of Deputy City Clerk Darcy E. Sandefur to the position of City Clerk for a term ending May 5, 2025.

Next Steps

City Clerk Phyllis D. Clark will administer the oath of office.

Attachments

1. Darcy E. Sandefur Resume

Originated by: Kathryn B. Levy, Executive Coordinator / Special Programs Supervisor

Reviewed: Diane Wolfe Marlin, Mayor

Approved: Carol J. Mitten, City Administrator

Darcy Sandefur[REDACTED], Urbana, IL 61802
[REDACTED]**Education****Southern New Hampshire University (Online)**

Bachelor of History

(Soon to be completed)

Municipal Clerks of Illinois Institute & Academy

2023 Institute Graduate

Skills**Technical:** Microsoft Office proficient (Word, Excel, PowerPoint), Adobe Acrobat proficient, 7 years customer service experience, 5 years educational facilitation experience, organized, reliable, independent, high attention to detail**Languages:** Fluent English, Conversational Spanish**Work Experience****Kohl's Department Store- Point of Sales Associate**

February 2017 to January 2019

- Sales/Cashier
- Enrolled customers in store credit programs
- Provided consistent customer service

Cunningham Township Supervisor's Office – Office Administrator/SOAR Advocate

July 2018 to May 2021

- Managed all financial operations and bookkeeping for the Township (Assessor and Supervisor)
- Acted as office manager and oversaw daily operations
- Provided support to staff
- Worked both alone and in a team of administrators

Urbana City Clerk- Executive Assistant / Deputy City Clerk

May 2021 to Present

- Maintained records of Ordinances and Resolutions
- Received and supported residents in filing FOIA requests
- Wrote agendas for City Council meetings and assembled packet materials
- Provided public and press notice of all meetings in compliance with OMA
- Prepared minutes and maintained meeting records
- Acted as Clerk in the Clerk's absence

Activities and Achievements**Central Illinois Municipal Clerks of Illinois**

Member since 2021. Currently serving on the publications committee.

International Institute of Municipal Clerks

Member since 2021.

Municipal Clerks of Illinois

Member since 2021.

General Code Municipal Clerks Honor Roll Award

2023 recipient