

MEMORANDUM

TO: Urbana City Council
FROM: Mayor Diane Wolfe Marlin
DATE: March 28, 2022
RE: City Staff Appointments

I am pleased to submit the following Appointments for your approval.

Interim Police Chief Richard Surles – effective April 2, 2022 through April 1, 2024 or until filled, whichever is sooner

Richard (Rich) Surles has been with the City for 24.5 years, starting as a Police Officer and moving through the ranks as a Sergeant (2007 - 2010) and Lieutenant (2010 - 2019), before being promoted to Deputy Police Chief in 2019. He has also served as an adjunct instructor at the University of Illinois Police Training Institute. He has a bachelor degree in sociology with a concentration in criminology and a master degree in management with specialization in business value and project management, both from the University of Illinois. He has also successfully completed the Northwestern University School of Police Staff and Command.

Job Summary: The Police Chief leads the Police Department In their mission to protect life, property and the constitutional rights of all citizens within the City's jurisdiction; to serve our citizens by enforcing the law, preserving the peace, and reducing the fear of crime; and to help create a safer environment in which to live, work, and play through problem solving and collaboration with our citizens. This position Is responsible for the administration and management of the Police Department; plans, directs, coordinates, and administers police operations, support and training activities; and is responsible for ensuring compliance with applicable laws and regulations.

Interim Deputy Police Chief Matthew Bain – effective April 2, 2022 through April 1, 2024 or until filled, whichever is sooner

Matthew (Matt) Bain has been with the City for more than 22 years. He started as a Police Officer, was promoted to Sergeant in 2017, and then to Lieutenant in 2019. He currently serves as Lieutenant in Support Services. Matt oversees all of the civilian staff, including all of the front desk personnel. In addition, he coordinates the department's training programs and is the administrator for the records management system. He has also served as an adjunct instructor at the University of Illinois Police Training Institute. He has a bachelor degree in criminal justice and psychology. Lt. Bain currently is attending the Northwestern University School of Police Staff and Command.

Job Summary: The Deputy Police Chief is responsible to the Chief of Police for the administration of all Police operations including enforcement of traffic laws, crime prevention, patrol and criminal investigation, administration of the records management system, animal control services, budget, and grant management. The position assists the Chief of Police in the administration of the department budget and supervises both sworn and civilian (uniform and non-uniform staff). The Deputy Police Chief reports to the Police Chief.

DATE: Monday, March 28th, 2022
TIME: 7:00 P.M.
PLACE: *To be held virtually via Zoom, 400 S Vine St, Urbana, IL 61801

A G E N D A

A. CALL TO ORDER AND ROLL CALL

B. APPROVAL OF MINUTES OF PREVIOUS MEETING

1. March 14th, 2022

C. ADDITIONS TO THE AGENDA

D. PRESENTATIONS AND PUBLIC INPUT

1. Public Input – ARPA Funding Priorities (30 minutes)**
2. Public Input

E. COUNCIL INPUT AND COMMUNICATIONS

F. UNFINISHED BUSINESS

G. REPORTS OF STANDING COMMITTEES

Committee Of The Whole (*Council Member Christopher Evans – Ward 2*)

1. CONSENT AGENDA
2. REGULAR AGENDA

a. Resolution No. 2022-03-024R: A Resolution Approving the Transfer of Volume Cap in Connection with Private Activity Bond Issues, Single-Family Mortgage Revenue Bonds, and Related Matters (Private Bond Cap Allocation – Assist Programs, Series 2022) – CD

b. Resolution No. 2022-03-027R: A Resolution Amending the 2021 Capital Improvement Plan for Florida Avenue Federal RAISE Grant – PW

H. REPORTS OF SPECIAL COMMITTEES

I. REPORTS OF OFFICERS

1. Economic Development Report – CD

J. NEW BUSINESS

1. Mayoral Interim Staff Appointments

- a. Interim Chief of Police (effective April 2nd, 2022 through April 1st, 2024 or until filled, whichever is sooner) – Richard Surles**
- b. Interim Deputy Chief of Police (effective April 2nd, 2022 through April 1st, 2024 or until filled, whichever is sooner) – Matthew Bain**

2. Mayoral Board and Commission Appointments

- a. Urbana Arts & Culture Commission (term ending June 30th, 2025) – Marc-Anthony Macon**
- b. Historic Preservation Commission (term ending June 30th, 2025) – Andrew Weiss**
- c. Community Development Commission (term ending June 30th, 2025) – Shawn Green**

K. DISCUSSION

L. ADJOURNMENT

* Pursuant to the Gubernatorial Disaster Proclamation and the Declaration of Emergency for the City of Urbana, Illinois related to the COVID-19 pandemic and in accordance with changes to the Open Meetings Act (Public Act (P.A. 101-0640), it has been determined that an in-person public meeting is not prudent or safe at this time. Members of the public body will attend remotely using Zoom Webinar. Members of the public may attend via Zoom or view meetings remotely on Urbana Public Television through Comcast Xfinity on Channels 6 and 1096, i3 Broadband on channel 6, AT&T U-Verse on channel 99 and streamed on the web (<https://livestream.com/urbana>).

** Everyone who wishes to speak is also encouraged to complete a survey, available on our ARPA website accessible via the following link: ccrpc.org/urbana-arpa

For tonight's public input, we are interested in hearing more about:

- Which one of the following priorities is/are the most important? 1) Sustainable Infrastructure 2) Human Rights and Social Services 3) Public Health and Safety 4) Adequate and Affordable Housing 5) Economic Recovery and Development.
- What are the outcomes that you would like to see from the use of ARPA funds?
- Do you have specific ideas for funding projects or programs related to the priority areas?

You are invited to a Zoom webinar.

When: Mar 28, 2022 07:00 PM Central Time (US and Canada)

Topic: City Council Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84798796506>

Or one tap mobile:

US: +13126266799, 84798796506# or +13017158592, 84798796506#

Or telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 301 715 8592 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248
7799 or +1 669 900 6833

Webinar ID: 847 9879 6506

International numbers available: <https://us02web.zoom.us/j/84798796506>

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:

Zoom Webinar Participant

Click on the link listed in the agenda to join the Webinar. You must provide your name and email address in order to join the Webinar. If you wish to speak during Public Input, "raise your hand" and wait to be called on by the meeting host. You must state your first and last name for the meeting record. Participants will be muted except when they are called on to speak; video will remain off for all members of the public when speaking.

Telephone Participant

Call the phone number listed on the Agenda. Enter the Webinar ID followed by the # key. All callers are muted by default. If you wish to speak, "raise your hand" by pressing *9 once. When you are called on by the host or presiding officer, you will be un-muted. You must state your first name and last name for the meeting record.

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 four (4) minutes per person. The Public Input portion of the meeting shall total no more than one (1) hour, 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