

DATE: Monday, April 20, 2026
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

Chair: *Verdell Jones III, Ward 4*

- 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. Staff Report
- F. New Business
 - 1. **Resolution No. 2026-04-016R:** A Resolution Approving a Law Enforcement Agencies Data System Intergovernmental Agreement with the University of Illinois Board of Trustees Related to Services – PD
 - 2. **Ordinance No. 2026-04-010:** An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #9 – Law Enforcement Agencies Data System Intergovernmental Agreement with the University of Illinois Board of Trustees Related to Services) – HRF
 - 3. **Ordinance No. 2026-04-011:** An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees (July 1, 2026 through June 30, 2027) – HRF
- G. Discussion
 - 1. **Surveillance Ordinance**
- H. Council Input and Communications
- I. 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@urbanail.gov. 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@urbanil.gov



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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: April 20, 2026, Committee of the Whole
Subject: Resolution Approving a Law Enforcement Agencies Data System Intergovernmental Agreement with the University of Illinois Board of Trustees Related to Services

Summary

Action requested

City Council is being asked to approve an Intergovernmental Agreement between the City of Urbana and the Board of Trustees of the University of Illinois on behalf of its Division of Public Safety for maintaining coverage of the Urbana Police Department's Law Enforcement Agencies Data System (LEADS) traffic between the hours of 11 p.m and 7 a.m. daily.

Brief Background

Overnight access to LEADS was historically maintained through an informal agreement between agency leadership. Following a staffing change, Police Service Representatives no longer provide 24-hour coverage and now work from 7 a.m. to 11 p.m., requiring the department to secure overnight LEADS access through an external agency.

Relationship to City Services and Priorities

Impact on Core Services

Approving this Intergovernmental Agreement will ensure uninterrupted overnight access to the LEADS, which is critical to daily law enforcement operations. Continued access supports officer safety, real-time information sharing, and timely decision-making during overnight hours.

Strategic Goals and Plans

N/A

Previous Council Actions

N/A

Discussion

LEADS is a statewide system that provides law enforcement agencies with access to critical information and interagency communication tools necessary for official criminal justice purposes. In accordance with LEADS policy (VII. Record Responsibility, subsection A. Computerized Hot Files (CHF) Records), agencies entering records into the system are required to maintain 24-hour terminal

access staffed by certified operators, with supporting documentation readily available for confirmation and record maintenance.

To ensure compliance with this requirement, uninterrupted overnight access, and to establish clear terms, the prior informal arrangement is being formalized through an Intergovernmental Agreement. Without this agreement, the Urbana Police Department could experience limited or delayed access to essential law enforcement data outside of staffed hours, potentially impacting response effectiveness and interagency coordination. This agreement does not change current service levels, but ensures their continuity and reliability.

Recommendation

City Council is being asked to approve an Intergovernmental Agreement between the City of Urbana and the Board of Trustees of the University of Illinois on behalf of its Division of Public Safety for maintaining coverage of the Urbana Police Department's LEADS traffic between the hours of 11 p.m and 7 a.m. daily.

Next Steps

If approved, Staff will execute the agreement and provide the necessary staffing.

Attachments

1. Resolution Approving a Law Enforcement Agencies Data System Intergovernmental Agreement
2. Intergovernmental Agreement between the City of Urbana and the Board of Trustees of the University of Illinois

Originated by: Lisa Curtiss, Executive Assistant

Reviewed: Zachery Mikalik, Deputy Chief of Police

Approved: Darius L. White, City Administrator

RESOLUTION NO. _____

**A RESOLUTION APPROVING A LAW ENFORCEMENT AGENCIES DATA SYSTEM
INTERGOVERNMENTAL AGREEMENT WITH
THE UNIVERSITY OF ILLINOIS BOARD OF TRUSTEES RELATED TO SERVICES**

WHEREAS, the City of Urbana (the "City") 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, Article VII, Section 1 0(a), of the Illinois Constitution, 1970, and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/ 1 *et seq.*, authorize intergovernmental cooperation in any manner not prohibited by law or ordinance; and

WHEREAS, the University of Illinois Board of Trustees ("University") and the City of Urbana ("City") desire to execute an intergovernmental agreement to allow the University to maintain coverage of the Urbana Police Department's Law Enforcement Agencies Data System (LEADS) traffic between the hours of 11 p.m and 7 a.m. daily.; and

WHEREAS, Section 5 of the Intergovernmental Cooperation Act, 5 ILCS 220/ 5, requires the governing body of each party to an intergovernmental agreement to approve such agreement; and

WHEREAS, the City Council, after due consideration, finds that approval of an Intergovernmental agreement with the University for LEADS coverage is in the best interest of the residents of the City and is desirable for the welfare of the City's government and affairs.

WHEREAS, the parties have prepared an Intergovernmental Agreement for LEADS coverage with a term to begin upon execution and will automatically renew July 1 of every year unless terminated by either party.

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

Section 1.

The Intergovernmental Agreement between the City of Urbana and the University for LEADS coverage, which is attached hereto and incorporated by reference herein, shall be and hereby is authorized and approved.

Section 2.

The Mayor of the City of Urbana, Illinois, shall be and hereby is authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, shall be and hereby is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2026.

Yays: _____

Nays: _____

Abstentions: _____

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, 2026.

DeShawn B. Williams, Mayor

INTERGOVERNMENTAL AGREEMENT

The parties to this Intergovernmental Agreement are the Board of Trustees of the University of Illinois, a body corporate and politic of the State of Illinois, on behalf of its Division of Public Safety (“Illinois” or “University of Illinois Police Department”) and the City of Urbana, located at 400 South Vine Street, Urbana, IL 61801 (“Urbana” or “City”).

1.0 PURPOSE

The purpose of this Intergovernmental Agreement is to establish a framework for collaboration and cooperation between the Division of Public Safety and the Urbana Police Department to ensure adequate staffing for maintaining coverage of the Urbana Police Department’s LEADS traffic between the hours of 11:00 p.m. and 7:00 a.m. The University of Illinois Police Department has provided this service to the Urbana Police Department since 2013.

2.0 TERM

2.1 Term of Agreement

This agreement is made and entered into as of the date of last signature to this agreement and expires on June 30, 2026.

2.2 Renewal Options

The agreement will renew automatically each year on July 1 unless terminated by either party in accordance with Articles 2.3 or 2.4 of this agreement. Changes to this agreement must be submitted in writing to the other party by May 1 and will become effective with a written amendment to this agreement signed by the authorized signatories of both parties.

2.3 Termination for Cause

A party will have 10 days (or any longer period agreed to by the aggrieved party) to cure a breach of this agreement after receiving notice of such breach by the aggrieved party. The aggrieved party may consider this agreement terminated without further notice if the defaulting party fails to cure the breach within the prescribed period.

2.4 Termination for Convenience

Either party may terminate this agreement for convenience upon 30 days’ prior written notice to the other party.

2.5 Effect of Early Termination

In the event of early termination, Urbana shall pay Illinois for Services performed and deliverables provided to the date of termination, and for the costs of all non-cancellable obligations made on the Urbana’s behalf.

3.0 DUTIES OF ILLINOIS

Illinois shall:

- a. Ensure adequate staffing for maintaining coverage of the Urbana Police Department’s LEADS traffic between the hours of 11:00 p.m. and 7:00 a.m.

4.0 DUTIES OF UPD

Urbana shall:

- a. Provide funding to the University of Illinois Police Department to support the services provided by the University of Illinois Police Department.
- b. Prorate the initial payment based provision of this service retroactive to March 1, 2026, following execution of this Agreement.
- c. Increase annual payment by 4% each year until the agreement is terminated.
- d. Make payment to the University of Illinois Police Department no later than July 30 of each calendar year.
- e. Terminate funding when the service is no longer needed, as determined by the Urbana.

5.0 MUTUAL RESPONSIBILITIES

The parties shall communicate requested changes to this agreement in writing by May 1 each year.

6.0 COMPENSATION

6.1 Rate of Compensation. Urbana shall compensate Illinois for Services performed under this Agreement in accordance with the option indicated below.

- Option A: The fixed amount of \$
- Option B: An hourly rate of \$ over hours and not to exceed \$
- Option C: A daily rate of \$ over days and not to exceed \$
- Option D: Year 1 payment will be \$49,700.00 annually, prorated for the first partial year. Payment will increase by 4% annually after Year 1.

6.2 Payment Schedule. Illinois will submit an annual invoice to Urbana for Services performed including any allowable reimbursable expenses incurred.

7.0 INSURANCE

During all times relevant to this agreement, each party shall maintain general and professional liability insurance, whether through a commercial policy or through a program of self-insurance, with minimum limits of \$1 million per claim or occurrence and \$3 million aggregate. Each party shall comply with applicable state laws governing workers’ compensation and mandatory insurance for vehicles. Upon request and within seven days each party shall provide to the other a certificate of insurance evidencing the coverage and limits required by this Article 7.0.

8.0 GENERAL PROVISIONS

8.1 Independent Contractor

Illinois and Urbana are independent contractors with respect to each other. Nothing in this agreement is intended to create any association, partnership, joint venture, or agency relationship between them.

8.2 Non-exclusivity

This agreement is non-exclusive. Either party may, without notice to the other, offer other services of the same or similar nature.

8.3 Amendment

No proposed amendment to this agreement shall be valid unless made in a writing properly executed by the parties.

8.4 Assignment/Subcontracting

Neither party may subcontract or assign its rights or obligations under this agreement without the express written consent of the other. Any attempt to do so without consent shall be void and the other party may immediately terminate this agreement.

8.5 Waiver

Either party's failure in any one or more instances to insist upon strict performance of any provision of this agreement or to exercise any right shall not be construed as a waiver. Any express waiver of a provision of this agreement shall not be effective unless made in a writing properly executed by the waiving party.

8.6 Severability

The invalidity or unenforceability of any provision of this agreement shall not affect the validity of the remaining provisions. Any invalid or unenforceable provision shall be deemed severed from this agreement to the extent of its invalidity or unenforceability.

8.7 Integration

This agreement and all attachments embody the entire understanding of the parties with respect to the subject matter and supersede all previous or contemporaneous communications, either verbal or written, between the parties.

8.8 Use of Names

Neither party will use the name of the other party in any form of advertising or publicity without the express written permission of the other party. Urbana must seek permission from Illinois by submitting the proposed use, well in advance of any deadline, to the Associate Chancellor for Strategic Communications, University of Illinois, 501 East Green Street, Champaign, IL 61820, stratcom@illinois.edu.

8.9 Choice of Law

This agreement shall be construed in accordance with the laws of Illinois without regard to its conflicts rules.

8.10 Nondiscrimination

With respect to all performances under this agreement, each party represents that it will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and will comply with all applicable nondiscrimination, equal opportunity, and affirmative action laws.

8.11 Counterparts/Facsimile Signatures

The parties may sign this agreement in one or more counterparts, each of which constitutes an original and all of which together constitute the agreement. Facsimile signatures constitute

original signatures for all purposes.

8.12 Notices

All notices and other correspondence contemplated or required by this agreement shall be directed to the parties at the following addresses and shall be valid upon actual receipt:

Urbana:
City of Urbana
Police Department
400 S Vine St
Urbana, IL 61801

Illinois:
University of Illinois
Division of Public Safety
1110 W. Springfield Avenue
Urbana, IL 61801

Copy to:
Purchasing and Contract Management Office
Office of the Vice Chancellor for Admin. and Operations
University of Illinois at Urbana-Champaign
1817 S Neil St, Suite 212 | M/C 602
Champaign, IL 61820

8.13 Ambiguities

Any rule of construction to the effect that ambiguities are resolved against the drafting party shall not apply in interpreting this agreement.

8.14 Integration

This agreement with all attachments, amendments, and documents incorporated by reference shall constitute the entire agreement between the parties and supersedes all prior communications and writings concerning the subject matter of this agreement.

8.15 Representation of Signatories

The persons signing this agreement as authorized signatories represent that they have the authority and intend to bind the party represented.

**THE BOARD OF TRUSTEES
OF THE UNIVERSITY OF ILLINOIS**

CITY OF URBANA

By: _____

By: _____

Date: _____

Date: _____



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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: April 20, 2026, Committee of the Whole
Subject: Law Enforcement Agencies Data System Intergovernmental Agreement with the University of Illinois Board of Trustees Related to Services

Summary

Action requested

City Council is being asked to:

- Approve an Intergovernmental Agreement between the City of Urbana and the Board of Trustees of the University of Illinois on behalf of its Division of Public Safety for maintaining coverage of the Urbana Police Department's Law Enforcement Agencies Data System (LEADS) traffic between the hours of 11 p.m and 7 a.m. daily.
- Forward the budget amendment authorizing these adjustments for approval at the April 27, 2026, City Council meeting. This budget amendment requires six affirmative votes, including the Mayor, in order to pass.

Brief Background

Overnight access to LEADS was historically maintained through an informal agreement between agency leadership. Following a staffing change, Police Service Representatives no longer provide 24-hour coverage and now work from 7 a.m. to 11 p.m., requiring the department to secure overnight LEADS access through an external agency.

Relationship to City Services and Priorities

Impact on Core Services

Approving this Intergovernmental Agreement will ensure uninterrupted overnight access to the LEADS, which is critical to daily law enforcement operations. Continued access supports officer safety, real-time information sharing, and timely decision-making during overnight hours.

Discussion

LEADS is a statewide system that provides law enforcement agencies with access to critical information and interagency communication tools necessary for official criminal justice purposes. In accordance with LEADS policy (VII. Record Responsibility, subsection A. Computerized Hot Files (CHF) Records), agencies entering records into the system are required to maintain 24-hour terminal access staffed by certified operators, with supporting documentation readily available for confirmation and record maintenance.

To ensure compliance with this requirement, uninterrupted overnight access, and to establish clear terms, the prior informal arrangement is being formalized through an Intergovernmental Agreement. Without this agreement, the Urbana Police Department could experience limited or delayed access to essential law enforcement data outside of staffed hours, potentially impacting response effectiveness and interagency coordination. This agreement does not change current service levels, but ensures their continuity and reliability.

Because the Intergovernmental Agreement will take effect prior to the start of FY27, a budget amendment is necessary to allocate an additional \$16,567 to the Police Services budget to fund LEADS access for the period of March through April 2026, as these costs fall outside the current budgeted fiscal year.

Fiscal and Budget Impact

Funds are available in the City's General Operating Fund. The total estimated ending fund balance would be \$20,943,197, of which \$17,417,202 is reserved to meet (1) the 25% policy requirement (\$11,944,202) and designated reserves related to (2) potential loss of federal funds (\$4,600,000) and (3) future expenditures for the community engagement team pilot program (\$873,000). This leaves \$3,525,995 available to be allocated.

Recommendation

City Council is being asked to

- Approve an Intergovernmental Agreement between the City of Urbana and the Board of Trustees of the University of Illinois on behalf of its Division of Public Safety for maintaining coverage of the Urbana Police Department's LEADS traffic between the hours of 11 p.m and 7 a.m. daily.
- Forward the budget amendment authorizing these adjustments to the FY2026 budget with a recommendation for approval at the April 27, 2026 City Council meeting.

Next Steps

If approved, Staff will execute the agreement and provide the necessary staffing.

Attachments

1. Resolution Approving a Law Enforcement Agencies Data System Intergovernmental Agreement
2. Intergovernmental Agreement between the City of Urbana and the Board of Trustees of the University of Illinois
3. An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #9 – Law Enforcement Agencies Data System Intergovernmental Agreement with the University of Illinois Board of Trustees Related to Services)

Originated by: Lisa Curtiss, Executive Assistant
Reviewed: Zachery Mikalik, Deputy Chief of Police
Approved: Darius L. White, City Administrator

ORDINANCE NO. _____

AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE

(Budget Amendment #9 – Law Enforcement Agencies Data System Intergovernmental Agreement with the University of Illinois Board of Trustees Related to Services)

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, 2025 and ending June 30, 2026; 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__.

DeShawn B. Williams, Mayor

Budget Amendment 2025/26 - 09 - Exhibit A

General Ledger Code	Project String	Description	Current Budget	Revised Budget	Difference	Reason
GENERAL FUND (100)						
<u>Expenditures</u>						
10020203-52500		POLICE SUPPORT SERVICES - INTERGOVERNMENTAL AND AGENCY	-	16,567	16,567	IGA AGREEMENT - UIUC
Total Expenditures			<u>56,995,689</u>	<u>57,012,256</u>	<u>16,567</u>	
Ending Fund Balance (estimated)			<u>20,959,764</u>	<u>20,943,197</u>	<u>(16,567)</u>	



MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: April 20, 2026, Committee of the Whole
Subject: An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees

Summary

Action Requested

Forward the Ordinance and fee schedule to the City Council meeting on May 26, 2026 for action then.

Brief Background

Staff reviews license, permit, and service fees annually to keep pace with the cost of providing the services, which primarily consists of personnel costs. The Urbana City Code requires the proposed Schedule of Fees to be reviewed by the City Council and put on file with the City Clerk's Office at least thirty (30) days prior to final action by the City Council. During that time, the Schedule of Fees is available for public inspection and comment at the City Clerk's Office and our website. A notice that the schedule is available for review will be published in the News-Gazette.

Relationship to City Services and Priorities

Impact on Core Services

Providing core services requires significant financial resources. Charging fees allow the city to recover some of the costs associated with providing these services. This ensures that the burden of funding these services is distributed among those who directly benefit from them. Overall, charging fees for core services is a practical and necessary approach for the city to ensure the sustainability of services.

Strategic Goals & Plans

Fee revenue is used to support the Capital improvement plan and a variety of other City services.

Previous Council Actions

On Tuesday, May 28, 2025, the City Council adopted [An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees](#).

Discussion

Additional Background Information

This year, Finance staff proposes a 4.82% increase to the majority of license, permit, and service fees. These increases will help cover personnel-related expenses, including wages and benefits, such as health insurance. Increases to fees will also cover increases related to the supplies and resources used to provide these services. These increases are also in line with the 4.82% fee increase incorporated into the five-year financial forecast presented to Council in December 2025.

Last year, Finance staff recommended a standard methodology for increasing fees by the percentage recommended and rounding up to the nearest five-dollar increment. Staff continued this methodology for the proposed FY27 Fee Schedule. Last year staff proposed only increasing fees under fifty dollars biennially. However, as staff worked on the fee schedule for FY27 we found disproportionate percentage increases in fees between fifty and one hundred dollars. Therefore, for fees greater than one hundred dollars, the previous year's fee was multiplied times the percentage increase and rounded to the next five-dollar increment. Fees under one hundred dollars were not increased, except as noted in the next paragraph. The next increase for fees under one hundred dollars is scheduled for FY28.

Increases to parking rental fees, such as for special parking permits, parking rental spaces, and bagging parking meters, are needed to stabilize the parking fund and support the costs of providing those services. Additionally, staff have recommended an increase of ten cents to the mobile meter convenience fee to offset the fees charged by our credit card processor. Currently, no increases are recommended for hourly parking meter rates.

In the FY27 proposed Fee Schedule, staff has recommended a new tiered fee structure based on impact for Special Events. The tier structure is based on considerations such as whether street/lane closures are required, traffic control and/or detours are needed, parking impact, attendance, and coordination with other agencies. Staff have also recommended a new application fee for Combination Preliminary & Final Application under Planned Unit Development. Applicants will realize some savings if they are able to apply for both the preliminary and final application jointly. In addition, Planning Division staff will also realize some time savings if the applications are filed jointly, so this should be reflected in the fees.

Liquor license fees are presented in a separate fee schedule. After careful consideration, staff recommended holding most liquor license classifications at their current fee, including riders. This recommendation reflects current economic conditions affecting Urbana's hospitality sector. Full-service restaurants, taverns, and similar on-premises establishments continue to experience rising food and supply costs, increased labor expenses, and higher insurance premiums. Given these ongoing pressures, staff believe maintaining stability in most liquor license fees is appropriate currently. Additionally, the City is implementing a new licensing and permitting software platform intended to improve administrative efficiency and streamline processing. Considering this transition,

we believe it is prudent to avoid broad-based increases until operational efficiencies can be evaluated and incorporated into future cost analyses.

While most base license fees are holding steady, staff are recommending an approximate 5% increase to Golf Course Liquor Licenses and Package Liquor Licenses. These categories are operationally distinct from full-service restaurants. Golf course licenses are generally associated with larger-scale operations and event-driven service models. Package liquor license holders operate under retail-focused business models that are less labor-intensive and less directly impacted by rising food service costs. In addition, adjustments to several miscellaneous and late-related fees to improve clarity, fairness, and enforceability. Currently, many late fees are structured as base amounts plus daily accruals (e.g., \$25 per day). This structure can create unpredictability for license holders and administrative tracking burdens for staff. Staff recommend replacing the daily accrual model with clear, flat-fee penalties structure. These adjustments will simplify the penalty structure for non-compliance while ensuring that administrative costs are appropriately recovered.

The proposed Fee Schedules are attached to the Ordinance, highlighting all proposed adjustments in red.

Fiscal and Budget Impact

Revision of the fee schedule allows the City to keep pace with the costs of providing the services related to the fees (inspections, enforcement, administrative costs, and sewer maintenance). If these fees are not periodically increased for inflation, the City may be forced to raise property taxes or other revenue sources to compensate. These fee increases, if approved, will generate approximately \$36,864 for the General Operating Fund, \$65,189 for the Sanitary Sewer Fund, \$127,000 for the Stormwater Utility Fund and \$23,644 for the Parking Fund, for a total of roughly \$252,697 annually.

Community Impact

When the city increases fees in line with inflationary increases, the impact on the community is expected to be minimal. This modest adjustment ensures that the financial burden remains proportionate to changes in economic conditions, thereby mitigating any significant strain on residents' budgets. The stability and predictability of fee adjustments foster an environment of transparency and accountability, allowing residents to plan and budget accordingly. Additionally, these incremental fee increases enable the City to maintain the quality and reliability of core services. Overall, by aligning fee adjustments with inflation, the City is committed to responsible governance while sustaining essential services vital to the community's well-being.

Recommendation

Forward the Ordinance and amended fee schedule to the City Council meeting on May 26, 2026, as presented with no changes, for action then.

Next Steps

Post notification of the proposed Schedule of Fees for public review. Following approval of the fee schedule, staff will make appropriate adjustments to update fee information in financial systems and on the City's website.

Attachments

1. An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees (July 1, 2026 through June 30, 2027)

Originated by: Kris Francisco, Finance Manager

Reviewed: Elizabeth Hannan, HR & Finance Director / CFO

Approved: Darius White, City Administrator

ORDINANCE NO. _____

**AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER 14, SECTION 14-7,
REGARDING THE SCHEDULE OF FEES**

(July 1, 2026 through June 30, 2027)

WHEREAS, a written copy of the proposed fiscal year 2026 – 2027 Schedule of Fees for the various licenses, permits, fines, and other fees required under the Urbana City Code was filed with the City Clerk at least 30 days prior to this date; and

WHEREAS, the City Clerk has provided a copy of such proposed schedule to each member of the City Council, has made such schedule available for public inspection or copying, and has given notice of the availability of such proposed schedule for inspection by publication of a notice of such in a newspaper of general circulation in the City at least 14 days prior to this date.

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

Section 1.

Urbana City Code Chapter 14, “Licenses and Permits,” Section 14-7, “Schedule of Fees,” is hereby amended with the underlined text indicating new language and the strikethrough text indicating deletions as set forth in the Schedule which is attached hereto and incorporated herein by reference.

Section 2.

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

Section 3.

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

Section 4.

The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect on and after July 1, 2026.

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

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

AYES:

NAYS:

ABSTAINED:

Darcy E. Sandefur, City Clerk

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

DeShawn B. Williams, Mayor

SCHEDULE OF FEES - EFFECTIVE JULY 1, 2025-2026 , UNTIL CHANGED

Item F3.

The following fees are applicable for the respective licenses, permits, fines, and other fees required under the Code of Ordinances, City of Urbana, Illinois, or as otherwise established by law.

(A) LIQUOR LICENSES - REFER TO LIQUOR LICENSE CLASSIFICATIONS AND FEES SCHEDULE

(B) GENERAL

1. Fire Prevention Permits:

(a) Non-Hazardous Material Facilities:

Criteria (Square Feet)	Fee
0 – 50,000	\$ 460 <u>170</u> .00
50,001 – 100,000	\$ 225 <u>240</u> .00
100,001 – 250,000	\$ 315 <u>330</u> .00
250,001 – 500,000	\$ 380 <u>400</u> .00
Greater than 500,000.....	\$ 475 <u>500</u> .00

(b) Hazardous Material Facilities:

1. Products that have known hazards and can be handled with essentially the equipment on the fire apparatus (flammable liquids).The permit fee shall be ~~three hundred sixtyfour hundred~~ dollars (~~\$380~~400.00).
2. Products that can be handled with essentially the equipment on the fire apparatus, but have low health hazard concerns for responders (Perchloroethylene) or small quantities of multiple products with similar hazards (flammable and combustible liquids). The permit fee shall be four hundred ~~eighteen sixty~~ dollars (~~\$440~~460.00).
3. Small quantities of multiple products and multiple hazard products (flammable with low health hazard) or large quantities of a product that responders are familiar with and can be handled with essentially the equipment on the fire apparatus. The permit fee shall be ~~four hundred eightyfive hundred thirty~~ dollars (~~\$505~~530.00).
4. Products that can be handled with essentially the equipment on the fire apparatus, but have additional hazards for the responder (LP and cylinder), moderate quantities of products with hazards that would require additional equipment for proper mitigation (special equipment, additional personnel,

dollars

etc.) or large quantities of a product that responders are less familiar with, but can be handled with essentially the equipment on the fire apparatus. The permit fee shall be five hundred ~~thirty-nine~~ninety-five dollars (~~\$565~~595.00).

5. Large quantities of a product that responders are familiar with, have additional hazards, but can be handled with essentially the equipment on the fire apparatus. Moderate quantities of products with hazards that would require additional equipment for proper mitigation (special equipment, additional personnel, etc.) or large quantities of a product that responders are familiar, but are spread throughout a building, multiple buildings and/or equipment. The permit fee shall be ~~five hundred ninety-eight~~six hundred sixty dollars (~~\$630~~660.00).
 6. Moderate quantities of products with moderate health hazard that would require additional equipment for proper mitigation (special equipment, additional personnel, etc.). Large quantity of products spread throughout a large facility in small amounts, small quantity of high hazard material, extremely large quantity of a product or small quantity of moderate products spread throughout a large facility with additional hazards concerns (compressed gases). The permit fee shall be seven hundred ~~seventeen-ninety~~ dollars (~~\$750~~790.00).
 7. Moderate quantity of an extremely hazardous substance (EHS requiring MABAS Response with possible evacuation concerns). Extremely large quantity of a product that has known hazards and can be handled with essentially the equipment on the fire apparatus (bulk storage facilities), or large quantity of compressed gas cylinders with various hazard levels. The permit fee shall be ~~eight hundred thirty-eight~~nine hundred twenty-five dollars (~~\$880~~925.00).
 8. Extremely large quantities of products that have known hazards and can be handled with essentially the equipment on the fire apparatus, but due to location may require substantial evacuation concerns (bulk storage facilities in close proximity to a residential area). Large quantities of multiple extremely hazardous substances, extremely large quantities of an extremely hazardous substance, or extremely large quantities of multiple extremely hazardous substances. The permit fee shall be one thousand ~~seventeen-one hundred twenty-five~~ dollars (~~\$1,070~~1,125.00).
- (c) An initial late fee of sixty dollars (\$60.00) shall be added for the first thirty (30) days and sixty dollars (\$60.00) shall be added for every thirty (30) days or portion thereof, that such permit fee remains unpaid.

2. Fire Department Fees:

- (a) Excessive False Alarm Penalty: (see Section F-401.5.2 of the International Fire Code, as amended).....\$ ~~525~~550.00
- (b) File Research Property Information Audit..... \$ 55.00
- (c) Non-Resident Reimbursement Fire Rescue Service Fees:
 - 1. Per apparatus\$ ~~285~~300.00/hr
 - 2. Per firefighter.....\$ 80.00/hr
 - 3. Minimum fee (1 hour apparatus/staff)\$ ~~285~~300.00
- (d) Fireworks Display\$ ~~460~~170.00
- (e) Fire Watch Services
 - 1. Per apparatus\$ ~~285~~300.00/hr
 - 2. Per firefighter.....\$ 80.00/hr
 - 3. Minimum fee (1 hour apparatus/staff)\$ ~~285~~300.00

3. Food Handling Licenses:

- (a) *Food Handling Establishment.....\$ 87.00
 - (b) *Food Handling Mobile Dispenser\$ 87.00
- *Per IGA with CUPHD this fee will not change for 5 years starting 2/2025*
- (d) Sidewalk Café Initial, adjacent premises\$ 60.00
 - (e) Sidewalk Café Renewal, adjacent premises\$ 30.00

Sidewalk Café license renewals not filed by January 1st shall be double the current license fee.

4. Miscellaneous:

- (a) Vehicles for Hire:
 - 1. Driver's License Annual Fee\$ 55.00
 - Duplicate License\$ ~~40~~15.00
 - Late Licensing Fee (renewals after October 25th).....\$ 30.00
 - 2. Business License Annual Fee.....\$ ~~275~~290.00
 - Duplicate License\$ 15.00
 - Late Filing Fee (plus \$10.00 per day after October 25th).....\$ 60.00
 - 3. Vehicle Registration Fee (per vehicle)\$ 85.00
 - Replacement Registration (plate/sticker)\$ 20.00
 - Transfer Vehicle Registration.....\$ 20.00

4. A late filing fee of seventeen dollars (\$17.00) shall be added for each day that certificate of vehicle inspection, certificate of insurance or state vehicle registration is filed after stated due date.

- 5. Pedal Bus Business License Fee (up to 2 pedal buses).....\$ 220235.00
- Pedal Bus Additional Registration Fee (per pedal bus).....\$ 55.00
- Duplicate License\$ 15.00
- Late Filing Fee (plus \$10.00 per day after March 25th).....\$ 30.00

(b) Amusement devices:

- 1. For each amusement device.....\$ 135145.00
- 2. For game rooms\$ 1,5851,665.00
(twenty (20) or more devices in the same location)

(c) Raffles:

- 1. Total retail value of all prizes or merchandise to be awarded exceeds twenty-five thousand dollars (\$25,000.00).....\$ 175.00
- 2. Total retail value of all prizes or merchandise to be awarded exceeds five thousand dollars (\$5,000.00) but does not exceed twenty-five thousand dollars (\$25,000.00)\$ 35.00
- 3. Total retail value of all prizes or merchandise to be awarded does not exceed five thousand dollars (\$5,000.00).....\$ 20.00

(d) Relocator Registration Fee:

- 1. Initial\$ 65.00
- 2. Renewal\$ 35.00

~~3.~~ Relocator license renewals not filed by July 1st shall be double the current license fee.

(e) Domestic Partnership:

- 1. Registration\$ 40.00
- 2. Termination.....\$ 30.00

(f) Returned check charge\$ 35.00

(g) Live Scan fingerprinting fee:

- 1. 1 – 2 prints\$ 55.00
- 2. 3 or more prints\$ 20.00 each

(h) Urbana Enterprise Zone Fees: The combined Enterprise Zone fees for a single project may not exceed fifty thousand dollars (\$50,000.00).

- 1. Application for a Sales Tax Exemption Certificate: five dollars (\$5.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated new construction material costs, with a maximum of fifty thousand dollars (\$50,000.00).
 - a. Application with estimated new construction material costs less than five thousand dollars (\$5,000.00).....\$ N/C
- 2. Application for a Property Tax Abatement: *(Beginning FY25, 5-yr increase schedule)*
 - a. Five (5) Year Abatement.....\$ 271.00
 - b. Six (6) Year Abatement.....\$ 651.00
 - c. Seven (7) Year Abatement\$ 759.00
- 3. Application for an Enterprise Zone Boundary Amendment: five dollars (\$5.00) per one thousand dollars (\$1,000.00) or a fraction thereof of estimated new construction material costs, with a maximum of fifteen hundred dollars (\$1,500.00).

5. Urbana Public Television Access Fees:

- (a) DVD Creation Charge\$ 15.00
- (b) Paid Production Work.....\$ 60.00 per hour

6. Mobile Home Park:

License: Per mobile home site\$ 40.00

7 Public Works - Permits/Licenses/Fees:

- (a) Right-of-Way permit:
 - For each location\$ 95100.00
- (b) Right-of-way permit administrative fee.....\$ 285300.00
- (c) Right-of-Way or alley vacation requestN/C
- (d) Right-of-Way usage license per square foot.....\$ 0.96
- (e) Erosion Control Permits:
 - 1. Class I – Construction on one acre up to five (5) acres ...\$ 580610.00
For each additional acre over five (5) acres\$ 30.00
 - 2. Class II – Residential 1 – 2 family construction under one (1) acre
.....\$ 420130.00
Commercial, industrial or other construction under one (1) acre

.....\$ ~~235~~250.00

3. Work without a permit (triple Class II permit fee).....\$ ~~360~~390.00

(e) Non-franchise Utility Maintenance Fee (per lineal foot of utility within the right-of-way)\$ 2.35

(f) Special Event Permits:

~~1.~~ 1. ~~Special Event Permit Application fee (initial, non-refundable)...~~\$25.00

~~2.~~ Low-impact.....Application Fee only
**No street closures, primarily in parking lots, private property, or sidewalks, limited attendance, minimal public safety needs*

~~3.~~ Medium-impact.....Application Fee + \$175.00
**May include limited street/lane closures, traffic control, or parking impacts, moderate attendance and public interaction, coordination across multiple departments and external agencies*

~~4.~~ High-Level.....Application Fee + \$475.00
**Resource-Intensive, Significant street closures, traffic detours, or major public safety planning, large attendance or regional draw, extensive coordination with multiple departments and external agencies*

~~5.~~ Application fee with street closures\$ 271.00

~~6.~~ 2. Application fee without street closures\$ 108.00

(g) Small Cell Wireless Provider Fees:

1. Single facility collocations on existing poles or wireless support structures\$ 650.00

2. Multiple facility collocations on existing poles or wireless support structures\$ 350.00

3. Single facility collocations on new poles or wireless support structures\$1,000.00

4. Small wireless facility annual recurring application fee (per facility)\$ 270.00

(All small cell wireless provider fees are regulated by the Illinois Small Wireless Facilities Deployment Act, Public Act 102-0009.) (50 ILCS 840/5) (was 50 ILCS 835/5)

(h) Street Tree Planting

1. Planting of street trees to be furnished and installed by City of Urbana in accordance with Land Development Code/MOP\$ ~~500~~525.00

8. Moving Permits:

(a) Permits for buildings or structures to be moved across public streets, alleys, or rights-of-way:

1. Moving buildings (except accessory structures) each twenty-four (24) hour period or part thereof:

(A) Through town or out of town\$ 230245.00

(B) To a location inside corporate limits irrespective of its origin.\$345365.00

2. Moving of accessory structures (garages, etc.) for each twenty-four (24) hour period or part thereof \$ 30.00

(b) In addition, the applicant shall pay for any costs accrued by the city for police escort, blocking streets, tree trimming, removal of traffic devices, etc.

(c) The fee for permits for buildings or structures to be moved only across private property and not public right-of-way is set forth in subsection (9) of Section (E) (Buildings and Structures) of this section.

9. Subdivision and Development Applications:

(a) Preliminary plats*:

1. Per lot \$ 25.00

2. Minimum\$ 410430.00

(b) Final plats*\$ 275290.00

(c) Combination preliminary/final plat*:

1. Per lot \$ 25.00

2. Minimum \$ 400.00

(d) Minor plat*\$ 220230.00

(e) Waiver when not part of a subdivision application.....\$ 220230.00

(f) Planned unit development: (Champaign County & City)

1. Preliminary.....\$ 410430.00

2. Final\$ 300315.00

3. **Combination Preliminary & Final.....\$ 550.00**

(g) Amendment Application*\$ 250260.00

(h) Appeals\$ 195.00

(i) Certificate of Exemption \$ 220.00

Item F3.

*Plus the cost of recording fees established by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

10. Annual Rental Property Registration Fees*.

(a) Single Family/Mobile Home – Per Building..... \$ 60.00/25.00(mobile home)

(b) Owner Occupied Duplexes \$ 60.00

(c) Duplexes – Per Building \$ 80.00

(d) Multi-Family (3 + Units) Per Building..... \$ 70.00

(e) Additional Fee Per Multi-Family Unit..... \$ 17.00

(f) Late Registration**:

1. Single Family/Mobile Home/Duplexes \$30.00 (per month)

2. Multi-Family 3 + Units \$ 100.00, plus \$10.00 per unit (per month)

(g) Incomplete Registration Information** \$ 55.00

(h) Re-inspection (no-show/denied entry)** \$ ~~400~~105.00 per visit

(i) Re-inspection (failure to correct/missed deadline)** \$ ~~400~~105.00 per visit

(j) Failure to Register** \$ ~~350~~365.00

* Rental properties receiving a Class A designation must still register but the annual fee for the following registration year will be waived.

** May also be subject to Ordinance Violation fines.

11. Hotel and Motel:

Hotel or motel business license \$ ~~185~~195.00

(C) SEWER

Sewer Use Charge: The sewer use charge shall be determined by multiplying the billed water usage per 100 gallons times one thousand ~~seven-eight~~ hundred and ~~fifty-thirty-four~~ thousandths of a cent (\$ 0-~~1750.1834~~), as stated by the UCSD. (Rate applies to billing period beginning next January 1. Refer to Section 24-16 of the Urbana Code of Ordinances.)

(D) ZONING FEES AND BUILDING CONSTRUCTION APPEALS

NOTE: The following fees do not include the charge for legal publications, which shall be paid by the applicant directly to the publisher.

1. The secretary shall collect the following fees to the plan commission:

- (a) Application for a change of zoning property: two hundred ~~twenty-three~~ thirty dollars (\$~~220~~230.00), plus the cost of all legal publications.
- (b) Application for an amendment to the text of the Zoning Ordinance: two hundred ~~twenty-three~~ thirty dollars (\$~~220~~230.00), plus the cost of all legal publications.
- (c) Application for a special use permit*: two hundred ~~twenty-three~~ thirty dollars (\$~~220~~230.00), plus the cost of ~~all legal publications~~ recording fees.
- (d) Application for a creekway permit pursuant to section XIII-4 of the Zoning Ordinance*: one hundred ~~sixty-five~~ seventy dollars (\$~~165~~170.00), plus the cost of ~~all legal publications~~ recording fees.
- (e) Application for fee simple townhouse, row house, and duplex approval*: one hundred ~~forty-five~~ fifty dollars (\$~~140~~150.00).

*Plus the cost of recording fees established by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

2. The secretary shall collect the following fees to the Board of Zoning Appeals:

- (a) Application for a conditional use permit*: ~~one hundred ninety-five~~ two hundred and five dollars (\$~~195~~205.00), plus the cost of legal publications.
- (b) Application for a minor variance*: ~~one hundred ninety-five~~ two hundred and five dollars (\$~~195~~205.00), plus the cost of legal publications.
- (c) Appeal to the Board of Zoning Appeals: one hundred ninety-five dollars (\$195.00), plus the cost of legal publications.
- (d) Application for a major variance*: two hundred ~~twenty-three~~ thirty dollars (\$~~220~~230.00), plus the cost of all legal publications.

*Plus the cost of recording fees set by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

3. The Code Official shall collect the following fees:

- (a) An application for a certificate of occupancy when not applied for and granted in conjunction with a permit: eighty-five dollars (\$85.00).
- (b) An application for a temporary certificate of occupancy for 1-35 days of occupancy: one hundred sixty dollars (\$160.00).
- (c) An application for a second temporary certificate of occupancy for 36-65 days of occupancy: two hundred ninety dollars (\$290.00).

- (d) An application for a third temporary certificate of occupancy for **66-90** days of occupancy: five hundred fifty-five dollars (\$ 555.00).

The maximum length of time for which temporary certificates of occupancy may be issued is ninety (90) days, except for those issued only for the installation of required landscaping and/or the paving and striping of parking lots which may be issued for up to six (6) months from the date of occupancy due to weather conditions. The temporary certificate of occupancy issued under this exception shall have a fee of seventy-five dollars (~~\$65~~75.00) without a renewal option.

- (f) (e) Certificate of occupancy for mobile homes: One hundred fifteen dollars (\$115.00) per relocated mobile home.

4. The Zoning Administrator shall collect the following fees:

- (a) Certificate for a home occupation.....\$ 85.00
- (b) Application for a sign permit: ten dollars (\$10.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated costs, with a minimum of forty dollars (\$40.00):
 - 1. Temporary Sign Permit\$ 35.00
 - 2. Grand Opening Temporary Sign Permit N/C
- (c) Telecommunications Zoning Review \$ ~~195~~205.00
- (d) Zoning Verification Letters \$ ~~165~~170.00

5. The designated secretaries shall collect the following fees to the following appeals boards and commissions:

- (a) Building Safety Code Board of Appeals:
 - 1. Appeal\$ 210.00
 - 2. *Variance\$ ~~210~~220.00

*Plus the cost of recording fees set by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

- (b) Historic Preservation Commission:
 - 1. -Historic District Nomination..... N/C
 - 2. -Historic Landmark Nomination (with consent of owner) N/C
 - 3. Historic Landmark Nomination (without consent of owner) \$ 220.00
 - 4. Certificate of Appropriateness N/C
 - 5. Certificate of Economic Hardship N/C

(c)	<u>Design Review Board – Review*</u>	\$ 195205.00
	Administrative Review	\$ 85.00

*Plus the cost of recording fees set by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

(E) BUILDINGS AND STRUCTURES

1. Building permits: –The method of fee calculation for building permits issued for new construction projects, except for one and two-family dwellings, shall be based upon the Type of Construction Method as published from time to time by the International Code Council. Such fees are nonrefundable.

(a) New construction, other than single-family or two-family detached dwellings: The permit fee shall be calculated by inputting the appropriate data into the Permit Fee Schedule Formula as outlined below.

$$\boxed{\text{Permit Fee}} = \boxed{\text{Building Gross Area}} \times \boxed{\text{Sq. Ft. Construction Cost}} \times \boxed{\text{Permit Fee Multiplier}}$$

Input into the formula is based upon the following: the building area is determined from the construction drawings; the current area modifier and the type of construction factor are based upon the information published from time to time by the International Code Council, incorporated in its publication entitled Building Valuation Data Table; and the permit fee multiplier as established by the City of Urbana is .00200. A current copy of the square foot construction cost information is available from the Building Safety Division.

(b) Additions: The permit fee shall be calculated at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated costs for the project with a minimum permit fee of fifty dollars (\$50.00).

(c) Single-family detached dwelling: The permit fee is based on the square footage of the building as follows:

Up to 2,500 square feet	\$ 365382.00
2,501 to 3,499 square feet.....	\$ 450475.00
3,500 square feet and above	\$ 525550.00

(d) Two-family detached dwelling: The permit fee is based on the square footage of the building as follows:

Up to 2,500 square feet.....	\$ 420440.00
------------------------------	--------------

2,501 to 3,499 square feet\$ ~~500~~525.00

3,500 square feet and above\$ ~~630~~660.00

2. Tent permit: A permit for the erection of a tent having a gross area of more than four hundred (400) square feet or more shall cost fifty dollars (\$50.00).

3. Application for a Telecommunications Permit: six dollars (\$6.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated costs, with a minimum of one hundred ~~eighty~~ninety dollars (~~\$180~~190.00).

4. Utility/Miscellaneous Occupancies: A permit for the erection of a building or structure housing a utility/miscellaneous (U) occupancy other than a tent, including garages, shall cost a fee computed at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of estimated cost, but not less than fifty-five dollars (\$55.00), except for the following:

(a) Decks – Over 100 square feet ~~\$(3.00) per one thousand dollars (\$1,000.00) of estimated cost, but not less than~~Minimum fifty-five dollars (\$55.00)

Decks – 100 square feet and under\$ 30.00

(b) Utility Buildings greater than 120 square feet shall be calculated at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated costs for the project with a minimum permit fee of fifty-five dollars (\$55.00).

Utility Buildings (sheds) – 120 square feet or less with no permanent foundation\$ 25.00

(c) Fences\$ 30.00

(d) Replacement of existing windows for single-family and duplex.....\$ 40.00

5. Alteration/renovation/addition/repair: The fee for a permit for the alteration, renovation, addition, repair and/or remodeling of a building or structure shall be computed at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated cost not including electrical, plumbing, and heating ventilating and air-conditioning, but not less than fifty-five dollars (\$55.00), except the fee for a permit to repair a roof structure and/or replace roof sheathing, which such fee shall be computed at the rate of three dollars (\$3.00) per one thousand dollars (\$1,000.00) of the estimated cost, with a fifty-five dollars (\$55.00) minimum permit fee.

6. Demolition: The fee for a permit for the demolition of a building or structure other than an accessory building shall be at the rate of nine dollars (\$9.00) per one thousand dollars (\$1,000.00) of the estimated cost of demolition, but not less than one hundred ~~sixty~~seventy dollars (~~\$160~~170.00). The permit fee for the demolition of an accessory or temporary structure under eight hundred (800) square feet shall be fifty-five dollars (\$55.00), except that the building official may waive the permit fee where there is no

foundation or floor to be removed, where there is no significant grading to be done where the work shall be insignificant.

7. Vacant structures registration:

- (a) Initial Registration – first six (6) months \$ 265.00
- (b) Each Subsequent six (6) month period \$ 525550.00

8. Moving permit/building permit: A moving permit shall be issued by the building official in conjunction with the required building permit for all buildings or structures which are moved and do not cross or occupy any street, alley, or public right-of-way. The fee for the moving permit/building permit shall be computed at the rate of five dollars (\$5.00) per one thousand dollars (\$1,000.00) of the estimated cost. The estimated cost shall include the cost of the moving along with the costs for excavation, footings and foundations, site work, and all structural or nonstructural remodeling as described in item four (4) above. The minimum permit fee shall be -five dollars (\$55.00).

9. Estimated cost: The term "estimated cost" as used in this subsection (E) includes the cost of all services, labor, materials, use of scaffolding, and any other appliances or devices entering into and necessary to the prosecution and completion of the work ready for occupancy. This shall include all costs to the owner. Contractor profit is not excluded.

10. Work without a permit: For all work commenced without a permit for which a building permit is required, the permit fee will be double the standard permit fee or two hundred fifty dollars (\$250.00), whichever is greater. Such work must comply with all other requirements of the building code.

11. Plan review fee schedule: The plan review fee applies to all plans for new construction. Such plan reviews include a review of all applicable city regulations including but not limited to zoning, building, electrical, plumbing and HVAC regulations. The fee does not include special flood hazard area reviews. (See item #11 below.) Plan review fees shall be nonrefundable and shall be computed as follows:

(a) Volume (cubic feet)	Fee
0- 10,000	\$ <u>170180.00</u>
10,001- 20,000	\$ <u>225240.00</u>
20,001- 40,000	\$ <u>275290.00</u>
40,001- 60,000	\$ <u>345365.00</u>
60,001- 80,000	\$ <u>395415.00</u>
80,001- 100,000	\$ <u>450475.00</u>
100,000-150,000	\$ <u>500525.00</u>
150,001-200,000	\$ <u>555585.00</u>
Over 200,000	\$ <u>550610.00</u> , plus \$6.00

for each 10,000 cubic foot over 200,000

(b) Plan review for assembly (A) institutional (I) and residential (R2) uses and mercantile covered malls over five thousand (5,000) square feet shall be one and one-half (1 1/2) times the fees as computed from the table above.

- (c) In addition to the plan review fees indicated above, the building official may an additional fee for outside professional plan review services. Such outside plan review services may be contracted where the building official determines it is in the best interest of the city to do so. Additional fee(s) for outside services shall be based upon the actual costs for such services.
- (d) Plan review fees for additions, remodeling and/or renovation (other than I-2 see below) shall be charged on such projects exceeding fifteen thousand dollars (\$15,000.00) at the rate of 0.006 times the cost of the project. Plan review fees for additions, remodeling and/or renovation of I-2 Hospital projects exceeding fifteen thousand dollars (\$15,000.00) shall be charged at the rate of 0.0085 times the cost of the project.
- (e) Plan review fees shall accompany the application and are nonrefundable. Single- and two-family detached dwellings and utility/miscellaneous (U) occupancies, including residential garages, shall be exempt from plan review fees except for solar projects (see Item #5 under Section F: Electrical) . The building official may waive the plan review fee for structures under five thousand (5,000) cubic feet in cases involving minor structural repairs or the remodeling of existing buildings.
- (f) The fee for a plan that is reviewed more than three times..... ~~\$265~~280 per review.

- 12. Special flood hazard area development plan review fee: The fee for a development plan review in the special flood hazard area shall be one hundred eighty-five dollars (\$185.00). This fee shall be in addition to other plan review fees.
- 13. Exterior storage of construction materials temporary permit \$ 160.00
- 14. Re-inspection (failed/no-show/denied entry)\$ 100.00 per visit
- 15. After Hours inspections.....\$200 minimum/\$100 per additional hour

(F) ELECTRICAL

- 1. (a) The minimum fee for any electrical permit shall be \$ 55.00
 - (b) Temporary service\$ 55.00
 - (c) Work without a permit: Double the permit fee or two hundred fifty dollars (\$250.00), whichever is greater.
 - (d) Annual Permit fee\$ ~~265~~280.00
 - (e) Permits shall not be required for installations of up to three (3) additional outlets involving no new circuits from the panel, or minor repairs as identified in the City of Urbana Safety Codes Adopting Ordinance.
- 2. Fees for New Residential:

Fees for all new single-family dwellings shall be eighty dollars (\$80.00). Fees for new two-family and multi-family dwelling units shall be calculated as follows: eighty dollars (\$80.00) per unit or apartment regardless of service size. These fees shall include the permit for the electrical service and all associated wiring, and accessory structures for one- and two-family dwellings. Fees for fire alarm systems, accessory structures for multi-family apartment buildings, hotels, motels, residential board and care facilities, rooming houses, and dormitories shall be calculated as described under section three (3) below.

3. Fees for all other work:

Electrical work shall be assessed at the rate of one and a quarter percent (.0125 multiplier) of the estimated or contract cost of the job; all amounts exceeding two hundred thousand dollars (\$200,000.00) shall be assessed at the rate of ~~three-quarters of~~ one percent (.0075 01 multiplier) of the estimated or contract cost of the job.

These fees shall be assessed for the following types of work:

- (a) New services
- (b) Changes in service
- (c) New buildings
- (d) Additions, alterations, rewiring, and repairs in existing buildings
- (e) Installation of equipment, machinery or motors, and signs
- (f) Changes in lighting
- (g) Fire alarms
- (h) Repair of code violations

4. Testing and Registration of electrical contractors:

- (a) Initial registration of electrical contractors: The initial registration fee for registration as an electrical contractor shall be one hundred eighty dollars (\$180.00). Contractors who apply for registration during the last half of the fiscal year (January 1 through June 30), shall submit a fee of one hundred thirty-five dollars (\$135.00).
- (b) Renewal registration fees received or postmarked after August 1st of the fiscal year shall be three hundred forty-five dollars (\$345.00).
- (c) Registration fee for transfer of reciprocal jurisdiction electrical license shall be one hundred eighty dollars (\$180.00).

5. Solar plan review fees 0.5% of total estimated or contract cost

- 6. Re-inspection (failed/no-show/denied entry).....\$ ~~400~~105.00 per visit
- 7. After Hours inspections.....\$~~200~~210 minimum/\$100 per additional hour
- 8. Electrical permit fees shall be non-refundable

(G) PLUMBING

The permit fees for all plumbing work shall be derived from the following:

- 1. Single-family and two-family duplexes shall require a separate permit for each separate address or building. A single permit for plumbing work may be issued for multi-family buildings containing three (3) or more dwelling units. The permit fee for this plumbing work shall be derived from Table (P1).
- 2. Commercial and Industrial plumbing permit fees shall be one percent (1.00%) of the estimated cost of installation and work being performed (“estimated cost” is defined in this subsection G as the cost of all services, labor, material, and equipment used to complete the work/installation).

TABLE P1

(a)	Water closet.....	\$ 13.00
(b)	Urinal	\$ 13.00
(c)	Lavatory	\$ 13.00
(d)	Shower/bath tub	\$ 13.00
(e)	Kitchen sink	\$ 13.00
(f)	Utility/service sink	\$ 13.00
(g)	Laundry sink	\$ 13.00
(h)	Bar/beverage sink.....	\$ 13.00
(i)	Floor sink/receptor.....	\$ 13.00
(j)	Restaurant/culinary sink.....	\$ 13.00
(k)	Clinical sink.....	\$ 13.00
(l)	Dishwasher.....	\$ 13.00
(m)	Garbage disposal	\$ 13.00
(n)	Waste interceptor/separator.....	\$ 13.00

(o)	Floor drain.....	\$ 13.00
(p)	Hub/stand-pipe drain	\$ 13.00
(q)	Drinking fountain.....	\$ 13.00
(r)	Clothes washer.....	\$ 13.00
(s)	Sewage ejector... ..	\$ 13.00
(t)	Storm drain/sump pump	\$ 13.00
(u)	Sanitary sewer/septic tank	\$ 13.00
(v)	Water service.....	\$ 13.00
(w)	Water heating equipment/vessel (as defined in plumbing ordinance)	\$ 13.00
(x)	LTD area sprinkler (as defined in mechanical ordinance) (Two (2) sprinklers or fraction thereof equal one fixture).....	\$ 13.00
(y)	Equipment supply/backflow preventer	\$ 13.00
(z)	Special fixture/device/piping (other than listed above and as determined by plumbing official).....	\$ 13.00

3. Plumbing permit fees shall be nonrefundable. The minimum fee for any plumbing permit shall be fifty-five dollars (\$55.00).

4. For all work commenced without a permit for which a plumbing permit is required, the permit fee will be double the standard fee or two hundred fifty dollars (\$250.00), whichever is greater and such work shall comply with all applicable codes.

5. A single permit for plumbing work may be issued for multifamily buildings (containing three or more dwellings), with the fees based on the current plumbing fee schedule. All other building types, including two-family duplexes, shall require a separate permit for each separate building or address.

6. Re-inspection (failed/no-show/denied entry).....\$ ~~100~~105.00 per visit

7. After Hours inspections.....\$~~200~~210 minimum/\$100 per additional hour

(H) MECHANICAL

1. The permit fees for all mechanical work shall be determined by the estimated cost of the mechanical installations and work being performed. ("Estimated cost" shall mean the cost of all services, labor, materials, and equipment used to complete the work/installation.)

(a) Mechanical permit fees shall be one and thirty-hundredths of a percent (1.3% the "estimated cost" of the installation or work (see definition of estimated cost). The minimum mechanical permit fee shall be sixty-five dollars (\$65.00), except as provided in subsections two (2) and six (6).

(b) Mechanical work and installations shall include: Heating, ventilation, air conditioning, refrigeration, fire suppression, and related installations governed by and defined within the scope of the mechanical codes adopted by reference in the mechanical ordinance.

2. Fireplace, woodstove, and other solid fuel-burning equipment installations shall require a separate mechanical permit. The permit fee shall be fifty-five dollars (\$55.00) per unit.

3. All mechanical permit fees shall be nonrefundable.

4. A single permit for mechanical work may be issued for multifamily buildings (containing three or more dwellings), with the fees based on the current mechanical fee schedule. All other building types, including two-family duplexes, shall require a separate permit for each separate building or address.

5. Domestic fire suppression systems: Sprinklers supplied by the domestic water service, and installed only as spot protection in mechanical and storage rooms in commercial and multifamily occupancies, and all sprinklers installed in one- and two-family dwellings shall be considered as plumbing work and are subject to plumbing permit fee schedule.

6. Miscellaneous: Mechanical installations or work with a total cost of five hundred dollars (\$500.00) or less shall require a fifty-five dollar (\$55.00) minimum mechanical permit fee.

7. For all work commenced without a permit for which a mechanical permit is required, the permit fee will be double the standard fee or two hundred fifty dollars (\$250.00), whichever is greater and the work shall comply with all applicable codes.

8. Re-inspection (failed/no-show/denied entry)\$ ~~105~~105.00 per visit

9. After Hours inspections.....\$~~200~~210 minimum/\$100 per additional hour

(I) WASTE MANAGEMENT

1. Regional Pollution Control Facility..... \$ ~~4,160,004~~4,360.00

2. Sanitary Hauler Business License..... \$ ~~4054~~25.00

3. Vehicle Sticker..... \$ ~~2052~~15.00

**(J) SPECIAL PARKING PERMIT
SCHEDULE OF PURCHASE AND REFUND AMOUNTS**

The term of a permit begins August 1st of the current year and terminates on August 14th of the following year.

1. Purchase Schedule:

- (a) Annual Permit:
 If purchased between August 1 and October 31\$ ~~185~~195.00
 If purchased between November 1 and December 31 \$ ~~140~~150.00
- (b) Spring Permit:
 If purchased between January 1 and May 14\$ ~~115~~125.00
- (c) Summer Permit:
 If purchased between May 15 and July 31 \$ 50.00
- (d) Temporary permits valid for one (1) day \$ 5.00
- (e) Temporary permits valid for three (3) consecutive days.....\$ 10.00
- (f) Service Vehicle Permit \$ 35.00
- (c) Permit Transfer Fee \$ 10.00

2. Refund Schedule: Only annual permits purchased between August 1st and December 31st of the current permit year are eligible for a refund.

- (a) If returned between August 1 and October 31\$ ~~140~~150.00
- (b) If returned between November 1 and January 31 \$ 95.00
- (c) If returned between February 1 and April 30 \$ 50.00
- (d) If returned between May 1 and July 31 \$ 0.00

Permits returned within seven (7) days of the date of purchase will be refunded the purchase amount less five dollars (\$5.00) for each day the permit was held.

(K) PARKING METER RATES AND RENTAL SPACE RATES

1. Parking Meter Rates: The hourly rates for parking meters shall be as follows:

- (a) All parking meters owned by the City of Urbana and located on the right-of-way parkway that are located to the west of Lincoln Avenue, to the western city limits of the City of Urbana that lie south of University Avenue and north of Florida Avenue shall carry a rate of one dollar and twenty-five cents (\$1.25) per hour. Any parking lot owned or operated by the City that is located to the west of Lincoln Avenue shall carry a rate of one dollar and twenty-five cents (\$1.25) per hour.

- (b) All parking meters owned by the City of Urbana and located north of University Avenue, and meters south of University Avenue located on Clark Street between Busey Avenue and Coler Avenue and on Coler Avenue between Clark Street and Main Street, shall carry a rate of one dollar and twenty-five cents (\$1.25) per hour.
- (c) All other meters located on the parkway of city-owned right-of-way shall carry a rate of fifty cents (\$0.50) per hour.
- (d) All meters in all parking lots owned by the City shall carry a rate of fifty cents (\$0.50) per hour, except as noted in (a) above.
- (e) Pay-by-cell transactions at all meters owned by the City shall be assessed a ~~twenty~~thirty-five cent (~~\$0.25~~\$0.35) MobileMeter convenience fee per transaction.

2. Parking Rental Spaces:

- (a) The parking rates for rental spaces rented on a monthly basis at all **City parking lots**, excluding the City parking facility, located in block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be as follows:
 1. Fifty~~-five~~ dollars (~~\$50~~\$55.00) per month for spaces rented twenty-four (24) hours per day, seven (7) days a week.
 2. ~~Thirty-five~~Forty dollars (~~\$35~~\$40.00) per month for spaces rented between the hours of 7:00 A.M. to 6:00 P.M., Monday through Friday.
 3. Seventy~~-five~~ dollars (~~\$70~~\$75.00) per month for a downtown resident rental space rented twenty-four (24) hours per day, seven (7) days a week.
- (b) The parking rates for rental spaces rented on a monthly basis, whether on-street or in a parking lot, located in the **Campus District** shall be as follows:
 1. One hundred ~~forty-fifty~~ dollars (~~\$140~~\$150.00) per month for spaces rented twenty-four (24) hours per day, seven (7) days, per week.
 2. ~~Sixty-Five~~Seventy dollars (~~\$65~~\$70.00) per month for overnight rental spaces.
- (c) The parking rate for rental spaces rented on an hourly basis at the **City parking facility**, located in the block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be twenty-five cents (\$0.25) per hour for the first two (2) hours or portion thereof, and fifty cents (\$0.50) per hour or portion thereof thereafter, with a maximum of five dollars (\$5.00) per day.
- (d) The parking rates for rental spaces rented on a monthly basis at the **City parking facility**, located in the block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be as follows:
 1. One hundred ~~twenty-five~~thirty-five dollars (~~\$25~~\$35.00) per month for spaces rented on the ground floor (Deck, Reserved Permit); and

- 2. Sixty-five dollars (\$6065.00) per month for spaces rented on the second which permits are not valid for parking on the ground floor spaces (Deck, Unreserved Permit).
- (e) The daily charge for permitting the "bagging" of a parking meter shall be payable in advance as follows. Such charges shall not apply to those days that the meter would not be enforced.
 - 1. Thirty-five dollars (\$3035.00) per meter per day – with a forty-eight (48) hour notice (campus and hospital).
 - 2. ~~Thirty-five~~Forty dollars (\$3540.00) per meter for the first day and thirty-five dollars (\$3035.00) per meter for each additional day with less than forty-eight (48) hours' notice (campus and hospital).
 - 3. ~~Fifteen-Twenty~~ dollars (\$1520.00) per meter per day – with a forty-eight (48) hour notice (downtown).
 - 4. Twenty-five dollars (\$2025.00) per meter for the first day and ~~twenty~~fifteen dollars (\$1520.00) per meter for each additional day with less than forty-eight (48) hours' notice (downtown).

(L) ANIMALS

1. *Impoundment Fees (Determined by Champaign County not City of Urbana):

(a) Dogs and Cats:

- 1. First day\$ 5015.00
- 2. Each additional day ~~\$ 15.00~~Depends on Rabies Registration and number of offenses

With Current Rabies Registration

1 st Offense.....	\$35.00
2 nd Offense.....	\$50.00
3 rd Offense.....	\$75.00

Without Current Rabies Registration

1 st Offense.....	\$50.00
2 nd Offense.....	\$75.00
3 rd Offense.....	\$100.00

(b) ~~Cats:~~

1. First day	\$ 50.00
2. Each additional day	\$ 15.00

*As per Ordinance No. 2024-10 Statute 510 ILCS 5/10

(M) RESERVED

(N) VEHICLE TOWING AND IMMOBILIZATION

1. Police ordered tow	\$	31.00
2. Relocator tow	\$	31.00
3. Immobilization Release Fee	\$	52.00
4. Vehicle Impoundment Fee	\$	260 275.00

(O) RESERVED

(P) STORMWATER UTILITY

Equivalent Residential Unit (ERU).....\$ ~~9.41~~89 per month

Note: Rate applies to billing period beginning next January 1. Refer to Section 24-174 of the Urbana Code of Ordinances.

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND
FEES EFFECTIVE JULY 1, 2025⁶**

Item F3.

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
CLASS A (RETAILER'S ON-PREMISES)	This license permits the sale and service of all alcoholic liquor by the drink or in the original package form for consumption only on the premises where sold. These licenses are for those establishments that operate primarily as a bar.	\$4,160 \$3,120 for Beer and/or Wine Only	<i>All ages live performance event, catering, outdoor café, package, and video gaming</i>
CLASS BYOB-R (RESTAURANT ALLOWING BYOB)	This license permits alcoholic liquor to be brought onto the premises of a restaurant by a patron who is age twenty-one (21) years or older where the restaurant does not otherwise possess a city-issued liquor license.	\$1,040	
CLASS CA (CATERERS RETAIL)	This license permits the sale or service of all alcoholic liquor of any type by a caterer in conjunction with the sale of prepared food for service at events that are not publicly advertised and that are not open to the general public at locations other than the premises leased, owned, or otherwise occupied or operated by the licensee.	\$1,560	
CLASS CS (COMPLIMENTARY SERVICE)	This license authorizes Class CS license holders to serve alcoholic liquor, without charge, to the licensee's customers who are age twenty-one (21) years or older for consumption on the premises of a business that is not a restaurant and that does not otherwise possess a city-issued liquor license.	\$250	
CLASS FM (FARMERS MARKET)	This license authorizes Class FM license holders to conduct the retail sale of beer and wine in its original package form, for consumption off-premises, at a farmers market.	\$250	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND
FEES EFFECTIVE JULY 1, 2025~~6~~**

Item F3.

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
<p align="center">CLASS GC (GOLF COURSE)</p>	<p>This license permits the sale and service of all alcoholic liquor by the drink or in original package form for consumption only at the clubhouse and snack bars or refreshment stands located in and about the defined golf course area, and from mobile carts operated in and about the golf course area.</p>	<p align="center">\$5,200500</p>	<p align="center"><i>Video gaming</i></p>
<p align="center">CLASS GH (GAMING HALL)</p>	<p>This license permits the gaming hall the sale and service of all alcoholic liquor by the drink or in original package form for on-premises consumption only where video gaming terminals (VGT) are or will be displayed for play or operation.</p>	<p align="center">\$5,500, plus \$1,080 permit fee per VGT (up to 5)</p>	
<p align="center">CLASS H (HOTEL)</p>	<p>This license permits the sale and service of all alcoholic liquor by the drink or in original package form for on hotel premises consumption only (not to include any restaurant at the hotel location). These licenses are for hotel bars.</p>	<p align="center">\$4,160</p>	<p align="center"><i>Catering, hotel restaurant, outdoor café, and video gaming</i></p>
<p align="center">CLASS MB-1 (MICRO-BREWERY)</p>	<p>This license permits the manufacture, sale and storage of beer, ale, wine, and fruit- or malt-based alcoholic beverages on the premises in certain quantities. This license also permits selling to other licensees that are licensed to sell at retail.</p>	<p align="center">\$1,560</p>	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND
FEES EFFECTIVE JULY 1, 2025⁶**

Item F3.

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
CLASS MB-2 (MICRO-BREWERY)	In addition to the provisions permitted in the Class MB-1 license, the MB-2 license permits the sale and service of the licensee's alcoholic beverages and alcoholic liquor manufactured by other persons for consumption on or off the premises.	\$3,120	<i>Catering, outdoor café, pick-up and delivery, video gaming</i>
CLASS N (RETIREMENT COMMUNITY)	This license permits a bona fide retirement community the sale and service of alcoholic liquor by the drink or in original package form for on-premises consumption only.	\$3,120	
CLASS P (PACKAGE RETAILER'S OFF-PREMISES CONSUMPTION)	This license (package store) permits the licensee to sell at retail any and all alcoholic liquor in original package form for consumption off-premises only.	\$3,900 <u>\$4,100</u>	<i>Grocery café, and pick-up and delivery</i>
CLASS PB (PEDAL BUS)	This license authorizes the license holder to permit the consumption of beer and wine on-board a pedal bus by a patron over the age of twenty-one (21), provided that the pedal bus is duly licensed to operate within the City of Urbana.	\$500	
CLASS R&T-1 (RESTAURANT & TAVERN)	This license permits the sale and service of alcoholic liquor by the drink or in original package form for on-premises consumption only in a place where bona fide meals are regularly prepared and served as one of the primary services of the business.	\$3,640	<i>Catering, outdoor café, package, and video gaming</i>

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND
FEES EFFECTIVE JULY 1, 2025⁶**

Item F3.

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
CLASS R&T-2 (RESTAURANT & TAVERN)	This license permits the sale and service of beer and/or wine, by the drink or in original package form for on-premises consumption only in a place where bona fide meals are regularly prepared and served as one of the primary services of the business.	\$2,600	<i>Catering, outdoor café, package, and video gaming</i>
CLASS TH (THEATRE)	This license permits the sale of alcoholic liquor by the drink or in original package form for consumption on the premises incidental to the viewing of motion pictures or live theatrical or stage performances at a theatre. The licensee shall not be permitted to operate a bar or lounge area at which alcoholic liquors alone may be purchased.	\$1,000	<i>Outdoor café</i>
CLASS URO (UNIVERSITY RELATED ORGANIZATION)	This license permits the sale and service of alcoholic liquor by the drink or in original package form for on-premises consumption only.	\$3,000	<i>Outdoor café</i>
CLASS TEMP-C	Temporary license for current liquor licensees.	\$100	
CLASS TEMP-N	Temporary licenses for non-liquor licensees.	\$125	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND
FEES EFFECTIVE JULY 1, 2025⁶**

Item F3.

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
CLASS INC (INCUBATOR)	This 6-month license is specific to persons not eligible for temporary licenses, or who do not seek to operate a business that would otherwise qualify to apply for another type of city-issued liquor license.	\$1,000 initial 6-month period \$2,000 additional 6-month period	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND
FEES EFFECTIVE JULY 1, 2025⁶**

Item F3.

RIDER CLASSIFICATIONS AND FEES

RIDER CLASSIFICATION	DESCRIPTION	FEE	ELIGIBLE LICENSES
ALL AGES LIVE ENTERTAINMENT EVENT	This rider permits persons between the ages of fourteen (14) years and seventeen (17) years to attend the licensee’s live performance event.	\$250	A
CATERING	This rider permits a licensee to sell and serve alcohol of the type permitted pursuant to their respective licenses at private events off the licensed premises that are neither advertised nor open to the general public. Class H licensee must own and/or operate a restaurant on the hotel premises.	\$350	A, H, MB-2, and R&T

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND
FEES EFFECTIVE JULY 1, 202~~5~~⁶**

Item F3.

RIDER CLASSIFICATION	DESCRIPTION	FEE	ELIGIBLE LICENSES
GROCERY CAFÉ	This rider permits a licensee to sell and serve wine and beer by the drink for consumption on the licensed premises.	\$500	P
HOTEL RESTAURANT	This rider permits a licensee to sell and serve alcoholic liquor for consumption within a restaurant that is wholly owned by and which is located within or attached to the licensee's hotel.	\$500	H

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND
FEES EFFECTIVE JULY 1, 2025~~6~~**

Item F3.

RIDER CLASSIFICATION	DESCRIPTION	FEE	ELIGIBLE LICENSES
<p align="center">OUTDOOR CAFÉ</p>	<p>This rider permits the retail sale of alcoholic liquor by any person holding a valid license in that area for which such licensee holds a sidewalk café permit issued by the Director of Public Works or his or her designee, or pursuant to a lease agreement with the owner of private property that is immediately adjacent to the licensee’s premises.</p>	<p align="center">No Charge</p>	<p align="center">A, H, MB-2, R&T, TH, URO</p>
<p align="center">PACKAGE</p>	<p>This rider permits a licensee to sell alcoholic liquor in sealed original package form for off-premises consumption.</p>	<p align="center">\$250<u>140</u></p>	<p align="center">A, R&T</p>

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND
FEES EFFECTIVE JULY 1, 2025⁶**

Item F3.

RIDER CLASSIFICATION	DESCRIPTION	FEE	ELIGIBLE LICENSES
PICK-UP AND DELIVERY	This rider permits a licensee to accept orders for alcoholic liquor in sealed original package form, for off-premises consumption, that are placed by telephone and/or through the licensee’s website, and to deliver such alcoholic liquor beyond the licensee’s licensed premises, including delivery to the customer at a location beyond the parcel of property on which the said premises is located.	\$500	MB-2, P
VIDEO GAMING	This rider permits the display and operation of video gaming terminals (VGT) on licensed premises.	\$500, plus \$1,080 permit fee per VGT (up to 6)	A, GC, H, MB-2, R&T

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND
FEES EFFECTIVE JULY 1, 2025**

LATE FEES	DESCRIPTION	FEE
LATE RENEWAL FEE	Applies to renewal applications received after filing deadline of June 1 <u>@ 5 p.m.</u> . <i>Renewal applications not received by due date stated above will incur an an additional late fee per day after the initial due date.</i>	\$100 <u>500</u> <i>Additional \$25/day</i>
LATE <u>TEMP</u> FILING FEE	Applies to Class TEMP licenses NOT filed at least ten (10) days prior to the event date. <i>Licenses not received by due date stated above will incur an an additional late fee per day after the initial due date.</i>	\$25 <u>50</u> <i>Additional \$25/day</i>
LATE ANNUAL PAYMENT FEE	Applies to annual payments received after 12 noon on the last business day in June. <i>Annual payments not received by due date stated above will incur an an additional late fee per day after the initial due date.</i>	\$100 <i>Additional \$25/day</i>
LATE SEMI-ANNUAL PAYMENT FEE	Applies to semi-annual payments received after 12 noon on the last business day in December. <i>Semi-annual payments not received by due date stated above will incur an an additional late fee per day after the initial due date.</i>	\$100 <u>500</u> <i>Additional \$25/day</i>

MISCELLANEOUS FEES	FEE
ORIGINAL APPLICATION/NEW BUSINESS FEE	\$500
CHANGE OF OWNERSHIP OF PREMISE	\$225
CHANGE OF LICENSE CATEGORY	\$225
CHANGE OF FORM OF OWNERSHIP	\$225
NON-NOTIFICATION OF MANAGER CHANGE (APPLIES FIVE (5) DAYS AFTER CHANGE IN MANAGERS) <i>Non-notification of manager change will incur an an additional late fee for every thirty (30) days after the initial due date as stated above.</i>	\$250 <i>Additional \$25/ every thirty (30) days</i>
DUPLICATE LICENSE REPRINT FEE (APPLIES TO ALL APPLICANTS WHO SUBMIT INCORRECT INFORMATION)	\$25

Ordinance No. 2024-12-042

AN ORDINANCE ESTABLISHING APPROVAL, POLICY, AND REPORTING REQUIREMENTS FOR SURVEILLANCE TECHNOLOGY

WHEREAS, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

WHEREAS, the City of Urbana reaffirmed its commitment as a sanctuary city in Resolution No. 2016-12-070R, stating that “the City Council and the Mayor will join with councils and mayors from other communities around the country to stand with our immigrant residents and defend policies that welcome and protect immigrants...” and that “no city employee or official or department or agency of the City of Urbana shall request information about or otherwise investigate or assist in the investigation of the citizenship or immigration status of any person unless such inquiry or the investigation is required by a court order...”; and

WHEREAS, the City of Urbana adopted the Ten Shared Principles on June 22, 2020 in Resolution No. 2020-06-031R which states “We reject discrimination toward any person that is based on race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability, or familial status;” provides support to “build and rebuild trust through procedural justice, transparency, accountability, and honest recognition of past and present obstacles” and advocates for “the four pillars of procedural justice, which are fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency, and impartiality”; and

WHEREAS, it is the Urbana City Council (“Council” or “City Council”) and City's responsibility to legislate matters of public safety and accountability to the public, and any use or expense of surveillance technology require due public process and approval from City Council; and

WHEREAS, the Urbana City Council finds that no decision relating to surveillance technology should be made without collaborative community input and consideration of the impact such technologies may have on civil rights and civil liberties, including those rights guaranteed by Article I of the Illinois Constitution and the First, Fourth, and Fourteenth Amendments to the United States Constitution; and

WHEREAS, the use of surveillance technologies are known to have had a significant, detrimental impact on civil rights and civil liberties, namely the invasion of an individual's privacy and infringing on their right to be left alone, including those guaranteed by the First, Fourth and Fourteenth Amendments to the United States Constitution, and thus it is incumbent on the police seeking to fund, acquire, or use a surveillance technology to expressly identify the potential adverse impacts the technology may have on civil rights and civil liberties and what specific measures it will undertake to prevent such adverse impacts; and

WHEREAS, surveillance technologies can create oppressive, stigmatizing environments when used indiscriminately, continuously, or pervasively, especially for communities that have historically been disproportionately targeted by their use, such as communities of color, low-income communities, and politically active communities; and

WHEREAS, the urgency to publicly process the acquisition of surveillance technologies is necessitated by new concerns whether surveillance technologies will be used to apprehend people from out-of-state seeking abortions and other reproductive healthcare in Illinois; people without legal immigration status who seek asylum and would be sought for deportation; peaceful individuals or organizations exercising their rights, including expressing grievances against the government; and people whose race, national origin, ethnic identity, gender identity, sexual orientation, or other protected demographics place them under potential for additional surveillance; and

WHEREAS, the need for a public process to acquire surveillance technologies is further required because of the likelihood that federal law enforcement agencies will access any data stored by surveillance technologies; and

WHEREAS, as of the passing of this ordinance, there is no current city policy on the use and acquisition of police surveillance technology, and it is therefore necessary to clarify the Council's position on the required processes of public accountability;

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

Section 1. Purpose:

The purpose of this ordinance is to provide transparency, oversight, and accountability regarding the acquisition and use of surveillance technology and the data it collects by the City of Urbana police department, and to protect privacy, civil rights, and racial and immigrant justice.

Section 2. Approval Process for Surveillance Technology Acquisition or Use

(a) When the Police Department seeks to acquire or use new surveillance technology or change an existing Use Policy, it shall, prior to such acquisition or use obtain approval by majority vote of the Urbana City Council prior to purchasing, acquiring, or using any new surveillance technology (as defined in Attachment A of this Ordinance), which includes adding data from a new source or new analytic tools in a manner which changes the functionality of the existing data collected by the surveillance technology.

(b) At least thirty (30) days prior to seeking approval of a surveillance technology, the City shall submit to the City Council and make publicly available a written and unredacted surveillance technology “Use Report,” along with a draft of the proposed surveillance technology “Use Policy” (as defined in Attachment A of this Ordinance). During this time, the public will have the opportunity to provide input to the City Council.

(c) Once approved or denied by the City Council, surveillance technology may be reconsidered under the following circumstances and procedures:

(1) Twelve (12) months or more after its most recent vote to approve or reconsider the technology;

(2) At any time, due to a demonstrable material change in circumstances that may affect the City Council’s intent in previously approving or denying the use of a particular technology, including but not limited to the following:

a. evidence showing that the approved use of a technology has led to an outcome indicating a discriminatory impact or some other infringement of individual rights;

b. a change in the law that changes or materially impacts the previously approved or denied use of such technology;

c. the revelation of a previously unknown capability, functionality, or application of the approved technology that is inconsistent with the City Council’s previous intent in approving or denying the technology; or

(3) A request to reconsider a previously approved or denied surveillance technology may be placed on a Committee of the Whole agenda by the Mayor or by council members consistent with City Council rules in effect at the time of the request.

(4) Once a request for reconsideration is placed on a Committee of the Whole agenda, the City Council must then vote on whether to proceed with formal reconsideration of the technology.

(5) Approval of reconsideration under paragraph (c)(1) of this section shall be by a simple council majority. Approval of reconsideration under paragraph (c)(2) of this section shall be by a 2/3 vote of the corporate authorities.

(6) If a request for reconsideration is approved by the City Council, the party requesting reconsideration will present to the City Council the material basis for the reconsideration, if applicable, and any proposed Council action, at a future Committee of the Whole meeting.

Section 3. Standard for Approval of Surveillance Technology

a) When evaluating a request for the use of surveillance technology, the City Council may consider a range of factors, including but not limited to:

- i) The potential public safety benefits and effectiveness of the technology.
- ii) The economic, social, and community costs associated with its implementation and use.
- iii) Any potential impacts on civil liberties and civil rights, including privacy concerns.
- iv) The possibility of disparate impacts on specific communities or groups.
- v) Safeguards or oversight mechanisms that could mitigate risks or unintended consequences.
- vi) Alternative methods or technologies that could achieve similar outcomes with fewer negative effects.

Section 4. Reporting and Approval of Existing Surveillance Technologies

(a) For all existing or hereinafter approved surveillance technology in use, a “Surveillance Technology Annual Report” will be publicly available and presented to City Council each year, which includes a current copy of the “Use Policy” for each technology and other information included in the definitions in Attachment A.

(b) For all surveillance technology referenced here that are already in use at the time this Ordinance is approved:

- (i) The City shall present to City Council a “Use Report” and “Use Policy” for each technology in use, within one hundred twenty (120) days of the passing of this Ordinance, unless otherwise extended with approval by majority vote from City Council. No more than two (2) extensions shall be granted for any individual technology or database in use.

(ii) The existing surveillance technologies shall require a formal approval process (as outlined in Section 2 and 3 of this Ordinance) as soon as the information on each technology is made available.

(iii) If the Council has not approved the continuing use of the surveillance technology, including the Use Report and the Use Policy, within one hundred eighty (180) days of its submission to the Council, unless otherwise extended, the City Department shall cease its use of the surveillance technology and the sharing of surveillance data therefrom until such time as Council approval by majority vote is obtained in accordance with this Ordinance.

(iv) During the period that continued use is not yet approved, the technology or database contract shall not be renewed or extended even if the result would be the termination of availability of the use before one hundred eighty (180) days.

Section 5. Contractual Agreements Involving Surveillance Technology

(a) Except where otherwise allowed under this Ordinance all contracts or agreements for the acquisition or use of surveillance technology, regardless of duration or cost, shall require formal approval by a majority vote of the City Council prior to execution.

(b) Prior to approval, City Departments, through the Mayor's Office, shall provide all members of City Council with a complete copy of any and all contract(s) or other agreement(s) for the purchase, acquisition, or use of any new surveillance technology. Consistent with its obligations under the Illinois Freedom of Information Act (FOIA) and current practice, the City shall not enter into a nondisclosure agreement or contractual confidentiality provision with any surveillance technology vendor or third party provider that limits or purports to limit the disclosure of records or information subject to FOIA..

(c) The City shall not enter into any contract or other agreement that facilitates the sharing of surveillance data in the City's possession with any non-governmental entity or third party in exchange for money or other consideration, whether or not such surveillance data was generated by or is owned by the City. Any such contracts or agreements signed prior to the enactment of this ordinance that are inconsistent with this section shall be terminated as soon as is permissible under the terms of the agreement.

Section 6. Disaster Circumstances

(a) Notwithstanding the provisions of this ordinance, the Urbana Police Department may temporarily acquire or temporarily use surveillance technology in disaster circumstances for a period not to exceed thirty (30) days, with approval from the Mayor or their designee, without following the provisions of approval stated in this ordinance before that acquisition or use. No more than two (2) consecutive periods of disaster circumstantial use shall be granted for any individual technology or database.

(b) If the Urbana Police Department acquires or uses surveillance technology in disaster circumstances under this section, the Department must:

(i) Report that acquisition or use to the City Council in writing within thirty (30) days following the end of those disaster circumstances and the use of the surveillance technology.

(ii) Submit a Use Report and, if necessary, a technology-specific Use Policy to the City Council regarding that Surveillance Technology within thirty (30) days following the end of those disaster circumstances.

(iii) Include that surveillance technology in the next Surveillance Technology Annual Report to the City Council following the end of those disaster circumstances.

(iv) If the City Department is unable to meet the 30-day timeline to submit a surveillance technology Use Report and, if necessary, a technology-specific Use Policy to the City Council, the City Department must notify the City Council in writing requesting to extend this period. The City Council may grant extensions in 30-day increments beyond the original 30-day timeline to submit a surveillance technology Use Report, and, if necessary, a technology-specific Use Policy.

(v) Any surveillance technology Use Report, and, if necessary, any technology-specific Use Policy submitted to the City Council under this subsection shall be made publicly available on the City's website upon submission to the City Council.

(vi) Any Surveillance Technology Use Report and, if necessary, technology-specific Use Policy submitted to the City Council under this section may be redacted to the extent required to comply with an order by a court of competent jurisdiction, or to exclude information that, in the reasonable discretion of the Urbana Police Department or other City Department, would, if disclosed, materially jeopardize an

ongoing investigation or otherwise represent a significant risk to public safety and security; provided, however, that any information redacted pursuant to this paragraph will be released in the next Surveillance Technology Annual Report following the point at which the reason for such redaction no longer exists.

(c) Departments using approved surveillance technologies or other technologies with unutilized and unapproved surveillance capabilities may apply a technical patch or upgrade that is necessary to maintain essential operations or to mitigate cyber security threats to the City. The department shall not use any unapproved new surveillance capabilities of the technology until the requirements of this ordinance are met or unless the Mayor or the Mayor's designee determines that the use is unavoidable; in that case, the Mayor shall request City Council approval as soon as possible. The request shall include a report to the City Council of how the altered surveillance capabilities were used since the time of the upgrade.

Section 7. Destruction of Improperly Collected Data

(a) Prohibition on Use or Disclosure

Any data collected through the use of surveillance technology in violation of this ordinance, and any data or information derived from such data, shall not:

1. Be knowingly used or introduced as evidence by any City department, agency, employee, or official in any criminal, civil, or administrative proceeding against any member of the public, except in a proceeding alleging a violation of this ordinance; or
2. Be knowingly disclosed or provided by any City department, agency, employee, or official to any other person or entity for the purpose of investigation, enforcement, or evidentiary use.

(b) Preservation Pending Review

Upon discovery that data may have been created or collected in violation of this ordinance, the City department possessing the data shall:

1. Segregate and preserve the data pending review; and
2. Promptly notify the appropriate prosecuting authority if the data relates to a known or reasonably foreseeable criminal investigation or prosecution.

(c) Review for Evidentiary and Discovery Obligations

Before any deletion or destruction of data subject to this section:

1. The appropriate prosecuting authority shall be given a reasonable opportunity to determine whether the data must be preserved to comply with constitutional, statutory, or court-imposed disclosure obligations, including obligations recognized under *Brady v. Maryland* and applicable Illinois discovery rules.

2. If the prosecuting authority determines that the data may be material to the defense in a criminal case, a copy of the potentially material data shall be disclosed to the defendant in accordance with applicable law before any deletion or destruction.

(d) Deletion and Destruction

After completion of the review described above, and once the City determines that retention is not required by law, court order, evidentiary obligations, or pending litigation, the data and any derivatives shall be permanently deleted or destroyed as soon as possible under applicable records retention requirements.

(e) Documentation

The City department or agency responsible for the surveillance technology shall document:

1. The determination that the data was collected in violation of this ordinance;
2. Any review conducted under subsection (c); and
3. The date and method of deletion or destruction.

Such documentation shall be retained in accordance with applicable records retention laws.

Section 8. Surveillance Technology Reporting Oversight and Policy Review

- (a) The Civilian Police Review Board (CPRB) shall review each Surveillance Technology Annual Report, Use Report, and Use Policy of surveillance technology or database subject to this ordinance, with a final vote on the recommendation by CBRP before moving to the Urbana City Council Committee of the Whole. If the CPRB is not able to review the reports and policies in a reasonable time-frame due to logistical factors, the City Department will present the reason for lack of CPRB review to council.
- (b) The CPRB and the Human Rights Commission (HRC) may hear complaints within their existing authority under the City Code that involve the use of surveillance technology or databases.
- (c) Upon request by the CPRB or HRC, City Departments shall provide records relevant to a complaint properly before that body that involves the use of surveillance technology or databases.
- (d) The City Council and CPRB, in its review of Surveillance Technology Annual Reports and Use Reports, may request and shall be entitled to receive and review records related to the use of such technology by City Departments.

Section 9. Incorporation of State Law; Conflict

The Protecting Household Privacy Act, 5 Illinois Compiled States 855/1 set seq., the Freedom from Drone Surveillance Act, 725 Illinois Compiled Statutes 167/1 et seq., and the Freedom from Location Surveillance Act, 725 Illinois Compiled Statutes 168/1 et seq., are incorporated herein by reference as part of this article. In the case of a conflict between a provision of state law and a provision of this article, the more stringent provision shall control.

Section 10. Definitions

The list of relevant definitions is included in Attachment A as part of this Ordinance.

[The final version will be formatted for city code]

PASSED BY THE CITY COUNCIL this ____ day of _____, 2026.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sanderfur, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, 2026.

Diane Wolfe Marlin, Mayor

ATTACHMENT A
(Ordinance No. 2024-12-042)

Definitions:

1) *Disaster Circumstances* mean occurrences that are determined by the Mayor or their designee to meet the definition of a “disaster” under the Illinois Emergency Management Agency Act (220 ILCS 3305/1 et seq), meaning “an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural, technological, or human cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, public health emergencies, cyber incidents, or acts of domestic terrorism.” The use of surveillance technology in disaster circumstances shall not infringe upon an individual’s right to peacefully protest or exercise other lawful and protected constitutional rights.

2) *Surveillance* means the act of observing or analyzing the movements, behavior, or actions of identifiable individuals.

4) *Surveillance Technology* means any device, hardware, or software that is capable of collecting, capturing, recording, retaining, processing, intercepting, analyzing, monitoring, or sharing audio, visual, digital, location, thermal, biometric, associational, or similar information specifically associated with, or capable of being associated with, any identifiable individual or group; or any system, device, or vehicle that is equipped with an electronic surveillance monitoring device, hardware, or software.

a) Examples of Surveillance Technology include, but are not limited to:

1. International mobile subscriber identity (IMSI) catchers and other cell-site simulators;
2. Automatic license plate readers;
3. Closed-circuit television cameras except as otherwise provided herein;
4. Biometric Surveillance Technology, including facial, voice, iris, and gait-recognition software and databases;
5. Gunshot detection and location hardware and services;
6. GPS tracking systems that monitor an individual’s location without authorization;
7. X-ray vans;
8. Video and audio monitoring and/or recording technology that can be remotely accessed, including privately owned devices such as doorbell or private security cameras;

9. Surveillance enabled or capable light bulbs or light fixtures;
10. Tools, including software and hardware, used to gain unauthorized access to a mobile device, computer, computer service, or computer network;
11. Social media monitoring software;
12. Through-the-wall radar or similar imaging technology;
13. Passive scanners of radio networks;
14. Long-range Bluetooth and other wireless-scanning devices;
15. Thermal imaging or “forward-looking infrared” devices or cameras;
16. Electronic database systems containing or analyzing surveillance data about identifiable individuals;
17. Radio-frequency identification (RFID) scanners; and
18. Use of aerial drones by or on behalf of the City within City limits, in addition to compliance with the Illinois Freedom from Drone Surveillance Act
19. Software designed to integrate or analyze data from surveillance technology, including surveillance target tracking and predictive policing software.

b) Surveillance Technology does not include the following devices, software, or hardware, which are exempt from the requirements of this ordinance, unless the devices, hardware, or software are modified to include additional surveillance capabilities:

1. Routine office hardware, such as televisions, computers, and printers, that are in widespread public use and will not be used for any surveillance or surveillance- related functions;
2. Parking ticket devices (PTDs) and related databases;
3. Manually-operated, non-wearable, handheld digital cameras, audio recorders, and video recorders that are not designed to be used surreptitiously and whose functionality is used for manually capturing and manually downloading video and/or audio recordings;
4. Cameras installed in or on a police vehicle;
5. Body-worn cameras as required by the Illinois Law Enforcement-Worn Body Camera Act, 50 ILCS 706/10-1 *et seq.*, as amended;
6. Cameras installed pursuant to state law authorization in or on any vehicle or along a public right-of-way solely to record traffic violations or traffic patterns, provided that the Surveillance Data gathered is used only for that purpose;
7. Surveillance devices that cannot record or transmit audio or video or be remotely accessed, such as image stabilizing binoculars or night vision goggles;
8. City databases that do not and will not contain any Surveillance Data or other information collected, captured, recorded, retained, processed, intercepted, or analyzed by Surveillance Technology;

9. Manually-operated technological devices that are used primarily for internal City communications and are not designed to surreptitiously collect Surveillance Data, such as radios and email systems;
10. Card readers and key fobs used by City employees and other authorized persons for access to City-owned or controlled buildings and property;
11. Cameras installed on City property solely for security purposes, including closed-circuit television cameras installed by the City to monitor entryways and outdoor areas of City-owned or controlled buildings and property for the purpose of controlling access, maintaining the safety of City employees and visitors to City buildings, and protecting City property;
12. Security cameras including closed-circuit television cameras installed by the City to monitor cashiers' windows and other cash-handling operations on City property and to maintain the safety of City employees and visitors to such areas;
13. Technology that monitors only City employees in response to complaints of wrongdoing or in order to prevent waste, fraud, or abuse of City resources.
14. Personal communication devices that have not been modified beyond stock manufacturer capabilities in a manner described above, provided that any bundled Face Recognition Technology is only used for the sole purpose of user authentication in the regular course of conducting City business.

(c) "Use Report" shall mean a publicly released, legally enforceable written report that includes, at a minimum, the following:

- (i) Information describing the surveillance technology and how it works.
- (ii) Information on the proposed purpose(s) of the surveillance technology.
- (iii) If the surveillance technology will not be uniformly deployed throughout the city, what factors will be used to determine where the technology will be deployed or targeted, and the location(s) where it may be deployed and crime statistics for such location(s).
- (iv) The fiscal impact of the surveillance technology, including initial purchase and other known ongoing costs, including impact on personnel time, along with any current or potential sources of funding.
- (v) An assessment of whether use of the surveillance technology will have an unwarranted disparate impact on protected classes and demographics, as defined in the Illinois Civil Rights Act of 2003, the Urbana Human Rights Ordinance, and other relevant laws and policies.

(vi) An assessment identifying any potential adverse impacts the surveillance technology, if deployed, might have on civil liberties and civil rights, and what specific, affirmative measures will be implemented to safeguard the public from the potential adverse impacts.

(vii) Whether use or maintenance of the surveillance technology will require data gathered by the technology to be handled or stored by a third-party vendor on an ongoing basis.

(d) “Use Policy” shall mean a publicly released, legally enforceable written policy governing the use of the surveillance technology that, at a minimum, includes and addresses the following:

(i) Purpose: What specific purpose(s) the surveillance technology is intended to advance.

(ii) Description of the authorization for use of the surveillance technology: specifically, what legal and procedural rules will govern each authorized use; what potential uses of the surveillance technology will be expressly prohibited such as the warrantless surveillance of public events and gatherings; and how and under what circumstances will surveillance data that was collected, captured, recorded, or intercepted by the police technology be analyzed and reviewed.

(iii) Description of data collection, protection, and retention: specifically, what types of surveillance data will be collected, captured, recorded, intercepted, or retained by the police technology; what safeguards will be used to protect surveillance data from unauthorized access; for what maximum limited time period the surveillance data will be retained; and by what process the surveillance data will be regularly deleted after the retention period.

(iv) Description of data sharing: specifically, which governmental agencies, departments, bureaus, divisions, or units will be approved for data sharing; how such sharing is necessary for the stated purpose and use of the surveillance technology; and what mechanisms will ensure any entity sharing access to the surveillance technology or surveillance data complies with the applicable surveillance use requirements within the Urbana “Use Policy” and does not further disclose the surveillance data to unauthorized persons and entities.

(v) Training: The training required for any individual authorized to use the surveillance technology or to access information collected by the surveillance technology.

(vi) Auditing and Oversight: The mechanisms to ensure that the surveillance use policy is followed, including internal personnel assigned to ensure compliance with the surveillance use policy, internal record keeping of the use of the technology or access to information collected by the technology, technical measures to monitor for misuse, any independent person or entity with oversight authority.

(e) “Surveillance Technology Annual Report” shall mean a written report covering each surveillance technology in use over the past year that is publicly released at least once per year and shall, at a minimum, include the following:

- (i) A summary of how each surveillance technology was used, including locations and neighborhoods where technology or equipment was deployed, and information that may assist the City Council to assess whether the surveillance technology has been effective at achieving its identified purposes.
- (ii) Total annual costs for each surveillance technology and database, including personnel and other ongoing costs, and what source of funding will fund the technology in the coming year.
- (iii) How often and what type of collected surveillance data was shared with and received from any external persons or entities; under what legal standard(s) the information was disclosed; and the justification for the disclosure(s).
- (iv) A summary of complaints or concerns that were received about each surveillance technology.
- (v) The results of any internal audits, any information about violations of the Use Policy, and any actions taken in response to complaints or concerns.
- (vi) Justification for the continued use of each surveillance technology.