CITY OF URBANA

CITY OF URBANA
CITY COUNCIL REGULAR MEETING

DATE: Monday, September 28, 2026
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

A. Call to Order and Roll Call

B. Approval of Minutes of Previous Meeting

C. Additions to the Agenda

D. Presentation and Public Input

E. Council Input and Communications

F. Reports of Standing Committees

G. Committee of the Whole (*Council Member Verdell Jones III, Ward 4*)

1. Consent Agenda

a. **Resolution No. 2026-09-050R:** A Resolution Approving an Intergovernmental Agreement for Administration of a Basic Operations/Advanced Firefighter Academy between the City of Urbana, the City of Champaign, and Cornbelt Fire Protection District – FD

b. **Resolution No. 2026-09-051R:** A Resolution Amending Resolution No. 2023-02-013R A Resolution Adopting the City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List (#2) – Exec

c. **Resolution No. 2026-09-052R:** A Resolution Approving and Authorizing the Execution of an Economic Development Agreement (Champaign County Economic Development Corporation FY27) – CD

d. **Resolution No. 2026-09-053R:** A Resolution Approving and Authorizing the Execution of a Community Partnership Agreement (Experience CU, FY27) – CD

2. Regular Agenda

a. **Ordinance No. 2026-09-023:** An Ordinance Approving a Special Use Permit (Renovation of Multiple-Family Apartment Building in the Southeast Urbana Overlay District at 1302 and 1304 Silver Street / Plan Case No. 2530-SU-26) – CD

b. **Ordinance No. 2026-09-024:** An Ordinance Approving a Special Use Permit (Renovation of Multiple-Family Apartment Building in the Southeast Urbana Overlay District at 1401 Silver Street / Plan Case No. 2531-SU-26) – CD

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at https://www.urbanail.gov/executive-department/page/urbana-public-television

c. **Ordinance No. 2026-09-025:** An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #1 – Omnibus) – Fin

d. **Ordinance No. 2026-09-026:** An Ordinance Amending Urbana City Code Article III – Officers, Chapter 2 – Administration, Section 42 – Appointment – HR

H. Reports of Special Committees

I. Reports of Officers

J. Mayoral Appointments

1. ***Deputy Chief of Police***

– Michael Cervantes (term ending June 30, 2027)

K. Closed Session per 5 ILCS 120/2(c)(21) – Review of Closed Session Minutes

L. 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@urbanail.gov

CITY OF URBANA

City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.UrbanaIL.gov

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: **September 21, 2026, Committee of the Whole**
Subject: **Resolution Approving an Intergovernmental Agreement for Administration of a Basic Operations/Advanced Firefighter Academy between the City of Urbana, the City of Champaign, and Cornbelt Fire Protection District**

Summary

Action Requested

City Council is being asked to approve a Resolution authorizing an Intergovernmental Agreement (IGA) between the City of Urbana, the City of Champaign, and Cornbelt Fire Protection District for the administration of a joint Basic Operations/Advanced Firefighter Academy.

Brief Background

In 2025, the Champaign Fire Department initiated a regional Basic Operations/Advanced Firefighter Academy as a pilot program in partnership with the Urbana Fire Department and Cornbelt Fire Protection District. Two Academy sessions have been completed under the pilot.

During that period, UFD provided instructional staff and absorbed the associated personnel and overtime costs without reimbursement. With the program moving beyond the pilot phase, the proposed IGA formalizes the responsibilities of each agency and establishes a reimbursement structure for personnel costs associated with Academy instruction.

Relationship to City Services and Priorities

Impact on Core Services

The agreement supports UFD core services by providing a local, standardized firefighter training academy and a formal mechanism to recover eligible personnel costs when UFD employees serve as instructors.

An additional benefit is that UFD employees can provide foundational training directly to newly hired UFD firefighters, giving new employees early exposure to Department expectations, operational practices, and experienced personnel.

Strategic Goals & Plans

Strategic Area #1: Public Safety and Well-Being - Strategy 2: Enhance and expand public safety resources.

The proposed IGA supports this strategic goal by providing UFD with an additional local option for completing foundational firefighter training for newly hired employees.

Participation in the IGA does not make this Academy the exclusive training option for UFD. Rather, it expands the Department's available training resources by providing a nearby Academy option that can help manage training-related costs and provide additional opportunities to place new employees in required training in a timely manner.

The partnership also allows UFD personnel to serve as instructors, giving experienced Urbana employees the opportunity to provide foundational training directly to new UFD employees while allowing the City to recover eligible instructor personnel costs.

Previous Council Actions
There has been no previous Council action regarding this IGA or the regional firefighter Academy.

During the pilot phase, the City of Urbana operated under a Memorandum of Understanding (MOU) with the City of Champaign. Under the MOU, UFD participated in two Academy sessions and provided instructional staff in support of the program. During the pilot period, Urbana absorbed the associated personnel and overtime costs without reimbursement.

The proposed IGA transitions the Academy beyond the pilot arrangement by formalizing the partnership among the City of Urbana, the City of Champaign, and Cornbelt Fire Protection District and establishing reimbursement for eligible UFD instructor personnel costs.

Discussion
The proposed IGA transitions the regional firefighter Academy from a pilot program to a formal intergovernmental partnership. It establishes the administrative, financial, staffing, facility, insurance, and liability responsibilities of the participating agencies while allowing UFD to continue supporting the Academy without absorbing the full cost of providing instructional personnel.

Key provisions include:

- Formalizing the joint Academy partnership among the City of Urbana, the City of Champaign, and Cornbelt Fire Protection District following two pilot Academy sessions.
- Designating the City of Champaign as the lead agency responsible for Academy administration, scheduling, purchasing, and programmatic decisions.
- Establishing a one-year term, unless the Parties mutually agree in writing to extend the Agreement.

- Providing a nine-week, 40-hours-per-week Basic Operations/Advanced Firefighter Academy that includes FSVO, NIMS 100/700/800, Courage to Be Safe, HAZMAT Operations, and Vehicle Machinery Operations training.
- Hosting the Academy at the Cornbelt Fire Protection District training facility in Mahomet.
- Authorizing UFD and Cornbelt personnel to serve as instructors and requiring the City of Champaign to reimburse each agency for actual instructor hours worked, up to $15,000 per Party per Academy and $30,000 total per Academy.
- Establishing Academy tuition at $7,500 per student per session, with tuition collected by the City of Champaign and reserved for Academy-related expenses.
- Establishing a minimum of eight and maximum of 20 participants per Academy session, with priority seating for the participating agencies, followed by MABAS Division 28 departments and then outside agencies.

The reimbursement provision is the primary operational change for UFD. During the pilot period, UFD supplied Academy instructors without reimbursement for the overtime and personnel costs associated with that staffing. Under the IGA, UFD may continue providing qualified instructors while receiving reimbursement for eligible personnel costs, up to $15,000 per Academy.

Beyond the financial benefit, continued participation allows UFD employees to play a direct role in providing foundational training to the Department's new firefighters, helping establish Department expectations and operational practices from the beginning of their employment.

Together, these provisions create a sustainable framework for continued participation in the regional training program.

Recommendation
City Council is being asked to approve a Resolution authorizing the Intergovernmental Agreement for Administration of a Basic Operations/Advanced Firefighter Academy between the City of Urbana, the City of Champaign, and Cornbelt Fire Protection District.

Next Steps
Following Council approval, the authorized City representative will execute the IGA on behalf of the City of Urbana. The Agreement will become effective upon final execution by all Parties and will remain in effect for one year unless extended by written agreement.

UFD will then continue participating in Academy instruction under the staffing and reimbursement provisions established by the IGA.

Attachments

1. Resolution Approving an Intergovernmental Agreement for Administration of a Basic Operations/Advanced Firefighter Academy between the City of Urbana, the City of Champaign, and Cornbelt Fire Protection District
2. Intergovernmental Agreement for Administration of a Basic Operations/Advanced Firefighter Academy

Originated by: Steven Doggett, Fire Chief
Reviewed: Tal Prendergast, Deputy Fire Chief
Approved: Darius L. White, City Administrator

RESOLUTION NO. _____

RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT FOR ADMINISTRATION OF A BASIC OPERATIONS/ADVANCED FIREFIGHTER ACADEMY BETWEEN THE CITY OF URBANA, THE CITY OF CHAMPAIGN, AND CORNBELT FIRE PROTECTION DISTRICT

WHEREAS, Section 10 of Article VII of the Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq., authorize units of local government to cooperate in the performance of governmental activities, and the City of Urbana, the City of Champaign, and Cornbelt Fire Protection District desire to jointly administer a Basic Operations/Advanced Firefighter Academy; and

WHEREAS, the City of Urbana has participated in the firefighter academy during its pilot phase under a Memorandum of Understanding with the City of Champaign, and two academies have been delivered during the pilot period; and

WHEREAS, the proposed Intergovernmental Agreement formalizes the partnership beyond the pilot phase, permits Urbana Fire Department personnel to serve as Academy instructors, and provides for reimbursement to the City of Urbana for actual instructor hours at the employees' regular rates of pay, up to $15,000 per Academy; and

WHEREAS, participation in the Agreement provides the City with an additional, non-exclusive local option for required firefighter training, helps control costs, gives new employees more opportunities to complete foundational training before becoming operational, and allows Urbana Fire Department personnel to train new Urbana firefighters; and

WHEREAS, the City Council finds that approval of the Intergovernmental Agreement is in the best interests of the City of Urbana and its residents.

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

Section 1. The Intergovernmental Agreement for Administration of a Basic Operations/Advanced Firefighter Academy between the City of Urbana, the City of Champaign, and Cornbelt Fire Protection District, in substantially the form attached hereto and incorporated herein by reference, is hereby approved.

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

AYES:

NAYS:

ABSTENTIONS:

_____
Darcy E. Sandefur, City Clerk

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

_____
DeShawn B. Williams, Mayor

INTERGOVERNMENTAL AGREEMENT
FOR ADMINISTRATION OF A
BASIC OPERATIONS/ADVANCED FIREFIGHTER ACADEMY

This intergovernmental agreement ("IGA" or "Agreement") sets forth the terms by which the Parties shall administer a joint Basic Operations/Advanced Firefighter Academy ("Academy"). This IGA is made and entered into on the date it is fully executed by the parties hereto: the City of Champaign (Champaign Fire Department), the City of Urbana (Urbana Fire Department) and Cornbelt Fire Protection District (each a "Party" and collectively the "Parties").

WHEREAS, Section 10 of Article VII of the Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq., provide for and enable the Parties to enter into cooperative agreements among themselves; and

WHEREAS, the Parties wish to administer an intergovernmental 9-week (40 hours/week) Basic Operations/Advanced Firefighter Academy; and

NOW, THEREFORE, the Parties hereto agree as follows:

Section 1. Host/Lead Agency Responsibilities.

The City of Champaign shall be designated to act as the lead agency for purposes of administering this IGA, including but not limited to procuring any necessary equipment and supplies for the Academy, making any related expenditures as specified in this IGA (subject to the cost share provisions herein), scheduling, and programmatic decisions.

Section 2. Term.

This IGA shall remain in effect for one year from the date of final execution, unless the Parties mutually agree to an extension in writing.

Section 3. Training Academy.

The Parties agree to the following:

(a) **Training Academy.** The Parties will administer a 9-week (40 hours/week) Basic

Operations/Advanced Firefighter Academy ("Academy"), which will include Fire Service Vehicle Operator ("FSVO"); NIMS 100, 700 & 800; Courage to be Safe; HAZMAT Operations; and Vehicle Machinery Operations training programs. The Academy will be hosted at Cornbelt Fire Protection District's training facility in Mahomet, IL ("Facility"). The Academy will be held at least once during the term of this Agreement.

(b) **Purchase of Textbooks, Curriculum, and Other Supplies.** The Parties agree that the purchase of textbooks, curriculum, and other supplies related to the administration of the Academy will be conducted by the Lead Agency. The cost of textbooks, curriculum, and related supplies will be included in the price of tuition.

(c) **Facility Use Fee.** A total facility use fee of $12,500 per Academy session shall be paid to the Cornbelt Fire Protection District by the City of Champaign. Cornbelt Fire Protection District will invoice the City for this fee prior to the commencement of each Academy or as soon as reasonably practicable and payment will be due within 60 days after the date of invoice. The facility use fee is intended to be used toward expenses such as, but not limited to, utilities and maintenance for training facilities as well as materials needed to create Class A fires within burn buildings.

(d) **Damage.** Ordinary wear and tear excepted, each Party will be responsible for any damage caused to the Facility resulting from the actions, fault, or negligence of that Party or Parties. Prior to paying the cost of any repairs, the responsible Party has the right at its own cost to obtain an independent estimate of the cost of repair.

(e) **Instructors.** Unless the Parties agree otherwise, all instructors will be employed by the City of Champaign, the City of Urbana, or Cornbelt Fire Protection District and will be paid in accordance with the respective Parties' personnel policies, procedures and other contractual obligations. The City of Champaign will establish instructors' schedules, and the number of hours instructors will work.

(f) **Reimbursement of Personnel Costs.** The City of Champaign shall reimburse the City of Urbana and Cornbelt Fire Protection District for actual hours worked as Academy instructors at the instructor's regular rate of pay as set by each Party's personnel policies and salary schedules. Reimbursement for personnel costs will not exceed $15,000.00 per Party per Academy, with a total not-to-exceed of $30,000.00 per Academy.

(g) **Tuition.** Unless the Parties agree otherwise, the Academy tuition fee for the Academy will

be $7,500 per student per session. Tuition will be paid to and collected by the City of Champaign and the funds will be reserved specifically for use in connection with the Academy.

(h) **Priority for Seats.** There will be a minimum of eight (8) and a maximum of twenty (20) participants per Academy session unless otherwise agreed in writing by the Parties. The Parties will receive priority consideration for seats in the Academy. Any remaining seats will be offered first to Champaign County/MABAS Division 28 fire departments and then to agencies outside of MABAS 28.

(i)

Section 4. Insurance.

Each Party shall procure and maintain, at its sole and exclusive expense, insurance coverage, including comprehensive liability, personal injury, property damage, workers' compensation, automobile, and if applicable, emergency medical service professional liability with minimum policy limits of:

- Automobile Liability: $1,000,000 combined single limit General
- Liability: $1,000,000 per occurrence
- Emergency Medical Service Professional Liability: $1,000,000 per occurrence
- Worker's Compensation Insurance: Statutory Requirements

Section 5. Liability.

Each Party will be solely responsible for the acts of its own governing body, officers, employees, agents, and subcontractors, expressly including, but not limited to, all participants and instructors, the costs associated with those acts, and the defense of those acts. No Party shall be responsible to another Party for any liability or costs arising from the act of an employee or agent of another Party. Each Party hereto shall hold other Parties hereto harmless for any liability or costs arising from the act of an employee or agent of another Party. The provisions of this Section shall survive the termination of this Agreement by any Party.

Section 6. Notice. Notice shall be provided to the Parties as follows:

Champaign Fire Department
Chief Tyler Funk
307 S. Randolph St., Champaign 61820
217-403-7200
Tyler.Funk@champaignil.gov EIN 37-6000471

Cornbelt Fire Protection District
Chief John Koller
PO Box 500 Mahomet, IL 61853
217.586.3380
JKoller@cornbeltfire.com EIN 37-1022799

Urbana Fire Department
Chief Steven Doggett
400 S. Vine Street, Urbana, IL 61801
Steven.Doggett@UrbanaIL.gov EIN 37-6000524

Section 7. Amendments. Amendments to this IGA must be by written agreement of all Parties. Additional Participating Agencies may be added to this IGA with the express written agreement of the existing Parties.

Section 8. Execution. This IGA may be executed in counterparts, each of which shall be deemed an original. Facsimile, pdf, or other digital signature (i.e. DocuSign) shall be deemed to have the same legal effect as an original ink signature.

IN WITNESS WHEREOF, the Parties have set their signatures as set forth below.

CITY OF CHAMPAIGN (CHAMPAIGN FIRE DEPT.)

By: _____
City Manager

DATE: _____

APPROVED AS TO FORM:

_____
Deputy City Attorney

CORNBELT FIRE PROTECTION DISTRICT

By: _____

Title: _____

DATE: _____

CITY OF URBANA (URBANA FIRE DEPT.)

By: _____

Title:_____

DATE: _____

CITY OF URBANA

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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: September 21, 2026, Committee of the Whole
Subject: A Resolution Amending Resolution No. 2023-02-013R A Resolution Adopting the City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List (#2)

Summary

Action Requested

City Council is asked to approve the reallocation of $45,000 in American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF), or "ARPA funds," from the Urbana Neighborhood Connections Center (UNCC) subrecipient grant project to the Housing Authority of Champaign County (HACC) YouthBuild subrecipient grant project.

The proposed resolution would amend Resolution No. 2023-02-013R A Resolution Adopting the City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List and authorize the action requested above.

Brief Background

Following a mid-2026 review conducted in collaboration with Urbana Neighborhood Connections Center (UNCC) staff, City staff and UNCC staff determined that the UNCC could not fully expend its ARPA funds by the December 31, 2026, spending deadline. Subsequent partnership among City staff and Council members resulted in the reallocation request described above.

Relationship to City Services and Priorities

Impact on Core Services

There are no known or anticipated impacts on core City services.

Strategic Goals & Plans

The requested reallocation plan supports the following elements of Mayor-Council goals:

- **Strategic Area #1: Public Safety and Well-Being.**
  - **Action Step 1a: Pursue methods to mitigate community violence**. Continue to fund community partners and projects that address the root causes of violence with continual program monitoring and evaluation.
  - **Action Step 3a: Promote community well-being**. Complete a systematic review of ARPA subrecipient projects.

- **Strategic Area #4: Economic Health.**
  - **Action Step 2a: Enhance employment opportunities in Urbana.** Collaborate with Parkland College, RPC, or other partners to create workforce development scholarships for low-income Urbana residents focusing on the trades and hospitality industry.

The requested reallocation plan also aligns with multiple "Big Moves" from the 2025 Comprehensive Plan, including:

- **Big Move 9:** Enhance Urbana's Economic Vibrancy
- **Big Move 10:** Support Community Health, Safety, and Well-Being

Previous Council Actions
Previously, the Council passed the following resolutions:

- Resolution No. 2023-02-013R A Resolution Adopting the City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List; and
- Resolution No. 2026-05-018R A Resolution Amending Resolution No. 2023-02-013R A Resolution Adopting The City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List.

Discussion
Additional Background Information
The City of Urbana was the recipient of about $13 million in American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF), or "ARPA funds." Urbana City Council voted to allocate about $10 million to 26 different subrecipient projects in Resolution_2023-02-013R. Twenty-three (23) subrecipient projects are fully closed out or have completed over 95% of scheduled spending. Over 99% of Urbana's ARPA subrecipient project funds have already been spent or credibly allocated (e.g., for regular recurring payments into future months).

Obligation Deadline: Although no new subrecipient projects can be started after the December 31, 2024, obligation deadline, U.S. Department of the Treasury guidance and FAQs anticipated that some recipient and subrecipient projects would not be able to expend their ARPA funds by the December 31, 2026, spending deadline (for a variety of reasons: recipient capacity, project timeline, availability of other funds, etc.). In that case, ARPA funds may be reallocated to other existing subrecipient projects already obligated or funded by December 31, 2024.

Previous Reallocation: In May 2026, the Council previously voted to adopt Resolution No. 2026-05-018R to reallocate a total of $40,037 in ARPA funds from two subrecipient projects – Housing and Homeless Innovation and Roof Repair and Replacement – to three other existing ARPA subrecipient projects: (1) Cunningham Township Supervisor's Office "Bridge to Home"; (2) the University YMCA and Refugee Center "New American Welcome Center"; and (3) the Housing Authority of Champaign County "Steer Place Renovation Project", receiving $10,037, $15,000, and $15,000, respectively.

HACC's YouthBuild: YouthBuild is a community-based, pre-apprenticeship program designed to serve at-risk and disadvantaged youth between the ages of 16 and 24 who have not completed high school, adjudicated youth, youth aging out of foster care, youth with disabilities, homeless youth, and other disconnected youth populations by providing basic education, occupational training, and leadership training while addressing several core issues important to low-income communities: affordable housing, education, employment, and leadership development. Students in YouthBuild earn an accredited high school diploma while also earning nationally recognized credentials in basic construction.

Operations Impact
The reallocation process requires staff time and effort in coordination with the Champaign County Regional Planning Commission (RPC) to analyze subrecipient expenditures, schedules, and forecasts – and then to develop approaches to reallocation. There may also be one additional round of reallocations and an end-of-year process to maximize the expenditure of ARPA funds.

Policy or Statutory Impacts
There are no known or anticipated policy or statutory impacts.

Fiscal and Budget Impact
The reallocation request is intended to increase the likelihood that all ARPA funds are fully expended so that no unspent ARPA funds are returned to the U.S. Treasury.

Community Impact
The reallocation request is intended to increase the likelihood that all ARPA funds are completely spent to maximize the community impact of those funds. There are no known or anticipated impacts that would disproportionately or negatively affect members of traditionally under-represented racial or ethnic groups.

Recommendation
City Council is asked to approve the reallocation of $45,000 in ARPA funds from the Urbana Neighborhood Connections Center (UNCC) subrecipient grant project to the Housing Authority of Champaign County (HACC) YouthBuild subrecipient grant project.

Next Steps
Upon Council approval, the current agreements with the two affected subrecipients will be amended to reflect the changes in subrecipient grant allocation amounts. RPC and City staff will continue to monitor progress toward full expenditure of all ARPA subrecipient project grants.

Attachments

1. Resolution No. 2023-02-013R A Resolution Adopting the City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List (as a link)
2. Resolution No. 2026-05-018R A Resolution Amending Resolution No. 2023-02-013R A Resolution Adopting The City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List (as a link)
3. Resolution _____ A Resolution Amending Resolution No. 2023-02-013R A Resolution Adopting the City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List (#2) (as a link)

Originated by: Tarek Arthur Azim, Management Analyst
Reviewed: Matt Roeschley, City Attorney
Approved: Darius L. White, City Administrator

RESOLUTION NO. _____

A RESOLUTION AMENDING RESOLUTION NO. 2023-02-013R A RESOLUTION ADOPTING THE CITY OF URBANA AMERICAN RESCUE PLAN ACT (ARPA) CONCEPT PLAN PROJECT LIST (#2)

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded $12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the Concept Plan and its Funding Goals represent the outcomes the City desires to achieve; and

WHEREAS, the City of Urbana solicited for and received applications for projects that aim to achieve the Funding Goals of the Concept Plan; and

WHEREAS, the City reviewed and evaluated applications, presentations, and supplemental submittals and worked to determine the best way to achieve the Concept Plan Funding Goals; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating $9,949,343 in funds to subrecipient projects; and

WHEREAS, each subrecipient of ARPA SLFRF is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and that all

subrecipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, following a review in collaboration with the Champaign County Regional Planning Commission (RPC) and the subrecipient project owner, City staff determined that the Urbana Neighborhood Connections Center (UNCC) subrecipient project could not fully expend its allocated ARPA SLFRF by the December 31, 2026, program spending deadline; and

WHEREAS, although no new subrecipient projects can be started after the December 31, 2024, obligation deadline, U.S. Department of the Treasury guidance and FAQs allow ARPA SLFRF to be reallocated to other existing subrecipient projects obligated or funded by December 31, 2024; and

WHEREAS, the City desires to ensure all ARPA SLFRF funds are spent down for maximum community impact before the December 31, 2026, deadline.

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

Section 1. The City adopts a reallocation plan to transfer $45,000 in ARPA funds from the Urbana Neighborhood Connections Center (UNCC) subrecipient grant project to the Housing Authority of Champaign County (HACC) YouthBuild subrecipient grant project.

Section 2. That the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to the Mayor's signature as so authorized for and on behalf of the City of Urbana, Illinois.

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

AYES:

NAYS:

ABSTENTIONS:

_____

Darcy E. Sandefur, City Clerk

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

_____

DeShawn B. Williams, Mayor

CITY OF URBANA

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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: September 21, 2026, Committee of the Whole
Subject: A Resolution Approving and Authorizing the Execution of an Economic Development Agreement (Champaign County Economic Development Corporation, FY27)

Summary

Action Requested

City Council is being asked to consider a Resolution adopting an Economic Development Agreement with the *Champaign County Economic Development Corporation* (EDC) that includes a proposed contribution from the City of Urbana of $33,644 for Fiscal Year 2027.

Brief Background

The City of Urbana has supported the EDC for many years, and the proposed contribution of $33,644 for the current fiscal year remains unchanged from last year. In accordance with the City Council's inclusion of EDC funding in the Fiscal Year 2026 budget, staff have prepared an agreement outlining the regional economic development services the EDC will provide to benefit both the City and the broader regional economy.

The proposed agreement follows the format of the FY 2026 agreement and covers activities in this fiscal year, from July 1, 2026, to June 30, 2027 (FY27).

Relationship to City Services and Priorities

Impact on Core Services

N/A

Strategic Goals and Plans

Approval of this Resolution would broadly support Mayor/Council Goals.

- *Strategic Area #4*: Economic Health and Strategy
- #1: Support local businesses, Strategy
- #2: Enhance employment opportunities in Urbana, and
- Strategy #3: Recruit new businesses and industries.

Approval of this Resolution would broadly support the Imagine Urbana Comprehensive Plan.

- Big Move 4: Make Downtown the Economic Driver of the City

- Big Move 5: Expand Urbana's Arts and Culture Program, and
- Big Move 9: Enhance Urbana's Economic Vibrancy.

Previous Council Actions
On October 27, 2026, the City Council approved Resolution No. 2025-10-085R with a funding amount of $33,763 for FY 2026.

Discussion
EDC staff provide many direct services that support Urbana's overarching economic development goals, which in turn help to fund core operations of the City. These EDC services include business visits with major employers, business advising, developer and business lead generation, coordination with state agencies, and regional public-private coordination.

The EDC is proactive in sharing information on State and Federal financial resources through numerous webinars and online posts, applying for and assisting communities in applying for funds, and guiding businesses in need throughout the county on how to apply for essential funding.

In 2021, the EDC was approved by the State of Illinois to become a Community Navigator Hub, which came with funding to assist small and minority-owned businesses in finding resources to overcome the economic hardship caused by the COVID-19 Pandemic.

The proposed agreement includes reporting requirements to staff and City Council. The agreement would require EDC to make an annual presentation to the Mayor and City Council, and provide the City with the updated aforementioned documents. Olivia Jovine, Director of Community Development Services, will serve as the City's representative on the EDC Board until an Economic Development Manager is hired.

Fiscal or Budget Impact
The $33,644 contribution for the current fiscal year has already been provided for in the current FY27 City budget.

Recommendation
Staff recommend approval of the Resolution adopting an Economic Development Agreement for funding the Champaign County Economic Development Corporation (EDC).

Next Steps
If the Resolution is approved, staff will ensure that the document is properly executed by the parties and that the payments are made in accordance with the terms of the Agreement.

Attachments

1. Resolution Approving and Authorizing the Execution of an Economic Development Agreement (Champaign County Economic Development Corporation, FY27)
2. Economic Development Agreement
3. EDC Presentation Materials

Originated by: Michael McMahon
Reviewed: Olivia Jovine, Director of Community Development
Approved: Darius L. White, City Administrator

RESOLUTION NO. _____

RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN ECONOMIC DEVELOPMENT AGREEMENT (CHAMPAIGN COUNTY ECONOMIC DEVELOPMENT CORPORATION, FISCAL YEAR 2027)

WHEREAS, the City of Urbana ("City") is a home rule unit of local government pursuant to Article VII, Section 6, of the State of Illinois Constitution of 1970; and may exercise any power 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

WHEREAS, the City of Urbana has determined that supporting regional economic development coordination and initiatives across Champaign County provides a benefit to the City; and

WHEREAS, the Champaign County Economic Partnership DBA Champaign County Economic Development Corporation ("EDC") is well positioned to provide those regional economic development services for the City and the Champaign County region; and

WHEREAS, the City and the EDC have previously held a relationship related to regional economic development services; and

WHEREAS, the City and EDC believe that it would be mutually beneficial to the City and EDC to renew their agreement whereby EDC would provide regional economic development services for and on behalf of the City and the City would reasonably compensate EDC for such services.

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

Section 1.

An Economic Development Agreement by and between the City of Urbana, a Municipal Corporation, and the Champaign County Economic Partnership DBA Champaign County Economic Development Corporation, a 501c.6 Not-For-Profit Corporation, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2.

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

PASSED BY THE CITY COUNCIL this _____day of _____, _____.

AYES:

NAYS:

ABSTENTIONS:

_____
Darcy Sandefur, City Clerk

APPROVED BY THE MAYOR this _____day of _____, _____.

_____
DeShawn Williams, Mayor

As Authorized by City of Urbana Resolution No. _____

ECONOMIC DEVELOPMENT AGREEMENT

This Economic Development Agreement (hereinafter, "Agreement") is entered into by and between the **City of Urbana** (hereinafter, the "City") and the **Greater Champaign-Urbana Economic Partnership DBA Champaign County Economic Development Corporation** (hereinafter, "EDC") (collectively, the "Parties").

WHEREAS, the City is a home rule unit of local government pursuant to Section 6 of Article VII of the State of Illinois Constitution of 1970; and

WHEREAS, EDC is an Illinois not-for-profit corporation which has been granted tax-exempt status by the Internal Revenue Service pursuant to Section 501(c)(6) of the Internal Revenue Code (26 U.S.C. § *et seq.*) and which is certified by the Illinois Department of Commerce and Economic Opportunity as the Illinois Small Business Development Center (hereinafter, "SBDC"), International Trade Center (hereinafter, "ITC"), and Illinois APEX Accelerator (hereinafter, "APEX") for Champaign County; and

WHEREAS, the City seeks to provide financial support for ongoing economic development, business development, and workforce development activities in the City of Urbana and Champaign County, as conducted by the EDC; and

WHEREAS, EDC seeks to promote Champaign County as an epicenter of entrepreneurship, innovation, and talent in Central Illinois and the Midwest; and

WHEREAS, EDC is experienced in the development of relationships between governments, businesses, employers, and educational/research institutions in Champaign County to promote new business startups and business growth; retention and expansion of existing employers; improvements in the available workforce by working with schools, Parkland College, the University of Illinois, and employers; and promoting the economic and physical growth of Champaign County; and

WHEREAS, EDC is also experienced in the marketing and promotion of Champaign County to geographic areas and populations outside of Champaign County by utilizing existing communication tools, such as the Make It Champaign-Urbana website, which houses the Champaign-Urbana Area Job Board and talent attraction programs such as the Chambana Welcome Crew and Community Job Application; and

WHEREAS, EDC is experienced in coordinating and disseminating site selection RFPs and inquiries to local real estate developers and brokers, and managing real estate regional and site data to provide information to the public and professionals about development opportunities in Champaign County and to perform regional analysis that will inform decision-makers and businesses about growth, employment, and development options; and

WHEREAS, EDC is host to and manages the SBDC, ITC, and APEX, supported by grants from the federal SBA and state DCEO to provide no-cost, confidential small business advising and training; and

WHEREAS, EDC is recognized as the regional point of contact for economic development in Champaign County; and

WHEREAS, the City and EDC seek to form a mutually beneficial arrangement whereby EDC undertakes the foregoing economic development activities for the benefit of Urbana as a key part of the county economy and coordinates such activity with the other municipalities, villages and county government as well as the University of Illinois and Parkland College to expand the regional marketplace for jobs and commerce, and strengthen the economy of the City and Champaign County.

NOW for good, valuable, and mutual consideration which each Party acknowledges as having in hand received and for the mutual exchange of the covenants, terms, and conditions contained in this Agreement, the Parties agree as follows:

A. CITY OBLIGATIONS TO EDC:

1. City Funding and In-Kind Services to EDC:

a **City Monetary Funding to EDC:** The City shall provide EDC with certain funding which EDC may use to operate its business and also perform its duties as the SBDC, ITC, and APEX for Champaign County. The amount of funding which the City shall provide to EDC for such purpose shall commence of July 1 and end on June 30 shall be:

Fiscal Year 2027: $33,644

b **City In-Kind Services to EDC:** Separate and apart from the funding provided for in Sub-Paragraph A(1)(a) of this Agreement, the City may at its discretion provide in-kind services at no cost to EDC but is under no obligation to provide any such in-kind services. The City shall value any in-kind services which it provides to, for, or for the benefit of EDC based on the rates which the City customarily charges for the provision of the same or similar services in connection with special public events held within the City's corporate limits as described in Section 10.2 of the City of Urbana Policy & Procedure Manual.

c **Collective City Funding:** Unless the context of any Paragraph or Sub Paragraph in this Agreement provides or suggests otherwise, reference to "City Funding" or "City Funds" shall mean and include the monetary funding and any in-kind services provided for in Sub-Paragraphs (A)(1)(a) and (A)(1)(b) of this Agreement.

2. Disbursement of Funds: The Parties recognize and agree that it shall be a goal of EDC that, during the term of this Agreement, EDC shall undertake efforts within its own operations, marketing and other activities, as provided for in Sub-Paragraphs B(1) through B(5), to expand its services to businesses. Thus, the Parties intend that EDC's receipt of City Funding shall be based in whole or in part on EDC's performance during the term of this Agreement. However, nothing herein shall be deemed or construed as barring the Parties from entering into one or more other written agreements for other EDC services, which benefit the City and/or its business community and the City from compensating EDC on covenants, terms and/or conditions separate and apart from those provided for in this Agreement. To this end, EDC shall submit invoices to the City on a quarterly basis on or about July 1st, October 1st, January 2nd and April 1st with each invoice representing one- fourth (1/4th) of the City Funds due in the City Fiscal Year. The City shall disburse City Funds to EDC within thirty (30) days of the City's receipt of an invoice from EDC within the term of this Agreement.

Notwithstanding anything to the contrary provided for in Sub-Paragraphs A(1) of this Agreement, EDC shall not use or expend any City Funds, whether as staff funding and/or operational funding, for political purposes and activities including, but not necessarily limited to, funding of any political action committee, funding any organizations, candidates, or public office-holders political campaign, lobbying activities, or other activities which are or may be contrary to EDC's IRS Section 501(c)(6) tax-exempt status. Nothing herein shall be deemed, construed or interpreted as prohibiting EDC from engaging in any of the aforesaid political activities or lobbying activities where such activities are clearly and plainly intended to benefit the City or Champaign County as whole rather than any particular political constituency.

3. Limits on City Funding: Nothing in this Sub-Paragraph shall be deemed, construed or interpreted as limiting the amount of additional funding, if any, which the City may, in its sole discretion, provide to EDC for any purpose, whether specific or general in nature and whether or not pursuant to one or more separate agreements entered into and executed by and between the Parties.

B. EDC'S OBLIGATIONS TO THE CITY:

1. Promotional, Marketing, and Sponsoring Activities: EDC shall undertake such efforts as reasonably possible and within the limits of funding provided by the City to promote and market the City as a vital part of the Champaign County economy and to coordinate and plan specific activities, events, and materials that promote the City as a unique destination in Champaign County in concert with Urbana businesses and city staff. Such activities shall include but shall not be limited to: support of and participation in City and Urbana business events, promotion and support of businesses located within the City, planning and attending visits to employers identified by the City, holding promotional activities in Urbana businesses, planning and attending business openings or receptions, and including City programs, incentives and events on the EDC website, emails, social media posts, and printed promotional pieces. Such efforts shall also be complementary to and consistent with EDC's regional efforts to promote all of Champaign County and improve the region's businesses, institutions, and industries as a whole.

Notwithstanding anything to the contrary contained in this Sub-Paragraph B(1), all EDC promotional, marketing, staging, or sponsorship activities shall be undertaken in a manner which

a. presents the City, its officials, and its business community in a favorable light;

b. is presented in good taste and in such manner as to avoid offending the overall City residential and business community;

c. does not promote any particular religious or political positions or persuasions;

d. is presented or conducted in a manner so as not to endanger human life, health or safety.

EDC shall comply with all federal, state and City laws, rules and regulations in connection with any and all EDC activities.

2. Board Representation: The City shall designate one person and one alternate to sit on the EDC Board of Directors with full voting authority during the term of this Agreement as is consistent with the EDC bylaws.

3. EDC Budget: EDC shall submit to the City an annual budget approved by the EDC Board of Directors. In the event EDC amends the aforesaid budget, EDC shall provide a copy of each such budget amendment to the City along with a statement of the reason therefor within seven (7) days of when EDC's Board of Directors approval of such amendment.

4. EDC Reports to City Council: EDC shall submit to the City, within ninety (90) days following the close of the City Fiscal Year, its written annual partnership report which shall (i) describe the activities which EDC has undertaken for, on behalf of and/or for the benefit of the City, of businesses located within the City, and of events located within the City during the immediate past City Fiscal Year; (ii) provide a summarized accounting of all funds received by EDC during the aforesaid City Fiscal Year, including but not limited to the City Funds provided for in Sub-Paragraph A(1) of this Agreement; and (iii) provide a summarized accounting of all expenditures and disbursements made by EDC during the aforesaid City Fiscal Year.

EDC shall annually provide a representative of EDC to present the aforesaid annual partnership report to and address questions from the City Council at such time as the City may direct. All reports and accountings provided in this Sub-Paragraph B(5) shall be in writing and shall appear on the letterhead of EDC.

5. Dissolution of EDC: In the event that EDC should dissolve or elect to cease operations for any reason after any payment provided for in Sub-Paragraphs A(1)(a) and A(1)(b) of this Agreement has been made for a City Fiscal Year not then completed, then EDC shall notify the City at least ninety (90) calendar days before ceasing operations and work in good faith with the City on a written plan for dissolution of the EDC. Such a plan shall be mutually agreed to by the

Parties in writing and shall account for the payment of all just debts and obligation of the EDC including any refund to the City as may be agreed to by the Parties.

If within at least sixty (60) calendar days after ceasing operations the Parties do not mutually agree on such a written plan for dissolution as herein described, then EDC, after its payment of all just debts and obligations, shall refund to the City so much of the amount which the City provided to EDC in the City Fiscal Year when it dissolves computed as a percentage of days within said City Fiscal Year which have passed expressed as a fraction or percentage of the total number of days in the said City Fiscal Year. – i.e., 365 or 366 depending on whether the year of dissolution is a "leap-year." For example, and by way of example only, in the event that the City provided EDC with $10,000 in the City Fiscal Year 2026 and EDC elects to dissolve on February 29, 2026, then the amount refunded to the City shall be computed as follows: ($10,000) x (244 ÷ 366) = $6,666.67. However, EDC shall be relieved of its obligation to tender such refund should it be determined that state and/or federal law, rules, or regulations bar the making of such refund. Separate and apart from the refund provided for in this Sub-Paragraph, in the event that EDC announces its intent to dissolve or cease operations, the City may, at its sole election and discretion cease to provide additional funds to EDC.

C. MISCELLANEOUS TERMS:

1. Term of Agreement: This Agreement shall commence on July 1, 2026, and shall expire at 11:59 p.m. on June 30, 2027.

2. Default and Opportunity to Cure: In the event that either Party believes that the other Party has defaulted on any covenant, term or condition contained in this Agreement, the non-defaulting Party shall provide written notice to the other Party of such default. The aforesaid written notice shall state or describe the nature of the default, whether by act or omission, and the Paragraph and/or Sub-Paragraph, as the case may be, which governs the obligation which is alleged to be in default. Within ten (10) calendar days of the effective date of such notice of default (as defined by Sub-Paragraph C(6) below), the recipient of such notice shall (i) cure the default and provide documented evidence of the nature and/or manner of such cure; (ii) respond in writing to such notice which writing shall advise that the recipient reasonably believes that it is not in default and which describes the reasons for such belief; or (iii) provides a written plan of cure in those instances where cure of a default cannot be completed within the aforesaid ten (10) calendar day period.

3. Dispute Resolution: In the event that the Parties cannot resolve any dispute between them, they shall submit to mediation in an effort to resolve any such dispute. The Parties shall agree on the selection of the mediator and that mediator's rules and/or procedures shall govern any such mediation. The Parties shall share equally in the cost of the mediation. In the event that the Parties fail to resolve their dispute through mediation, then either or both Parties shall be free to initiate and maintain an action to construe, interpret and/or enforce this Agreement in the Circuit Court for the Sixth Judicial Circuit, Champaign County, Illinois.

4. Termination:

a. This Agreement may be terminated by the City immediately and without written notice if EDC –defaults on this Agreement without reasonable cure as provided for in Sub-Paragraph C(2) and which default/dispute is not resolved through mediation;

(i) files a petition or is the subject of an involuntary petition for bankruptcy filed in a United States Bankruptcy Court;

(ii) files a notice of intent or other paper with the Secretary of State for the State of Illinois which evidences an intent to liquidate or dissolve;

(iii) loses its IRS 501(c)(6) status as a tax-exempt business league by reason of any act or omission on the part of EDC;

(iv) loses its Illinois Department of Commerce and Economic Opportunity certification as either the SBDC or the ITC for Champaign County;

(v) becomes involuntarily dissolved for any reason by the Secretary of State of the State of Illinois and where EDC fails to apply for reinstatement within ten (10) business days of notice of such involuntary dissolution;

(vi) enters into any arrangement with creditors which could reasonably be deemed, construed, or interpreted as a common law composition with creditors;

(vii) is placed in receivership by a lawful court order;

(ix) acts or fails to act in such a manner as would injure or likely injure the City in any way, or cast the City or any business located within the City in a negative light unless, in the case of a business, such negative light is reasonably supported by evidence; and/or

(x) acts or fails to act in a manner which threatens or which may reasonably threaten human life, health or safety.

In the event that the City elects to terminate this Agreement for any one or more of the reasons provided in this Sub-Paragraph, the City's obligation to provide funding to EDC shall automatically cease and become wholly null and void. In addition to any other remedy which the City may have as a matter of law or right, the City shall be entitled to seek, obtain and recover a refund from EDC in an amount calculated as if EDC elected to dissolve as provided in Sub-Paragraph B(6) of this Agreement.

b. This Agreement may be terminated by either Party by giving written notice to the other Party of its intent to terminate and such termination shall be deemed effective

thirty (30) days after the effective date of such written notice (as defined by Sub-Paragraph C(7) below). Any Party providing such notice of termination shall offer the other Party an opportunity to meet and discuss such termination prior to the effective date hereunder. In the event of such termination, EDC shall refund to the City so much of those funds which the City has provided to EDC in the fiscal year in which the termination occurs computed in the manner provided for in Sub-Paragraph B(6) of this Agreement.

5. Refund of Funds: If any event arises which triggers EDC's obligation to refund any monies to the City as provided elsewhere in this Agreement, EDC shall tender to the City such refund in the amount provided for in this Agreement within sixty (60) calendar days of when the aforesaid event occurred. In the event EDC fails to tender such refund to the City within the timeframe provided herein, the City shall be entitled to interest on the said refund at the rate of nine percent (9%) per annum with interest commencing to run on the date when the City was first entitled to said refund.

6. Indemnification: EDC agrees to and will indemnify, defend and hold harmless the City, its elected and appointed officials, employees, agents, and assigns from and against any and all claims, suits, actions, causes of action, judgments, decrees, orders, liabilities, and defenses which arise or which may arise out of or which are or may be the direct or proximate result of any unlawful intentional, willful, wanton, grossly negligent, or negligent act or omission by EDC and/or any of its directors, officers, employees, agents, contractors, or representatives. Nothing herein shall require EDC to indemnify, defend and hold harmless the City, its elected and appointed officials, employees, agents, and assigns from and against any and all claims, suits, actions, causes of action, judgments, decrees, orders, liabilities, and defenses which arise or may arise out of or which are or may be the direct or proximate result of any intentional, willful, wanton, grossly negligent, or negligent act or omission by the City or any of its elected or appointed officials, employees, agents, or assigns.

7. Notices: All notices required to be given shall be in writing, and such notices shall be deemed proper and effective as hereinafter provided:

a. If by First Class U.S. Mail: All such notices shall be sent by registered or certified mail with a return receipt requested. If any such notice is placed in an envelope properly addressed to the intended recipient and bearing proper postage, such notice shall be deemed effective four (4) days from the date of placement with the United States Postal Service.

b. If by facsimile: All such notices shall be deemed effective if transmitted to the intended recipient's facsimile machine and the same shall be deemed effective on the next business day following transmission if the sender's facsimile machine provides a printed recipient that the facsimile was received by the intended recipient's facsimile machine. If no such printed receipt is provided, then the notice shall be deemed effective four (4) days after its transmission.

c. If by overnight courier: All such notices shall be deemed effective if placed

in a properly addressed overnight courier envelope properly addressed to the intended recipient with delivery charges to be paid by the sender of such notice, and such notice shall be deemed effective the next business day following delivery of such notice.

d. If by personal delivery: All such notices shall be deemed effective if hand delivered by an employee of the sender to an employee of the intended recipient, and such notice shall be deemed effective on the next business day following delivery of such notice.

e. No other form of notice, including e-mail notice, shall be deemed effective whether or not such notice was in fact received by the intended recipient.

Notices shall be delivered to the following locations unless a Party informs the other Party in writing of a different location to where notices should be directed:

TO THE CITY:
Darius White
City Administrator
City of Urbana
400 S. Vine St.
Urbana, IL 61801

TO EDC:
Carly McCrory McKay
Champaign County Economic Development Corporation
1817 South Neil Street, Suite 100
Champaign, IL 61820

8. Waiver: The failure of any Party to enforce any covenant, term or condition contained in this Agreement or to take action to enforce the same shall not be deemed to constitute a waiver of that Party's right to enforce or take action to enforce such covenant, term or condition. Notwithstanding the foregoing, if a Party fails to enforce or undertake any action to enforce any covenant, term or condition contained in this Agreement and knows that the other Party has relied on such forbearance to its financial detriment, then such knowledge shall constitute a waiver by the Party which has or had the right to enforce or initiate an action to enforce such covenant, term or condition.

9. Assignment: Neither Party shall have the right to assign or otherwise transfer to any third person the Party's obligation to perform or the right to receive performance of any covenant, term or condition in this Agreement without the written consent of the non-assigning Party. If either Party consents to allow the other Party to assign or otherwise transfer its obligation to perform any covenant, term or condition contained in this Agreement or the right to receive the benefit of performance of any covenant, term or condition contained in this Agreement to or from a third person, then this Agreement shall be binding upon such third person as if such third person was a signatory to this Agreement, and such third person shall be deemed a "Party" as referred to in this Agreement.

10. Human Rights: EDC, in all respects, shall comply with the City's Human Rights Ordinance and, if requested in writing by the City, EDC shall provide such hiring information as requested by the City as if requested pursuant to the City's Equal Opportunity in Purchasing

Ordinance.

11. Representations and Warranties: Each Party represents and warrants that the individual executing this Agreement is duly authorized to do so.

12. Sole Agreement of the Parties: This Agreement shall supersede and replace any and all agreements respecting the subject matter of this Agreement, whether oral or in writing, entered into by and between the Parties heretofore.

[END OF AGREEMENT, SIGNATURES FOLLOW.]

FOR THE CITY:

_____
DeShawn Williams, Mayor

ATTEST:

_____
Darcy Sandefur, City Clerk

Date: _____

FOR EDC:

_____
Carly McCrory-McKay, Executive Director

ATTEST:

_____
Mark Dixon, Board of Directors Chair

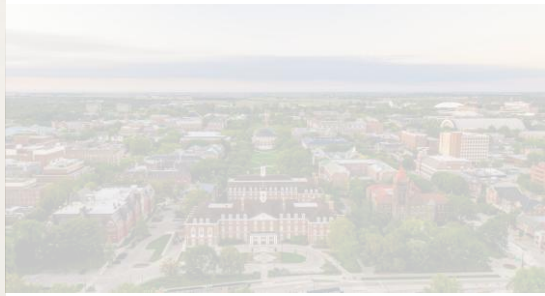
Date: _____

Champaign County Economic Development Corporation

City of Urbana
September 21, 2026









WHO WE ARE & WHAT WE DO

- Champaign County EDC is a public-private partnership dedicated to fostering a cooperative, county-wide approach to economic development – we are the regional economic development organization (EDO)

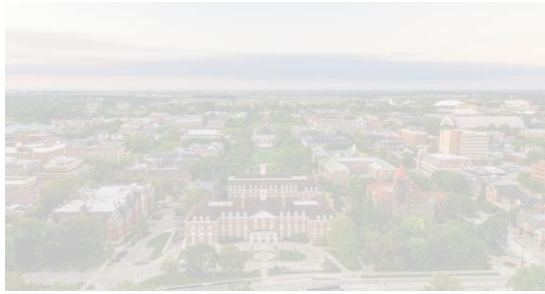
- CCEDC works to strengthen the economic well-being of Champaign County by supporting job creation and retention, attracting strategic investment, fostering small business growth, and enhancing the region's overall quality of life

- Host to:
  - Illinois Small Business Development Center (SBDC) at Champaign County EDC
  - Illinois SBDC International Trade Center (ITC) at Champaign County EDC
  - Illinois APEX Accelerator at Champaign County EDC

- Agencies located within the EDC office:
  - Illinois Department of Commerce & Economic Opportunity (DCEO) – East Central Region, Office of Regional Economic Development
  - Justine PETERSEN – a Community Development Financial Institution (CDFI)



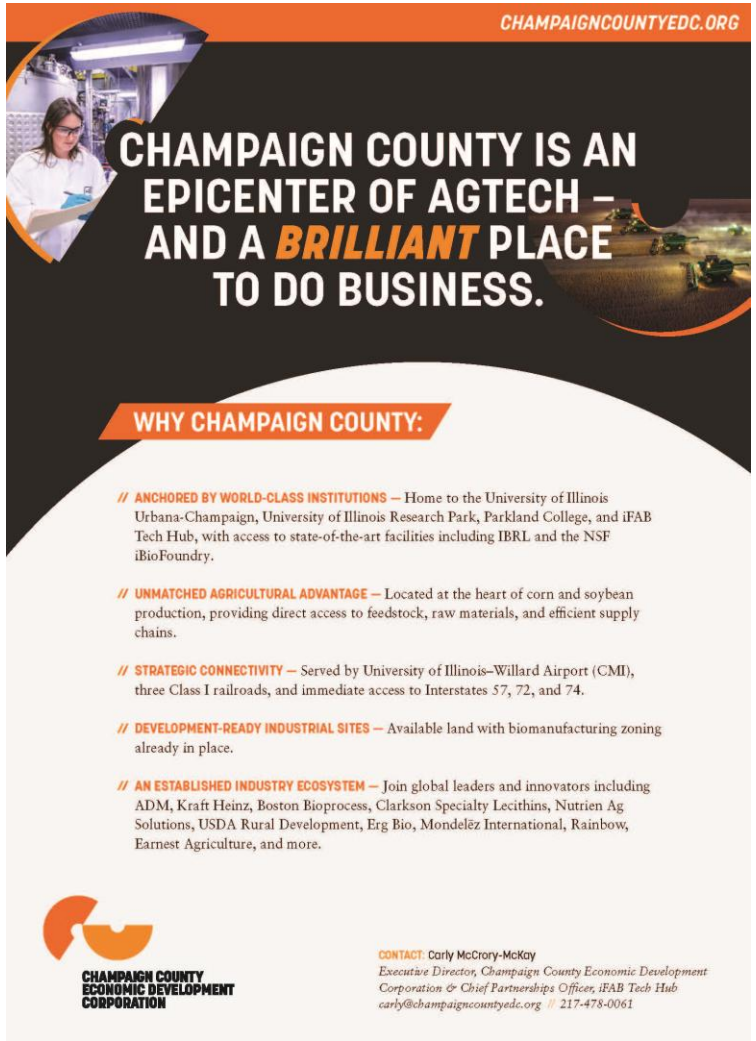






AREAS OF FOCUS

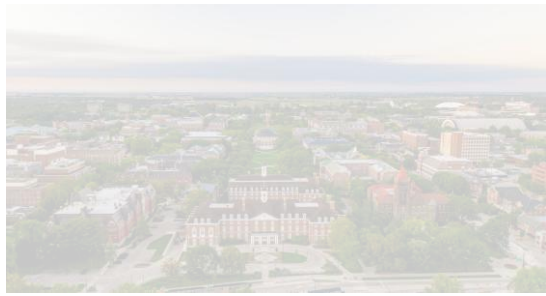
- **Business Retention & Expansion** - supporting existing employers, identifying opportunities for growth, connecting companies with resources and incentives, facilitating expansions, and maintaining relationships with the business community
- **Business Attraction & Site Readiness** - recruiting new employers and investment, responding to site-selection inquiries and RFIs, maintaining site/building inventories, advancing site readiness, coordinating infrastructure and utilities, and building relationships with site selectors and corporate decision-makers (promoting the region as a business location)
- **Industry & Cluster Development** - building strategies around industries where Champaign County has competitive advantages – this includes strengthening supply chains, supporting industry partnerships, attracting complementary companies, and developing specialized infrastructure and talent pipelines





Item c.



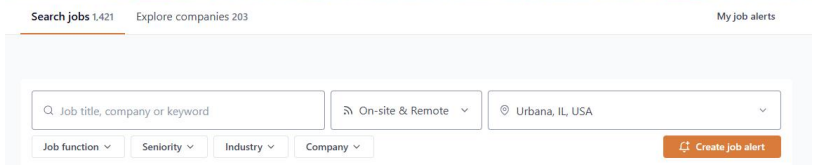




AREAS OF FOCUS

- **Workforce & Talent** - helping employers recruit/attract the talent they need through workforce partnerships, training programs, and apprenticeships, talent attraction and retention, higher education partnerships, and connections to workforce funding
- **Small Business Development** - supporting small businesses through confidential advising, training, and resources via the SBDC, ITC, and APEX Accelerator
- **Regional Collaboration** - convening public and private partners around shared economic priorities; advocating for infrastructure investments, economic development programs, workforce resources, transportation improvements, and other priorities affecting regional competitiveness; leveraging assets, aligning resources, and pursuing opportunities to attract local, state, and federal investments







Jobs benefit the regional workforce. Businesses strengthen regional and national supply chains. Investment creates ripple effects.

- From March 2024 to March 2025, Champaign County had the largest annual percentage increase in “total covered employment” (mostly private-sector jobs) in the State of Illinois (U.S. Bureau of Labor Statistics) – and we continue to lead in job growth in the state of Illinois
- Recent wins:
  - Gov. Pritzker Announces $5 Million Investment in Combe’s Rantoul Expansion: includes moving operations from California to Illinois, creating more than 20 new FT jobs and retaining more than 100 existing FT jobs
  - Erg Bio and Its ASPIRE™ Technology Leverage the Strength of the iFAB Region – locates in UI Research Park: a biotechnology company focused on a central challenge in the bioeconomy - how to most efficiently and economically utilize waste biomass
  - Rainbow Celebrates Grand Opening of Partner Production Center – a state-of-the-art, 182,000-square-foot facility featuring six production lines
  - Governor Pritzker Announces Cache Energy to Expand Manufacturing Facility in Illinois - a 10,000-square-foot manufacturing facility, creating 20 new jobs (since October 2025 opening, has since doubled in size to 20,000 SF)





Site readiness is one of the most important factors in economic development because it reduces risk, shortens project timelines, and makes a community more competitive for business investment.

- DCEO Regional Site Readiness Program
  - January 2025 – EDC received a $150,000 planning grant - wastewater engineering study for Apollo Industrial Park. The final report informed us of wastewater infrastructure needs to support industrial growth. The planning study provided an understanding of capital needs for UCSD infrastructure.

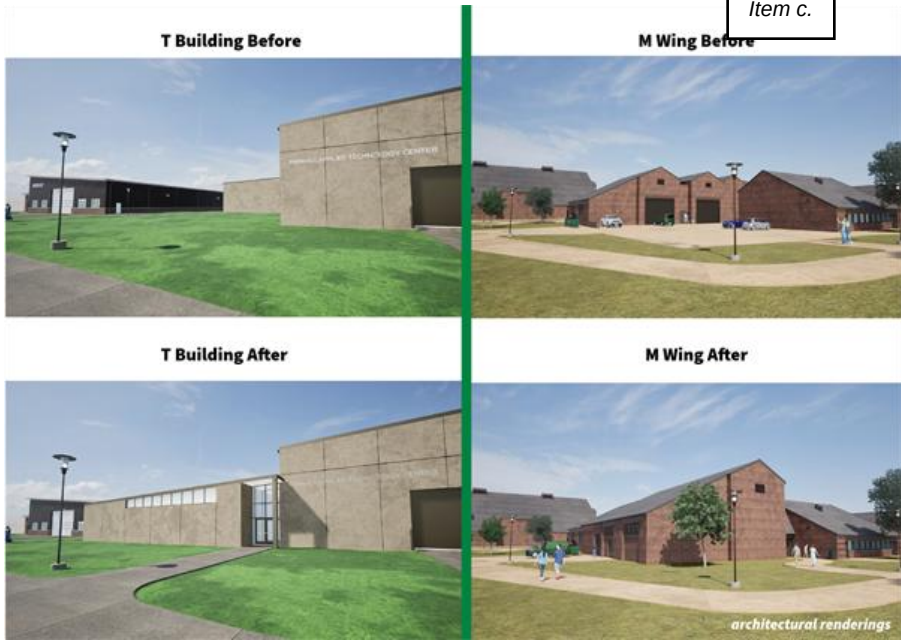
  - August 2026 – UCSD received a $3,821,558 capital grant for wastewater infrastructure improvements at 57 Apple Tree Drive, Urbana. This project will provide the necessary sewer infrastructure to support development activities in Apollo Industrial Park, as well as both northeast Champaign and northwest Urbana.
    - Hosted Governor Pritzker and state leadership at IBRL for the grant announcement.





Parkland College receives $6 Million state grant to expand advanced manufacturing, biomanufacturing training facilities.

- An addition to the college's T Building will support expanded welding & fabrication programming, while a new addition to the M Wing will create dedicated biomanufacturing laboratories & increase capacity for industrial maintenance, automation, & process controls training.
- This project will provide students with access to modern, industry-aligned learning environments while supporting both degree-seeking students & working professionals pursuing short-term credentials and specialized training.



- Project supported by EDC, and in partnership with the iFAB Tech Hub for the biomanufacturing laboratories.
- To help inform strategic workforce investments and funding pursuits related to biomanufacturing, iFAB partnered with IMEC, Parkland College, industry, and other local workforce partners to develop Careers in Biomanufacturing, a report highlighting ten high-potential careers in the field.

iFAB
Illinois Fermentation and Agriculture Biomanufacturing Tech Hub

Illinois Small Business Development Center (SBDC) at Champaign County EDC

- The SBDC, led by Director Lauren Gramly, provides confidential, no-cost business advising and training to small businesses.

- Urbana stats:
  - 786 total Urbana clients, 184 active Urbana clients (YTD)
  - 63 new clients in 2026 (YTD), 108 new clients in 2025
  - 320 advising hours in 2025, 114 advising hours in 2026 (YTD)
  - 2025 CY:
    - 9 business starts
    - $667,700 in capital funding
    - 39 jobs created

"When you work with the SBDC, you truly feel like they are advocating for you and setting you up for success, rather than just dumping resources on you."
- Dakota, Good Judys Espresso & Bagel Bar



Illinois APEX Accelerator at Champaign County EDC

- Launched in September 2024, the APEX Accelerator, led by Director Keli Krueger-Huhra, provides confidential, no-cost business advising and training to small businesses for government contracting assistance, including business certification assistance.
  - APEX helps small, disadvantaged, and minority-owned firms market their products and services to federal, state, and local government agencies.
  - Frequently requested services:
    - SAM.gov registration
    - identification of contract opportunities
    - help understanding requirements
    - preparing and submitting bids

- Urbana stats:
  - 11 active Urbana clients (YTD)
  - 60 advising hours in 2025, 41 advising hours in 2026 (YTD)
  - $843,565.60 in contract awards in 2026 (U.S. Department of Defense)

ILLINOIS APEX ACCELERATOR

Providing Guidance for Government Contracting Success

The Illinois APEX Accelerator at Champaign County EDC is provided through a cooperative agreement with the Department of Defense (DoD). Program support is made possible by the Illinois Department of Commerce and Economic Opportunity (DCEO), Champaign County Economic Development Corporation, University of Illinois Urbana-Champaign, and University of Illinois System.

8TH Annual Champaign-Urbana AgTech Week

- March 8-12, 2027: cuagtechweek.com

- Celebrates Champaign-Urbana's robust AgTech ecosystem, including the University of Illinois Urbana-Champaign, Parkland College, corporate partners, startups, state-of-the-art facilities, student organizations, local ag companies, the iFAB Tech Hub, and more.

- Planned events:
  - AgTech Summit
  - iFAB Bioprocessing Summit
  - Facility tours
  - Happy Hour
  - Parkland College AgTech Showcase
  - Fermentation 101 classes
  - Startup World Cup





THANK YOU

Thank you for your continued support and collaboration.

- We will continue to:
  - **support** Urbana business retention and attraction,
  - **advise** Urbana small businesses,
  - **promote** Urbana businesses and jobs,
  - **pursue** state and federal investments, and
  - **collaborate** with City leadership and staff on programs and initiatives.

- What's ahead:
  - Illinois Manufacturing Month activities (October 2026), including a Job Fair with area manufacturers on October 19
  - Continued focus on air service development (business and leisure travel) at University of Illinois Willard Airport
  - Advance site readiness efforts for industrial sites in Urbana, creating business expansion and attraction opportunities
  - Illinois Opportunity Zones 2.0 - will help attract private investment to communities across Illinois



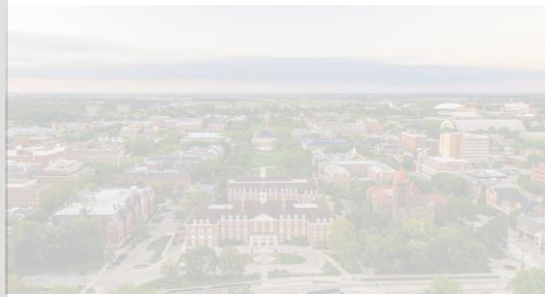


Carly McCrory-McKay
Executive Director

carly@champaigncountyedc.org
217-478-0061









CITY OF URBANA

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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: September 21, 2026 Committee of the Whole
Subject: A Resolution Approving and Authorizing the Execution of A Community Partnership Agreement (Experience CU, FY 2027)

Summary

Action Requested

City Council is being asked to consider a Resolution adopting a Community Partnership Agreement with *Experience Champaign Urbana* (ECU), that includes a proposed contribution from the City of Urbana of $30,000 for Fiscal Year 2027.

Brief Background

The City of Urbana has provided funding to ECU for many years. Pursuant to the City Council's inclusion of funding for ECU in the proposed budget for Fiscal Year 2027, staff have prepared an agreement for the provision of marketing and community support services by ECU for the benefit of the City's tourism industry.

The proposed agreement follows the format of the FY 2026 agreement and covers activities in this fiscal year from July 1, 2026, to June 30, 2027 (FY 27).

Relationship to City Services and Priorities

Impact on Core Services

N/A

Strategic Goals and Plans

Approval of this Resolution would broadly support Mayor/Council Goals.

- Strategic Area #4: Economic Health and Strategy #1: Support local businesses, Strategy #2: Enhance employment opportunities in Urbana.

Approval of this Resolution would broadly support the Imagine Urbana Comprehensive Plan.

- Big Move 4: Make Downtown the Economic Driver of the City
- Big Move 5: Expand Urbana's Arts and Culture Program, and
- Big Move 9: Enhance Urbana's Economic Vibrancy

Previous Council Actions
On October 27, 2025, the City Council approved Resolution No. 2025-10-086R with the funding amount of $15,000 for Fiscal Year 2026.

Discussion
ECU has worked as the official destination management organization to promote Champaign County as a place to visit, work, and live since its founding in 1982. During this time, the organization has sought to undertake activities that benefit Champaign County businesses and the local economy. ECU's activities have included attracting and assisting in the organization of major sport events, conferences, and meetings; talent recruitment; producing and distributing the annual Experience Guide, maintaining an informative website; and supporting hospitality-related businesses, including restaurants, hotels, retail, small businesses, and other attractions. These events and activities attract additional visitors to the County and provide financial gain to the City of Urbana through tax-revenue and direct spending. The ECU website, experiencecu.org, serves as a point of contact for residents and visitors from outside the County, including international visitors.

ECU recognizes partner investments through several giving levels. The Destination Builder level includes representation on the ECU Board of Directors. In return for its investment, the City benefits from ECU's work to promote Urbana, attract visitors and events, support local businesses, and grow the regional visitor economy. Darius White, City Administrator, will serve as the City's Board representative until an Economic Development Manager is hired.

The proposed agreement requires extensive reporting requirements to staff and City Council. In addition to ***"Destination 2028" Strategic Plan for Fiscal Years 2025-2028*** and ***ECU's Budget for Fiscal Year 2027*** which are provided as attachments, ECU must submit of quarterly and annual reports on ECU's activities, as well as a detailed year-end Partnership Report in which ECU will outline the specific benefits received by Urbana in writing and as a presentation to the Mayor and City Council.

Fiscal or Budget Impact
The $30,000 contribution for the current fiscal year has already been provided for in the current FY27 City budget.

Recommendation
City Council is asked to approve the attached Resolution adopting the Community Partnership Agreement with Experience Champaign Urbana.

Next Steps
If the Resolution is approved, staff will ensure that the document is properly executed by the parties and that the payments are made in accordance with the terms of the Agreement.

Attachments

1. A Resolution Approving and Authorizing the Execution of a Community Partnership Agreement with Experience Champaign Urbana (ECU)
2. Expanded ECU Partnership Agreement
3. "Destination 2028" Strategic Plan for Fiscal Years 2025-2028
4. FY27 Approved ECU Budget

Originated by:	Michael McMahon
Reviewed:	Olivia Jovine, Director of Community Development Services
Approved:	Darius White, City Administrator

RESOLUTION NO. _____

RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN ECONOMIC DEVELOPMENT AGREEMENT (EXPERIENCE CHAMPAIGN URBANA, FISCAL YEAR 2027)

WHEREAS, the City of Urbana ("City") is a home rule unit of local government pursuant to Article VII, Section 6, of the State of Illinois Constitution of 1970; and may exercise any power 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

WHEREAS, the City of Urbana has determined that supporting promotion and marketing of the Urbana-Champaign region as a tourist destination provides a benefit to the City, and

WHEREAS, Experience Champaign Urbana ("ECU") is well positioned to provide promotion and marketing services, in addition to dissemination community safety requirements for serving customers for the City and the Urbana-Champaign region; and

WHEREAS, the City and the ECU have previously held a relationship related to promotion and marketing services; and

WHEREAS, the City and ECU believe that it would be mutually beneficial to the City and ECU to renew their agreement whereby ECU would provide marketing and promotion services for and on behalf of the City and the City would reasonably compensate ECU for such services.

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

Section 1.

A Community Partnership Agreement by and between the City of Urbana, a Municipal Corporation, and Champaign County Convention and Visitors Bureau d/b/a Experience Champaign Urbana, a 501(c)(6) Not-For-Profit Corporation, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2.

The Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is hereby 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 _____, _____.

AYES:

NAYS:

ABSTENTIONS:

_____
Darcy Sandefur, City Clerk

APPROVED BY THE MAYOR this _____day of _____, _____.

_____
DeShawn Williams, Mayor

As Authorized by City of Urbana Resolution No. _____

COMMUNITY PARTNERSHIP AGREEMENT

This Community Partnership Agreement (hereinafter, "Agreement") is entered into by and between the **City of Urbana** (hereinafter, the "City") and the **Champaign County Convention and Visitors Bureau DBA Experience Champaign Urbana** (hereinafter, "ECU") (collectively, the "Parties").

WHEREAS, the City is a home rule unit of local government pursuant to Section 6 of Article VII of the State of Illinois Constitution of 1970; and

WHEREAS, ECU is an Illinois not-for-profit business league that has been granted tax-exempt status by the Internal Revenue Service pursuant to Section 501(c)(6) of the Internal Revenue Code (26 U.S.C. § *et seq.*) and is certified by the Illinois Office of Tourism as the Local Tourism and Convention Bureau for Champaign County; and

WHEREAS, the City seeks to grow its tourism industry by entering into one or more arrangements with other persons or entities to promote and market the City as a destination, to assist in the promotion and marketing of tourism-related businesses and events located in the City, to expand the sales of existing tourism-related businesses within the City, to organize or attract major public and special events in Champaign County and assist in their promotion and marketing, and to attract new visitors to Champaign County from locations over fifty miles from Champaign County including from other nations; and

WHEREAS, ECU seeks to promote Champaign County as an overnight visitor destination and to make Champaign County the premiere destination in Central Illinois; and

WHEREAS, ECU is the official certified destination management organization to promote the greater Champaign-Urbana area and is experienced in the promotion and marketing to audiences located over fifty miles from Champaign County including other nations; undertakes activities that benefit area businesses and the local economy including marketing and supporting hospitality-related businesses such as restaurants, hotels, retail, small businesses, and attractions; recruits and retains major sport events, conferences, and meetings; facilitates talent attraction; serves as the Champaign County Film Office; and facilitates destination development projects, such as the Champaign County African American Heritage Trail; and

WHEREAS, the City and ECU seek to form a mutually beneficial arrangement whereby ECU undertakes certain promotion, marketing, recruitment, sponsoring, and staging of various tourism-related activities, events, destinations, businesses, and partnerships within and for the benefit of the City and its tourism industry, and whereby the City shares in the support of ECU's regional efforts to promote all of the Champaign-Urbana area and improve the region's tourism industry as a whole.

NOW, THEREFORE, for good, valuable and mutual consideration that each Party acknowledges as having in hand received and for the mutual exchange of the covenants, terms, and condition contained in this Agreement, the Parties agree as follows:

CITY OBLIGATIONS TO VCC:

1. City Funding and In-Kind Services to ECU:

a. **City Monetary Funding to ECU:** The City shall provide ECU with certain funding, which ECU may use to operate its business and also perform its duties as the Local Tourism and Convention Bureau for Champaign County as certified by the State Office of Tourism. The amount of funding that the City shall provide to VCC for such purpose shall commence on July 1 and end on June 30 shall be:

Fiscal Year 2027: $30,000

b. **City In-Kind Services to ECU:** Separate and apart from the funding provided for in Sub-Paragraph A(1)(a) of this Agreement, the City may at its discretion provide in-kind services at no cost to ECU, but is under no obligation to provide any such in-kind services. The City shall value any in kind services that it provides to, for, or for the benefit of ECU based on the rates which the City customarily charges for the provision of the same or similar services in connection with special public events held within the City's corporate limits as described in Section 10.2 of the City of Urbana Policy & Procedure Manual.

c. **Collective City Funding:** Unless the context of any Paragraph or Sub Paragraph in this Agreement provides or suggests otherwise, reference to "City Funding" or "City Funds" shall mean and include the monetary funding and any in-kind services provided for in Sub-Paragraphs (A)(1)(a) and (A)(1)(b) of this Agreement.

2. Disbursement of Funds: The Parties recognize and agree that it shall be a goal of ECU that, during the term of this Agreement, ECU shall undertake efforts within its own operations, marketing, and other activities, as provided for in Sub-Paragraphs B(1) through B(5), to increase the representation of tourism-related events, activities, and businesses located within the City as well as to increase tourism-related sales for businesses within the City. Thus, the Parties intend that ECU's receipt of City Funding shall be based in whole or in part on ECU's performance during the term of this Agreement. However, nothing herein shall be deemed or construed as barring the Parties from entering into one or more other written agreements for other ECU services that benefit the City and/or its business community and the City from compensating ECU on covenants, terms, and/or conditions separate and apart from those provided for in this Agreement. To this end, the City shall disburse to ECU City Funds within thirty (30) days of the City's receipt of an invoice from ECU within the term of this agreement.

Notwithstanding anything to the contrary provided for in Sub-Paragraph A(1) of this Agreement, ECU shall not use or expend any City Funds, whether as staff funding and/or operational funding, for political purposes and activities including, but not necessarily limited to, funding of any political action committee, funding any organizations, candidates, or public office-holders political campaign, lobbying activities, or other activities that are or may be contrary to ECU's IRS Section 501(c)(6) tax-exempt status. Nothing herein shall be deemed, construed, or

interpreted as prohibiting ECU from engaging in any of the aforesaid political activities or lobbying activities where such activities are clearly and plainly intended to benefit the City or Champaign County as whole rather than any particular political constituency.

3. Limits on City Funding: Nothing in this Sub-Paragraph shall be deemed, construed, or interpreted as limiting the amount of additional funding, if any, that the City may, in its sole discretion, provide to ECU for any purpose, whether specific or general in nature and whether or not pursuant to one or more separate agreements entered into and executed by and between the Parties. Any funding paid by the City in its sole discretion to ECU for the sole purpose of contributing toward any Illinois High School Association (IHSA) bid or IHSA tournament shall be held separate and apart from this Agreement.

B. ECU'S OBLIGATIONS TO THE CITY:

1. Promotional, Marketing, and Sponsoring Activities: ECU shall undertake such efforts as reasonably possible and within the limits of funding provided by the City to promote and market the City as a destination, to assist in the promotion and marketing of tourism-related businesses and events located in the City, to expand the sales of existing tourism-related businesses within the City, to organize or attract major public and special events in the Champaign-Urbana area and assist in their promotion and marketing, and to attract new visitors to the Champaign-Urbana area from locations over fifty miles from Champaign County including from other nations. Such efforts shall include but shall not be limited to promotion, marketing, recruitment, sponsoring, and staging of various tourism-related activities, events, destinations, businesses, and partnerships within and for the benefit of the City and its tourism industry. Such efforts shall also be complementary to and consistent with ECU's regional efforts to promote all of the Champaign-Urbana area and improve the region's tourism industry as a whole.

Further, ECU shall –

a. recognize that with the City's financial support, the City will receive a position on the ECU Board of Directors in a manner that is fully consistent with ECU's official partnership levels and the treatment of other like organizational, municipal, and jurisdictional partners of ECU;

b. market and support special events held within the City in a manner that is consistent with like Champaign-Urbana area events including but not limited to: Urbana's Market at the Square, Fall Fusion, and the CU Folk & Roots Festival in Downtown Urbana;

c. provide visitor spending data research to assist Urbana staff with economic development efforts and to Urbana businesses for purposes of additional state tourism grant funding opportunities;

d. communicate, coordinate, and cooperate in marketing, sales, and promotion efforts with staff and officials of the City, including but not limited to information and materials from the City for inclusion in promotional bags and packets, inviting City representatives to ECU organized or sponsored events, and including City representatives in planning and decision-making

teams or committees;

e. include tourism-related businesses and venues located within the City and their representatives in all relevant promotion and marketing activities of ECU, including but not limited to participation on planning teams, networking events, trips, tours, site visits, printed materials, informational displays, maps, business listings, emails, and social media postings;

f. generate sales leads for hotels, venues, and other tourism-related businesses located within the City in a manner that is consistent with the City Partnership Status including but not limited to event attractions, sales blitzes, marketing blitzes, bid packages, networking events, trips, tabling, tours, and site visits;

g. include representatives of Urbana businesses and the City to participate in hospitality and business planning and networking activities including but not limited to participation in sales, sports, tourism, or hospitality councils and participation in quarterly meetings of chamber or business association professionals;

h. recognize Downtown Urbana as a destination in all relevant promotion and marketing activities of ECU, including visitors guide, maps, and business listings, in a manner that is consistent with the treatment of Downtown Champaign;

i. assist the City in establishing and seeking approvals from the State of Illinois for tourism attraction signs on Interstate 74 for major events and businesses located within the City including but not limited to Urbana's Market at the Square;

j. create and/or disseminate information to Urbana hospitality businesses as necessary and in regard to community safety requirements for serving customers; and

k. explicitly promote the area businesses and events located within Urbana's Central TIF District, which includes the City's historic downtown.

Notwithstanding anything to the contrary contained in this Sub-Paragraph B(1), all ECU promotional, marketing, staging, or sponsorship activities shall be undertaken in a manner that:

l. presents the City, its officials, and its business community in a favorable light;

m. is presented in good taste and in such manner as to avoid offending the overall City residential and business community;

n. does not promote any particular religious or political positions or persuasions; and

o. is presented or conducted in a manner so as not to endanger human life, health, or safety.

ECU shall comply with all federal, state, and City laws, rules, and regulations in connection with any and all VCC activities.

2. Board Representation: The City's Communications Specialist or such other person as the City's Mayor may designate shall sit on the ECU Board of Directors with full voting authority during the term of this Agreement.

3. ECU Strategic Plan: ECU shall develop a strategic plan for each of the City Fiscal Years provided for in Sub-Paragraph A(1)(a) of this Agreement and shall submit each said strategic plan to the City before June 1st preceding the start of the respective City Fiscal Year, upon approval by ECU Board of Directors, or upon the effective date of this Agreement, whichever is latest. ECU's strategic plan submitted to the City for any given City Fiscal Year shall include the following: (i) provide an overview of ECU's programmatic and organizational goals for the year; (ii) list specific activities and measurable objectives that ECU intends to complete over the course of the year; and (iii) describe how such activities and objectives benefit the City and other communities being served. In the event, after presentation of each said strategic plan to the City, the ECU Board of Director's amends the strategic plan, ECU shall provide the City with any and all such amendments within seven (7) days after the ECU Board of Directors' adoption of any such plan amendment or amendments.

4. ECU Budget: ECU shall submit to the City an annual budget approved by the ECU Board of Directors and said budget shall be submitted at the same time ECU submits the strategic plan provided for in Sub-Paragraph B(3) of this Agreement. In the event ECU amends the aforesaid budget, ECU shall provide a copy of each such budget amendment to the City along with a statement of the reason therefor within seven (7) days of when ECU's Board of Directors approval of such amendment.

5. ECU Reports to City Council: ECU shall provide to the City Council, within forty-five (45) days following the close of each quarter of the City Fiscal Year, its written quarterly report. In addition, ECU shall provide to the City Council, within sixty (60) days following the close of the City's Fiscal Year, its written annual report, which shall describe the activities that ECU has undertaken during the immediate past City FY that are consistent with the work plan provided for in Sub- Paragraph B(3) of this Agreement

In addition, ECU shall submit to the City, within ninety (90) days following the close of the City Fiscal Year, its written annual partnership report, which shall (i) describe the activities that ECU has undertaken for, on behalf of, and/or for the benefit of the City, of businesses located within the City, and of events located within the City during the immediate past City Fiscal Year; (ii) provide a summarized accounting of all funds received by ECU during the aforesaid City Fiscal Year, including but not limited to the City Funds provided for in Sub-Paragraph A(1) of this Agreement; and (iii) provide a summarized accounting of all expenditures and disbursements made by ECU during the aforesaid City Fiscal Year.

ECU shall annually provide a representative of ECU to present the aforesaid annual report and annual partnership report to and address questions from the City Council at such time as the

City may direct. All reports and accountings provided in this Sub-Paragraph B(5) shall be in writing and shall appear on the letterhead of ECU.

6. Dissolution of ECU: In the event that ECU should dissolve or elect to cease operations for any reason after any payment provided for in Sub-Paragraphs A(1)(a) and A(1)(b) of this Agreement has been made for a City Fiscal Year not then completed, then, ECU, after its payment of all just debts and obligations, shall refund to the City so much of the amount that the City provided to ECU in the City Fiscal Year when it dissolves computed as a percentage of days within said City Fiscal Year which have passed expressed as a fraction or percentage of the total number of days in the said City Fiscal Year. – i.e., 365 or 366 depending on whether the year of dissolution is a "leap-year." For example, and by way of example only, in the event that the City provided ECU with $30,000 in the City Fiscal Year 2027 and ECU elects to dissolve on February 28, 2027, then the amount refunded to the City shall be computed as follows: ($30,000) x (244 ÷ 366) = $20,000.00. However, ECU shall be relieved of its obligation to tender such refund should it be determined that state and/or federal law, rules, or regulations bar the making of such refund. Separate and apart from the refund provided for in this Sub-Paragraph, in the event that VCC announces its intent to dissolve or cease operations, the City may, at its sole election and discretion cease to provide additional funds to ECU.

C. MISCELLANEOUS TERMS:

1. Term of Agreement: This Agreement shall commence on July 1, 2026, and shall expire at 11:59 p.m. on June 30, 2027.

2. Default and Opportunity to Cure: In the event that either Party believes that the other Party has defaulted on any covenant, term, or condition contained in this Agreement, the non-defaulting Party shall provide written notice to the other Party of such default. The aforesaid written notice shall state or describe the nature of the default, whether by act or omission, and the Paragraph and/or Sub-Paragraph, as the case may be, that governs the obligation that is alleged to be in default. Within ten (10) calendar days of the effective date of such notice of default (as defined by Sub-Paragraph C(6) below), the recipient of such notice shall (i) cure the default and provide documented evidence of the nature and/or manner of such cure; (ii) respond in writing to such notice, that writing shall advise that the recipient reasonably believes that it is not in default and which describes the reasons for such belief; or (iii) provides a written plan of cure in those instances where cure of a default cannot be completed within the aforesaid ten (10) calendar day period.

3. Dispute Resolution: In the event that the Parties cannot resolve any dispute between them, they shall submit to mediation in an effort to resolve any such dispute. The Parties shall agree on the selection of the mediator and that mediator's rules and/or procedures shall govern any such mediation. The Parties shall share equally in the cost of the mediation. In the event that the Parties fail to resolve their dispute through mediation, then either or both Parties shall be free to initiate and maintain an action to construe, interpret, and/or enforce this Agreement in the Circuit Court for the Sixth Judicial Circuit, Champaign County, Illinois.

4. Termination:

a. This Agreement may be terminated by the City immediately and without written notice if ECU:

(i) defaults on this Agreement without reasonable cure as provided for in Sub-Paragraph C(2) and which default/dispute is not resolved through mediation;

(ii) files a petition or is the subject of an involuntary petition for bankruptcy filed in a United States Bankruptcy Court;

(iii) files a notice of intent or other paper with the Secretary of State for the State of Illinois that evidences an intent to liquidate or dissolve;

(iv) loses its IRS 501(c)(6) status as a tax-exempt business league by reason of any act or omission on the part of ECU;

(v) loses its Illinois Office of Tourism certification as the Local Tourism and Convention Bureau for Champaign County;

(vi) becomes involuntarily dissolved for any reason by the Secretary of State of the State of Illinois and where ECU fails to apply for reinstatement within ten (10) business days of notice of such involuntary dissolution;

(vii) enters into any arrangement with creditors that could reasonably be deemed, construed, or interpreted as a common law composition with creditors;

(viii) is placed in receivership by a lawful court order;

(ix) acts or fails to act in such a manner as would injure or likely injure the City in any way, or cast the City or any business located within the City in a negative light unless, in the case of a business, such negative light is reasonably supported by evidence (e.g., an announcement that a business has closed or moved from the City when in fact such business has moved or closed); and/or

(x) acts or fails to act in a manner that threatens or that may reasonably threaten human life, health or safety.

In the event that the City elects to terminate this Agreement for any one or more of the reasons provided in this Sub-Paragraph, the City's obligation to provide funding to ECU shall automatically cease and become wholly null and void. In addition to any other remedy that the City may have as a matter of law or right, the City shall be entitled to seek, obtain and recover a refund from ECU in an amount calculated as if ECU elected to

dissolve as provided in Sub-Paragraph B(6) of this Agreement.

b. This Agreement may be terminated by either Party by giving written notice to the other Party of its intent to terminate and such termination shall be deemed effective thirty (30) days after the effective date of such written notice (as defined by Sub-Paragraph C(7) below). Any Party providing such notice of termination shall offer the other Party an opportunity to meet and discuss such termination prior to the effective date hereunder. In the event of such termination, ECU shall refund to the City so much of those funds that the City has provided to ECU in the fiscal year in which the termination occurs computed in the manner provided for in Sub-Paragraph B(6) of this Agreement.

5. Refund of Funds: If any event arises that triggers ECU's obligation to refund any monies to the City as provided elsewhere in this Agreement, ECU shall tender to the City such refund in the amount provided for in this Agreement within fourteen (14) calendar days of when the aforesaid event occurred. In the event ECU fails to tender such refund to the City within the timeframe provided herein, the City shall be entitled to interest on the said refund at the rate of nine percent (9%) per annum with interest commencing to run on the date when the City was first entitled to said refund.

6. Indemnification: ECU agrees to and will indemnify, defend, and hold harmless the City, its elected and appointed officials, employees, agents, and assigns from and against any and all claims, suits, actions, causes of action, judgments, decrees, orders, liabilities, and defenses that arise or that may arise out of or that are or may be the direct or proximate result of any unlawful intentional, willful, wanton, grossly negligent, or negligent act or omission by ECU and/or any of its directors, officers, employees, agents, contractors, or representatives. Nothing herein shall require ECU to indemnify, defend, and hold harmless the City, its elected and appointed officials, employees, agents, and assigns from and against any and all claims, suits, actions, causes of action, judgments, decrees, orders, liabilities, and defenses that arise or may arise out of or that are or may be the direct or proximate result of any intentional, willful, wanton, grossly negligent, or negligent act or omission by the City or any of its elected or appointed officials, employees, agents, or assigns.

7. Notices: All notices required to be given shall be in writing, and such notices shall be deemed proper and effective as hereinafter provided:

a. If by First Class U.S. Mail: All such notices shall be sent by registered or certified mail with a return receipt requested. If any such notice is placed in an envelope properly addressed to the intended recipient and bearing proper postage, such notice shall be deemed effective four (4) days from the date of placement with the United States Postal Service.

b. If by facsimile: All such notices shall be deemed effective if transmitted to the intended recipient's facsimile machine and the same shall be deemed effective on the next business day following transmission if the sender's facsimile machine provides a printed recipient that the facsimile was received by the intended recipient's facsimile machine. If no such printed

receipt is provided, then the notice shall be deemed effective four (4) days after its transmission.

c. If by overnight courier: All such notices shall be deemed effective if placed in a properly addressed overnight courier envelope properly addressed to the intended recipient with delivery charges to be paid by the sender of such notice, and such notice shall be deemed effective the next business day following delivery of such notice.

d. If by personal delivery: All such notices shall be deemed effective if hand delivered by an employee of the sender to an employee of the intended recipient, and such notice shall be deemed effective on the next business day following delivery of such notice.

e. No other form of notice, including e-mail notice, shall be deemed effective whether or not such notice was in fact received by the intended recipient.

Notices shall be delivered to the following locations unless a Party informs the other Party in writing of a different location to where notices should be directed:

TO THE CITY:
Darius White
City Administrator
City of Urbana
400 S. Vine St.
Urbana, IL 61801

TO VCC:
Jayne DeLuce
President & CEO
Experience Champaign-Urbana
17 E. Taylor St.
Champaign, IL 61820

8. Waiver: The failure of any Party to enforce any covenant, term, or condition contained in this Agreement or to take action to enforce the same shall not be deemed to constitute a waiver of that Party's right to enforce or take action to enforce such covenant, term, or condition. Notwithstanding the foregoing, if a Party fails to enforce or undertake any action to enforce any covenant, term, or condition contained in this Agreement and knows that the other Party has relied on such forbearance to its financial detriment, then such knowledge shall constitute a waiver by the Party that has or had the right to enforce or initiate an action to enforce such covenant, term or condition.

9. Assignment: Neither Party shall have the right to assign or otherwise transfer to any third person the Party's obligation to perform or the right to receive performance of any covenant, term, or condition in this Agreement without the written consent of the non-assigning Party. If either Party consents to allow the other Party to assign or otherwise transfer its obligation to perform any covenant, term, or condition contained in this Agreement or the right to receive the benefit of performance of any covenant, term, or condition contained in this Agreement to or from a third person, then this Agreement shall be binding upon such third person as if such third person was a signatory to this Agreement, and such third person shall be deemed a "Party" as referred to in this Agreement.

10. Human Rights: ECU, in all respects, shall comply with the City's Human Rights Ordinance and, if requested in writing by the City, ECU shall provide such hiring information as

requested by the City as if requested pursuant to the City's Equal Opportunity in Purchasing Ordinance.

11. Representations and Warranties: Each Party represents and warrants that the individual executing this Agreement is duly authorized to do so.

12. Sole Agreement of the Parties: This Agreement shall supersede and replace any and all agreements respecting the subject matter of this Agreement, whether oral or in writing, entered into by and between the Parties heretofore.

[END OF AGREEMENT, SIGNATURES FOLLOW.]

FOR THE CITY:	**FOR ECU:**
_____	_____
DeShawn Williams, Mayor	Jayne DeLuce, President & CEO
ATTEST:	ATTEST:
_____	_____
Darcy Sandefur, City Clerk	Annie Easterday, Board of Director Chair
Date: _____	Date: _____

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Attachment A – FY27 Destination Partner Agreement Expanded

(See Attached)

Attachment A – FY27 Destination Partner Agreement Expanded

Between the City of Urbana and Experience Champaign-Urbana

Purpose The City of Urbana and Experience Champaign-Urbana (ECU) recognize that a strong visitor economy contributes to economic development, workforce attraction, community vitality, quality of life, and increased tax revenues that benefit residents.

This agreement establishes a collaborative partnership to promote Urbana as a welcoming destination to visit, live, work, learn, and invest while advancing the goals of both organizations through tourism, destination development, sports tourism, cultural tourism, and community partnerships.

Term July 1, 2026 – June 30, 2027

City Investment The City agrees to invest $30,000 during FY27 in support of the following initiatives.

Funding supports destination marketing, visitor services, event recruitment, destination development, sports tourism, film recruitment, research, and other mutually beneficial visitor economy initiatives.

ECU Responsibilities

Destination Marketing ECU will:

- Market Urbana as part of the greater Champaign-Urbana area destination.
- Promote Urbana attractions, restaurants, hotels, retail businesses, arts, entertainment, parks, and cultural assets.
- Include Urbana in regional, state, national, and international marketing initiatives.
- Maintain Urbana representation within visitor guides, maps, itineraries, digital marketing, and social media.

Visitor Economy Development ECU will collaborate with the City to strengthen Urbana's visitor economy through:

- Meeting and convention sales
- Sports tourism recruitment
- Group tour recruitment
- Festival and event recruitment
- Film production recruitment
- Cultural tourism initiatives
- Heritage tourism initiatives

Sports Tourism ECU will:

- Lead implementation of the Champaign County Sports Tourism Strategic Plan.
- Coordinate the Sports Tourism Advisory Committee.
- Recruit sporting events that generate overnight visitation.
- Pursue state and national sporting event bids.

Destination Development ECU will support destination development through:

- Visitor experience enhancements
- Placemaking efforts
- Cultural tourism development
- Heritage tourism development
- Destination stewardship initiatives

Champaign County African American Heritage Trail ECU will continue supporting development and promotion of the Trail through:

- Marketing
- Tour development
- Educational initiatives
- Public programming
- Partnership development

Talent Attraction Recognizing that visitor experiences often become resident experiences, ECU will collaborate with Urbana on initiatives that promote the community as a desirable place to:

- Live
- Work
- Learn
- Invest

Film Office ECU will continue serving as the official Film Office by:

- Recruiting productions
- Assisting filmmakers
- Coordinating community resources
- Marketing Urbana filming locations

Research & Analytics ECU will provide data supporting decision-making through:

- Visitor spending analysis
- Economic impact reports
- Hotel performance data
- Visitor movement analysis
- Zartico insights
- Event ROI
- Market trends

Grant Development ECU will pursue grant opportunities benefiting Urbana whenever appropriate, including:

- Tourism grants
- Sports tourism incentives

- Cultural tourism funding
- Destination development funding

Performance Measures Rather than measuring activities alone, the partnership will evaluate outcomes including:

- Visitor spending
- Event recruitment
- Earned media
- Digital engagement
- Grant funding secured
- Tourism tax generation

Reporting ECU will provide:

- Quarterly updates
- Annual Report
- Visitor economy data
- Annual presentation to Urbana City Council

Collaboration Representatives of the City and ECU will meet annually to:

- Review accomplishments
- Evaluate performance measures
- Identify emerging opportunities
- Establish priorities for the coming year
- Discuss long-term visitor economy strategies

Shared Strategic Priorities The City and ECU recognize the importance of:

- Sustainable tourism funding
- Destination competitiveness
- Visitor experience
- Economic development
- Downtown vitality
- Regional collaboration
- Community quality of life

Board Representation The City shall maintain representation on the ECU Board of Directors consistent with ECU's bylaws.

Mutual Commitment Both parties agree to work collaboratively, communicate openly, and pursue opportunities that strengthen Urbana's position as an exceptional destination to visit, live, work, learn, and invest.

destination 2028

MISSION

To promote a welcoming destination experience for visitors, enhance the lives of residents, and strengthen economic opportunity.

VISION

Experience Champaign-Urbana will be a connected and collaborative leader in promoting the region as an extraordinary destination to visit, work, and live.

VALUES

- **Spark**–We are tenacious and spirited in our pursuit of impact.
- **Illumination**–We shine an optimistic light on all of our communities.
- **Brilliance**–We bring joy and an innovative mindset to all our work.

POSITION

Experience Champaign-Urbana tells the stories of the area like no one else can, and nurtures our college town and broader destination through:

- Inspired marketing that speaks to multi-cultural and multi-faceted audiences both at home and afar
- Generating excitement for the community through unwavering support and pursuit of events, conferences, festivals, sports, and filmmaking
- Collaboration with like-minded partners who are seeking an enhanced potential for current and future residents, students, and visitors
- Personable connections that ensure everyone is welcome to the region

GOAL 1: Enhance our destination and community engagement

- Foster better decision-making in the destination experience among stakeholders and business owners
- Develop internal destination development review process and support system
- Continue collaboration on enhanced transportation efforts
- Develop and execute a strategy for supporting events & festivals

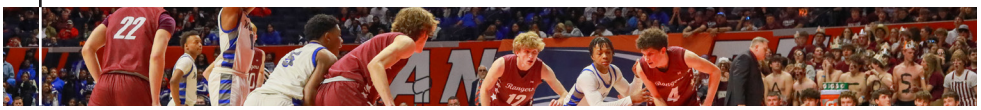


KEY RESULTS

- Increased number of hotel room stays and visitor spending
- Consistent project support through staying true to mission
- Realization of future shuttle system between hotels and districts
- Increased room nights attributable to events & festivals over 2025 baseline

GOAL 2: Structure partnership/supporter program to strengthen economic opportunity

- Deepen ECU's communication and collaboration with destination partners
- Develop a donor database and data-driven development strategy
- Undertake a Tourism Improvement District (TID) feasibility study
- Establish a sustainable funding model for community-based initiatives

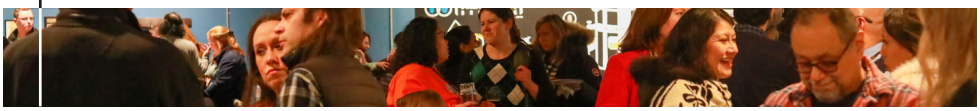


KEY RESULTS

- Funding growth by 10% in 2025 dollars
- Increase in number of donors for community-based initiatives
- Implementation of TID feasibility study
- Creation of funding model supporting film, event bids, attraction development, talent retention

GOAL 3: Amplify our stories

- Create visual stories through video, photography, and testimonials to show the vibrant reality of people, places, and events
- Create awareness strategy to highlight community creators & innovators
- Partner with various facets of our community to tell their stories through customized community-oriented marketing strategies



KEY RESULTS

- Increased inquiries through New Resident webpages with increased engagement through Chambana Welcome Crew
- Experience pass created focused on innovation at Illinois
- Additional and ongoing outreach with businesses and events in regional areas

GOAL 4: Build a high-performance sales program

- Identify and target key event stakeholders to increase viable sales leads for sports, meetings, and group tour opportunities
- Strengthen relationship with hotel and venue partners
- Use destination services to engage sports, meetings, and group tour planners

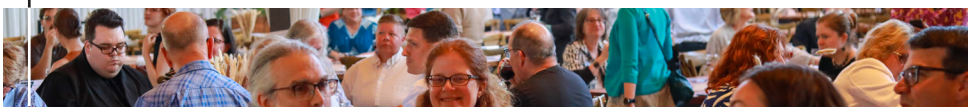


KEY RESULTS

- Year-over-year growth of active leads/RFP's and booked business
- Increased participation in hotel partner meetings
- Year-over-year growth in use of immersive itineraries

GOAL 5: Strengthen our organization, team, and boards

- Enhance structural scope and business processes for best-in-class destination experience organization
- Strategically invest in professional development opportunities
- Develop more intentional role and objectives of volunteer boards



KEY RESULTS

- Fill 80% of gaps in skills and capabilities matrix by 2028
- Enhanced specific skill sets to create more staff capacity
- Fill 65% of identified gaps in skills and capabilities on the ECU Foundation Board

Stay updated on our progress to **Destination 2028** by reviewing our quarterly and annual reports.

experiencecu.org

17 E. Taylor St., Champaign, IL | 217.351.4133

EXPERIENCE CHAMPAIGN URBANA

ECU FY27 Proposed Budget

General Ledger Account	These will feed in from Bud Det FY26 Budget Approved	These will feed in from Bud Det FY27 Budget Proposed
Income		
Grant Revenue		
4610 - LTCB Grant Revenue	685,978.00	649,045.00
4630 - International Grant	15,000.00	25,900.00
4640 - Marketing Grant	100,000.00	100,000.00
Total Grant Revenue	800,978.00	774,945.00
Partner Revenue		
4010 - City of Champaign	481,018.00	537,949.00
4011 - City of Urbana	30,000.00	30,000.00
4012 - Champaign County	10,000.00	10,000.00
4013 - Village of Rantoul	10,000.00	10,000.00
4014 - Village of Savoy	10,000.00	10,000.00
4015 - Village of Mahomet	3,000.00	3,000.00
4016 - Village of St. Joe	0.00	700.00
4030 - University of Illinois	60,000.00	60,000.00
4031 - Regiona; Partners	20,000.00	20,000.00
4031 - Private Partners	31,000.00	31,000.00
Total Partner Revenue	655,018.00	712,649.00
Other Income		
4085 - Visitors Guide advertising	20,480.00	22,000.00
4085 - Restaurant Week participants	1,000.00	0.00
4100 - Reimb from 40North	7,200.00	7,200.00
4085 - Sub-total	28,680.00	29,200.00
4700 - Reserves Interest	6,000.00	4,000.00
4800 - Miscellaneous Income	1,500.00	1,500.00
Total Other Income	7,500.00	34,700.00
Total Income	1,492,176.00	1,522,294.00
Expense		
5000 - Salaries	647,424.48	688,739.11
5010 - Payroll Taxes	51,051.07	54,124.04
5020 - Retirement	32,355.93	38,458.75
5030 - Health/Group Life Ins	103,375.00	100,766.00
5050 - Insurance - Business	7,700.00	8,400.00
5060 - Office Space Lease	43,200.00	43,200.00
5070 - Depreciation	5,454.00	5,500.00
6010 - Advertising	244,745.00	235,928.67
6015 - Audit	12,980.00	11,524.00
6020 - Brochures/Newsletter	50,350.00	55,100.00
6030 - Building Maintenance	30,000.00	32,000.00
6040 - Board of Directors	1,750.00	1,500.00
6061 - Affiliate Support	30,600.00	30,650.00
6100 - Dues/Subscriptions	39,850.00	38,338.00
6200 - Equip Lease/Maint	11,900.00	9,400.00
6260 - Marketing	108,576.00	136,650.00
6261 - Hospitality meetings	1,300.00	500.00
6310 - Postage/Shipping	9,500.00	10,000.00
6320 - Printing	1,500.00	500.00
6330 - Professional Fees	65,220.00	42,120.00
6340 - Registration/Education	39,328.00	28,825.00
6360 - Supplies/Copy Charges	3,500.00	3,000.00
6365 - Telephone	1,500.00	1,500.00
6370 - Travel/Business	40,900.00	43,400.00
6414 - Welcome Center	100.00	100.00
6500 - Misc Expense	150.00	150.00
Total Expenses	1,584,309.48	1,620,373.57
Net Income	(92,133.48)	(98,079.57)
Less Non-cash Depreciation	(5,554.00)	(5,500.00)
Net Cash	(86,579.48)	(92,579.57)

ORDINANCE NO. _____

AN ORDINANCE APPROVING A SPECIAL USE PERMIT

(Multiple-Family Residential Apartment Renovations at 1302 and 1304 Silver Street in the Southeast Urbana Overlay District / Plan Case 2530-SU-26 – City of Urbana)

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 Ordinance constitutes an exercise of the City's home rule powers and functions as granted in the Illinois Constitution, 1970; and

WHEREAS, Silver Street Capital, LLC has petitioned the City for approval of a Special Use Permit to allow the renovations of two multiple-family apartment buildings at 1302 and 1304 Silver Street in the Medium High Density Multiple Family Residential (R-5) Zoning District, which is permitted in said district by right; and

WHEREAS, the proposed use is conducive to the public convenience at this location by renovating the existing apartment buildings and bringing units back into the surrounding multi-family residential district; and

WHEREAS, the proposed use is designed, located, and proposed to be operated so that it will not be unreasonably injurious or detrimental to the district in which it shall be located, or otherwise injurious to the public welfare; and

WHEREAS, the proposed development is consistent with the development regulations for properties in the Medium High Density Multiple Family Residential (R-5) Zoning District, and preserves the essential character of the districts, in which it shall be located; and

WHEREAS, after due publication, the Urbana Plan Commission held a public hearing on September 3, 2026, and voted with four (4) ayes and zero (0) nays to forward Plan Case 2530-SU-26 to the Urbana City Council with a recommendation to approve the request for a Special Use Permit, subject to the condition specified in Section 1 herein; and

WHEREAS, the proposed use is located in the Southeast Urbana Overlay District and is subject to and compliant with additional requirements and guidelines for the issuance of a Special Use Permit as outlined in Section XIII-8 of the Urbana Zoning Ordinance; and

WHEREAS, approval of the Special Use Permit is consistent with the requirements of Section VII-4 of the Urbana Zoning Ordinance, Special Use Procedures, and with the general intent of that section of the ordinance; and

WHEREAS, the City Council, after due consideration, finds that approving a Special Use Permit as herein provided is in the best interests of the residents of the City and is desirable for the welfare of the City's government and affairs.

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

Section 1.

An Ordinance is hereby enacted, and a Special Use Permit is hereby approved to allow renovation and rental of a multiple-family apartment building in the Medium High Density Multiple-Family Residential (R-5) Zoning District with the following condition:

- Renovation and use must generally conform to the application submitted by the applicant.

Legal Description for the land commonly known as 1302 Silver Street:

Lot 543 in ENNIS RIDGE SIXTH SUBDIVISION as per plat recorded in Plat Book "O" at Page 12, in Champaign County Illinois

P.I.N.: 93-21-21-181-018

Legal Description for the land commonly known as 1304 Silver Street:

Lot 542 in ENNIS RIDGE SIXTH SUBDIVISION as per plat recorded in Plat Book "O" at Page 12, in Champaign County Illinois

P.I.N.: 93-21-21-181-019

Section 2.

Upon approval of this Ordinance, the City Clerk is directed to record a certified copy of this Ordinance with the Champaign County Office of Recorder of Deeds. 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 from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

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:

ABSTENTIONS:

_____
Darcy E. Sandefur, City Clerk

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

_____
DeShawn Williams, Mayor

CITY OF URBANA

City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.urbanail.gov

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: September 21, 2026, Committee of the Whole Meeting
Subject: **An Ordinance Approving a Special Use Permit** (Renovation of multiple-family apartments at 1302, 1304, and 1401 Silver Street / Plan Cases 2530-SU-26 and 2531-SU-26)

Summary

Action Requested

The Plan Commission reviewed the proposed Special Use Permits on September 3, 2026, and recommended approval to the City Council (four ayes, no nays – a unanimous vote of members present). Please refer to the attachments for the Plan Commission's discussion and decision. The Plan Commission recommended approval of the Special Use Permits with no conditions.

Brief Background

City Council is being asked to approve a Special Use Permit for the renovation of three multiple-family apartment buildings located at 1302, 1304, and 1401 Silver Street. The subject properties are zoned R-5, Medium High Density Multiple Family Residential. The Urbana Zoning Ordinance requires the approval of a Special Use Permit for the construction or substantial renovation of multiple-family residential buildings in the Southeast Urbana Overlay District. Section VII-4 of the Zoning Ordinance requires that the Plan Commission review and make a recommendation to City Council for or against the special use.

Relationship to City Services and Priorities

Impact on Core Services

There will be no impact to core services.

Strategic Goals & Plans

This Special Use Permits aligns with the *Imagine Urbana* Comprehensive Plan by revitalizing existing housing, creating in-fill development and contributing to Urbana's housing stock. The Special Use Permits relate to the following Big and Little Moves:

- Big Move 1: Address Urbana's Diverse Housing Needs
- Little Move 1.8: Allow a variety of housing types in every neighborhood at scales appropriate to each neighborhood.
- Big Move 7: Promote Incremental Development

- Little Move 7.1: Identify and resolve barriers to incremental and infill development.
- Little Move 8.3: Prioritize development in areas already served by services and infrastructure.
- Little Move 10.6: Encourage Crime Prevention Through Environmental Design (CPTED) principles for private development.

The renovations are also in an area that has already been identified by the City for future improvements such as streetlight installation.

Previous Council Actions
On July 10, 2017, the City Council approved an amendment to the Zoning Ordinance creating the Southeast Urbana Overlay District. Section XIII-8 of the Zoning Ordinance outlines the requirements for development in the Southeast Urbana Overlay District. Per Section XIII-8.D, a Special Use Permit is required for any development that involves:

a. Construction of a new principle use multiple-family principal structure;
b. Increasing the building footprint or the floor area ratio of an existing multiple-family residential structure by more than 15%; or
c. Renovations of a multiple-family residential structure that would result in an estimated construction cost of more than 50% of the current estimated market value of the improvements on the property, as calculated by the Champaign County Assessor.

The three subject properties meet the threshold outlined in point (c).

Section XIII-8.E also outlines a list of "Guidelines for Construction" that are to be considered in evaluating Special Use Permits required under the Southeast Urbana Overlay district, designed in accordance with Crime Prevention Through Environmental Design (CPTED) principles.

Discussion
Additional Background Information
Silver Street Capital LLC has purchased a total of six properties with multiple-family residential apartment buildings, including 1302 Silver Street, 1304 Silver Street, 1305 Silver Street, 1401 Silver Street, 2018 Fletcher Street, and 2017 S Philo Road. While all six properties are in the Southeast Urbana Overlay District, only the three subject properties met the investment threshold to require a Special Use Permit.[1]

The requirement for a Special Use Permit was identified after the renovations on the properties had begun. While no building permit is required for the existing structures, electrical, plumbing, and HVAC repairs have been permitted and have been inspected by the City's Building Safety Division. The current owners have also been working with Building Safety staff to address the code violations

[1] As shown in Attachment 3, the three buildings have functionally identical floor plans and share the same scope of renovations as they apply to the Guidelines for Construction. For clarity, they are described collectively throughout this document.

that were in place before the purchase of the properties, with the understanding that a Special Use Permit would be required to ultimately rent out the renovated units.

Section XIII-8.E of the Zoning Ordinance outlines the "Guidelines for Construction" for reviewing Special Use Permits in this district. These guidelines were designed in accordance with CPTED principles, focusing on broad concepts such as visibility, lighting, and security.

The existing units open directly to the street without a lobby or vestibule, with windows in each unit facing both towards Silver Street and towards the parking, promoting "eyes on the street." There are multiple pathways between the parking lots and the front of the buildings, with no obstacles or obstructions.

Exterior improvements include replacing and updating any of the non-functional lighting outside of the existing units, as well as the lighting for the parking lots of the buildings. Functioning security camera replacements are also proposed. The current landscaping is minimal and maintains open visibility through the sites, which will be maintained in any future improvements. While a small fenced-in area is proposed for children to have a barrier from the street while playing outside, the proposed fencing is closer to a wrought-iron design that would be see-through and of a height compliant with the Guidelines for Construction given in the Zoning Ordinance.

While Silver Street Capital, LLC will be retaining the existing structures as-built, it is staff's opinion that both the existing structures and the nature of the renovations are in substantial alignment with the Guidelines for Construction in Section XIII-8.E.

Policy or Statutory Impact

No impact.

Fiscal and Budget Impact

No impact.

Recommendation

On September 3, 2026, the Plan Commission unanimously recommended approval of the Special Use Permits to City Council with no conditions.

Staff concur with the Plan Commission's recommendation.

Attachments

1. An Ordinance Approving a Special Use Permit (Renovation of Multiple-Family Apartment Buildings at 1302 and 1304 Silver Street/Plan Case 2530-SU-26)
2. An Ordinance Approving a Special Use Permit (Renovation of Multiple-Family Apartment Buildings at 1401 Silver Street/Plan Case 2531-SU-26)
3. Plan Commission Staff Report (September 3, 2026)
4. Plan Commission Meeting Minutes DRAFT (September 3, 2026)

Originated by:	Evan Alvarez, Principal Planner
Reviewed:	Olivia Jovine, Director of Community Development
Approved:	Darius L. White, City Administrator

DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

TO: The Urbana Plan Commission

FROM: Evan Alvarez, Principal Planner

DATE: September 3, 2026

SUBJECT: **Plan Case 2530-SU-26:** A request by Silver Street Capital, LLC for a Special Use Permit to renovate multi-family apartment buildings at 1302 and 1304 Silver Street, in the R-5 Medium High Density Multiple-Family Residential District.

Plan Case 2531-SU-26: A request by Silver Street Capital, LLC for a Special Use Permit to renovate multi-family apartment buildings at 1401 Silver Street, in the R-5 Medium High Density Multiple-Family Residential District.

Introduction

Silver Street Capital, LLC has recently purchased six multi-family apartment buildings located at 1302, 1304, 1305, and 1401 Silver Street; 2018 Fletcher Street; and 2017 S Philo Road with the intention of renovating and continuing to lease them as multi-family apartment buildings.

These properties are located in the Southeast Urbana Overlay District, a special development district specifically for the area southwest of the Philo & Colorado intersection as outlined in Section XIII-8 of the Zoning Ordinance. Within the Southeast Urbana Overlay District, any new multi-family apartment development, or existing apartment with renovation costs over 50% of the building's market value, must be granted a Special Use Permit, with additional design considerations related to safety outlined in the Zoning Ordinance. Of the larger collection of properties, 1302, 1304, and 1401 Silver Street would meet the threshold of renovation requiring a Special Use Permit.

The Plan Commission must review the Special Use Permit applications, hold a public hearing, and make a recommendation to the City Council for each application. The City Council must then approve, approve with certain conditions, or deny the request.

Background

Description of the Site and Surrounding Properties

The three properties are located near the intersection of Silver Street and Vawter Street, with 1302 and 1304 Silver Street (two generally identical buildings) at the northwest corner of the intersection, and 1401 Silver Street at the south side. The three properties are similar in size, with lot sizes between 11,326 and 11,474 sq. ft., and were all developed originally as apartment buildings between 1968 and 1970. The properties at 1302 and 1304 contain twelve units each, with 1401 containing eleven.

The properties are located near the southern end of the Southeast Urbana Overlay District. All three properties are zoned R-5 Medium High Density Multiple-Family Residential. As shown in Exhibit B, the properties east and north of this area are also zoned R-5, containing multifamily residential apartment buildings of a similar size to the subject properties. The neighborhood southwest of the of the intersection of Silver and Fletcher (including the properties immediately west of 1302 and

immediately south of 1401) are zoned R-3 Single- and Two-Family Residential, consisting of single-family homes, duplexes, and small condominiums.

	Zoning	Land Use
Site	R-5, High Medium Density Multiple Family Residential	Multiple-family residential
North	R-5, High Medium Density Multiple Family Residential	Multiple-family residential
East	R-5, High Medium Density Multiple Family Residential	Multiple-family residential
South	R-3 Single- and Two-Family Residential	Condominiums, duplexes, and single-family homes
West	R-3 Single- and Two-Family Residential	Condominiums, duplexes, and single-family homes

Proposed Use/Activities

Silver Street Capital, LLC is proposing renovations to the existing multifamily apartment buildings at 1302, 1304, and 1401 Silver Street. Section XIII-8.C.d of the Zoning Ordinance states that a Special Use Permit is required for any development within the Southeast Urbana Overlay District which involves "renovations of a multiple-family residential structure that would result in an estimated construction cost of more than 50% of the current estimated market value of the improvements on the property." These properties would meet that threshold.

The planned renovations are essentially an update of the units inside the existing structures, maintaining the same number of units and layout. Section XIII-8.E of the Zoning Ordinance outlines Guidelines for Construction within the overlay district, primarily focused on safety, lighting, visibility, and access, outlined in the following section.

Figure XIII-1 Southeast Urbana Overlay District



Figure XIII-1 of the Urbana Zoning Ordinance, showing the boundaries of the Southeast Urbana Overlay District

Southeast Urbana Overlay Guidelines for Construction
Section XIII-8.E outlines guidelines for construction, addressing environmental design and safety of multi-family properties within the district. These guidelines (outlined in Exhibit F) broadly call for clear visibility and lighting, encouraging "eyes on the street" in an open, secure space across nine specific areas:

a. Pedestrian Access Networks and Points
b. Landscaping and Screening
c. Facades
d. Lighting
e. Entrances/Exits
f. Public versus Private Spaces
g. Materials
h. Natural Imperatives
i. Security

The existing buildings at 1302 and 1304 have no fences, railing, or other barriers blocking access points into the units. Each unit has a large window facing the street to encourage visibility and natural sightlines onto the street. There is no screening, fencing, or landscaping to block sightlines. There is a shared parking lot to the north, behind the two buildings, with access points around each building. Each unit also has a window facing the parking lot.

The third property at 1401 Silver Street is similar in layout to the properties at 1302 and 1304, as another two-story building with units opening directly outside. It matches the same pattern in fenestrations, with each door opening towards Silver Street with an accompanying window next to it (though facing north, as 1401 is on the south side of Silver Street). The front yard of the property, like 1302 and 1304, consists of only grass and trees, with no additional landscaping.

The key differences between the properties are that 1401 Silver Street 1) has eleven units instead of twelve, and 2) has a parking lot east of the building, which is visible from the street, in addition to parking behind the building to the south.

While the renovations for the properties are primarily interior, staff finds that the exterior changes contribute meaningfully to the goals of the overlay district. The applicant's scope of work includes:

a. Reinforcing the existing doors and windows
b. Replacing and improving the lighting
c. Installing security cameras
d. Enhancing the visual appeal of the properties with low landscaping
e. Partitioning private and public spaces with wrought-iron fencing

While the existing layout of the building largely complies with the guidelines for the Southeast Urbana Overlay District, the proposed renovations are planned to reinforce compliance and address any gaps with the guidelines related to lighting and access.

Previous Relevant Cases
On May 18, 2023, the Plan Commission heard an application from the Housing Authority of Champaign County for the renovations of Steer Place Apartments at 1202 East Harding Drive, which is also located within the Southeast Urbana Overlay District. This was a similar case in that the scope of the renovations was primarily updating and improving the interior of the building. Plan

Commission forwarded it to City Council with a recommendation for approval, where it was approved on the consent agenda.

Discussion

Comprehensive Plan

The Imagine Urbana Comprehensive Plan, designates this area's place type and envisioned future land use as "Neighborhood II," which is defined as: "…neighborhoods [containing] a mix of housing types, with single houses alongside duplexes, townhouses, and apartments. They may also include some small businesses and institutional uses."

The proposal aligns well with the intent of the district. Neighborhood II allows for apartment buildings, and these three apartment buildings have been in the neighborhood for over fifty years. Furthermore, the renovations would respond to various Big and Little Moves under Imagine Urbana.

- Big Move 1: Address Urbana's Diverse Housing Needs
- Little Move 1.8: Allow a variety of housing types in every neighborhood at scales appropriate to each neighborhood.
- Big Move 7: Promote Incremental Development
- Little Move 7.1: Identify and resolve barriers to incremental and infill development.
- Little Move 8.3: Prioritize development in areas already served by services and infrastructure.

Requirements for a Special Use Permit

According to Section VII-4.A. of the Zoning Ordinance, an application for a Special Use Permit shall demonstrate the following criteria:

1. That the proposed use is conducive to the public convenience at that location.
The proposed use is conducive to the public convenience at that location. These apartment buildings have been present in this area for over fifty years, and the proposed renovations would allow them to continue serving that function while improving the housing stock in the area. The scope of the Southeast Urbana Overlay District as it relates to multi-family housing developments also reinforces the intention of thoughtful design of multi-family residential properties in the area.

Staff find this criterion met.

2. That the proposed use is designed, located, and proposed to be operated so that it will not be unreasonably injurious or detrimental to the district in which it shall be located, or otherwise injurious to the public welfare.

The properties have already been in place as multi-family apartments, which are allowed by right in the zoning district. They are being deliberately renovated to improve the quality of the housing while still remaining affordable units for existing residents.

Staff find this criterion met.

3. That the proposed use conforms to the applicable regulations and standards of, and preserves the essential character of, the district in which it shall be located, except where such regulations and standards are modified by Section VII-7.

The character of the R-5 High Medium Density Multiple Family Residential zoning district would be preserved with the proposed use, as apartment buildings of this size and design are permitted by right. The proposed use and design also conform to the applicable regulations and standards of the R-5 district, and off-street parking requirements are already met by parking on site.

Staff find this criterion met.

Overview

The subject properties meet the standard criteria for a Special Use Permit approval, as they have been in use as multifamily residential apartments since approximately 1970, and are located as part of a larger multifamily district. As outlined in the Zoning Ordinance, a Special Use Permit is required due to the design guidelines to promote safety in the Southeast Urbana Overlay District. The proposed improvements attached to the scope of this renovation meaningfully contribute to that goal. If approved, the proposed Special Use Permits would allow renovations at the 1302, 1304, and 1401 Silver Street properties, contributing thirty-five (35) units of improved, affordable housing units to Urbana's housing stock.

In response to the requirements in Section VII-4.A of the Zoning Ordinance, the Plan Commission shall make a recommendation to the City Council for or against the proposed Special Use, and may also recommend such additional conditions and requirements on the operation of the proposed use as are appropriate or necessary for the public health, safety, and welfare, and to carry out the purposes of this Ordinance, including but not limited to conditions that:

1. Regulate the location, extent, and intensity of such use;
2. Require adherence to an approved site plan;
3. Require landscaping and the screening of such use by means of fences, walls, or vegetation;
4. Stipulate a required minimum lot size or yards, and maximum height of buildings and structures;
5. Regulate vehicular access and volume, and the design and location of parking and loading areas and structures;
6. Require conformance to health, safety, and sanitation requirements as necessary;
7. Regulate signs and outdoor lighting; and
8. Any other conditions deemed necessary to affect the purposes of the Zoning Ordinance.

Summary of Findings

1. The proposed use would be conducive to the public convenience, as the location and surrounding district currently form a buffer of medium- to high-density apartments along Colorado and Philo, offering a transition to the single-family housing further south and west of the intersection.

2. The proposed project would not be injurious or detrimental to the R-5 zoning district as a use that would be permitted by right.

3. The proposed project would conform to the regulations and standards of the R-5 zoning district and would preserve its essential character. The proposed clinic does not alter the built form of the apartment buildings, which have been open as housing units since the 1970s.

4. The proposed project implements the requirements of the construction guidelines of the Southeast Urbana Overlay District, as outlined in Section XIII-8 of the Zoning Ordinance.

5. The proposed project is generally consistent with the Imagine Urbana Comprehensive Plan, and place types designation of "Neighborhood II."

Options

The Plan Commission has the following options in Plan Case 2530-SU-26:

1. Recommend approval of the Special Use Permit without any conditions.

2. Recommend approval of the Special Use Permit with any conditions deemed appropriate or necessary for the public health, safety, and welfare, and to carry out the purposes of the City's municipal code.

3. Recommend denial of the Special Use Permit. If the Plan Commission elects to do so, it must articulate the findings supporting its denial.

The Plan Commission has the following options in Plan Case 2531-SU-26:

1. Recommend approval of the Special Use Permit without any conditions.

2. Recommend approval of the Special Use Permit with any conditions deemed appropriate or necessary for the public health, safety, and welfare, and to carry out the purposes of the City's municipal code.

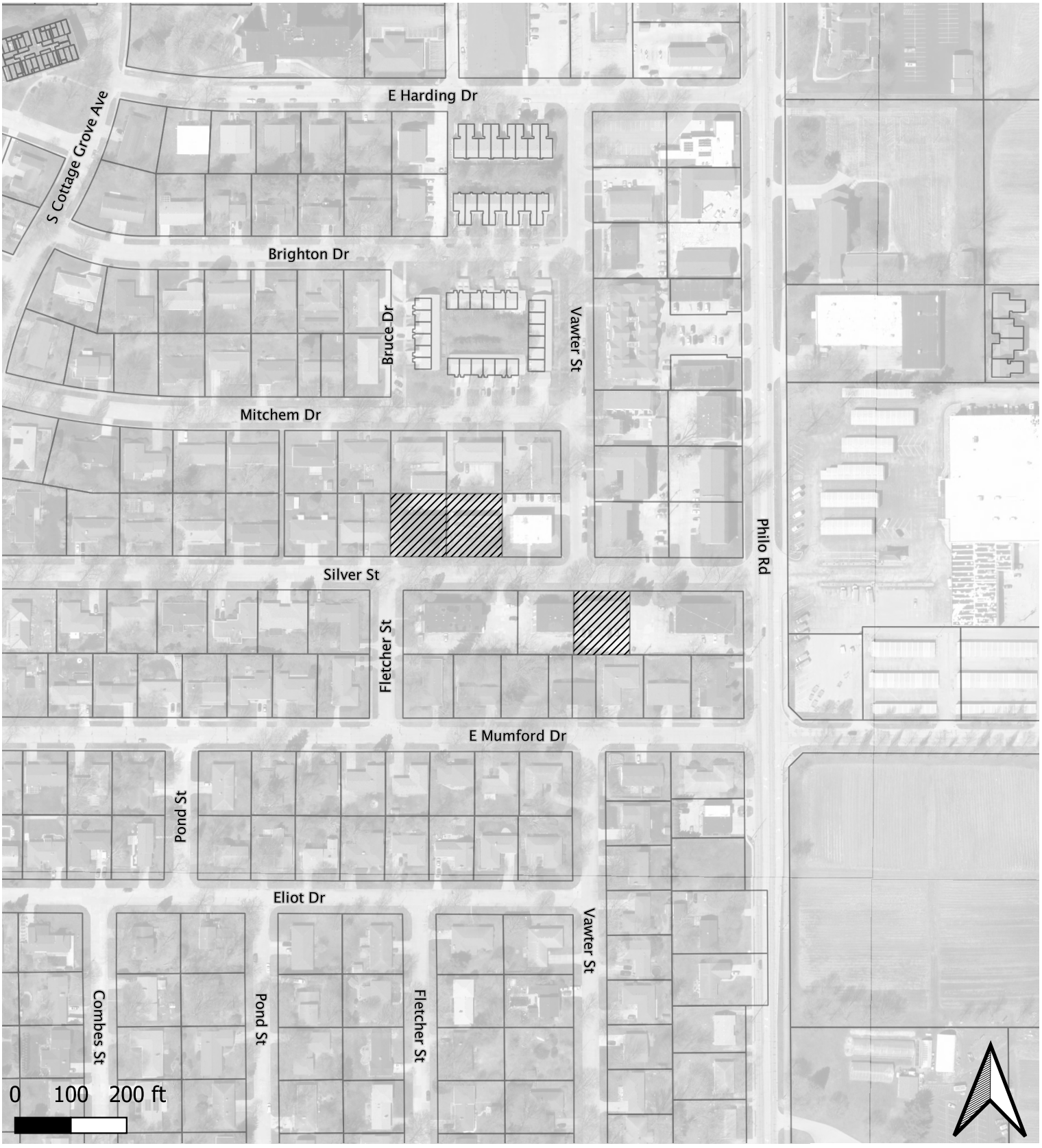
3. Recommend denial of the Special Use Permit. If the Plan Commission elects to do so, it must articulate the findings supporting its denial.

Recommendation

Based on the evidence presented in the discussion above, and without the benefit of considering additional evidence that may be presented at the public hearing, staff recommends that the Plan Commission recommend APPROVAL of the proposed Special Use Permit for the renovations of the multi-family residential buildings at 1302, 1304, and 1401 Silver Street.

Attachments: Exhibit A: Location Map and Land Uses
Exhibit B: Zoning Map
Exhibit C: Place Types
Exhibit D: Application for Special Use Permit
Exhibit E: Site Photos
Exhibit F: Zoning Ordinance Section XIII-8: Southeast Urbana Overlay District

Location Map

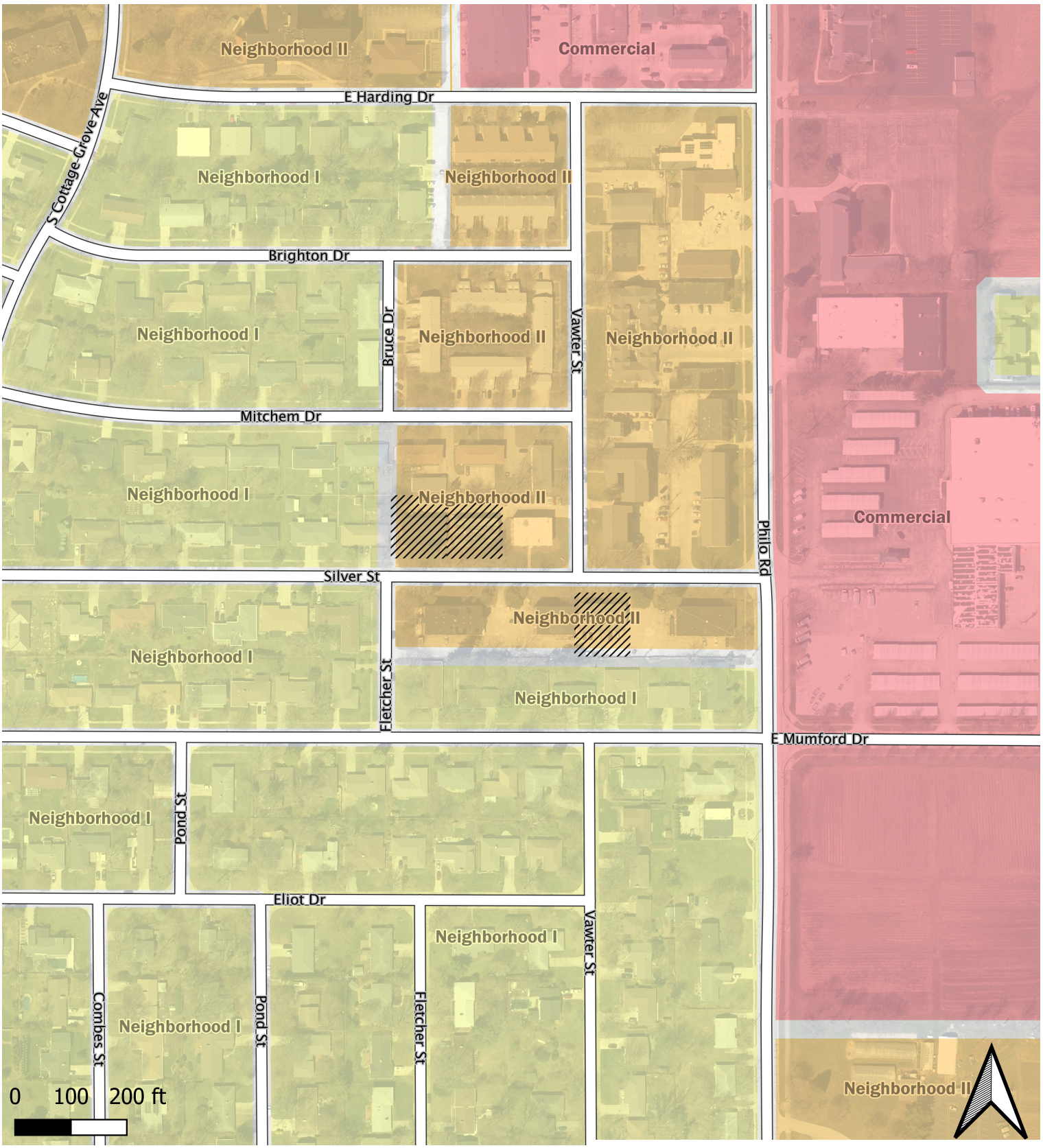


Subject Property

CITY OF URBANA

Case: PC 2530-SU-26, PC 2531-SU-26
Subject: Special Use Permit - Southeast Urbana
Location: 1304, 1306, and 1401 Silver Street
Applicant: Silver Street Capital, LLC

Exhibit A - Location & Land Use

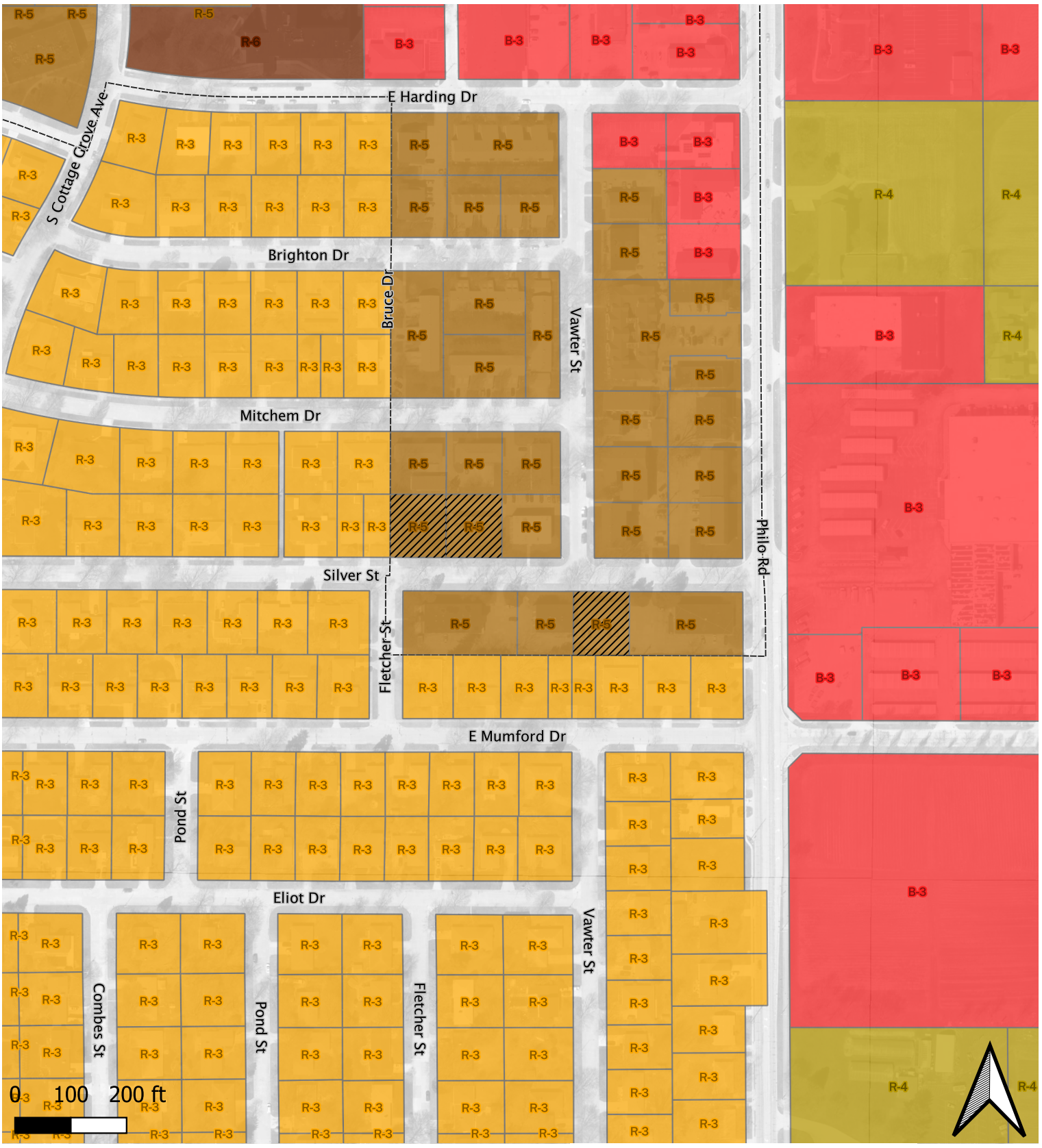


CITY OF URBANA

Case: PC 2530-SU-26, PC 2531-SU-26
Subject: Special Use Permit - Southeast Urbana
Location: 1304, 1306, and 1401 Silver Street
Applicant: Silver Street Capital, LLC

Subject Property
Land use
Residential
Commercial
Institutional
Parking
Mass assembly
Leisure

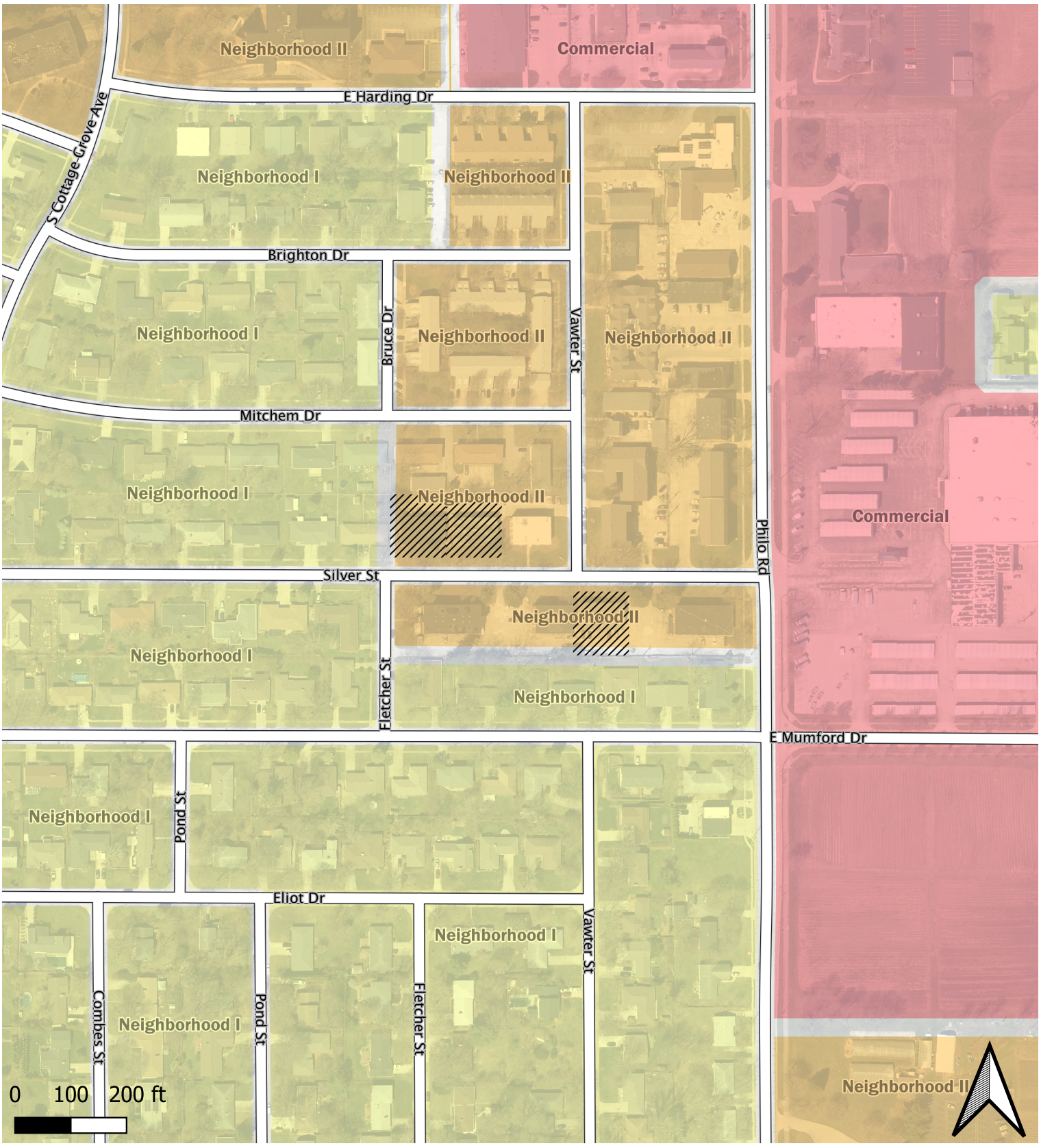
Exhibit B - Zoning



CITY OF URBANA

Case: PC 2530-SU-26, PC 2531-SU-26
Subject: Special Use Permit - Southeast Urbana
Location: 1304, 1306, and 1401 Silver Street
Applicant: Silver Street Capital, LLC

Subject Property
Zoning_View
B-1
B-2
B-3
B-4
CRE
MOR
R-2
R-3
R-4
R-5



CITY OF URBANA

Case: PC 2530-SU-26, PC 2531-SU-26
Subject: Special Use Permit - Southeast Urbana
Location: 1304, 1306, and 1401 Silver Street
Applicant: Silver Street Capital, LLC

Exhibits
Exhibit C - Place Types
Place Types
Neighborhood I (N1)
Neighborhood II (N2)
Commercial (C)

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Permit #: SUP26-000003
Project #: 26-002754
Status: Online Application Received
Balance Due: $0.00
Address: 1302 East Silver Street
Description: Silver Street



Permit | Reviews | Documents | Inspections

Permit #:

SUP26-000003

Permit Type:

Special Use Permit

Sub Type:

Special Use

Issue Date:

Expiration Date:

The application fee must be paid when submitting the application. For the current fee amount, please refer to the most recent version of the City's 'Schedule of Fees - Excluding Liquor License Fees', which can be found at https://www.urbanaillinois.us/fees (https://www.urbanaillinois.us/fees).

The applicant is also responsible for paying the cost of the legal ad publication fees. The News-Gazette will bill the applicant directly. Legal ad publication fees vary from $75.00 and up.

If you need assistance completing this form, please contact the Planning Department at Planning@urbanaillinois.us (mailto:planning@urbanaillinois.us) or (217) 384-2440.

PROPOSED USE

Describe the proposed use and its activities. In other words, what do you plan to do? Are there existing buildings you will use, change, or demolish? Will you build new buildings? What activities will take place on site, and where? If you are planning a business, what will your hours of operation be?

Current Zoning District:

R-5 - Medium High Density Multiple Family Residential

Current Land Use:

Multi Family Residential

Proposed Use:

Primary focus is on renovating to a safe and habitable state. This includes but is not limited to: Ensuring all pedestrian access points are updated and accessible as needed. Landscaping shall be properly maintained and if any changes are made, it will be to ensure safe and accessible sightlines to review the main street, parking lot and surrounding areas. Lighting shall be appropriately returned to service to ensure clear visibility at night. Security cameras will be installed that will monitor the building grounds. If fencing is placed, it will be to appropriately separate public from private property and will use durable material and be at a height that would be considered medium to low.

PROPERTY LEGAL DESCRIPTION

A legal description is the geographical description of a real estate property for the purpose of identifying the property for legal transactions such as deeds, mortgages and other legal documents. A legal description will refer to the name of the subdivision and the lot number.

If your legal description is long, please type "See Attached Legal Description," in the Legal Description Provided by Applicant field and upload a separate document with legal description.

Legal Description Provided by Applicant:

LOT 543 IN ENNIS RIDGE SIXTH SUBDIVISION AS PER PLAT RECORDED IN PLAT BOOK "O" AT PAGE 12, IN CHAMPAIGN COUNTY, ILLINOIS.
Legal Description attachment:

PERMIT INFORMATION
Purpose for Request:
To be in compliance with the Southeast Urbana Overlay District
Number of Applicants:
1
Applicant Name:
Silver Street Capital, LLC

OWNER INFORMATION
If the applicant is not the sole owner, please attach documentation for contact information including **name**, **email** and **phone numbers** of every owner.:
Owner Contact Information.pdf

CONSULTANT INFORMATION
If you are working with an architect, engineer, surveyor, site planner, or attorney, please fill in their information below.
Architect Name, Email and Phone:
Engineer Name, Email and Phone:
Surveyor Name, Email and Phone:
Dana Mann, PE, PLS Mann Engineering & Surveying, LLC ph. (217) 433-4537 mannengr@yahoo.com
Site Planner Name, Email and Phone:
Attorney Name, Email and Phone:
Gary L. Plotnick gplotnick@thompsoncoburn.com P: 312 580 2236

REASONS FOR SPECIAL USE PERMIT
Below are the criteria that the Plan Commission will base their decision on. Your answers should be as detailed as possible.
Explain how the proposed use is conducive to the public convenience at the location of the property. In other words, why is this a good location for what you are proposing, for the overall good of the community and for people coming to the property? Is it easy to get to? Does it fill a need that is missing in the neighborhood? Are there other similar or complementary uses nearby?:
Restoring safe affordable housing that conveys that value and respect of the future tenants is a benefit to the local neighborhood, as well as the economy as the density of the project will increase the number of people living the in the neighborhood by 2-4X it's current population.

Explain how the proposed use is designed, located and proposed to be operated, so that it will not be unreasonably injurious or detrimental to the district in which it shall be located, or otherwise injurious or detrimental to the public welfare. In other words, how will the building and site design, and the operation of the proposed use be done so they do not cause a nuisance to the neighborhood and the community in general? Will it operate at hours similar to surrounding uses? Will it generate excessive noise, light, odor, waste, or traffic, and if so, how do you plan to deal with it?:
The complex will be restored to its original use to provide safe and affordable housing and having local management and significant investment in it's renovation that will encourage being a good neighbor to the local neighborhood and community.
Explain how the proposed use conforms to the applicable regulations and standards of, and preserves the essential character of, the district in which it shall be located. In other words, how well will the proposed use fit into the neighborhood? Will buildings be similar in size and scale to others in the area? Does the site layout (e.g. location of buildings and parking areas) fit in with surrounding properties?:
The use will be restored to its previous use as a medium density multi-family apartment complex which is similar to how it has always been in the local neighborhood.

ATTACHMENTS
Please include any attachments relevant to your special use permit request: supporting documents, site plans, photos, etc.:

CERTIFICATION
I am:
1. The property owner.
I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief.
Agree:
Yes
I acknowledge that my electronic or digital signature on this application has the full legal effect as that of my written signature.
Agree:
Yes
I grant permission for City staff to post a temporary yard sign on the subject property announcing the public hearing to be held for my request.
Agree:
Yes
Applicant Signature Upload:
signature.png
Signer Name:
John Armstrong

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Permit #: SUP26-000004
Project #: 26-002759
Status: Online Application Received
Balance Due: $0.00
Address: 1304 East Silver Street
Description: Silver Street



Permit | Reviews | Documents | Inspections

Permit #:

SUP26-000004

Permit Type:

Special Use Permit

Sub Type:

Special Use

Issue Date:

Expiration Date:

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Engineer Name, Email and Phone:
Surveyor Name, Email and Phone:
Dana Mann, PE, PLS Mann Engineering & Surveying, LLC ph. (217) 433-4537 mannengr@yahoo.com
Site Planner Name, Email and Phone:
Attorney Name, Email and Phone:
Gary L. Plotnick gplotnick@thompsoncoburn.com P: 312 580 2236

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Exhibit E: Site Photos

Photo 1: 1302 Silver Street (from southeast)



Photo 2: 1304 Silver Street (from southwest)



Photo 3: Rear parking lot behind 1302 and 1304 Silver Street the west entrance



Photo 4: 1401 Silver Street (from northwest)



Photo 4: Rear Parking Lot Behind 1401 Silver Street (from east entrance)



on which the system is located, the City may execute the bond posted at the time of approval of the system.

N. *Pre-Existing Wind Energy Systems*

1. Pre-existing wind energy systems shall be allowed to continue. Routine maintenance shall be permitted on such pre-existing systems.

2. A building permit and any other necessary zoning and development approvals shall be obtained to alter, enlarge, extend, replace or relocate a pre-existing wind energy system.

3. If a pre-existing wind energy system is nonconforming with this Section, it shall not be altered, enlarged, extended or relocated such that the nonconformity of the system is increased.

4. Pre-existing wind energy systems that are substantially damaged or destroyed must be rebuilt to conform to this Section.

Section XIII-8 Southeast Urbana Overlay District

A. *Background and Intent*

1. *Location*. Generally bounded by Colorado Avenue to the north; Philo Road to the east; East Harding Drive and East Mumford Drive to the south; and Fletcher Street, Bruce Drive, and Anderson Street to the west. The exact boundaries of the Southeast Urbana Overlay District are shown in Figure XIII-1.

2. *Land use*. This area is primarily comprised of medium-to-high density residential and commercial land uses and is located adjacent to low density residential. The area is nearby and to the west of the Philo Road Commercial Area.

3. *Intent*. To improve the quality of life within the District and in the surrounding neighborhood, specific environmental design standards are established and which apply to certain properties in the District. These standards are referred to herein as the Guidelines for Construction, and are set forth in Section XIII-8.E below. The guidelines for construction focus on four key areas: Natural Surveillance, Maintenance, Territoriality, and Accessibility.

4. *Exemptions*. The provisions listed within this section only apply to multiple-family residential principal use structures within the District; Lower density residential and commercial principal use structures are exempt.

B. *The Purposes of the Southeast Urbana Overlay District are as follows*:

1. To ensure that planning and development are consistent with the goals and objectives of the Urbana Comprehensive Plan, particularly as this plan relates to the protection of neighborhoods.

2. To protect the health, life, safety and welfare of the residents residing within and nearby the District.

3. To ensure that any new development or substantive redevelopment is constructed so as to be compatible with the fabric and character of the surrounding neighborhood.

4. To build residential pride through the promotion of development and redevelopment that residents and visitors recognize as being of a high quality.

5. To encourage the incorporation of design elements in new developments and redevelopments that contributes to and improves the functionality and appearance of the area.

6. To protect property owners' investments in the area by encouraging the timely and appropriate maintenance of property within the District.

7. To preserve and enhance the overall quality and condition of the neighborhood.

8. To prevent and ameliorate any evidence of blight within the area.

C. *Applicability to Urbana Zoning Ordinance and Zoning Map*

1. Definitions and requirements of the Urbana Zoning Ordinance are applicable within the District unless specifically modified pursuant to this section; however, no lawful existing use or building shall be made nonconforming by virtue by the provisions of this section so long as the existing use or building is not modified and remains in compliance with Article X. Nonconformities in Zoning Ordinance.

2. The provisions of this section are applicable to all properties within the Southeast Urbana Overlay District, the boundaries of which are shown in Figure XIII-1 and which shall be shown as an overlay district on the Official Zoning Map of the City.

3. This section establishes new standards for the development of property within the District and may require the obtainment of a Special Use Permit for such development as identified in Section XIII-8.D.

D. *Special Use Permits Required*

1. No building permits within the Southeast Urbana District shall be granted except in compliance with the provisions of this section.

2. A special use permit shall be required for any development which involves:

a) Construction of a new principal use multiple-family residential structure; or

b) Increasing the building footprint or the floor area ratio of an existing multiple-family residential structure by more than 15%; or

c) Renovations of a multiple-family residential structure that would result in an estimated construction cost of more than 50% of the current estimated market value of the improvements on the property, as calculated by the Champaign County Assessor.

3. Construction of single family homes, duplexes, and structures used solely for commercial purposes shall be exempt from the provisions in this section.

E. *Guidelines for Construction*

1. *Generally*. The provisions of the City of Urbana Zoning Ordinance, as amended, apply to all new construction, major additions, and major renovations of multiple-family residential structures in the Southeast Urbana District, except as otherwise stated or modified in this section. The following are Guidelines for Construction:

a) *Pedestrian Access Networks and Points*. Development patterns that are appropriate and of human scale for pedestrians shall be promoted. Access provisions that are connected and continuous without the need to cross barriers to and from sidewalks, carports, parking lots, bus stops, entrances and exits of buildings shall be ensured.

b) Landscaping and Screening. Each Special Use Permit application shall include a landscape plan indicating the type, number, size and location of trees, shrubs and any other landscaping features to be retained or provided. The use of low maintenance landscaping is encouraged. Placement of landscape materials should be such that it does not interfere with sight lines. For example, shrubs should be no higher than three (3) feet tall and tree canopies shall be no lower than eight (8) feet, especially around entryways and windows.

c) Facades. Blank facades should be avoided in order to encourage natural surveillance of the area. As a general guideline, no more than one third of a façade should be blank. In addition, windows that look out on streets and alleys should not be blocked by landscaping.

d) Lighting. Lighting shall be appropriately placed and oriented and should not result in excessive shadow or glare. For example, pedestrian access networks should not have unnecessarily tall, upwards-facing lighting. Lighting fixtures should be well spaced and kept in good working order. Alleys, walkways, and parking lots should be well lit. Lighting should be placed in outdoor common spaces and apartment lobbies and should reflect the intended hours of operation. Motion sensing lights are optimal for these common areas. (Refer to Section VI-8 Outdoor Lighting Requirements for more detailed lighting standards.)

e) *Entrances/ Exits*. Entrances and exits should be clearly visible and well-lit both internally and externally, without excessive shadow or glare. Entrances and exits should be located such that they can be clearly legible from the street. Signage should be clearly legible from the street, with lobbies that are visible from the outside. Recessed doorways should be avoided.

f) *Public versus Private Spaces*. A thoughtful separation between public and private property should be created, taking into consideration fencing, landscaping, screening and sight lines. These distinctions may be made using features such as low walls, fencing, seating, landscape features, and changes of material and texture. Unnecessarily high fences and “keep out” signs should be avoided.

g) *Materials*. The use of context appropriate, durable and low-maintenance building materials are encouraged. Materials should also be graffiti and vandalism-resistant.

h) Natural *Imperatives*. Additional items not listed herein should be considered to promote healthy behaviors and reduce mental fatigue. These can include such measures as providing adequate natural lighting, ventilation for fresh air, additional, landscaping, and access to water features. In addition, proximity to bus stop locations, provision of tenant amenities, and access to exercise equipment can improve health outcomes.

i) *Security*. The installation of appropriately placed security cameras is encouraged, such as in stairwells and elevators and other locations where sight lines may be blocked or which may feel isolated. Elements should be employed which help to clearly define private property from the public domain. When considering fencing, medium to low heights and use of transparent durable materials should be considered.

F. *Approval Criteria*

In addition to the criteria of approval for Special Use Permits set forth in Section VII-4. A, the Plan Commission shall also find that the following criteria are met:

1. That the proposed use is consistent with the 2005 Comprehensive Plan, as amended, as it pertains to the protection and preservation of Urbana’s Neighborhoods.

2. That the location, size, and type of proposed development is appropriate to and compatible with the area in which it is to be located.

3. That the proposed use is designed and located so that it is in conformance with the intent of the guidelines for construction as contained herein.

4. That the proposed development meets the standards contained herein without creating an unreasonable burden on the property owners.

G. *Application Procedures*

The procedures for a special use permit within the Southeast Urbana Overlay District shall be the same as those required in Section VII-4, except as modified herein.

H. *Submittal Requirements*

In addition to the submittal requirements listed in Section VII-4, the Special Use Permit application for this District shall also demonstrate conformance with the approval criteria contained herein.

Figure XIII-1 Southeast Urbana Overlay District



CITY OF URBANA

MINUTES OF REGULAR MEETING **DRAFT**

URBANA PLAN COMMISSION

DATE: **September 3, 2026**

TIME: **7:00 P.M.**

PLACE: **Council Chambers, City Hall, 400 South Vine Street, Urbana, Illinois**

MEMBERS ATTENDING: Dustin Allred, Andrew Fell, Anna Hough, Bill Rose

MEMBERS EXCUSED: Will Andresen, Klayton Matlock

STAFF PRESENT: Evan Alvarez, Principal Planner; Aimirou Sy, Planner II; Teri Andel, Administrative Assistant II

OTHERS PRESENT: John Armstrong, Kayla Goodloe, A'Nuyasha Johnson, Verdell Jones III, Marah Morgan, Nancy Uchtmann

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A. CALL TO ORDER and ROLL CALL

Chair Allred called the meeting to order at 7:01 p.m. Roll call was taken, and a quorum of the members was present.

B. CHANGES TO THE AGENDA

There were none.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

Minutes of June 18, 2026 Regular Meeting

The minutes of June 18, 2026 regular meeting were presented to the Plan Commission. Mr. Fell moved that the Plan Commission approve the minutes as written. Mr. Rose seconded the motion. The motion passed by unanimous voice vote.

D. COMMUNICATIONS

There were none.

E. CONTINUED PUBLIC HEARINGS

There were none.

F. OLD BUSINESS

There was none.

G. NEW PUBLIC HEARING

Plan Case No. 2530-SU-26 - A request by Silver Street Capital for a Special Use Permit to renovate multi-family apartment buildings at 1302 and 1304 Silver Street, in the R-5 Medium High Density Multiple-Family Residential District.

Plan Case No. 2531-SU-26 - A request by Silver Street Capital for a Special Use Permit to renovate multi-family apartment building at 1401 Silver Street, in the R-5 Medium High Density Multiple-Family Residential District.

Chair Allred opened the hearing for Plan Case Nos. 2530-SU-26 and 2531-SU-26 together as they are related to the same applicant and project. He explained the procedure for a public hearing.

Evan Alvarez, Principal Planner, presented Plan Case Nos. 2530-SU-26 and 2531-SU-26 to the Plan Commission. He began by stating the purpose for the proposed Special Use Permit requests. He talked about the background of the Southeast Urbana Overlay District. He noted the location, land use, zoning, and Place Type of the subject properties and the surrounding area. He showed an aerial of the properties and photos from different directions. He reviewed the guidelines for construction in the Southeast Urbana Overlay District, which includes 1) Pedestrian Access Networks and Points, 2) Landscaping and Screening, 3) Facades, 4) Lighting, 5) Entrances/Exits, 6) Public versus Private Spaces, 7) Materials, 8) Natural Imperatives, and 9) Security. He reviewed the criteria for a Special Use Permit according to Section VII-4.A of the Urbana Zoning Ordinance. He explained about how the proposed renovations would relate to the *Imagine Urbana* Comprehensive Plan. He summarized staff's findings and presented the options of the Plan Commission and stated staff's recommendation of APPROVAL of each case.

Chair Allred asked if any members of the Plan Commission had questions for City staff.

Mr. Fell asked if a building permit had been issued for the renovations. Mr. Alvarez replied yes, because staff did not realize that the properties are part of the Southeast Urbana Overlay District.

Mr. Rose stated that the green and yellow squares on the Guidelines for Construction indicate the view of staff on whether the proposed renovations meet the guidelines. He said that the Plan Commission was not presented with plans for the property for the Commission to make their own determination. Mr. Alvarez said that plans were not included in the packet of information because the project is not new construction and the layout of the buildings is not going to change, so a site plan was not required. The renovations are largely interior updates and primarily focus on lighting and security outside, which is in line with what the Guidelines for Construction and the larger CPTED criteria are informing.

Ms. Hough asked for more context the trigger for the Special Use Permit process. Is it because the investment of 50% more than the assessed value requires a Special Use Permit? Is there something special about 50% or investing a large sum of money that would meet the criteria for crime prevention? Mr. Alvarez stated that the Southeast Overlay District Ordinance stemmed from an intern project in 2015; however, there are enough sections of the Zoning Ordinance that apply to

either new construction or have larger compliance implications if a significant enough change happens. For example, if a new principal structure is built, then a parking lot has to become compliant. Different changes can trigger moving into compliance. He believes it was an attempt to mirror that same sensibility in the Southeast Overlay District Ordinance.

Chair Allred stated that the guidelines do not explicitly say that all the guidelines have to be met. He asked if this is staff's understanding of the ordinance or is it that they generally need to comply. Mr. Alvarez replied that given the renovation of the existing structures, there are a lot of things that absolutely can be improved on and brought into compliance, such as lighting or landscaping. Things like the facades are largely fixed without the same ability to easily improve. They can be changed, but typically at great expense. It is the opinion of staff and the Community Development Director that in this case they use the Guidelines for Construction to determine whether the sites are being meaningfully improved. In general, looking at the Guidelines, he did not see anything that would warrant the natural design of the buildings or the scope of the renovations being against one of the guidelines. The guidelines were considered based on what was appropriate for the scale of renovations. So, a lot of them are not terribly concrete and a lot of them are not terribly flexible when renovating an existing building. Staff certainly considered all of the guidelines, but many of them are subjective. He considered the guidelines more as considerations of the larger criteria of crime prevention through environmental design. That as a larger lens is what should be considered in the spirit of this section of the Zoning Ordinance.

Chair Allred asked when making a motion if the Commission should treat each of case separately. Mr. Alvarez said that is correct.

With there being no additional questions for City staff, Chair Allred opened the hearing for public input. He invited the applicant to speak.

John Armstrong, President of Silver Street Capital, approached the Plan Commission to speak on behalf of his requests for Special Use Permits. He stated that his company is renovating the Philo and Silver Street properties. He thanked Mr. Alvarez for a great presentation. He talked about the total project and about the goals of Silver Street Capital. He stated that he would be happy to answer any questions and mentioned that he has visual aids that he could pass around if the Plan Commission so desired.

Chair Allred stated that the Plan Commission did not get much information, so they are relying on the assessment of City staff. He asked Mr. Armstrong to talk about the proposed changes to the landscaping, the lighting, and the materials that will be used in the renovations. Mr. Armstrong stated that they have been primarily focused on the interior portion of the repairs since those were beyond livable conditions. With regards to landscaping, they have a pretty simple plan. They are in the process of planting grass seed because unfortunately the area in front of the buildings had lots of waste including syringes and other sorts of dangerous materials. So, they had to make sure that was properly excavated and then they put in over several hundred yards of fresh dirt and planted grass seed. They are in the process of finding the right vendor to put in standard landscaping bushes that will be approximately three feet tall and around two and a half to three feet wide. The bushes will be placed in front of the sidewalk on the exterior. They are also planning on putting river rock around any landscaping including the trees that are on our own side of the property versus the city side of the sidewalk.

He said that they are in the early stages of submitting a permit for fencing. They anticipate having children live there and want to be able to provide transparency and visibility as well as safety for children playing in the front yard.

In terms of materials, he said that everything will be in compliance with anything that the City would expect ... wrought iron steel for the fencing. In terms of lighting, there was no exterior lighting at all except for what was provided by the City on the street. So, they have refurbished the lighting between each unit. Now, there are twelve (12) lights per building that are sufficiently bright enough so that people can easily see the sidewalk and probably about three (3) to five (5) feet in front of the property in case someone is at the door. It will be sufficiently bright but not so bright as to be blinding or be an eyesore or be distracting from the streets.

Chair Allred asked if there is lighting in the parking lot. Mr. Armstrong said yes. He believes they are City light poles that allow sufficient parking lot coverage. He mentioned that they will have security cameras installed once they have electrical service restored. They are also open to potentially installing an additional motion detected flood light. They are still trying to understand the safety concerns of the neighborhood well enough to know if they need to improve upon what currently exists. At this point, they feel comfortable with the proposed improvements, but are open to future considerations as they begin leasing the units to new tenants and want them to feel safe.

Mr. Rose asked if the rear of the buildings would be substantially changed or would it be essentially a paved area better lit for parking only. Mr. Armstrong stated that the only substantial change is that they are planning to pave the area between buildings, so it is accessible. They plan to stripe the parking lot and assign spaces by unit number. Outside of that, it is functional for now and with all the work that they have to do on the interiors, they believe it is sufficient.

Mr. Rose asked if the applicant has contacted current residents, past residents, and neighbors to get additional information on what is needed for safety reasons. Mr. Armstrong replied that they have tried to canvass the area and understand the past problems so they can make sure the future is different. From what they have learned, a lot of the problems were more related to a lack of effort and continual effort. He mentioned that one of the things that will be different moving forward is that they are going to have an on-site office across the street at 1305 Silver Street. There will be on-site maintenance and staff. They try to remove the previous dangers and character through making renovations and providing on-site staff. They expect people to be accountable to the lease they will sign along with an additional addendum that they have called a good neighbor policy, where they expect tenants to continually stay in touch with staff.

Ms. Hough asked if the staff person in the office would be a full-time employee. Would the maintenance be contracted out or would that be a full-time or part-time employee? Mr. Armstrong said that they are still trying to figure it out. They would be going from zero tenants to 96 tenants, and they want to be sure to be properly staffed. They anticipate having a full-time manager or "community developer," as they call the position. This is to remove any stigmas of the tenants versus staff/owners. He said that they are all on the same team trying to grow the community and make it a better place. They want their tenants to feel as though they have a home that will hold them accountable; to continue to respect and keep up and be able to pay their rent so we can continue to provide those services long term. They also expect people to be able to hold staff accountable.

With there being no other audience wanting to speak, Chair Allred declared the public comment portion closed and opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated that the reason he asked if a building permit was pulled was because it answered a bunch of other questions for him. Much of the information in the building permit is a lot of the quantifiable information that is in the Special Use Permit. So, he is comfortable that staff has reviewed things like lighting and fencing, etc. He assumes that even the upgraded electrical service came from a building permit situation where the units did not meet code.

Mr. Fell said that we all understand why the Special Use Permit is in place in this particular area of the City of Urbana. However, he is in favor of removing every single obstacle to renovate any structure in this neighborhood, including requiring a Special Use Permit to do it. The City is introducing a step to make this process harder when we need to introduce every step we can to make this process easier.

Mr. Fell moved the Plan Commission forward Plan Case # 2530-SU-26 to the City Council with a recommendation for approval with no conditions. Mr. Rose seconded the motion.

Chair Allred said that this is an exciting prospect to have someone making an investment in this area, and it aligns with many things in the Comprehensive Plan but also with the Mayor's initiative to revitalize Philo Road. So, he agrees that we should be trying to make the process as easy as possible.

Roll call on the motion was as follows:

Mr. Fell	-	Yes	Mr. Rose	-	Yes
Mr. Allred	-	Yes	Ms. Hough	-	Yes

The motion passed by unanimous vote.

Mr. Rose moved the Plan Commission forward Plan Case # 2531-SU-26 to the City Council with a recommendation for approval with no conditions. Mr. Fell seconded the motion. Roll call on the motion was as follows:

Mr. Rose	-	Yes	Ms. Hough	-	Yes
Mr. Allred	-	Yes	Mr. Fell	-	Yes

The motion passed by unanimous vote.

Mr. Alvarez noted that these two cases would be forwarded to the Committee of the Whole on September 21, 2026 and to the City Council on September 28, 2026.

H. NEW BUSINESS

There was none.

I. AUDIENCE PARTICIPATION

There was none.

J. STAFF REPORT

Mr. Alvarez reported on the following:

- Previous Cases – Mr. Alvarez stated that the medical clinic Special Use Permit at 909 North Cunningham Avenue, the Planned Unit Development at 413 to 419 West Main Street, and the two text amendments related to parking were approved by the City Council. The Council added a condition to the medical clinic Special Use Permit in that the Special Use Permit applies specifically to the suite where it currently exists. City Council also added conditions to the Planned Unit Development in terms of retaining trees.
- Part-Time Planner – Mr. Alvarez stated that the City has posted the position for a part-time planner.

Mr. Fell asked if the medical clinic needed to expand, would they need a Special Use Permit? Mr. Alvarez said yes, if they went to another suite.

Chair Allred stated that Anna Hough is the newest member of the Plan Commission. Ms. Hough said that she works in homeless services and has worked with people in the properties that are being renovated, so this has been fun first-case and is personal for her.

K. STUDY SESSION

There was none.

L. ADJOURNMENT

The meeting was adjourned at 7:58 pm.

Respectfully submitted,

Evan Alvarez, Secretary
Urbana Plan Commission

ORDINANCE NO. _____

AN ORDINANCE APPROVING A SPECIAL USE PERMIT

(Multiple-Family Residential Apartment Renovations at 1401 Silver Street in the Southeast Urbana Overlay District / Plan Case 2531-SU-26 – City of Urbana)

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 Ordinance constitutes an exercise of the City's home rule powers and functions as granted in the Illinois Constitution, 1970; and

WHEREAS, Silver Street Capital, LLC has petitioned the City for approval of a Special Use Permit to allow the renovations of two multiple-family apartment buildings at 1401 Silver Street in the Medium High Density Multiple Family Residential (R-5) Zoning District, which is permitted in said district by right; and

WHEREAS, the proposed use is conducive to the public convenience at this location by renovating the existing apartment buildings and bringing units back into the surrounding multi-family residential district; and

WHEREAS, the proposed use is designed, located, and proposed to be operated so that it will not be unreasonably injurious or detrimental to the district in which it shall be located, or otherwise injurious to the public welfare; and

WHEREAS, the proposed development is consistent with the development regulations for properties in the Medium High Density Multiple Family Residential (R-5) Zoning District, and preserves the essential character of the districts, in which it shall be located; and

WHEREAS, after due publication, the Urbana Plan Commission held a public hearing on September 3, 2026, and voted with four (4) ayes and zero (0) nays to forward Plan Case 2531-SU-26 to the Urbana City Council with a recommendation to approve the request for a Special Use Permit, subject to the condition specified in Section 1 herein; and

WHEREAS, the proposed use is located in the Southeast Urbana Overlay District and is subject to and compliant with additional requirements and guidelines for the issuance of a Special Use Permit as outlined in Section XIII-8 of the Urbana Zoning Ordinance; and

WHEREAS, approval of the Special Use Permit is consistent with the requirements of Section VII-4 of the Urbana Zoning Ordinance, Special Use Procedures, and with the general intent of that section of the ordinance; and

WHEREAS, the City Council, after due consideration, finds that approving a Special Use Permit as herein provided is in the best interests of the residents of the City and is desirable for the welfare of the City's government and affairs.

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

Section 1.

An Ordinance is hereby enacted, and a Special Use Permit is hereby approved to allow renovation and rental of a multiple-family apartment building in the Medium High Density Multiple-Family Residential (R-5) Zoning District with the following condition:

- Renovation and use must generally conform to the application submitted by the applicant.

Legal Description for the land commonly known as 1401 Silver Street:

Lot 512 in ENNIS RIDGE SIXTH SUBDIVISION as per plat recorded in Plat Book "O" at Page 12, in Champaign County Illinois

P.I.N.: 93-21-21-183-003

Section 2.

Upon approval of this Ordinance, the City Clerk is directed to record a certified copy of this Ordinance with the Champaign County Office of Recorder of Deeds. 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 from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

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:

ABSTENTIONS:

_____
Darcy E. Sandefur, City Clerk

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

_____
DeShawn Williams, Mayor

CITY OF URBANA

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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: September 21, 2026, Committee of the Whole
Subject: An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #1 – Omnibus)

Summary

Action Requested

Forward the budget amendment authorizing these adjustments for approval at the September 28, 2026 City Council meeting. This budget amendment requires six affirmative votes, including the Mayor, in order to pass.

Brief Background

The attached ordinance amends the FY2027 Annual Budget. It adds funding for three new items (an emergency road salt purchase, a Council Chambers audio system upgrade, and a traffic signal cabinet repair) and includes housekeeping items: rebudgets of unspent FY2026 funds, additional funding for two capital projects, and reallocations between departments and funds.

Relationship to City Services and Priorities

Impact on Core Services

The requested items are are intended to enable City staff to better serve Urbana residents.

Strategic Goals & Plans

N/A

Previous Council Actions

The City Council approved FY2027 Annual Budget on June 22, 2026.

Discussion

Additional Background Information

Emergency Salt Purchase: The City of Urbana normally buys bulk road salt through a statewide contract that the State of Illinois bids out each year on behalf of local governments. This season, no local suppliers submitted bids on that contract, so it is not available to the City or to other agencies that typically rely on it. At the same time, severe weather and tighter regional supply have drawn down existing stockpiles faster than expected. The result is a shortage of the road salt needed for winter maintenance and de-icing. To make sure the City has enough salt for the rest of the season, staff will purchase it directly from a supplier. An additional funding of $77,250 from the General Fund is needed for this purchase.

Council Chambers Audio System Upgrade: Recent hardware failures in the Council Chambers audio system have made an upgrade necessary. Staff issued a request for proposals (RFP) and selected a vendor to install the new system and provide ongoing support. Because the system supports the recording and broadcast of public meetings, the equipment purchase qualifies for funding from the Public, Educational, and Governmental (PEG) Fund (320). This amendment adds $20,000 from PEG Fund balance for the equipment purchase.

Traffic Signal Control Cabinet Repair: A traffic accident in July 2026 damaged a City-owned traffic signal control cabinet. Repairing and replacing the equipment costs $42,401 in the Capital & Equipment Replacement Fund (200). The City filed a claim through its third-party administrator (TPA), which has paid $32,401 toward that amount; the City covers the remaining $10,000 under its self-insured retention. This amendment adds both the insurance payment and the repair expenditure. The third-party administrator is still seeking reimbursement from the responsible party's insurer, and the City will deposit any further recovery into the Retained Risk account.

Housekeeping Items: The remaining items are administrative**.** Rebudgets carry forward FY2026 remaining budgets for purchases and projects that will now occur in FY2027. Two existing capital projects also receive additional funding. Reallocations move existing budgets to the correct department or fund.

Rebudgets

General Fund (100):

- $143,846 across multiple equipment line items (51411) in various departments. These are budgeted at a consistent annual amount and routinely rebudgeted to reflect the uneven timing of purchases.
- $12,000 for Employee Recognition, Mayor's Office — Executive Department.
- $8,969 for Translation Services, Office of Human Rights — Executive Department.
- $30,981 for Tree Donations, Urban Forestry — Public Works Department.
- $11,509 for Contractual Services, Sister City — General Services.

Capital Improvement Funds:

- $92,838 for Public Works EV Pilot Program (50310) – CR&I Fund (200)
- $85,000 for Fire Station #3 Demolition (40818) – CR&I Fund (200)
- $1,442,642 for Florida: Wright – Hillcrest (40135) – SMFT Fund (203)

Vehicle & Equipment Replacement Fund (300):

- $573,750 for vehicle and equipment purchases originally planned for FY2026 and deferred to FY2027, rebudgeted to reflect the updated timeline

Reallocations

General Fund (100):

- $7,500 in recruitment expenses from Fire to Human Resources, to record the expenses in the correct department.

- $14,386 in unspent FY26 funds to the Capital Replacement & Improvement Fund (200) for an office remodel.
- $20,000 for neighborhood cleanup to the Community Development Special Fund (330), to record the expense in the correct fund.
- $67,814 for fire radios from the Fire Department to the Vehicle & Equipment Replacement Fund (300) for proper accounting treatment.

Capital Improvement Funds:

- $115,000 additional funds for Fire Station #3 Demolition (40818) – CR&I Fund (200)
- $9,400 additional money for Bridge Inspections (40171) – LMFT Fund (202)

Central TIF Fund (344):

- $65,000 for Boneyard Creek Maintenance (40405)
- $50,000 for the Central TIF Street Lights Project (40607)

Fiscal and Budget Impact

Funds are available in the City's General Operating Fund. The total estimated ending fund balance would be $18,335,092, of which $18,130,386 is reserved to meet (1) the 25% policy requirement ($12,617,386) 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) and future expenditures for a quarter-time position in Finance ($40,000). This leaves $204,706 available to be allocated.

These figures are estimates based on preliminary FY26 results and may change after year-end close and the annual audit. Appropriations represent spending authority rather than actual spending, and departments may not expend the full amount budgeted. Staff will bring forward any material adjustments once audited figures are available.

Recommendation

Forward the budget amendment authorizing these adjustments to the FY2027 budget with a recommendation for approval at the September 28, 2026, City Council meeting.

Next Steps

If the proposed adjustments mentioned above are approved, the revisions detailed in the exhibit will be incorporated into the FY2027 Annual Budget.

Attachments

1. An Ordinance Revising the Annual Budget Ordinance

Originated: Don Ho, Senior Financial Analyst / Budget Coordinator
Reviewed: Jennifer Johnson, Temporary Professional Support
Approved: Darius L. White, City Administrator

ORDINANCE NO. _____

AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE

(Budget Amendment #1 – Omnibus)

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, 2026, and ending June 30, 2027; 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 2026/27 - 01 - Exhibit A

General Ledger Code	Description	Current Budget	Revised Budget	Difference	Reason
GENERAL OPERATING FUND (100)					
Expenditures					
10015150-51411	FIN ADMIN: SMALL SCHEDULED EQUIPMENT	1,754	9,802	8,048	REBUDGET - SCHEDULED EQUIPMENT
10040400-51411	PW ADMIN: SMALL SCHEDULED EQUIPMENT	401	719	318	REBUDGET - SCHEDULED EQUIPMENT
10040402-51411	LANDSCAPE MANAGEMENT: SMALL SCHEDULED EQUIPMENT	7,402	35,804	28,402	REBUDGET - SCHEDULED EQUIPMENT
10040410-51411	FACILITY MAINT: SMALL SCHEDULED EQUIPMENT	15,199	28,054	12,855	REBUDGET - SCHEDULED EQUIPMENT
10040420-51411	TOOL ROOM: SMALL SCHEDULED EQUIPMENT	14,004	107,514	93,510	REBUDGET - SCHEDULED EQUIPMENT
10040440-51411	ENGINEER: SMALL SCHEDULED EQUIPMENT	6,486	7,199	713	REBUDGET - SCHEDULED EQUIPMENT
10010101-52999	MAYOR/CAO: OTHER CONTRACTUAL SERVICES	35,500	47,500	12,000	REBUDGET - EMPLOYEE RECOGNITION
10010104-52999	OFC OF HRE: OTHER CONTRACTUAL SERVICES	8,455	17,424	8,969	REBUDGET - TRANSLATION SERVICES
10040401-52906-40907	URB FOREST: LANDSCAPING SERVICES	-	30,981	30,981	REBUDGET - TREE DONATION
10060109-52999	SIST CITY: OTHER CONTRACTUAL SERVICES	-	11,509	11,509	REBUDGET - SISTER CITY
10010105-52904	HUMAN RES: RECRUITING EXPENSES	62,300	69,800	7,500	MOVE FIRE RECRUITING EXPENSE TO HR
10030300-52904	FIRE OPS: RECRUITING EXPENSES	22,151	14,651	(7,500)	MOVE FIRE RECRUITING EXPENSE TO HR
10040421-51340	SNOW REMOVAL: SALT	189,490	266,740	77,250	EMERGENCY SALT PURCHASE
10060610-59330	GF NONDEP: TFR TO CD SPECIAL FUND	100,000	120,000	20,000	MOVE NEIGHBORHOOD CLEANUP TO CD SPECIAL FUND
10050501-52999	GENFUND ED: OTHER CONTRACTUAL SERVICES	20,000	-	(20,000)	MOVE NEIGHBORHOOD CLEANUP TO CD SPECIAL FUND
10030300-51410	FIRE OPS: SMALL TOOLS & EQUIPMENT	94,913	27,099	(67,814)	TFR FIRE RADIOS TO VERF
10060610-59300	GF NONDEP: TFR TO VERF FUND	-	67,814	67,814	TFR FIRE RADIOS TO VERF
10060610-59200	GF NONDEP: TFR TO CAP REPL & IMPR FUND	1,621,645	1,636,031	14,386	REBUDGET - OFFICE REMODEL USING FY26 UNSPENT FUNDS
Total Expenditures		**56,697,233**	**56,996,174**	**298,941**	
Ending Fund Balance (estimated)		**18,412,342**	**18,335,092**	**(77,250)**	
CAPITAL IMPROVEMENT & REPLACEMENT FUND (200)					
Revenues					
200-49100	CIP FUND: TFR FROM GENERAL FUND	1,621,645	1,636,031	14,386	REBUDGET - OFFICE REMODEL USING FY26 UNSPENT FUNDS
Total Revenues		**1,881,817**	**1,896,203**	**14,386**	
Expenditures					
20040470-53200-40800	BUILDING - CITY FACILITY IMPROVEMENT	493,372	507,758	14,386	REBUDGET - OFFICE REMODEL
20040470-52204-50310	INFRASTRUCTURE MAINT - EV CONVERSION PILOT PROGRAM	-	92,838	92,838	REBUDGET - CIP PROJECT
20040470-53305-40818	OTHER CONSTRUCTION - FIRE STATION #3 DEMO	-	200,000	200,000	REBUDGET & ADDITIONAL FUNDS - CIP PROJECT
Total Expenditures		**2,933,582**	**3,240,806**	**307,224**	
Ending Fund Balance (estimated)		**474,923**	**359,923**	**(115,000)**	
LOCAL MOTOR FUEL TAX FUND (202)					
Revenues					
202-46290	OTHER REIMBURSEMENTS	-	32,401	32,401	TRAFFIC SIGNAL CABINET REPAIR
202-49370	TFR FROM RETAINED RISK FUND	-	10,000	10,000	TRAFFIC SIGNAL CABINET REPAIR
Total Revenues		**2,347,908**	**2,390,309**	**42,401**	
Expenditures					
20240470-52199-40171	OTHER PROFESSIONAL SERVICES - BRIDGE INSPECTIONS	30,000	39,400	9,400	ADDITIONAL MONEY FOR PROJECT
20240470-52204-40608	INFRASTRUCTURE MAINT - MISC ELECTRICAL REPAIRS	96,150	138,551	42,401	TRAFFIC SIGNAL CABINET REPAIR
Total Expenditures		**4,233,073**	**4,284,874**	**51,801**	
Ending Fund Balance (estimated)		**1,017,167**	**1,007,767**	**(9,400)**	
STATE MOTOR FUEL TAX FUND (203)					
Expenditures					
20340470-52105-40135	PLANNING SERVICES - FLORIDA: WRIGHT - HILLCREST	-	1,442,642	1,442,642	REBUDGET - CIP PROJECT
Total Expenditures		**1,093,000**	**2,535,642**	**1,442,642**	
Ending Fund Balance (estimated)		**3,267,325**	**3,267,325**	**-**	
VEHICLE & EQUIPM REPLCMNT FUND (300)					
Revenues					
300-49100	VERF FUND: TFR FROM GENERAL FUND	1,950,794	2,018,608	67,814	TFR FIRE RADIOS TO VERF
Total Revenues		**2,426,346**	**2,494,160**	**67,814**	
Expenditures					
30060600-53410	VERF: MACHINERY	269,794	485,127	215,333	REBUDGET - MACHINERY
30060600-53420	VERF: VEHICLES	269,794	560,397	290,603	REBUDGET - VEHICLES
30060600-53440	VERF: OTHER EQUIPMENT	184,409	252,223	67,814	TFR FIRE RADIOS TO VERF
Total Expenditures		**4,772,516**	**5,346,266**	**573,750**	
Ending Fund Balance (estimated)		**7,444,961**	**7,444,961**	**-**	
PEG FUND (320)					
Expenditures					
32010107-53410	PEG: MACHINERY	-	20,000	20,000	AUDIO SYSTEMS UPGRADE - COUNCIL CHAMBERS
Total Expenditures		**42,919**	**62,919**	**20,000**	
Ending Fund Balance (estimated)		**186,307**	**186,307**	**-**	

COMMUNITY DEVELOPMENT SPECIAL FUND (330)					
Revenues					
330-49100	TFR FROM GENERAL FUND	100,000	120,000	20,000	MOVE NEIGHBORHOOD CLEANUP TO CD SPECIAL FUND
Total Revenues		**444,649**	**464,649**	**20,000**	
Expenditures					
33050530-52104	CD: DISPOSAL & RECYCLING SERVICES	4,000	24,000	20,000	MOVE NEIGHBORHOOD CLEANUP TO CD SPECIAL FUND
Total Expenditures		**458,455**	**478,455**	**20,000**	
Ending Fund Balance (estimated)		**393,054**	**393,054**	**-**	
CENTRAL TIF FUND (344)					
Expenditures					
34450501-52906-40405	LANDSCAPING SERVICES - BONEYARD CREEK MAINTENANCE	-	65,000	65,000	CORRECTION - CIP PROJECT
34450501-53305-40607	OTHER CONSTRUCTION - STREET LIGHTS	-	50,000	50,000	CORRECTION - CIP PROJECT
Total Expenditures		**3,573,743**	**3,688,743**	**115,000**	
Ending Fund Balance (estimated)		**8,642,990**	**8,527,990**	**(115,000)**	
RETAINED RISK FUND (370)					
Expenditures					
37060154-52722	LIABILITY CLAIMS	250,000	240,000	(10,000)	TRAFFIC SIGNAL CABINET REPAIR
37060154-59200	TFR TO CAP REPL & IMPR FUND	-	10,000	10,000	TRAFFIC SIGNAL CABINET REPAIR
Total Expenditures		**2,010,789**	**2,020,789**	**10,000**	
Ending Fund Balance (estimated)		**3,570,402**	**3,570,402**	**-**	

CITY OF URBANA

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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: September 21, 2026, Committee of the Whole
Subject: Ordinance Amending UCC Article III, Chapter 2, Section 42 (Appointed Officers)

Summary

Action Requested
Staff recommends the City Council pass an ordinance revising Section 2-42 of the City Code to more accurately reflect the current list of the City's appointed officers. Staff further recommends that language be added that provides some flexibility for changes in titles, job descriptions, creation or elimination of positions that would be appropriately classisfied as appointed.

Brief Background
Since the most recent revisions to Section 2-42, the City has created certain positions and has retitled other positions. Prior to posting for vancancies in certain new and/or reimagined positions, which staff believe should be appointed positions, revisions to the list in 2-42 would be appropriate.

Relationship to City Services and Priorities

Impact on Core Services
There will be no direct impact on core services as a result of this amendment. However, inclusion of certain positions in the ordinance will remove any ambiguity about whether newer of those positions are to be appointed (i.e. assistant city administrator, chief human resources officer).

Strategic Goals & Plans
The goal is to facilitate the hiring and appointment processes.

Previous Council Actions.
Section 2-42 was originally codified in 1985, and was revised in 2021.

Discussion

Additional Information
Since its original inclusion in the UCC, positions at the City which would appropriately be appointed have been created (deputy fire chief, information technology manager, deputy finance director, etc.),

and titles of other positions have changed (e.g. human rights and equity officer). Currently, there are two positions budgeted that are not currently listed in Section 2-42: Assistant City Administrator and Chief Human Resources Officer. Additionally, it is the philosophy of this administration that all department heads and all deputy department heads be appropriately classified as appointed officers. That is currently the status. Staff believes that rather than listing all attendant departments and their respective titles is more concise and clearer than the current language (i.e. "chief of police and deputy chief of police" versus "finance director and deputy finance director" versus "director of public works and deputy director of public works").

Additionally, staff believes the following language should be added:

"…and any other executive or administrative-level position that reports directly to the mayor, city administrator, or a department head whose scope of responsibilities make it appropriately classified as an appointed officer."

This language provides both insight into the metric by which a position is evaluated for classification as an appointed position, as well as affording development of City officer positions that would not require a budget amendment. To clarify, inclusion of the additional language does not mean that the position could be filled without Council's prior approval. Both the budgeting process and the appointment process itself will give Council input into the appropriateness of any new position.

Recommendation
Staff recommends the City Council pass the proposed revision to Section 2-42 of the Urbana City Code.

Attachments

1. Mark-up and clean drafts of ordinance.

Originated by: Michelle Brooks, Labor and Employee Relations Manager
Reviewed: Matt Roescley, City Attorney
Approved: Darius L. White, City Administrator

ORDINANCE NO. _____

AN ORDINANCE AMENDING URBANA CITY CODE ARTICLE III – OFFICERS, CHAPTER 2 – ADMINISTRATION, SECTION 42 - APPOINTMENT

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

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

WHEREAS, Section 2-42 of the Urbana City Code currently lists the positions of which must be appointed by the Mayor with the advice and consent of the City Council; and

WHEREAS, the list of positions currently included in Section 2-42 includes positions that no longer exist or have been retitled, and does not include positions that have been created and budgeted; and

WHEREAS, modification of the language shall provide clarity, more accurately reflect the current state of positions appropriate for appointment, and shall articulate parameters by which a position should be classified as appointed;

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

Section 1. Section 2-42 of the Urbana City Code shall read as follows:

The following appointed officers shall be appointed by the Mayor with the advice and consent of the City Council, subject to inclusion in the annual budget: city administrator, assistant city administrator, all department heads and deputy department heads, chief legal officer, city engineer, human rights and equity officer, chief information officer, chief human resources officer, any special advisor to the executive branch, and any other executive or administrative-level position that reports

directly to the mayor, city administrator, or a department head for which the scope of responsibilities or term of position make it appropriately classified as an appointed officer.

When bringing forth appointments to the City Council, the Mayor shall provide a summary of each appointee's qualifications for the office to which they are proposed to be appointed or reappointed two weeks prior to appointment.

Upon request, the Mayor or their designee shall meet with members of the City Council for confidential review of records related to a proposed appointee's performance and qualifications, subject to any limitations and/or restrictions in all applicable laws.

Section 2. Repeal of Conflicting Provisions. All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Section 3. Severability. If any provision of this Ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

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

PASSED BY THE CITY COUNCIL this _____ day of _____, 20_____.
AYES:

NAYS:

ABSTENTIONS:

_____

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this _____ day of _____, 20_____.

_____

DeShawn B. Williams, Mayor

Sec. 2-42. - Appointment.

The following appointed officers shall be appointed by the mayor with the advice and consent of the city council, subject to inclusion in the annual budget: city administrator, assistant city administrator, all department heads and deputy department heads, chief legal officer, city engineer, human rights and equity officer, chief information officer, chief human resources officer, any special advisor to the executive branch, and any other executive or administrative-level position that reports directly to the mayor, city administrator, or a department head whose scope of responsibilities make it appropriately classified as an appointed officer. ~~finance director, city attorney, chief of police, chief of the fire department, director of public works, director of community development services, deputy finance director, deputy chief of police, deputy chief of the fire department, deputy director of public works, city engineer, human rights and equity officer, information technology manager, and any special advisor to the executive branch~~.

When bringing forth appointments to the city council, the mayor shall provide a summary of each appointee's qualifications for the office to which they are proposed to be appointed or reappointed two weeks prior to appointment.

Upon request, the mayor or their designee shall meet with members of the city council for confidential review of records related to a proposed appointee's performance and qualifications, subject to any limitations and/or restrictions in all applicable laws.

(Code 1975, § 2.7; Ord. No. 2021-08-038, § 1, 9-13-21)

CITY OF URBANA

City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.UrbanaIL.gov

MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE CITY COUNCIL

Meeting: September 28, 2026, City Council Meeting
Subject: Staff Appointment

Summary

Action Requested
City Council is asked to approve Michael Cervantes as Deputy Chief of Police until June 30, 2027.

Brief Background
The attached summary of job responsibilities and information on the appointee is provided to the City Council as information to support the Mayor's recommended appointment.

Relationship to City Services and Priorities

Impact on Core Services
Appointments made by the Mayor and approved by Council ensure that qualified individuals are placed in key leadership and operational roles, supporting effective governance, accountability, and continuity in the delivery of municipal services in line with community needs and policy goals.

Strategic Goals & Plans
N/A

Previous Council Actions
N/A

Discussion

Recommendation
City Council is asked to approve Michael Cervantes as Deputy Chief of Police until June 30, 2027.

Attachments

1. Mayoral Appointment Information

Originated by: Kate Levy, Executive Coordinator
Reviewed by: Darius L. White, City Administrator
Approved: DeShawn B. Williams, Mayor

Police Department

Deputy Chief of Police

MICHAEL CERVANTES

Job Summary

The Deputy Chief of Police plays a crucial role in the administration and leadership of the Police Department. Under general direction of the Chief of Police, the Deputy Chief oversees and supports a broad range of responsibilities, including policy development, community engagement, strategic planning, and personnel management.

Michael Cervantes is an experienced law enforcement leader with more than 23 years of military and civilian law enforcement experience, including 20 years with the Urbana Police Department. He is known for his commitment to public service, compassionate approach, strong investigative background, and ability to build effective relationships with community and public safety partners.

Currently serving as Interim Deputy Chief of Police, Michael provides executive leadership and operational oversight for the Urbana Police Department. He supports Patrol and Criminal Investigations, oversees personnel and resource planning, assists with departmental strategy and policy, and represents the Department before City Council and community partners. He also serves as Acting Chief in the Chief's absence.

Throughout his career, Michael has held a variety of roles with the Urbana Police Department, including patrol officer, canine handler, detective, sergeant, and lieutenant in both Patrol and Criminal Investigations. His experience includes major investigations, personnel leadership, community engagement, interagency partnerships, public information, and officer training. He has worked extensively with local, state, and federal law enforcement agencies and has served as a mentor and community ambassador.

Michael holds a Master of Science in Law Enforcement and Public Safety Leadership from the University of San Diego**,** a Bachelor of Arts from Eastern Illinois University**,** and an Associate of Science in Criminal Justice from Excelsior College. He completed Northwestern University's School of Police Staff and Command program and is certified eligible for Police Chief through the Illinois Association of Chiefs of Police. His honors include UPD Officer of the Year, the UPD Community Engagement Award, three Life Saving Awards, five Certificates of Merit, and the 2025 UPD DUI Enforcement Award.