



CITY OF URBANA CITY COUNCIL SPECIAL MEETING

DATE: Monday, August 17, 2026
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

- A. Call to Order and Roll Call
- B. Additions to the Agenda
- C. Presentation and Public Input
- D. Council Input and Communications
- E. Mayoral Appointments
 - 1. Mayoral Staff Appointments
 - a. *Deputy Public Works Director – Operations*
 - Troy Richmond (term ending on or before June 30, 2027)
 - b. *Deputy Fire Chief*
 - Roy Lane (term ending on or before June 30, 2027)
- F. Adjournment

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

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



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

MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE CITY COUNCIL

Meeting: August 17, 2026, City Council Meeting
Subject: Staff Appointment

Summary

Action Requested

City Council is asked to approve Troy Richmond as Deputy Director of Public Works - Operations for a term ending on or before 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 Troy Richmond as Deputy Director of Public Works - Operations for a term ending on or before June 30, 2027.

Attachments

1. Mayoral Appointment Incumbent Information

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

Public Works Department

Deputy Director of Public Works - Operations

TROY RICHMOND

Job Summary

The Deputy Public Works Director - Operations manages, supervises, and coordinates the activities of the Operations Division of the Public Works Department, including executive-level management of division programs and services, and providing leadership and guidance to section supervisors and staff. Additional responsibilities include developing and overseeing the Operations Division budget; coordinating department activities in relation to special events; directing department emergency operations to include weather emergencies; training and employee development; and coordinating assigned activities with other divisions, departments, and outside agencies. The Deputy Public Works Director – Operations reports to the Public Works Director.

Troy Richmond began his tenure with the City of Urbana in 2012. He has served as Public Facilities Supervisor since 2019, where he leads daily operations of the Facilities and Parking Sections, manages procurement activities, and participates in long-range capital planning and infrastructure improvement initiatives. He previously served as a Building Maintenance Technician and has also provided leadership and supervision to the Electrical Section of the Public Works Department, overseen weather-related emergency operations, and served on the AFSCME Local 1331 Executive Board.

Troy attended Parkland College and is a 2023 graduate of the Illinois Public Service Institute.



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MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE CITY COUNCIL

Meeting: August 17, 2026, City Council Meeting
Subject: Staff Appointment

Summary

Action Requested

City Council is asked to approve Roy Lane as Deputy Fire Chief for a term ending on or before 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 Roy Lane as Deputy Fire Chief for a term ending on or before June 30, 2027.

Attachments

1. Mayoral Appointment Incumbent Information

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

Fire Department

Deputy Fire Chief

ROY LANE

Job Summary

Under general direction of the Fire Chief, the Deputy Fire Chief manages, supervises, and coordinates the activities of the Operations Division or the Community Risk Reduction Division within the Fire Department, including emergency operations; emergency medical services; facility/equipment maintenance; disaster preparedness; training and employee development; building safety and plan review for fire code compliance, planning, and construction; fire prevention and education; fire investigations and related programs and services. The Deputy Fire Chief responds to emergency incidents; coordinates assigned activities with other divisions, departments, and outside agencies; provides a broad range of highly responsible and complex executive support to the Fire Chief; and assumes command of emergency incidents.

Roy Lane has served the City of Urbana and the Urbana Fire Department for over 18 years. During that time, Lane has served on the Executive Board of Urbana Firefighters local 1147 as Vice-president, participated in budget planning and capital equipment purchasing, and led various department-wide training, development, and operational initiatives. He has held the ranks of Firefighter, Fire Engineer, Fire Lieutenant, and was promoted to Battalion Chief in 2024. Prior to his tenure at the Urbana Fire Department, Roy served with the City of Danville Fire Department and the City of Paris Fire Department. He is also a veteran of the United States Air Force.

Lane holds an associate's degree in Fire Science and is currently pursuing a Bachelor of Science degree in Fire Administration at Columbia Southern University. He also holds a multitude of technical and leadership certifications in the fire service industry.