CITY OF URBANA
CITY COUNCIL SPECIAL MEETING

DATE: Monday, November 16, 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. ***Finance Director/Chief Financial Officer***

– Travis Woodcock (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

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: November 16, 2026, City Council Meeting
Subject: Staff Appointment

Summary

Action Requested

City Council is asked to approve the appointment of Travis Woodcock as Finance Director/Chief Financial Officer (CFO) 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 Travis Woodcock as Finance Director/Chief Financial Officer (CFO) for a term ending on or before June 30, 2027.

Attachments

1. Mayoral Appointment Incumbent Information

Originated by: Mindy Hewkin, Administrative Assistant
Reviewed by: Kate Levy, Executive Coordinator
Approved: Darius L. White, City Administrator

Finance Department

Finance Director/Chief Financial Officer (CFO)

TRAVIS WOODCOCK

Job Summary

Under general direction of the Mayor, the Finance Director/Chief Financial Officer (CFO) is the chief fiscal officer of the City. The incumbent performs advanced professional work managing a wide and highly complex array of financial functions within the City's Finance Department. This position is responsible for providing strategic and administrative oversight to the City's finance and accounting functions; the development, implementation, and maintenance of internal control systems and financial policies and procedures; acting as a liaison between City departments and auditors, outside financial agencies, the public, and other City partners and stakeholders; and is responsible for ensuring compliance with applicable laws and regulations. This position is responsible for the supervision of management, professional, and administrative support staff. The incumbent has considerable interface with all City departments, the City Council and other elected officials, and community stakeholders.

Travis Woodcock has served in various, progressively responsible public sector finance roles and has nearly 14 years of broad experience in government accounting, budgeting, financial analysis, and executive fiscal oversight. He most recently served as the Finance Director for Champaign County, where he developed and directed the activities of the Finance Department in the Office of the County Executive, prepared, analyzed, and monitored the County's annual budget, developed and presented financial recommendations to the County Board, prepared the annual financial forecast, analyzed and costed capital projects, and managed County debt. Woodcock also has professional experience in municipal government finance, having previously served as a Financial Analyst and Acting Budget Officer for the City of Champaign; prior to that, he served in various finance and accounting roles at the Champaign-Urbana Public Health District, including Accountant II and Interim Director of Finance. Woodcock holds a bachelor's degree in Finance from Eastern Illinois University.