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Urbana's Form of Government

Urbana is a MAYOR/ALDERMANIC form of City government with "Home Rule" authority as provided by State of Illinois Statutes. Seven City Council members are elected by wards. The Mayor and City Clerk are elected at-large. The City Administrator is appointed by the Mayor.

City Administrator

Carol J. Mitten
City Administrator
 217-384-2454
 cjmitten@urbanaillinois.us



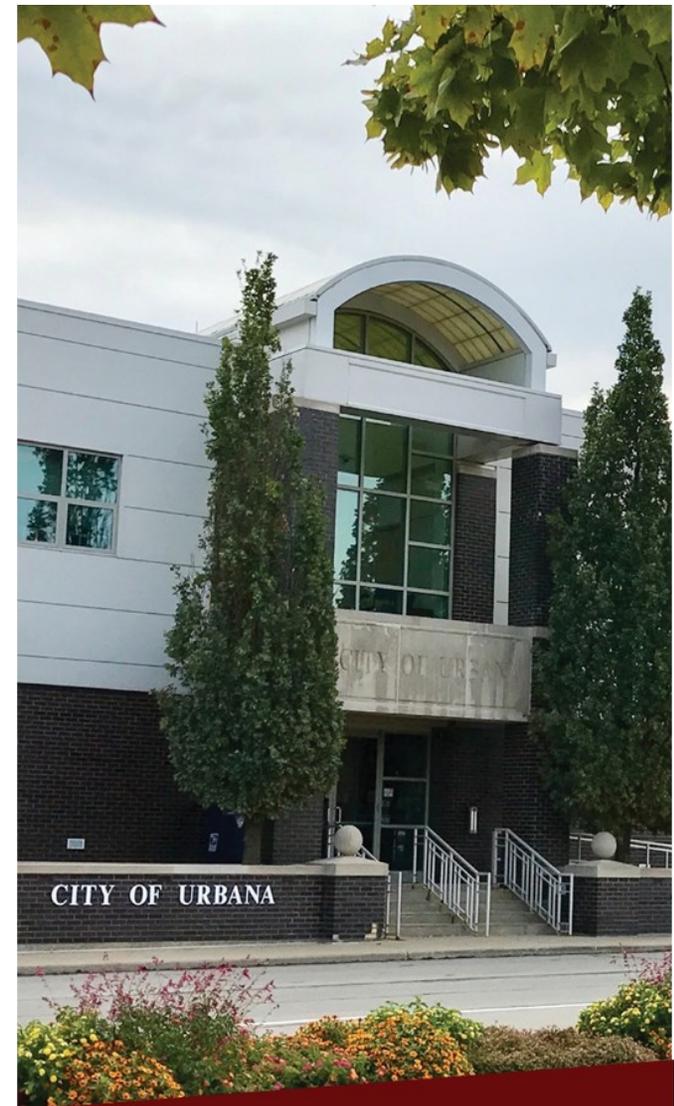
The City Administrator implements policies adopted by the Mayor and Council, and oversees the daily operations of the City.

City Clerk



Charles A. Smyth
City Clerk
 217-384-2362
 casmyth@urbanaillinois.us

The City Clerk's mission is to provide professional records management, meet all legal notice requirements for meetings, serve as clerk to the City Council, serve as lead FOIA Officer, and to assist the County Clerk in conducting elections.



City of Urbana



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Learn more at urbanaillinois.us



Welcome to a meeting of the

Urbana City Council





Welcome!

The Urbana City Council or Committee of the Whole meets every Monday at 7:00 p.m. (Tuesdays following legal holidays, no meetings on 5th Mondays). Cancellations, postponements, public hearings, or special meetings are posted in City Hall and listed on the City of Urbana website. Meetings may be called as necessary with at least 48 hours public notice.

City Council meetings are held in the Council Chambers at City Hall at 400 S. Vine Street, unless notice is given of another location.

Meetings of the Urbana City Council and its various commissions and boards are open to the public. Agendas are posted on the bulletin board at City Hall (main bulletin board in the north entrance of the building), outside the Council Chambers, as well as on the city's web site, urbanaininois.us.

Home Rule

The Constitution of 1970 provided municipalities with a population of more than 25,000 with legislative and governmental authority independent of State legislative authority except as noted in particular state statutes.

Cunningham Township

The City of Urbana is coterminous with Cunningham Township, so the City Council Members also serve as the Township Board. The Town Board meets monthly, on the first Monday of the month, and in the interest of efficiency, all meetings begin at 7 p.m. following each other.

Open Meetings Act

The Open Meetings Act was adopted by the State of Illinois to prohibit secret deliberations and action on matters that, due to their potential impact on the public, should be discussed in a public forum. Each government has to provide rules for public input at all meetings.

Intent

It is the policy of this State that the public commissions, committees, boards and council and other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of this Act that their actions be taken openly and that their deliberations be conducted openly.

Exceptions

The Act provides exceptions for issues such as real estate, personnel matters, collective bargaining, or litigation. The exception(s) must be cited and a roll call vote taken before going into the closed session. A closed session does not need to be listed on the agenda but may be added at any point in a meeting.

Minutes of Meetings

Minutes of all Council or Committee meetings open to the public are available from the City Clerk's Office or the City's website following approval of minutes by the appropriate council or committee. According to the Illinois Open Meetings Act, minutes of meetings closed to the public are available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping minutes confidential. The City Council reviews minutes of Closed Session meetings on a semi-annual basis to determine suitability for release.

Agenda of Meetings

Agenda copies are usually available from the City Clerk's Office by 4:00 p.m. on Thursdays before meetings. Agendas and meeting packets are posted on the City's website.

The order of items on the agenda can be changed during a meeting by a two-thirds vote of Council Members present. Items for discussion only may be added as well. We recommend you arrive at 7:00 p.m. if you are interested in an item.

Addressing the City Council

Please fill out a "Public Input Card" from the table as you enter the Council Chambers and hand to the Clerk. Under Public Input on the agenda, citizens may address the City Council on any item listed on the agenda or on any topic the citizen would like to bring to the Council's attention. Contact and discuss with your City Council Member topics you would like to see addressed by the city council.

Protocol

Those addressing the Council are asked to state their name for the record. Organized groups addressing the same issue are asked to please choose a spokesperson to represent the group and speak on behalf of the group. Comments are limited to 3 or 5 minutes as noted. The chair reserves the right to limit repetitive comments and to not take Public Input Cards after 8 p.m.