



CITY OF  
URBANA



**Urbana Public Works Department**  
*Working for you*



# Urbana Public Works Department

Working for you

FUNDING

GOVERNANCE

WHO WE ARE

GENERAL INFO

WHY WE WORK AT URBANA





An aerial photograph of a road with yellow double lines. A large black circle is overlaid on the center of the image, containing a list of funding sources. The circle has a dotted border. On the left side of the image, there are several solid black circles of varying sizes, resembling punch holes in a document.

## Public Works Funding

- General Fund
- Capital Replacement & Improvement Fund (CR&I)
- Stormwater Utility Fee Fund
- Local Motor Fuel Tax Fund
- State Motor Fuel Tax Fund
- Sanitary Sewer Benefit Tax Fund
- Landscape Recycling Center
- Home Recycling Fund
- Champaign Urbana Solid Waste Disposal System (CUSWDS) Fund
- Motor Vehicle Parking System (MVPS) Fund
- Equipment Services Fund
- Miscellaneous Grants



# Governance

When making recommendations and decisions, Public Works Department staff is guided by:

## Urbana

- Code of Ordinances
- Local Traffic Code
- Zoning Ordinance
- Arboricultural Specifications

## Illinois

- Compiled Statutes
- Illinois Highway Code
- Illinois Department of Transportation Guides and Manuals
- Illinois Environmental Protection Agency
- Illinois Department of Conservation
- Illinois Open Meetings Act
- Illinois Freedom of Information Act
- Illinois Local Records Act
- Illinois Supplement to the Manual on Uniform Traffic Control Devices (MUTCD)
- Illinois Department of Public Health

## Federal

- Federal Highway Authority
- Americans with Disabilities Act
- Federal Clean Water Act
- (MUTCD)
- Resource Conservation and Recovery Act





## WHO WE ARE

- Administrative Services
- Operations
- Engineering
- Environmental Sustainability and Resiliency

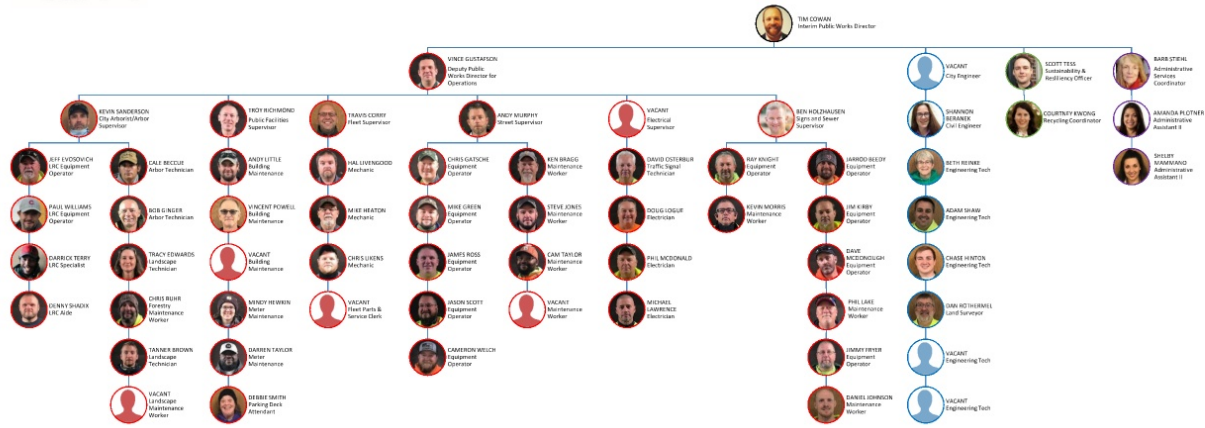
A solid orange circle with a dotted border, containing the text "OUR TEAM".

OUR TEAM





# CITY OF URBANA PUBLIC WORKS DEPARTMENT



<span style="color: red;">●</span> Operations	Full-time	60
<span style="color: blue;">●</span> Engineering	Part-time	02
<span style="color: green;">●</span> Sustainability		
<span style="color: purple;">●</span> Administrative Services	Total	62

03/30/2021

In-House Expertise

Community Involvement

Divisional Breakdown

## Think of us as your qualified experts here to help you make informed decisions for our community.

- Professional Engineers
- Professional Land Surveyor
- Public Infrastructure Design, Operation, & Maintenance Experts
- ADA/PROWAG Accessibility Expertise
- Geographic Information Systems (GIS) Management
- Project Managers
- Construction Managers
- Permitting and Compliance Technicians
- Traffic, Transportation, and Pavement Management and Maintenance
- Wastewater and Stormwater Management and Maintenance
- Licensed Electricians
- Certified Arborists
- Landscape Technicians
- Certified Mechanics
- Equipment Operators
- Commercial Driver's License
- Snow Removal
- Public Administration
- Notary Public
- Incident Management
- Work Zone Safety
- AED/First Aid Training
- Open Meetings/Freedom of Information/Local Records/Ethics/
- Harassment Training
- Special Event Logistics

**Professional  
Development**

**Interdepartmental  
Cooperation**





# Interdepartmental Cooperation

## All Departments

- Development Review Team
- Fleet Management
- Facilities Maintenance

## Executive/Legal

- Capital Improvement Plan
- License Agreements
- Franchise Agreements
- Intergovernmental Agreements

## Clerk's Office

- Freedom of Information Act (FOIA) Responses
- Open Meetings Act (OMA) Notifications

## Finance

- Annual Budgeting
- Procurement
- Parking Enforcement
- Grant Accountability and Transparency Act (GATA) Reporting

## IT

- Phone Systems
- Time Tracking/Reporting Systems
- Asset Management System (Lucity)
- Software/Hardware Management

## Community Development

- Permitting and Compliance Coordination
- Special Events Coordination
- Comprehensive Plan
- Grant Application/Management

## Police/Fire (Public Safety)

- Emergency Traffic Control and Access
- Abandoned Bike Pickup
- Capital Improvements





# Community Involvement

Staff represents both the department and the City on boards, commissions, and other groups

- Bicycle and Pedestrian Advisory Commission
- Sustainability Advisory Commission
- Traffic Commission
- Tree Commission
- Champaign Urbana Urbanized Area Transportation Study
- Kickapoo Rail Trail Study
- Intergovernmental Joint Sanitary Sewer Technical Committee
- Champaign County Stormwater Partnership (CCSP)
- Urbana Stormwater Working Group
- CCNet - Champaign County Sustainability Network
- U of I Climate Action Plan Working Groups
- Champaign County Climate Coalition
- Community Clean-up Day
- Arbor Day Celebration
- Earth Day Celebration
- Recycling Day Celebration
- Facility Tours for Community Groups





## WHAT WE DO

- Administrative Services
- Operations
- Engineering
- Environmental Sustainability and Resiliency

Administrative  
Services

Operations

Engineering

Environmental  
Sustainability and  
Resiliency



# Administrative Services

- Respond to requests for information from internal and external customers
- Provide support for the Public Works Department and other departments within the City of Urbana





# Operations Division

- Wastewater Maintenance
- Stormwater Maintenance
- Street Repair and Maintenance
- Public Facilities
- Electrical, Lighting, and Signals
- Urban Forestry and Landscaping
- Fleet Management and Maintenance
- Parking
- Snow and Ice Control
- Special Events

Wastewater and Stormwater Maintenance

Street Repair and Maintenance

Public Facilities

Parking

Electrical, Lighting, and Traffic Signals

Urban Forestry and Landscaping

Special Events

Fleet Management and Maintenance

Snow and Ice Control



## Wastewater and Stormwater Maintenance





# Street Repair and Maintenance



Complete repair of City streets and sidewalks

- Pothole filling

- Spray patching

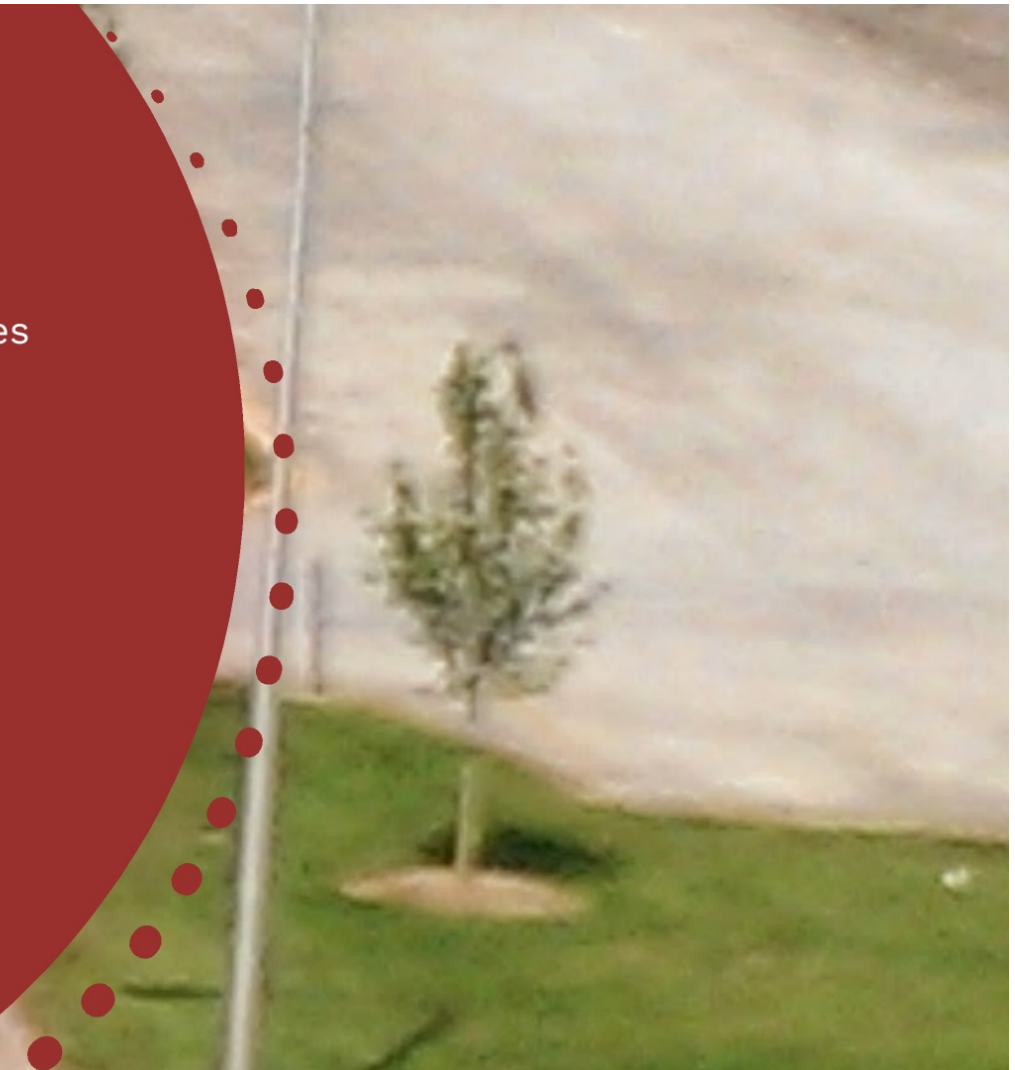
- Pavement patching

- Sidewalk sectional replacement



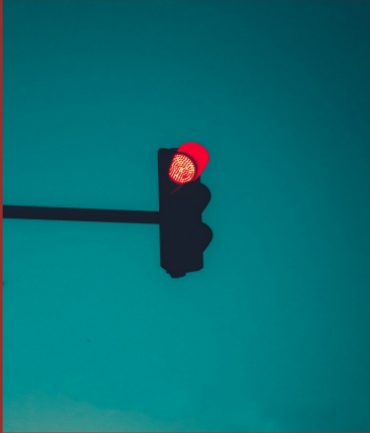
# Public Facilities

Manage and maintain all municipal facilities,  
parking facilities and related infrastructure  
Oversee janitorial contract  
Prepare Capital Improvement Plan for facilities  
replacement and repair





# Electrical, Lighting, and Traffic Signals





# Urban Forestry and Landscaping



# Parking

- Repair and maintain parking meters
- Receive requests for metered parking spaces
- Bag rented parking meters
- Collect coins from parking meters
- Assist with audits of parking meters
- Install or remove meters from parking spaces



# Fleet Management and Maintenance



Fleet



## Fleet Management and Maintenance

- Maintains fleet for the City of Urbana
- Oversees the fueling cards for City staff
- Records vehicles service history
- Prepares reports to charge each department for costs associated with maintaining vehicles



# Snow and Ice Control

- Develop snow and ice control plan annually





# Special Events

A special event is an activity that affects the ordinary allocation of City personnel or the use of City streets, sidewalks, and/or parking lots.

## Parades



## Illinois Marathon

## Sweetcorn Festival



## First Fridays



## Candlestick Lane



# Engineering Services

Public Infrastructure Asset Management Planning  
5-year Capital Improvement Plan Development  
Design and management of public infrastructure projects  
Develop and manage annual recurring maintenance and rehabilitation programs  
Construction Management  
Construction and Environmental Permitting and Compliance  
Development Plan Review  
Professional Land Surveying  
Geospatial Information System (GIS) Maintenance and Management  
Monitor and analyze traffic and other public health and safety concerns



# Environmental Sustainability and Resiliency



Recycling

Energy &  
Climate

Nature &  
Urban  
Biodiversity

Continuity  
&  
Resilience



# Recycling

Curbside recycling operations  
Multifamily recycling operations  
Street can recycling management  
Recycling customer service  
Electronics recycling events  
Household hazardous waste recycling events  
Product stewardship development  
Recycling communications and promotion  
PW Material Management Tracking for EPA  
WasteWise Program  
Drop off recycling program  
Recycling education and engagement events,  
classes, and communications  
Curbside bagged leaf and curbside Christmas  
tree collection





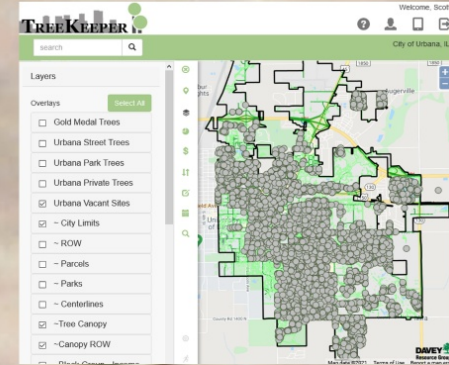
# Energy & Climate

Renewable energy for City facilities  
Geothermal bulk purchase program  
Solar bulk purchase program  
Landfill Solar development  
Greenhouse Gas Emissions inventories  
UofI Climate Action Working Groups  
Municipal electric aggregation  
Public engagement and education on energy, climate, and renewables



# Nature & Urban Biodiversity

Natural lawn care transition  
Native/nativar plantings support  
Monarch/pollinator plantings support  
Landscape Recycling Center support  
Green infrastructure support  
Urban Forestry support  
Community garden support



# Continuity & Resilience

Continuity of Operations planning  
Distributed energy generation  
Stormwater master plan support  
Comprehensive plan support



# Urbana Public Works Department

## Hours of Operation

Main Office Phone: 217.384.2342

Monday through Friday, 7:30 a.m. to 5 p.m.

### Garage

Monday through Friday, 7 a.m. to 3 p.m. (summer)

Monday through Friday, 8 a.m. to 4 p.m. (winter)

### Landscape Recycling Center

Monday through Saturday, 8 a.m. to 3 p.m. (summer)

Monday through Friday, 8 a.m. to 3 p.m. (winter)

### Parking

Monday through Friday, 7:30 p.m. to 3:30 p.m.

### Emergency On-Call (After hours)

24-hours Phone: 217.384.2320

Sewer back-up

Pole knock-down

Debris removal

Street flooding

Traffic signal malfunction

Stop sign missing or knock-down

Essential building maintenance

Other emergency



CITY OF  
URBANA



WHY WE WORK AT URBANA

Problem Solving

Work Variety

Community

Teamwork

Sustainability

**PUBLIC SERVICE**

*Making a Difference*

Thank you









CITY OF  
URBANA



**Urbana Public Works Department**  
*Working for you*