



**CITY OF URBANA, ILLINOIS
DEPARTMENT OF PUBLIC WORKS**

ADMINISTRATION

M E M O R A N D U M

TO: Bruce K. Walden, Chief Administrative Officer

FROM: William R. Gray, P. E., Public Works Director

DATE: December 7, 2005

RE: **West Urbana Neighborhood Association
Specialty Street Name Sign Request**

INTRODUCTION

The West Urbana Neighborhood Association (W.U.N.A.) has requested a specialty street name sign for its area. The W.U.N.A. area request is bound by Florida Avenue, Lincoln Avenue, Race Street, and Main Street. This area has over two hundred thirty street name signs. The W.U.N.A. sign design request is similar to the "Downtown Urbana" street name sign. This sign includes a black background with white lettering and an arch. Within the arch would be the words, "Historic Urbana." (See attached.)

Per policy, there are 92 signs within this area that need to be replaced. This sign material credit of \$2,000 will be factored into the material costs that W.U.N.A. would have to pay the City. Per policy, it is the City Council's prerogative to approve the specialty street name sign design as presented.

The material costs, which include the specialty street name signs, the sign hardware, inventory stock, replacement signs due to vandalism or theft, and a credit for signs scheduled to be replaced is \$12,250.00. Per policy, payment must be received prior to the signs being ordered.

As per the Specialty Street Name Sign policy, W.U.N.A. is to notify residents and property owners within the W.U.N.A. area of its request for the specialty street name signs. W.U.N.A. used several methods to notify those in the West Urbana area, such as sending post cards to property owners, sending a notice to those on the W.U.N.A. e-mail list, setting up an information booth at the Market at the Square, discussing the request at their W.U.N.A. neighborhood meeting, presenting at a candidate's forum and at their neighborhood chili supper.

FISCAL IMPACT

The material costs to replace the signs within the WUNA neighborhood will be paid for by W.U.N.A. The labor and equipment necessary to install these signs will be absorbed by the Public Works Department. Future maintenance of these signs will be provided by Public Works Department crews. The extra sign inventory, as part of the original purchase for the specialty street name signs, should provide for several years of replacement. The purchase of the signs will require a budget amendment to allocate the money paid to the City by W.U.N.A. toward the purchase of the specialty street name signs.

RECOMMENDATION

It is recommended that the City Council approve the vote of requests for a “Historic Urbana” Specialty Street Name Sign, as presented, by motion and voice vote and to approve An Ordinance Revising the Annual Budget Ordinance (W.U.N.A. Signs).

WRG:klf

Attachments: Ordinance
Sign Design

HISTORIC URBANA

W

INDIANA

AV