
EXECUTIVE DEPARTMENT



CITY OF
URBANA

People of Urbana

City Council

Mayor Diane Wolfe Marlin
Liquor Commissioner

City Clerk Phyllis D. Clark

Boards and Commissions

Other Departments

Carol J. Mitten
City Administrator

Kate Levy
Executive Assistant to the Mayor and City Administrator
Deputy Local Liquor Commissioner

Executive Department

Andrea Ruedi
Senior Advisor for
Integrated Strategy Development

Will Kolschowsky
Management Analyst

Bridget Broihahn
Communications Specialist

Information Technology

Sanford Hess, Director

Shawn Fluno
Network Administrator

Tim Smith
ARMS Programmer

Linda Trevena
PC Technician

Kim Hubbard
Business Analyst

Urbana Public Television
Jason Liggett, Station Manager

Bourema Ouedraogo
Production Assistant

3 Camera Operators
Part-Time

Office of Human Rights & Equity

Vacant, HREO

Lemond Peppers
Community Outreach Coordinator

Legal Division

Dave Wesner
City Attorney
Evans, Froehlich, Beth & Chamley

Michelle Brooks
Assistant City Attorney

Ross McNeil
FOIA Officer

Caitlin Wagner
Legal Administrative Assistant

WHAT WE DO

- Mayor – ultimate authority over staff, Local Liquor Commissioner; intergovernmental relationships
- CA – delegated authority from Mayor to make operational decisions; advises the Mayor; intergovernmental relationships
- Comprehensive Plan – Oversee the development of the integrated plan for Urbana for the next 20 years
- Legal – handles legal matters for the City, including FOIA, litigation, risk mitigation
- Office of Human Rights and Equity – staff to the HRC and CPRB; conducts outreach to promote equity and improve relationships with the Police Department
- IT – provides all levels of technology support to City staff (network, desktop, remote, email, systems, etc.)
 - UPTV; ZOOM management
- Communications – promotes City activities, issues press releases, establishes standards for comms-related activities

HOW YOU WILL INTERACT WITH US

- Mayor is your colleague: presides over Council meetings and Town Board meetings; votes on select Council items
- City Administrator and City Attorney attend all Council/Committee meetings and are available to answer questions and/or provide follow-up
- All staff questions (including legal) should be routed through the CA, unless they are specific to an agenda item
- Comprehensive Plan and OHRE staff will make presentations from time to time to update Council on their efforts
- Anticipate on-going amendments to the CPRB and Human Rights Ordinances
- Anticipate changes to the Special Events Ordinance

BOARDS AND COMMISSIONS STAFFED BY EXECUTIVE

- ARMS Policy Board (phasing out)
- Urbana Public Television Commission
- Civilian Police Review Board
- Human Relations Commission

HOW WE INTERACT WITH OTHER DEPARTMENTS

- VISION
- Resource management / balancing demands / setting priorities
- Consistent direction/adherence to values/internal compass
- Championing collaboration
- Support Services for other departments (IT/Legal/Comms)
- Comprehensive Plan development (inclusive and strategic)
- Promoting equity and diversity throughout the organization

WHY THE COMP PLAN IS IMPORTANT TO US



- The Comp Plan is being run out of the Executive Department because it will provide the over-arching direction for our City going forward
- Ultimately, resource allocation proposals are the purview of the Mayor and CA (with abundant input from others); those proposals should reflect the priorities of the residents/visitors/business owners of the City of Urbana
- Tools being developed by the Comp Plan team will allow us broader reach for many outreach efforts, in addition to the Comp Plan effort
- Reinforces the matrix structure that we currently use; ensures integrated efforts toward common goals by all departments



HOW WE ARE FUNDED

- Most salaries in the Executive Department are paid out of the General Fund
- Generally speaking, IT salaries are paid through inter-fund transfers from various departments
- Some money is also received through the cable franchise agreements. It is called the “PEG capital fee,” which is 0.75% of the Gross Revenues from all subscribers in the service area
- ARMS has been funded by the local jurisdictions who use the system. This will end when the new PSRMS is live.