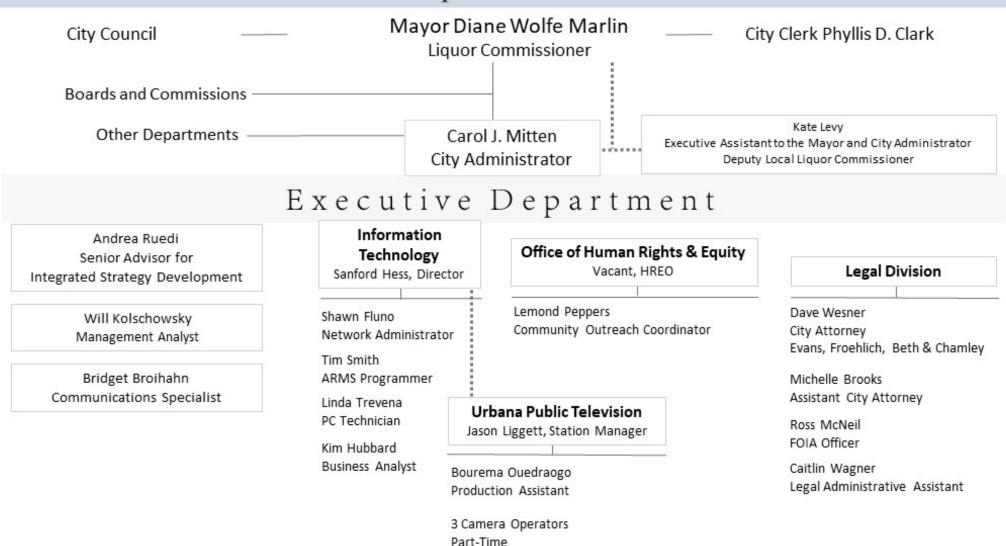
EXECUTIVE DEPARTMENT



People of Urbana



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.