

1 **Sec 2-5 Freedom of Information Act Compliance**

2 (a) FOIA Officer. The mayor shall designate one or more
3 officials or employees of any job classification to act as a
4 freedom of information officer for the city and any or all of its
5 functional departments, divisions, offices, and advisory boards or
6 commissions. A freedom of information officer shall receive
7 requests submitted to the city under the Freedom of Information
8 Act, ensure that the city responds to requests in a timely fashion,
9 and issues responses under the act. A freedom of information
10 officer shall perform the duties required by law, those set forth
11 in this code, and by administrative direction.

12 (b) FOIA Liaisons. The mayor shall require the head of each
13 city department and division to designate an employee to serve as
14 a FOIA liaison, as well as an alternate FOIA liaison, for each of
15 its functional divisions and subdivisions. The FOIA liaison shall
16 be responsible for collecting and reviewing public records within
17 the control of their department or functional division or
18 subdivision, and providing the FOIA officer with a full, complete
19 and response to requests for records consistent with the time
20 periods required by law

21 (c) Duty to cooperate. All city officers and employees shall
22 have the duty to cooperate with and to assist a FOIA officer or
23 FOIA liaison in identifying, collecting or retrieving, and
24 reviewing public records in the possession or control of their

1 respective department or division which may be responsive to a
2 request made pursuant to the Freedom of Information Act including
3 making recommendations as to what records or portions thereof of
4 may be exempt from disclosure under the act.

5 **DIVISION 2-III-1 GENERALLY**

6 **Sec 2-156 City Officers Designated**

7 The officers of the city are:

8 (a) the mayor;

9 (b) the city clerk;

10 (c) the city engineer;

11 (d) the corporation counsel;

12 (e) the city treasurer;

13 (f) the police chief

14 (g) the fire chief

15 (h) the duly appointed and sworn assistants or deputies to

16 ~~the mayor,~~ the city clerk, the city engineer, the city

17 treasurer, the corporation counsel, the police chief and

18 ~~his deputies, and the fire chief and his deputies whose~~

19 appointments are subject to the approval of the city

20 council.

21 **DIVISION 2-III-3 CITY CLERK ~~AND DEPUTY CLERK~~**

22 **Sec 2-201 General Functions**

1 The city clerk is the general custodian of records of the city and
2 has the powers and duties provided by state law, city ordinance
3 and city resolution.

4 **Sec 2-202 Deputy City Clerk**

5 Subject to budget constraints, the city clerk may be assisted by
6 ~~appoint a~~ deputy city clerks. The duties of a deputy clerk shall
7 be defined by the city clerk and may include, but are not limited
8 to, the duties enjoined upon the city clerk by law, ordinance, or
9 resolution. A deputy clerk may perform the duties of the city clerk
10 only in the city clerk's physical absence from the place where the
11 clerk's office is maintained unless the city clerk in writing
12 otherwise directs.

13 (Code 1969, § 2-31)

14 State Law reference- Deputy clerk, 65 ILCS 5/3-6-3.

15 ~~**Sec 2-203 Freedom Of Information Act Officers**~~

16 ~~The Subject to budgetary constraints, the mayor or the mayor's~~
17 ~~designee may appoint freedom of information officers to assist the~~
18 ~~city clerk and deputy city clerk in satisfying the city's~~
19 ~~obligations under the Illinois Freedom of Information Act, 5 ILCS~~
20 ~~140/1, et seq.~~

21 **DIVISION 2-III-4 CITY ENGINEER**

22 **Sec 2-216 General Duties**

23 (a) The city engineer shall have the general charge of all
24 public improvements commencing or to be commenced in the city

1 which are paid for in whole or in part by special assessments,
2 or special tax and such other public improvements as require
3 the skill of a civil engineer. He shall have the supervision
4 of the maintenance, alteration or repair of all work and
5 improvements paid for or to be paid for by special assessment
6 or special taxation.

7 (b) He shall have special charge of the construction and
8 inspection of all public and private sewers and catch basins
9 laid on or in any public street, alley or way, and of the
10 construction and repair of all bridges and viaducts
11 constructed by the city.

12 (c) The city engineer shall, when required, receive, inspect
13 or measure any material to be used in any public improvement
14 of the city and, if necessary, shall keep an accurate account
15 of the quantity or quality of the same, the cost thereof, of
16 whom received and for what purpose used or to be used. He
17 shall examine all bills for materials so received by him, or
18 in connection with his division and, if found correct, shall
19 certify the same for allowance.

20 (d) The city engineer shall also perform such other duties
21 as may be required of him by the board of local improvements,
22 ~~the public works director,~~ the mayor or the city council in
23 the prosecution and construction of any public improvements

1 within and under the control of the city, as shall require
2 the skill and experience of a civil engineer.

3 (e) The city engineer is the head of the public works
4 department. No person shall be eligible for appointment or
5 service as city engineer unless such person is a professional
6 engineer licensed by this state.

7 (Code 1969, §§ 2-157(b), (c), 2-160, 2-165)

8 **Sec 2-222 Assistant City Engineer; ~~Appointment, Oath, Bond~~**

9 There is hereby created the office of assistant city engineer who
10 shall be appointed by the mayor with the approval of the city
11 council. The assistant city engineer shall be the assistant
12 department head of the public works department. No person shall be
13 eligible for appointment or service as assistant city engineer
14 unless such person is a professional engineer licensed by this
15 state.

16 (Code 1969, § 2-166; Ord. No. 088-71, Exh. A, 6-21-88)

17 **ARTICLE 2-IV DEPARTMENTS**

18 **Sec 2-276 Established**

19 The following departments are established:

- 20 (a) Development services department.
- 21 (b) Information technology department ~~Reserved.~~
- 22 (c) Finance department.
- 23 (d) Fire department.

(e) Community services department ~~Innovation and core~~
~~services department.~~

(f) Law department.

(g) Human resources department.

(h) Police department.

(i) Public works department.

(j) Mayor's office of community affairs.

(Ord. No. 091-101, § 1, 12-23-91; Ord. No. 099-30, § 1, 4-13-99;
Ord. No. 000-31, § 1, 3-28-00; Ord. No. 017-063, § 1, 9-12-17)

Sec 2-277 Department Heads

Each department shall be subject to the direction and control of the department head of the department. Each department head shall be appointed by the mayor and confirmed by the city council. The job description of each department head shall be as established by the mayor and provided to the city council at committee of the whole, along with a summary of qualifications, at the time of appointment and proposed confirmation of both the proposed job description and appointment separately by city council. Each department head shall report to the mayor.

Each department head shall either be a resident of the city ~~City~~
~~of Aurora~~ at the time of appointment and confirmation by the city council, or within twelve (12) months of the date of appointment and confirmation by city council which time period may be extended upon the approval of the mayor and the city council. The ~~That the~~

1 residency requirement for ~~city~~ department heads established by
2 section 2 of this article shall not apply to department heads who
3 were appointed prior September 12, 2017 (the effective date of
4 017-063)~~to the effective date of this article.~~

5 (Ord. No. 017-063, § 2, 9-12-17)

6 **Sec 2-280 Development Services Department**

7 (a) The chief development services officer is the department
8 head of the development services department, who shall be
9 assisted by a director of development services.

10 (b) The development services department is divided into the
11 following divisions:

12 (1) Airport division. The head of this division is the
13 airport director.

14 (2) Division of buildings and permits. The head of this
15 division is the building and permits director.

16 (3) Division of economic development. The head of this
17 division is the economic development director, who shall
18 be assisted by an assistant director.

19 (4) Division of zoning and planning ~~and zoning~~. This
20 division is divided into the following subdivisions:

21 a. Planning and preservation.

22 b. Zoning.

23 (5) Division of property standards. The head of this
24 division is the property standards director.

(6) Division of animal control. The head of this division is the animal control director.

(c) The functions of the development services department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.

(Ord. No. 091-101, § 1, 12-23-91; Ord. No. 099-30, § 1, 4-13-99; Ord. No. 000-31, § 1, 3-28-00; Ord. No. 017-063, § 5, 9-12-17)

Editor's note— Ord. No. 017-063, § 5, adopted September 12, 2017, renamed § 2-280 to read as herein set out. Former § 2-280, pertained to community development department.

Cross reference— Buildings and building regulations, Ch. 12; planning and development, Ch. 34; preservation, Ch. 37; subdivisions, Ch. 43; zoning, App. A.

Sec 2-281 Community Innovation And Core Services Department

(a) The chief community services innovation officer is the head of the ~~innovation and core services~~ department.

(b) The community services innovation and core services department is divided into the following divisions:

(1) The innovation division. The head of this division is the director of innovation. The innovation division is divided into the following subdivisions:

a. Thrive Collaborative and Financial Empowerment Centers

b. Communications

~~Information technology division. The head of this division is the information technology director. The information technology division is divided into the following subdivisions:~~

~~e. Management information systems.~~

~~d. Police technical services.~~

(2) The community development division ~~Community services division.~~ The head of this division is the community development services director. The community development ~~services~~ division is divided into the following subdivisions:

a. Grand Army of the Republic Memorial Hall ~~Customer service.~~

b. Public art.

c. Grants. ~~Neighborhood redevelopment.~~

~~d. Special events.~~

~~e. Youth and senior services.~~

(3) Community engagement division. The head of this division is the community engagement director. The community engagement division is divided into the following subdivisions:

a. Youth Services.

b. Senior & Disabilities Services.

c. Neighborhood Outreach Services.

(4) Customer service division. The head of this division is the customer service manager.

(c) The functions of the community services ~~innovation and core services~~ department and its respective divisions shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.

(Ord. No. 017-063, § 6, 9-12-17)

Editor's note— Ord. No. 017-063, § 6, adopted September 12, 2017, amended § 2-281 in its entirety to read as herein set out. Former § 2-281, pertained to public property department, and derived from Ord. No. 091-13, § 1, 3-5-91; Ord. No. 091-101, § 1, 12-23-91; Ord. No. 099-30, § 1, 4-13-99).

Cross reference— Offices created; appointments, § 2-236; licenses, permits and miscellaneous business regulations, Ch. 25; street parking and city-operated parking facilities, § 27-216 et seq.; taxation, Ch. 44; utilities, Ch. 48.

Sec 2-283 Fire Department

(a) The fire chief is the department head of the fire department.

(b) The fire department contains a bureau of fire prevention and other bureaus and divisions as are established by general order of the fire chief.

(c) The functions of the fire department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.

(d) The fire department, through the fire chief, is authorized to enter into agreements on behalf of the corporate authorities of the city with other governmental entities, including school districts, for the purposes of providing or receiving personnel, equipment, mutual aid, cooperation or coordination of fire, rescue, emergency medical services or emergency management services so long as any expenses associated with any such agreement are properly payable from the department's existing budget and do not create any additional liabilities for the city beyond those ordinarily associated and contemplated by the operation of the department. Any agreement entered under this section shall be cancellable on no more than thirty (30) days notice to the counterparty.

(Ord. No. 099-30, § 1, 4-13-99)

Cross reference— Fire department, § 17-21 et seq.

Sec 2-284 Information Technology Department ~~(Reserved)~~

(a) The head of the information technology department is the chief information officer, who shall be assisted by a deputy chief information officer.

(b) The information technology department is divided into the following divisions:

1 (1) Data & Analytics.

2 (2) GIS.

3 (3) Cyber & Technology Risk.

4 (4) Infrastructure & Operations

5 (5) Service Desk.

6 (6) Project Management.

7 **Editor's note**— Ord. No. 017-063, § 8, adopted September 12, 2017,
8 repealed § 2-284, which pertained to organizational development
9 department and derived from Ord. No. 091-101, § 1, 12-23-91; Ord.
10 No. 099-30, § 1, 4-13-99.

11 **Sec 2-285 Law Department**

12 (a) The corporation counsel is the head of the law department.

13 (b) The law department shall consist of the corporation
14 counsel, any assistant corporation counsels authorized by the
15 city council, and employees of other job classifications as
16 authorized by the city council and subject to budgetary and
17 headcount restrictions.

18 (c) The functions of the law department shall include all
19 powers and duties vested in the corporation counsel by law or
20 ordinance as well as any other functions established by state
21 law, city ordinance or resolution, or the administrative
22 direction of the mayor.

23 (d) The law department is divided into the following
24 functional divisions:

1 (1) *The division of administrative hearings.* The
2 division of administrative hearings shall conduct
3 administrative adjudication proceedings for departments
4 and agencies of the city other than those proceedings
5 required by law or ordinance to be conducted by another
6 officer.

7 (2) *The division of legal counsel.* The division of
8 legal counsel shall provide for the legal representation
9 of the city and its officers and employees in their
10 official capacity.

11 (3) *The division of risk management.* The division of
12 risk management shall review, adjust, process, and pay
13 claims made against the city, or its officers and
14 employees in their official capacities and advise the
15 same as to risk management best practices.

16 (4) *The division of prosecution services.* The division
17 of prosecution services shall be responsible for the
18 prosecution of all actions related to the enforcement of
19 state law, the city code, the abatement of nuisances or
20 the exercise of the city's police power.

21 (5) *The division of the city clerk.* The division of the
22 city clerk shall be responsible for performing those
23 powers, duties and functions vested in the city clerk by
24 law or by ordinance. The city clerk shall be the head of

1 the division and if licensed to practice law in the state
2 may serve as an assistant corporation counsel.

3 (Ord. No. 091-13, § 3, 3-5-91; Ord. No. 099-30, § 1, 4-13-99; Ord.
4 No. 099-96, § 3, 11-9-99; Ord. No. 017-063, § 9, 9-12-17; Ord. No.
5 019-043, Exh. A, 7-9-19)

6 **Sec 2-286 Human Resources Department**

7 (a) The chief human resources officer ~~director~~ is the head
8 of the human resources department.

9 (b) The functions of the human resources department shall be
10 as established by state law, city ordinance or resolution and
11 at the administrative direction of the mayor.

12 (c) The human resources department shall be divided into the
13 following divisions:

14 (1) Division of human resources.

15 (2) Division of training and development ~~Division of~~
16 ~~civil service.~~

17 ~~(3) Division of workers compensation.~~

18 (d) The functions of the human resources department shall be
19 as established by state law, city ordinance or resolution and
20 at the administrative direction of the mayor.

21 (Ord. No. 099-30, § 1, 4-13-99; Ord. No. 000-31, § 1, 3-28-00; Ord.
22 No. 017-063, § 10, 9-12-17; Ord. No. 019-043, 7-9-19)

23 **Cross reference**— Human resources, ch. 33.

24 **Sec 2-287 Police Department**

1 (a) The police chief is the department head of the police
2 department.

3 (b) The police department contains any bureaus and divisions
4 as are established by general order of the police department.

5 (c) The functions of the police department shall be as
6 established by state law, city ordinance or resolution and at
7 the administrative direction of the mayor.

8 (d) The police department, through the police chief, is
9 authorized to enter into agreements on behalf of the corporate
10 authorities of the city with other governmental entities,
11 including school districts, for the purposes of providing or
12 receiving personnel, equipment, mutual aid, public safety,
13 law enforcement and investigatory services so long as any
14 expenses associated with any such agreement are properly
15 payable from the department's existing budget and do not
16 create any additional liabilities for the city beyond those
17 ordinarily associated and contemplated by the operation of
18 the department. Any agreement entered under this section
19 shall be cancellable on no more than thirty (30) days notice
20 to the counterparty.

21 (Ord. No. 091-101, § 1, 12-23-91; Ord. No. 093-67, § 2, 9-7-92;
22 Ord. No. 099-30, § 1, 4-13-99; Ord. No. 004-13, § 2, 2-24-04)

23 **Sec 2-288 Public Works Department**

1 (a) The public works director is the department head of the
2 public works department, who shall be assisted by an assistant
3 public works director. The city engineer and the assistant
4 city engineer shall be the public works director and assistant
5 public works director, respectively.

6 (b) The public works department is divided into the
7 following divisions:

8 (1) Division of electrical maintenance. The head of
9 this division is the electrical maintenance director.

10 (2) Division of engineering. The head of this division
11 is the city engineer, unless the mayor, with the advice
12 and consent of the city council appoints a professional
13 engineer licensed by this state to serve in the city
14 engineer's stead ~~who shall be assisted by an assistant~~
15 ~~city engineer.~~ The division head shall be assisted by an
16 assistant division head who shall also be a professional
17 engineer licensed by this state.

18 (3) Division of fleet and facilities maintenance. The
19 head of this division is the fleet and facilities
20 maintenance director, who shall be assisted by an
21 assistant director of fleet and facilities maintenance.
22 The division of fleet and facilities maintenance shall
23 be divided into the following subdivisions:

24 a. Fleet and parking maintenance.

1 b. Central services.

2 c. ATC Route 25.

3 d. Parks Maintenance.

4 e. Route 59.

5 f. Zoo.

6 g. MVPS.

7 h. Downtown Services.

8 i. Phillips Park Golf Course.

9 (4) Division of water production. The head of this
10 division is the water superintendent, who shall be
11 assisted by an assistant superintendent of water.

12 (5) Division of water and sewer maintenance. The head
13 of this division is the water and sewer maintenance
14 superintendent, who shall be assisted by an assistant
15 water and sewer maintenance superintendent. The division
16 of water and sewer maintenance shall include the
17 subdivision of water meter maintenance.

18 (6) Division of street maintenance. The head of this
19 division is the street maintenance superintendent, who
20 shall be assisted by an assistant superintendent of
21 street maintenance.

22 (Code 1969, §§ 2-32(a), 2-33; Ord. No. 87-5634, § 1, 3-17-87; Ord.
23 No. 091-13, § 4, 3-5-91; Ord. No. 091-101, § 1, 12-23-91; Ord. No.
24 099-30, § 1, 4-13-99; Ord. No. 017-063, § 11, 9-12-17)

1 **Cross reference**— Airports and aircraft, Ch. 5; parks and recreation,
2 Ch. 30; streets and sidewalks, Ch. 42; utilities, Ch. 48.

3 Sec. 2-289 Mayor's Office of Community Affairs

4 (a) The mayor's office of community affairs shall be a
5 department of the city organized and operating in accordance
6 with this article and at the direction of the mayor. The head
7 of the department shall be the chief communications and equity
8 officer.

9 (b) The functions of this department and its divisions shall
10 be defined by the administrative direction of the mayor and
11 by ordinance or resolution of the city council.

12 (c) The department shall consist of the following functional
13 divisions, with one division head appointed in each division
14 in accordance with sec. 2-278 of this code:

15 (1) Communications.

16 (2) Equity.

17 (3) Special events.