

TO: Mayor Richard C. Irvin

FROM: Alex Alexandrou, Chief Management Officer
Alex Voigt, Assistant Chief of Staff

DATE: August 10, 2017

SUBJECT:

An Ordinance Amending Chapter 2, Article IV of the City of Aurora Code of Ordinances entitled "Departments".

PURPOSE:

The proposed changes to Chapter 2, Article IV will codify current administrative practices as well as establish new and existing city departments. This amendment will kick start a comprehensive city-wide reorganization process with the goal of improving processes and services both internally and externally prior to the budget implementation.

BACKGROUND:

In 2009, the city underwent a significant reorganization to address budgetary challenges which included the re-alignment of several city departments. At that time, all changes were addressed through the budget process but were never codified.

DISCUSSION:

The proposed amendment will establish new city departments, streamline and define existing departments and clearly establish the process of hiring and appointing Department and Division Heads. Some of the changes will mirror what has become administrative practice over time and reflects the current administration's intention to initiate strategic change citywide.

The proposed changes have been summarized below, the current Chapter 2 as well as the revised Chapter 2 are attached for your review. Following the approval of the amended code, outside Legal Counsel will conduct a comprehensive overview of the City Code as a whole to ensure all of the updates are addressed appropriately throughout.

Establishment of New Departments:

Chapter 2, Article IV, Section 2-276 establishes the following departments:

- Development Services
- Innovation
- Law Department

Existing departments that will remain:

- Finance
- Fire

- Human Resources
- Police
- Public Works

Appointment of Department/Division Heads:

Chapter 2, Article IV, Section 2-278 and 2-279 proposes to provide the Mayor or designee the authority to appoint Division and Subdivision Heads without Council approval. Department Heads will be nominated by the Mayor and approved by the City Council.

New Departments:

Development Services will be comprised of the following divisions:

- Airport
- Building and Permits
- Economic Development
- Planning & Zoning
- Neighborhood Standards
- Animal Control

The Innovation Department will be comprised of the following divisions:

- Information Technologies
- Community Services

The Law Department will include:

- Corporation Counsel
- Assistant Corporation Counsel
- Community Based Prosecutor

Changes to Existing Departments:

Human Resources:

- Human Resources
- Civil Service
- Risk Management

Public Works:

- Electrical Maintenance
- Engineering
- Fleet and Facilities Maintenance
- Water Production
- Water and Sewer Maintenance
- Street Maintenance

Finance, Fire and Police remain the same.

Chapter 2, Article III also proposes to create Section 2-203 entitled "Freedom of information officers". This provides the ability of the Mayor to hire a staff member within the City Clerk's Office to manage the city's Freedom of Information Act (FOIA) Requests. Relocating the position from the Law Department to the City Clerk's Office where records are stored and managed is a current best practice adopted by many municipalities. Per City policy individual departments are required to have employees assigned to respond to FOIA requests who currently coordinate their efforts with the Law Department.

IMPACT STATEMENT:

This change to Chapter 2 will have a positive impact citywide by accurately updating and reflecting the City organizational chart and related administrative processes.

RECOMMENDATIONS:

It is respectfully requested that the codification and changes to Chapter 2 be forwarded to the Tuesday, August 22nd City Council Meeting.



CITY OF AURORA, ILLINOIS

ORDINANCE NO. _____
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An Ordinance Amending Chapter 2 of the City of Aurora Code of Ordinances Entitled "Administration".

WHEREAS, the City of Aurora has a population of more than 25,000 persons and is, therefore, a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and

WHEREAS, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

WHEREAS, the City of Aurora deems it necessary and desirable to amend the City Code provisions related to the organization of City Departments so as to more accurately reflect the operational realities of the provision of City services to the public and further the City's goal of operating in the most effective and efficient manner possible.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Aurora, Illinois, as follows:

"Sec. 2-276 – Established.

The following departments are established:

- (1) ~~Community development department~~ Development services department.
- (2) ~~Public property department~~ Innovation department.
- (3) Finance department
- (4) Fire department
- (5) ~~Organizational development department~~ Law department
- (6) Human resources department
- (7) Police department
- (8) Public works department."

SECTION 2: That Chapter 2, Article IV, Section 2-278 entitled "Departmental divisions, subdivisions and heads of each," is hereby amended to read in its entirety as follows:

“Sec. 2-278 – Departmental divisions, subdivisions and heads of each.

Departments may be organized into divisions and subdivisions. Each division and subdivision shall be under the control of a division head and subdivision head, respectively. Each division head shall be appointed by the mayor ~~or the mayor's designee~~ and shall be under the direction and control of and report to the department head of the department of which the division is a part and has full authority to manage the division to which assigned. Each subdivision head shall be appointed by the mayor ~~or the mayor's designee~~ and shall be under the direction and control of and report to the division head of the division of which the subdivision is a part and has full authority to manage the subdivision to which assigned. The job description of each ~~department~~, division and subdivision head shall be as established by the mayor.”

SECTION 3: That Chapter 2, Article IV, Section 2-279 entitled “Assistant department/division heads,” of the City of Aurora Code of Ordinances is hereby amended to read in its entirety as follows:

“Sec. 2-279 – Assistant department/division heads.

Assistant department/division heads may be established from time to time. Assistant department/division heads shall be appointed by the mayor, or the mayor's designee and ~~confirmed by the city council~~. The job description of each assistant department head/division head shall be established by the mayor, or the mayor's designee ~~city council~~.”

SECTION 4: That Chapter 2, Article IV, Section 2-280 entitled “Community development department,” of the City of Aurora Code of Ordinances is hereby amended by repealing said section in its entirety and replacing it with the following section, which shall read in its entirety as follows:

“Sec. 2-280. – Development services department.

- (a) The chief development services officer ~~director of development services~~ is the department head of the development services department.
- (b) The development services department is divided into the following divisions:
 - (1) Airport division. The head of this division is the airport ~~manager~~ director.
 - (2) Division of buildings and permits. The head of this division is the building and permits director.
 - (3) Division of economic development. The head of this division is the economic development director.

- (4) Division of planning and zoning. This division is divided into the following subdivisions:
 - A. Planning.
 - B. Zoning.
- (5) Division of ~~property neighborhood~~ standards. The head of this division is the ~~property neighborhood~~ standards director.
- (6) Division of Animal Control. The head of this division is the animal control ~~manager.~~ 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.”

SECTION 5: That Chapter 2, Article IV, Section 2-281 entitled “Public property department,” of the City of Aurora Code of Ordinances shall be amended by repealing said section in its entirety and replacing it with the following section, which shall read in its entirety as follows:

“Sec. 2-281 – Innovation department.

- (a) The chief innovation officer is the head of the innovation department.
- (b) The innovation department is divided into the following divisions:
 - (1) Information ~~technologies~~ technology division. The head of this division is the information ~~technologies~~ technology director. The information technologies division is divided into the following subdivisions:
 - A. Information security.
 - B. Management information systems.
 - C. Police technical services.
 - (2) Community services division. The head of this division is the community services director. The community services division is divided into the following subdivisions:
 - A. Customer service.
 - B. Public art.
 - C. Neighborhood redevelopment.
 - D. Special events.
 - E. Youth and senior services.
- (c) The functions of the innovation department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.”

SECTION 6: That Chapter 2, Article IV, Section 2-282 entitled “Finance department,” of the City of Aurora Code of Ordinances shall be amended by repealing said section in its entirety and replacing it with the following section, which shall read in its entirety as follows:

“Sec. 2-282. – Finance department.

- (a) The chief financial officer ~~finance director~~ is the department head of the finance department.
- (b) The finance department is divided into the following divisions:
 - (1) Division of accounting. The head of this division is the accounting director.
 - (2) Division of budgeting. The head of this division is the budgeting director.
 - (3) Division of ~~procurement~~ purchasing. The head of this division is the ~~procurement~~ purchasing director.
 - (4) Division of revenue and collection. The head of this division is the revenue and collection director. The division of revenue and collection includes the subdivision of MVPS revenue and collection.
 - (5) Division of water billing. The head of this division is the water billing director.
- (c) The functions of the finance department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.”

SECTION 7: That Chapter 2, Article IV, Section 2-284 entitled “Organizational development department,” of the City of Aurora Code of Ordinances shall be amended by repealing said section in its entirety designating said section as “Reserved”.

SECTION 8: That Chapter 2, Article IV, Section 2-285 entitled “Law department,” of the City of Aurora Code of Ordinances shall be amended to read in its entirety as follows:

“Sec. 2-285. – Law department.

- (a) The corporation counsel is the head of the law department.
- (b) In addition to the corporation counsel, ~~the~~ legal staff in the law department shall consist of ~~attorneys~~ an assistant corporation counsel and a community based prosecutor who shall be appointed by the mayor and confirmed by the city council. ~~The assistant corporation counsel and community based prosecutor shall be appointed by the mayor.~~ or the mayor’s designee
- (c) The functions of the law department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor. The law department may, subject to approval by the mayor, employ special counsel as may be required, subject to the limitations imposed by the annual budget.”

SECTION 9: That Chapter 2, Article IV, Section 2-286 entitled “Human resources department,” of the City of Aurora Code of Ordinances shall be amended to read in its entirety as follows:

“Sec. 2-286. – Human resources department.

- (a) The human resources director is the department head of the human resources department.
- (b) The functions of the human resources department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.
- (c) The human resources department shall be divided into the following divisions:
 - (1) Division of human resources.
 - (2) Division of civil service.
 - (3) Division of Risk management.
- (d) The functions of the human resources department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.”

SECTION 10: That Chapter 2, Article IV, Section 2-288 of the City of Aurora Code of Ordinances entitled “Public works department,” shall be amended by repealing subsections (a) and (b) and replacing said subsections with the following new subsections, which shall read in their entirety as follows:

“Sec. 2-288. – Public works department.

- (a) The public works director is the department head of the public works department.
- (b) The public works department is divided into the following divisions:
 - (1) Division of electrical maintenance. The head of this division is the electrical maintenance director.
 - (2) Division of engineering. The head of this division is the city engineer, who shall be assisted by an assistant city engineer.
 - (3) Division of fleet and facilities maintenance. The head of this division is the fleet and facilities maintenance director, who shall be assisted by an assistant director of fleet and facilities maintenance. The division of fleet and facilities maintenance shall be divided into the following subdivisions:
 - A. Fleet and parking maintenance.
 - B. Central services.
 - C. ATC Route 25.
 - D. Parks Maintenance.
 - E. Route 59.
 - F. Zoo.
 - G. MVPS

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H. Downtown Services.

I. Phillips Park Golf Course.

- (4) Division of water production. The head of this division is the water superintendent, who shall be assisted by an assistant superintendent of water.
- (5) Division of water and sewer maintenance. The head of this division is the water and sewer maintenance superintendent, who shall be assisted by an assistant water and sewer maintenance superintendent. The division of water and sewer maintenance shall include the subdivision of water meter maintenance.
- (6) Division of street maintenance. The head of this division is the street maintenance superintendent.”

SECTION 11: That Chapter 2, Article III of the City of Aurora Code of Ordinances is hereby amended by creating Section 2-203 entitled “Freedom of Information Officers,” which shall read in its entirety as follows:

“Sec. 2-203 – Freedom of information officers.

Subject to budgetary constraints, the mayor ~~or the mayor’s designee~~ may appoint freedom of information officers to assist the city clerk and deputy city clerk in satisfying the city’s obligations under the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq.*”

SECTION 12: That this ordinance shall be in full force and effect, and shall be controlling, upon its passage and approval.

SECTION 13: That all ordinances or parts of ordinances thereof in conflict herewith are hereby repealed to the extent of any such conflict.

SECTION 14: That any Section or provision of this ordinance that is construed to be invalid or void shall not affect the remaining Sections or provisions which shall remain in full force and effect thereafter.

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PASSED by the City Council of the City of Aurora, Illinois, on _____.

AYES ____ NAYS ____ ABSENT ____ NOT VOTING ____

APPROVED AND SIGNED by the Mayor of the City of Aurora, Illinois, on _____.

Mayor

ATTEST:

City Clerk