

1                   **CHAPTER 2 ADMINISTRATION - ARTICLE 2-IV DEPARTMENTS**

2    *Sec 2-276 Departments In General*

3           The city council shall by ordinance prescribe the various  
4 departments of the city and the divisions and subdivisions thereof.  
5 The functions and duties of each department or division shall be  
6 as defined by state law, ordinance or resolution, and the  
7 administrative direction of the mayor.

8    *Sec 2-277 Department Heads*

9           (a) In general. Each department shall be subject to the  
10           direction and control of the department head of the  
11           department. Each department head shall report to  
12           the mayor.

13           (b) Appointment. Each department head shall be  
14           appointed by the mayor and confirmed by the city  
15           council. The job description of each department  
16           head shall be as established by the mayor and  
17           provided to the city council at committee of the  
18           whole, along with a summary of qualifications, at  
19           the time of appointment and proposed confirmation  
20           of both the proposed job description and  
21           appointment separately by city council.

22           (c) Residency Requirement. Each department head shall  
23           either be a resident of the city at the time of  
24           appointment and confirmation by the city council,

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1 or within twelve (12) months of the date of  
2 appointment and confirmation by city council which  
3 time period may be extended upon the approval of  
4 the mayor and the city council. The requirements of  
5 this paragraph shall not constitute a qualification  
6 for office, but shall be a condition of employment,  
7 for which the willful failure to comply shall  
8 constitute sufficient cause for discipline, up to  
9 and including, termination. The residency  
10 requirement set forth in this paragraph shall not  
11 apply to department heads who were appointed prior  
12 to September 12, 2017 (the effective date of  
13 Ordinance 017-063) or were otherwise employed by  
14 the city in a capacity other than as a department  
15 head prior to September 12, 2017. The residency  
16 requirement set forth herein does not apply,  
17 however, to department heads whose duties require  
18 professional licensure, or, in the opinion of the  
19 city council at the time of appointment, require  
20 specialized training or knowledge. The professional  
21 licensure at time of hiring, must be a requirement  
22 for that position.

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1 *Sec 2-278 Departmental Divisions, Subdivisions And Heads Of Each*

2 Departments may be organized into divisions and subdivisions.

3 Each division and subdivision shall be under the control of a  
4 division head and subdivision head, respectively. Each division  
5 head shall be appointed by the mayor and confirmed by the city  
6 council, and shall be under the direction and control of and report  
7 to the department head of the department of which the division is  
8 a part and has full authority to manage the division to which  
9 assigned. The job description of each, division head shall be as  
10 established by the mayor and provided to the city council at  
11 committee of the whole, along with a summary of qualifications, at  
12 the time of appointment and proposed confirmation of both the  
13 proposed job description and appointment separately by city  
14 council. Each subdivision head shall be under the direction and  
15 control of and report to the division head of the division of which  
16 the subdivision is a part and has full authority to manage the  
17 subdivision to which assigned.

18 *Sec 2-279 Assistant Department Heads And Assistant Division*

19 *Heads*

20 Assistant department heads and assistant division heads may  
21 be established from time to time. Assistant department heads and  
22 assistant division heads shall be appointed by the mayor and  
23 confirmed by the city council. The job description of each  
24 assistant department head and assistant division head shall be

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1 established by the mayor and provided to the city council at  
2 committee of the whole, along with a summary of qualifications, at  
3 the time of appointment and proposed confirmation of both the  
4 proposed job description and appointment separately by city  
5 council.

6 *Sec 2-280 Development Services Department*

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

10 The development services department ~~consists of~~ is divided  
11 ~~into~~ the following divisions:

12 (a) Reserved.

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

15 (c) ~~Mayor's office of economic development. The head of~~  
16 ~~this division is the economic development director,~~  
17 ~~who shall be assisted by an assistant~~  
18 ~~director~~ Reserved.

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

21 1. Planning and preservation.

22 2. Zoning.

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

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1 (f) Reserved.

2 *Sec 2-281 Community Services Department*

3 (a) The chief community services officer is the head of  
4 the department. The chief community services  
5 officer shall be assisted by a director of  
6 community services.

7 (b) The community services department consists of the  
8 following divisions:

9 ~~1. The innovation division.~~

10 ~~2.1.~~ The community ~~development~~ reinvestment  
11 division. The community ~~development~~ reinvestment  
12 division ~~consists of the following~~  
13 ~~subdivisions~~ shall be responsible for the  
14 Financial Empowerment Center and grants  
15 administration.

16 ~~(i) Grand Army of the Republic Memorial Hall.~~

17 ~~(ii) Public art.~~

18 ~~(iii)~~ (i) Grants.

19 ~~3.2.~~ The community support services division. The  
20 community support services division consists of  
21 the following subdivisions:

22 (i) Youth Services.

23 (ii) Senior & Disabilities Services.

24 3. The division of animal care and control.

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1                   4. The division of art, culture, and history. This

2                   division consists of two subdivisions:

3                   (i) Grand Army of the Republic Memorial Hall.

4                   (ii) Art and Culture.

5                   4.5. Division of Community Engagement.

6    *Sec 2-282 Finance Department*

7                   (a) The chief financial officer is the department head  
8                   of the finance department. The chief financial  
9                   officer shall be assisted by the heads of the  
10                  respective divisions of the finance department.

11                  (b) The finance department consists of the following  
12                  divisions:

13                  1. Division of accounting. The division of  
14                  accounting consists of the following  
15                  subdivisions:

16                         (i) Treasury.

17                         (ii) Accounting.

18                  2. Division of financial operations. The division  
19                  of financial operations consists of the  
20                  following subdivisions:

21                         (i) Water billing.

22                         (ii) Purchasing.

23                         (iii) Revenue & Collections.

24                         (iv) Budget.

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1 *Sec 2-283 Fire Department*

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

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

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

11 (d) The fire department, through the fire chief, is  
12 authorized to enter into agreements on behalf of  
13 the corporate authorities of the city with other  
14 governmental entities, including school districts,  
15 for the purposes of providing or receiving  
16 personnel, equipment, mutual aid, cooperation or  
17 coordination of fire, rescue, emergency medical  
18 services or emergency management services so long  
19 as any expenses associated with any such agreement  
20 are properly payable from the department's existing  
21 budget and do not create any additional liabilities  
22 for the city beyond those ordinarily associated and  
23 contemplated by the operation of the department.  
24 Any agreement entered under this section shall be

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1 cancellable on no more than thirty (30) days notice  
2 to the counterparty.

3 ~~(d)~~(e) The Aurora Emergency Management Agency (AEMA)  
4 shall be a division of the fire department. The  
5 powers, duties, and functions of the AEMA are as  
6 set forth in Chapter 14 of this code. The AEMA  
7 coordinator is the head of the AEMA.

8 *Sec 2-284 Information Technology Department*

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

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

- 14 1. Data & Analytics.
- 15 2. GIS.
- 16 3. Cyber & Technology Risk.
- 17 4. Infrastructure & Operations.
- 18 5. Service Desk.
- 19 6. Project Management.

20 *Sec 2-285 Law Department*

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

23 (b) The law department shall consist of the corporation  
24 counsel, any assistant corporation counsels

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1 authorized by the city council, and employees of  
2 other job classifications as authorized by the city  
3 council and subject to budgetary and headcount  
4 restrictions.

5 (c) The functions of the law department shall include  
6 all powers and duties vested in the corporation  
7 counsel by law or ordinance as well as any other  
8 functions established by state law, city ordinance  
9 or resolution, or the administrative direction of  
10 the mayor.

11 (d) The law department consists of ~~is divided into~~ the  
12 following functional divisions:

13 1. The *division of administrative hearings*. The  
14 division of administrative hearings shall  
15 conduct administrative adjudication proceedings  
16 for departments and agencies of the city other  
17 than those proceedings required by law or  
18 ordinance to be conducted by another officer.

19 2. The *division of legal counsel*. The division of  
20 legal counsel shall provide for the legal  
21 representation of the city and its officers and  
22 employees in their official capacity.

23 3. The *division of risk management*. The division of  
24 risk management shall review, adjust, process,

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1 and pay claims made against the city, or its  
2 officers and employees in their official  
3 capacities and advise the same as to risk  
4 management best practices.

5 4. The *division of prosecution services*. The  
6 division of prosecution services shall be  
7 responsible for the prosecution of all actions  
8 related to the enforcement of state law, the city  
9 code, the abatement of nuisances or the exercise  
10 of the city's police power.

11 ~~5. The division of the city clerk. The division of~~  
12 ~~the city clerk shall be responsible for~~  
13 ~~performing those powers, duties and functions~~  
14 ~~vested in the city clerk by law or by ordinance.~~  
15 ~~The city clerk shall be the head of the division~~  
16 ~~and if licensed to practice law in the state may~~  
17 ~~serve as an assistant corporation counsel.~~

18 *Sec 2-286 Human Resources Department*

19 (a) The chief human resources officer is the head of  
20 the human resources department.

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

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1 (c) The human resources department shall be divided  
2 into the following divisions:

3 1. Division of human resources.

4 2. Division of training and development.

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

9 *Sec 2-287 Police Department*

10 (a) The police chief is the department head of the  
11 police department.

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

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

19 (d) The police department, through the police chief, is  
20 authorized to enter into agreements on behalf of  
21 the corporate authorities of the city with other  
22 governmental entities, including school districts,  
23 for the purposes of providing or receiving  
24 personnel, equipment, mutual aid, public safety,

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1 law enforcement and investigatory services so long  
2 as any expenses associated with any such agreement  
3 are properly payable from the department's existing  
4 budget and do not create any additional liabilities  
5 for the city beyond those ordinarily associated and  
6 contemplated by the operation of the department.  
7 Any agreement entered under this section shall be  
8 cancellable on no more than thirty (30) days notice.

9 *Sec 2-288 Public Works Department*

10 (a) The public works director is the department head of  
11 the public works department, who shall be assisted  
12 by an assistant public works director. The city  
13 engineer and the assistant city engineer shall be  
14 the public works director and assistant public  
15 works director, respectively.

16 (b) The public works department is divided into the  
17 following divisions:

18 1. Division of electrical maintenance. The head of  
19 this division is the electrical ~~maintenance~~  
20 ~~director~~supervisor.

21 2. Division of engineering. The head of this  
22 division is the city engineer, unless the mayor,  
23 with the advice and consent of the city council,  
24 appoints a professional engineer licensed by

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1 this state to serve in the city engineer's stead.

2 The division head shall be assisted by an  
3 assistant division head who shall also be a  
4 professional engineer licensed by this state.

5 ~~3. Reserved~~ Division of public facilities. The head  
6 of this division is the director of public  
7 facilities. This division has the following  
8 subdivisions:

9 (i) Facilities maintenance which includes  
10 central services, motor vehicle parking  
11 systems, Route 25 transit center, and Route  
12 59 transit center.

13 (ii) Aurora airport.

14 (iii) Fleet and maintenance.

15 ~~3.4.~~ Division of parks and recreation. The head of  
16 this division is the superintendent of parks and  
17 recreation. This division also includes the  
18 subdivision of the Phillips Park Zoo.

19 5. Division of Phillips Park Golf Course. The head  
20 of this division is the superintendent of the  
21 Phillips Park Golf Course.

22 ~~4.6.~~ Division of water production. The head of this  
23 division is the water superintendent, who shall

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1 be assisted by an assistant superintendent of  
2 water.

3 ~~5-7.~~ Division of water and sewer maintenance. The  
4 head of this division is the water and sewer  
5 maintenance superintendent, who shall be  
6 assisted by an assistant water and sewer  
7 maintenance superintendent. The division of  
8 water and sewer maintenance shall include the  
9 subdivision of water meter maintenance.

10 ~~6-8.~~ Division of street maintenance. The head of  
11 this division is the street maintenance  
12 superintendent, who shall be assisted by an  
13 assistant superintendent of street maintenance.  
14 This division shall include the subdivision of  
15 downtown services.

16 Sec 2-289 ~~Reserved.~~ Mayor's Office Of Community Affairs

17 ~~(a) The mayor's office of community affairs shall be a~~  
18 ~~department of the city organized and operating in~~  
19 ~~accordance with this article and at the direction~~  
20 ~~of the mayor. The head of the department shall be~~  
21 ~~the chief engagement and equity officer.~~

22 ~~(b) The functions of this department and its divisions~~  
23 ~~shall be defined by the administrative direction of~~

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1 ~~the mayor and by ordinance or resolution of the~~  
2 ~~city council.~~

3 ~~(c) The department shall consist of the following~~  
4 ~~functional divisions, with one division head~~  
5 ~~appointed in each division in accordance with sec.~~  
6 ~~2-278 of this code:~~

7 ~~1. Community Engagement.~~

8 ~~2. Equity.~~

9 ~~3. Community events.~~

10 *Sec 2-290 Reserved. Public Facilities Department*

11 ~~(a) The director of public facilities is the department~~  
12 ~~head of the public facilities department. Subject~~  
13 ~~to authorization in an annual budget and a duly~~  
14 ~~approved pay plan, the director may be assisted by~~  
15 ~~an assistant director of public facilities.~~

16 ~~(b) The public facilities department shall consist of~~  
17 ~~the following divisions:~~

18 ~~1. Facilities Maintenance~~

19 ~~(i) Subdivision of Central Services~~

20 ~~(ii) Subdivision of Aurora Airport~~

21 ~~(iii) Subdivision of Motor Vehicle~~  
22 ~~Parking Systems~~

23 ~~(iv) Subdivision of the Route 25 Transit~~  
24 ~~Center~~

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1 ~~(v) Subdivision of the Route 59 Transit~~

2 ~~Center~~

3 ~~2. Animal Care and Control~~

4 ~~3. Fleet Maintenance~~

5 ~~4. Parks & Recreation~~

6 ~~(i) Subdivision of Phillips Park Golf Course~~

7 ~~Maintenance~~

8 ~~(ii) Subdivision of Phillips Park Golf~~

9 ~~Operations~~

10 ~~(iii) (i) Subdivision of Phillips Park Zoo~~

11 *Sec 2-291 Communications, ~~And Marketing, and Special Events~~*

12 *Department*

13 (a) The chief communications and marketing officer is  
14 the head of the department.

15 (b) The ~~communications and marketing~~ department shall  
16 consist of the following functional divisions, with  
17 one division head appointed in each division in  
18 accordance with Sec 2-278 of this code:

19 1. Brand and Marketing.

20 2. Communications.

21 3. Video Production.

22 4. Customer Service.

23 4-5. Special Events.

1 Sec 2-291 City Clerk Office.

2 (a) The city clerk is head of the city clerk's office.

3 (b) The city clerk's Office shall assist the city clerk  
4 in the performance of the powers, duties, and  
5 functions vested in the city clerk by law or  
6 ordinance.

7 Sec 2-292 Sustainability, Development, and Business Opportunity  
8 Department.

9 (a) The director of sustainability, development and  
10 business opportunity department is the head of the  
11 department.

12 (b) The department shall consist of two divisions:  
13 1. Sustainability.  
14 2. Development and business opportunity.

15 Sec 2-293 Office of the Aldermen

16 (a) The chief of staff is the head of the office of the  
17 aldermanic staff.

18 (b) The office of the aldermen shall assist the chief  
19 of staff in the performance of the powers, duties,  
20 and functions vested in the chief of staff by law  
21 or ordinance.

22 ~~(a)~~ (c) The chief of staff reports directly to the  
23 Rules, Administration, and Procedure Committee  
24 Chair.