



CITY OF AURORA, ILLINOIS

FREEDOM OF INFORMATION ACT

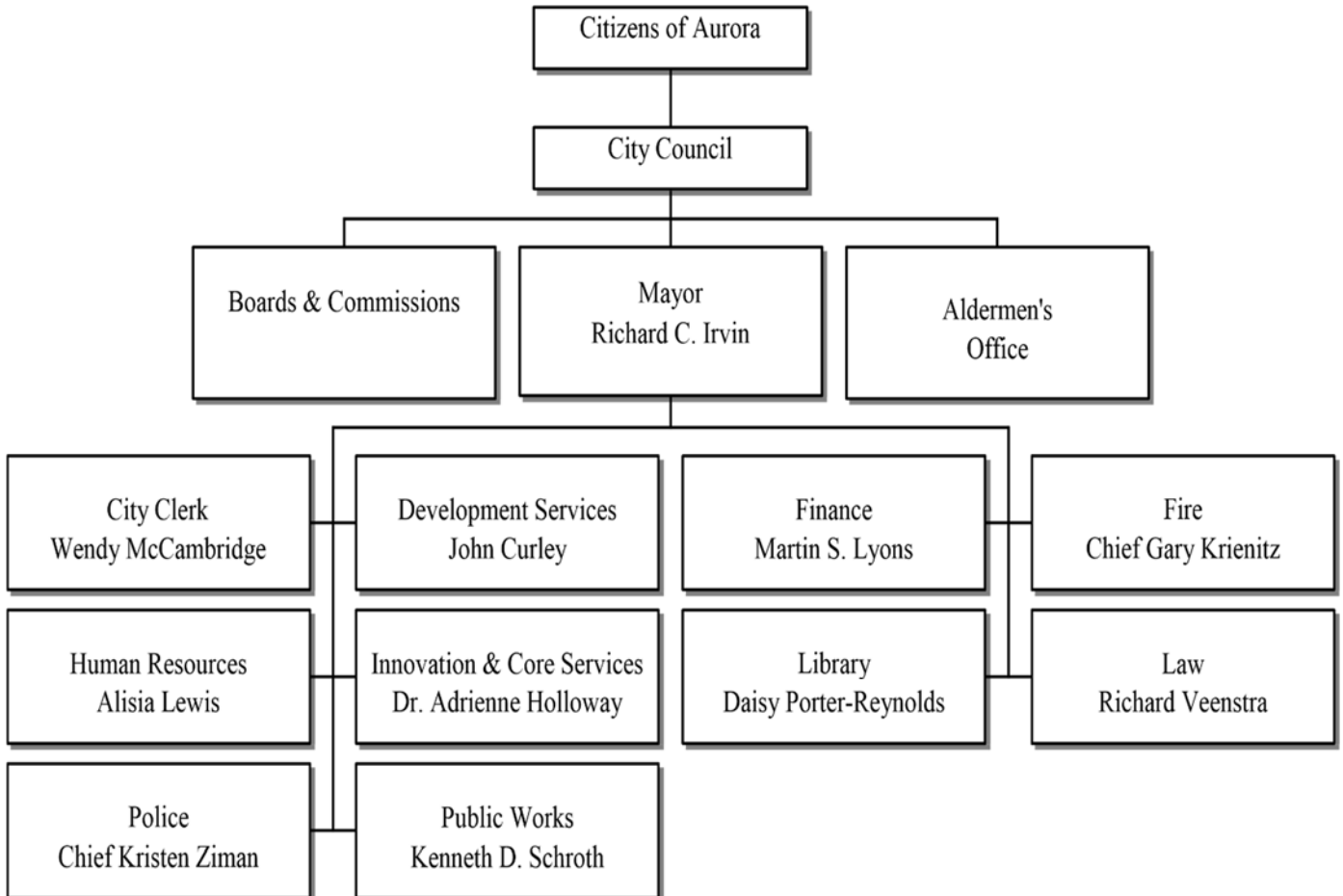
5 ILCS 140/4 and 5 ILCS 140/5

DISCLOSURES – 2018

Posted online at: <https://www.aurora-il.org/1222/Freedom-of-Information-Act>

Posted at: City Hall, Customer Service, Aurora Police Department,
and Aurora Fire Department - Central Station

- I. **City of Aurora – Summary.** [5 ILCS 140/4(a)].
 - a. **Purpose.** The City of Aurora exists to provide municipal services through efficient, effective, and progressive governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the City of Aurora will build on its strengths and creativity.
 - b. **Diagram/Organizational Chart.**



- c. **Operating Budget.** The total operating budget for the City of Aurora for the Fiscal Year 2018 is \$374,805,910.00. For additional information please visit our website at: <https://www.aurora-il.org/871/Budget>.
- d. **Primary City Offices.**
- i. Alderman's Office – 60 E. Downer Place, Aurora, IL 60507
 - ii. Aurora Public Library Main Branch – 101 S. River, Aurora, IL 60507
 - iii. City Hall – 44 E. Downer Place, Aurora, IL 60507
 - 1. City Clerk
 - 2. Finance Department
 - 3. Human Resources
 - 4. Innovation & Core Services
 - 5. Mayor's Office
 - 6. Public Works
 - iv. Customer Service – 3770 McCoy Drive, Aurora, IL 60504
 - v. Development Services – 77 S. Broadway, Aurora, IL 60505
 - vi. Fire Department Central Station – 75 N. Broadway, Aurora, IL 60505
 - vii. Law Department – 1 S. Broadway, Aurora, IL 60507
 - viii. Police Department – 1200 E. Indian Trail, Aurora, IL 60505
- e. **Employees.** The City of Aurora currently employs 919 permanent full-time employees and 23 part-time employees.

- f. **City Council and Committees.** For additional information regarding the City Council and Committees in the City of Aurora please visit our website at: <https://www.aurora-il.org/222/Aldermens-Office>.

City of Aurora Aldermen

Alderman At-Large - Alderman Robert O'Connor

Alderman At-Large - Alderman Sherman Jenkins

Ward 1 - Alderman Kristina Bohman

Ward 2 - Alderman Juany Garza

Ward 3 - Alderman Theodoros Mesiacos

Ward 4 - Alderman William "Bill" Donnell

Ward 5 - Alderman Carl Franco

Ward 6 - Alderman Michael Saville

Ward 7 - Alderman Scheketa Hart-Burns

Ward 8 - Alderman Richard Mervine

Ward 9 - Alderman Edward Bugg

Ward 10 - Alderman Judd Lofchie

City of Aurora Committees

Planning & Development

Finance

Government Operations

Building, Grounds & Infrastructure

g. Boards and Commissions. For additional information regarding the Boards and Commissions in the City of Aurora listed below, please visit our website at: [City of Aurora Boards-Commissions.](#)

*African American Heritage Advisory Board
Aurora Airport Advisory Board
Aurora Civic Center Authority Board
Aurora Housing Authority
Aurora Neighborhood Council
Aurora Public Art Commission
Aurora Veterans Advisory Council
Aurora Youth Council
Bicycle, Pedestrian & Transit Advisory Board
Block Grant Working Committee
Building Code Board of Appeals
Civil Service Commission
Downtown Board of Directors
Downtown Executive Committee
Economic Development Commission
Electrical Commission
Fire Code Board of Appeals
Fire Pension Board
Foreign Fire Insurance Tax Board*

*Fourth of July Parade Board
FoxWalk Design Review Committee
Grand Army of the Republic Memorial Commission
Hispanic Heritage Advisory Board
Historic Preservation Commission
Human Relations Commission
Indian American Community Outreach Advisory Board
Library Board
Permanent Building & Fire Code Committee
Planning Council
Planning Commission
Police Pension Board
Retiree Health Insurance Trust Fund Board
Riverwalk Commission
Sustainable Aurora Advisory Board
Tree Board
Zoning Board of Appeals*

II. **Procedure for Requesting Public Records.** [5 ILCS 140/4(b)].

- a. **Online.** To make a request online through the City's online portal please visit our website at: <https://aurora-il.nextrequest.com>.
- b. **By Mail, Fax, or Email.** To make a request by mail, fax, or email, please download our FOIA Request Form at: <https://www.aurora-il.org/DocumentCenter/View/1087/Freedom-of-Information-Act-Form-PDF?bidId=> and mail, fax, or email to:

*City of Aurora Customer Service
2770 McCoy Drive
Aurora, IL 60504
Fax: (630) 256-3299
Email: csdivision@aurora-il.org*

- c. **In Person.** To make a written request in person, please submit your request directly Monday through Friday between the hours of 8:00 a.m. - 5:00 p.m. at:

City of Aurora FOIA Officer
City Clerk's Office
44 E. Downer Place – 2nd Fl.
Aurora, IL 60507
Phone: (630) 256-3070

For: Fire or Ambulance Reports
City of Aurora Fire Department
Central Station
75 N. Broadway
Aurora, IL 60505
Phone: (630) 256-4000

For: Police and Accident Reports
City of Aurora Police Department
1200 E. Indian Trail
Aurora, IL 60505
Phone: (630) 256-5720

- d. **Fees for Public Records.** Payment of all required fees must be made in cash, by cashiers or certified check, by money order, or other method accepted by the City of Aurora prior to the copying, mailing, or transmitting of any public record.
 - i. **Paper Copies.** Black and White, first 50 pages are free. Additional pages are \$.15 per side.
 - ii. **Commercial Requests.** \$10.00 for each hour after 8 hours spent by personnel in searching, retrieving, redacting, or copying a record. In addition, the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company under contract with the City of Aurora. An accounting of all fees, costs, and personnel hours in connection with the request will be provided to the Requester by the City of Aurora.

iii. **Voluminous Requests Produced in Electronic Format:**

Non-PDF Format (PDF Unavailable)

Up to 2 megabits	\$20.00
2-4 megabits	\$40.00
4+ megabits	\$80.00

*Plus the actual cost for any recording medium used.

PDF Format

Up to 80 megabits	\$20.00
80-160 megabits	\$40.00
160+ megabits	\$80.00

*Plus the actual cost for any recording medium used.

III. **Rules and Regulations.** The City of Aurora’s Freedom of Information Act Rules and Regulations can be found on our website at:

www.aurora-il.org/DocumentCenter/View/4283/City-of-Aurora-FOIA-Policy-0318.

IV. **Types and Categories of Public Records.** [5 ILCS 140/5]. The City of Aurora maintains public records that are available for review, including but not limited to the following:

Agreements and City Contracts
Board and Commission Documents
Budget Documents
Correspondence
Human Resources/Personnel Records
Manuals, Policies, and Rules
Special Events Documents
Police and Fire Reports
Construction Permits
Code Inspection Reports

Animal Control Incident Reports
Water Billing Records
Check Reconciliation/Open Bonds
Employee Salary Information
Ordinances and Resolutions
Liquor License Applications
Plats of Survey
Hazmat Spill Reports
Underground Storage Tank Records