

CITY OF AURORA, ILLINOIS

FREEDOM OF INFORMATION ACT

5 ILCS 140/4 and 5 ILCS 140/5

DISCLOSURES – 2021-2022

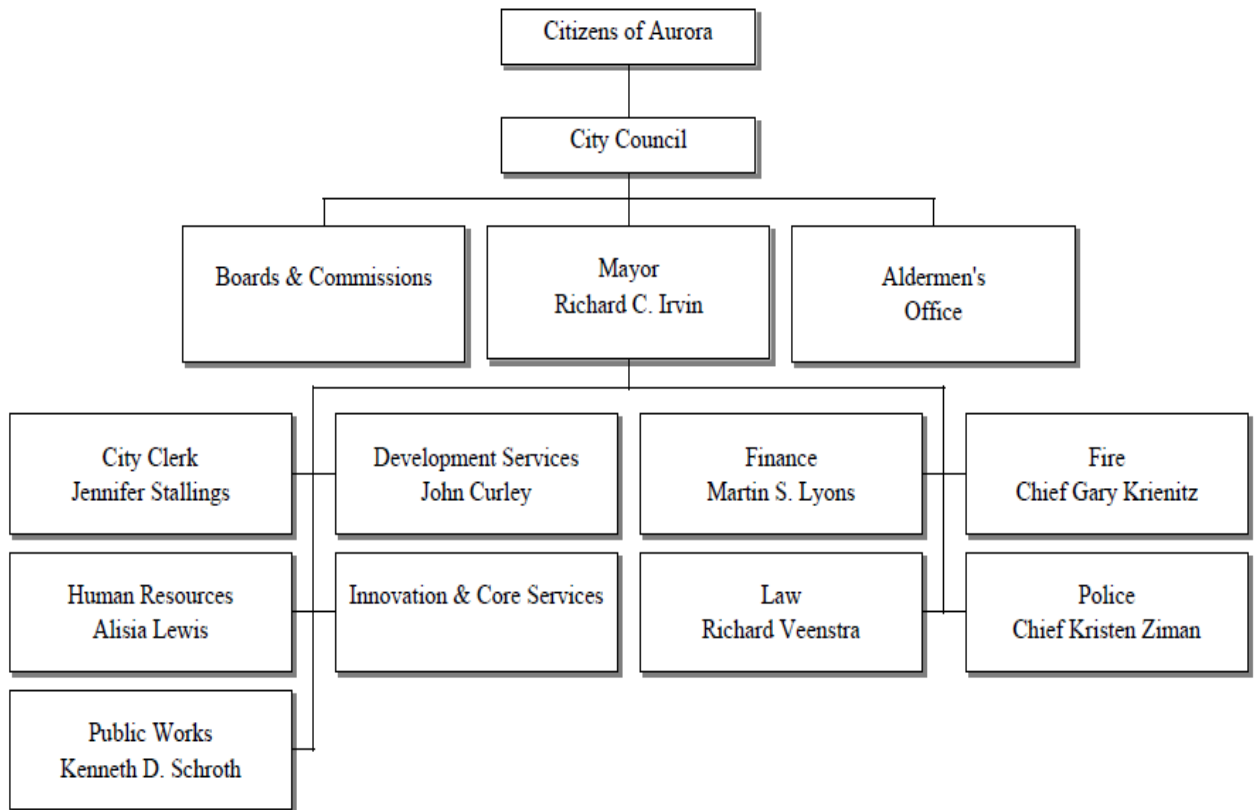
Posted online at: <https://www.aurora-il.org/1222/Freedom-of-Information-Act>

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 2021:

General Fund \$193,770,617

All Funds \$ 444,587,612

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
- 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 923 permanent full-time employees and 81 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 Emmanuel Llamas

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 Patty Smith

Ward 9 - Alderman Edward Bugg

Ward 10 - Alderman Judd Lofchie

City of Aurora Committees

Building, Zoning and Economic Development (BZE)

Infrastructure and Technology (I&T)

Rules, Administration and Procedures (RAP)

Finance

Public Health, Safety and Transportation (PHST)

- g. Boards and Commissions.** For additional information regarding the Boards and Commissions in the City of Aurora listed below, please visit this web page:
[City of Aurora Boards-Commissions](#)

<i>Advisory Commission on Disabilities</i>	<i>Fire Code Board of Appeals</i>
<i>African American Heritage Advisory Board</i>	<i>Fire Pension Board</i>
<i>Aurora Airport Advisory Board</i>	<i>Foreign Fire Insurance Tax Board</i>
<i>Aurora Area Convention & Visitors Bureau</i>	<i>FoxWalk Design Review Committee</i>
<i>Aurora Civic Center Authority Board</i>	<i>Grand Army of the Republic Memorial Commission</i>
<i>Aurora Housing Authority</i>	<i>Hispanic Heritage Advisory Board</i>
<i>Aurora Public Art Commission</i>	<i>Historic Preservation Commission</i>
<i>Aurora Veterans Advisory Council</i>	<i>Human Relations Commission</i>
<i>Aurora Youth Council</i>	<i>Indian American Community Outreach Advisory Board</i>
<i>Bicycle, Pedestrian & Transit Advisory Board</i>	<i>Permanent Building & Fire Code Committee</i>
<i>Block Grant Working Committee</i>	<i>Planning Council</i>
<i>Building Code Board of Appeals</i>	<i>Planning Commission</i>
<i>Civil Service Commission</i>	<i>Police Pension Board</i>
<i>Complete Count Committee</i>	<i>Retiree Health Insurance Trust Fund Board</i>
<i>Downtown Board of Directors</i>	<i>Sustainable Aurora Advisory Board</i>
<i>Downtown Executive Committee</i>	<i>Tree Board</i>
<i>Education Commission</i>	<i>Zoning Board of Appeals</i>
<i>Electrical Commission</i>	
<i>Electoral Board</i>	

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 this web page: <https://www.aurora-il.org/1222/Freedom-of-Information-Act>

b. **By Mail, Fax, or Email.** To make a request by mail, fax, or email, please download the FOIA Request Form found online here: <https://www.aurora-il.org/DocumentCenter/View/4675/FOIA-Request-Form> 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
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:**

<u>Non-PDF Format (PDF Unavailable)</u>		<u>PDF Format</u>	
Up to 2 megabits	\$20.00	Up to 80 megabits	\$20.00
2-4 megabits	\$40.00	80-160 megabits	\$40.00
4+ megabits	\$80.00	160+ megabits	\$80.00
*Plus the actual cost for any recording medium used.		*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:

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

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:

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|-----------------------------------|---------------------------------|
| Agreements and City Contracts | Water Billing Records |
| Board and Commission Documents | Revenue and Collections Records |
| Budget Documents | Check Reconciliation/Open Bonds |
| Correspondence | Employee Salary Information |
| Human Resources/Personnel Records | Ordinances and Resolutions |
| Manuals, Policies, and Rules | Liquor License Applications |
| Special Events Documents | Peddler/Solicitor Applications |
| Police and Fire Reports | Plats of Survey |
| Construction Permits | Hazmat Spill Reports |
| Code Inspection Reports | Storage Tank Records |
| Animal Control Incident Reports | |