



OFFICE OF THE CITY CLERK ANNA M. VALENCIA
CITY OF CHICAGO

To: The Honorable Pat Dowell
Chairman, Committee on the Budget and Government Operations

From: Anna M. Valencia
City Clerk

CC: Tiffany Sostrin
Mayor's Office of Intergovernmental Affairs

Date: October 31, 2019

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-02, 25-04, 25-08 City Stickers

The attached information is in response to questions posed at our department's hearing on October 29, 2019 to discuss the proposed 2020 budget.

Aldermen Scott and Tunney requested information regarding City Sticker amnesty.

These figures will be provided within the first two weeks of November, no later than November 15, 2019. This will give us time to close out from our Third-Party sellers, our three office locations and online transactions.

As always, please let me know if you have any further questions.



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Mayor's Office of Intergovernmental Affairs

Date: October 31, 2019

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-06, 25-12 City Key

The attached information is in response to questions posed at our department's hearing on October 29, 2019 to discuss the proposed 2020 budget.

Aldermen Mitts and Taylor requested information regarding CityKey, including related costs.

Currently, the only information our office retains is the date the ID is issued, the date it expires, and the unique identification number. It is optional for applicants to let us retain their ZIP code. To that end, we have partnered with the University of Chicago to help evaluate the program to better understand those who are getting the CityKey. Below is preliminary information received from the University of Chicago.

We partnered with the University of Chicago who is currently in the middle of a two-year evaluation of the CityKey program.

Some of the preliminary results include:

- 47% of respondents to the survey said they got a CityKey to access City services such as a health clinic, senior services or a library card.
- A quarter of respondents (25%) said they got a CityKey because they did not have any other form of government-issued ID.
- More than half of respondents reported difficulty with getting access to something because they did not have a government-issued ID.
- About 5% of survey respondents were formerly incarcerated and 5% reported no permanent place of residence.

Please see below for CityKey broken down by ward from January 1, 2019 through October 24, 2019.

CityKey Events by Ward

Like last year, we will visit every Ward by the end of the year.

| WARDS | # SERVICED | # PRINTED |
|-------|---------------|--------------|
| 1 | 1 | 131 |
| 2 | 3 | 193 |
| 3 | 4 | 359 |
| 4 | 2 | 238 |
| 5 | 1 | 98 |
| 6 | 2 | 117 |
| 7 | 1 | 93 |
| 8 | 3 | 310 |
| 9 | 2 | 159 |
| 10 | 4 | 557 |
| 11 | 2 | 146 |
| 12 | 3 | 306 |
| 13 | 3 | 342 |
| 14 | 1 | 281 |
| 15 | 7 | 998 |
| 16 | 0 | 0 |
| 17 | 4 | 442 |
| 18 | 4 | 722 |
| 19 | 2 | 204 |
| 20 | 2 | 196 |
| 21 | 1 | 90 |
| 22 | 4 | 809 |
| 23 | 5 | 831 |
| 24 | 3 | 334 |
| 25 | 7 | 1,252 |
| WARDS | # SERVICED | # PRINTED |
| 26 | 5 | 558 |
| 27 | 4 | 506 |
| 28 | 3 | 413 |
| 29 | 2 | 166 |
| 30 | 4 | 540 |
| 31 | 2 | 330 |
| 32 | 0 | 0 |
| 33 | 1 | 51 |
| 34 | 5 | 485 |

| | | |
|--------------|------------|---------------|
| 35 | 1 | 122 |
| 36 | 3 | 450 |
| 37 | 1 | 92 |
| 38 | 3 | 721 |
| 39 | 0 | 0 |
| 40 | 1 | 176 |
| 41 | 1 | 175 |
| 42 | 32 | 2161 |
| 43 | 2 | 348 |
| 44 | 0 | 0 |
| 45 | 0 | 0 |
| 46 | 3 | 240 |
| 47 | 1 | 119 |
| 48 | 4 | 384 |
| 49 | 2 | 245 |
| 50 | 1 | 151 |
| TOTAL | 152 | 17,641 |



OFFICE OF THE CITY CLERK ANNA M. VALENCIA
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Please see attached document for the CityKey costs for FY2018-FY2020. Additional time is needed to procure the FY2017 CityKey costs.

As always, please let me know if you have any further questions.

CityKey Costs
(FY2018-FY2020)

| Line | Item | FY18 | FY19 | FY20 |
|-------------------------|-----------------------------------|------------------|------------------|------------------|
| 5 | CityKey Director | \$85,836 | \$85,824 | \$85,824 |
| 5 | CityKey Deputy Director | \$62,820 | \$83,628 | \$83,628 |
| 5 | CityKey Administrative Supervisor | | \$48,960 | \$51,324 |
| 5 | CityKey Administrative Supervisor | | \$48,960 | \$51,324 |
| Personnel Total: | | \$148,656 | \$267,372 | \$272,100 |

| Line | Item | FY18 | FY19 | FY20 |
|-----------------------------|--------------------------------|------------------|------------------|------------------|
| 135 | Delegate Agencies | \$443,470 | \$200,000 | \$300,000 |
| 140 | Language Access | \$100,000 | \$10,000 | \$5,000 |
| 140 | Audit/Contracting | \$50,000 | \$50,000 | \$25,000 |
| 149 | Tech Support | \$52,180 | \$35,000 | \$35,000 |
| 149 | Annual Licensing/Software | | \$134,400 | \$134,400 |
| 149 | Licensing Support/Gemalto | | \$10,500 | \$10,500 |
| 149 | Appointment System Maintenance | | \$18,000 | \$18,000 |
| 152 | Marketing | \$110,400 | \$25,000 | \$25,000 |
| 157 | MiniVan Lease | | \$9,900 | \$10,400 |
| 159 | CityKey Hardware | | \$45,000 | \$10,000 |
| 168 | Educational Dev/Training | \$49,630 | | |
| 181 | Telecom/Phones | | | \$2,904 |
| 350 | Consumables | \$137,500 | \$120,000 | \$50,000 |
| Non-Personnel Total: | | \$943,180 | \$657,800 | \$626,204 |

All in total:

\$1,091,836

\$925,172

\$898,304

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To: The Honorable Pat Dowell
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From: Anna M. Valencia
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CC: Tiffany Sostrin
Mayor's Office of Intergovernmental Affairs

Date: October 31, 2019

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-10 Committee

The attached information is in response to questions posed at our department's hearing on October 29, 2019 to discuss the proposed 2020 budget.

Alderman Vasquez requested the list of committee staff members.

Please see the attached document for all committee staff members.

As always, please let me know if you have any further questions.

Committee Staff Contact List

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Committee Staff Contact List

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CITY OF CHICAGO

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From: Anna M. Valencia
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CC: Tiffany Sostrin
Mayor's Office of Intergovernmental Affairs

Date: October 31, 2019

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-13 Investments

The attached information is in response to questions posed at our department's hearing on October 29, 2019 to discuss the proposed 2020 budget.

Alderman Vasquez requested a wish list of investments for the Office of the City Clerk.

Please see below regarding the Office of the City Clerk wish list of investments.

Personnel (All Funds):

- Two positions for Council Modernization (New)
- One position for Administration and Finance Team (Removed vacancy)
- Total of three positions

Non-Personnel (All Funds):

- Overtime (total): \$160,000
- Technology (total): \$7,847,160
- CityKey (total): \$748,300

As always, please let me know if you have any further questions.



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Date: October 31, 2019

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-14 Residential Daily Passes

The attached information is in response to questions posed at our department's hearing on October 29, 2019 to discuss the proposed 2020 budget.

Aldermen Tunney requested information regarding the grace period for residential daily passes.

Currently, there is no grace period upon expiration of the residential daily passes.

As always, please let me know if you have any further questions.



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To: The Honorable Pat Dowell
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Mayor's Office of Intergovernmental Affairs

Date: November 20, 2019

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-15 Requests

The following information is in reply to Alderman Reilly's request for written responses to pre-hearing 2020 budget question.

1. Changes in headcount projected for 2020.
 - a. Eliminated four positions.
 - i. FY2019: 102 Total Budgeted Positions (includes the 2 year-round interns)
 - ii. FY2020: 96 Total Budgeted Positions; 98 Positions (includes 2 year-round interns)
2. Number of funded vacancies and breakdown for 2020.
 - a. 4 vacancies will be carried over into FY2020
 - i. Editorial Assistant (Fund 100- Council Division- 3010 Index Division) - \$47,160
 - ii. Proofreader (Fund 100- Council Division- 3100- Index Division) - \$42,960
 - iii. Supervisor of Payment Center (Fund 300-3025-Issuance of Vehicle Licenses) - \$58,968
 - iv. Attorney (Fund 300-3025 - Issuance of Vehicle License) - \$58,800
 - b. Total vacancy carryover: \$207,888**

3. Number of vacancies being cut-what positions (job titles) are being eliminated?
 - a. 4 vacancies were eliminated
 - i. Payment Services Representative (Fund 300-3025- Issuance of Vehicle License) - \$42,960
 - ii. Customer Account Representative (Fund 300-3030- Customer Processing Center) - \$42,960
 - iii. Administrative Supervisor (Fund 300- 3025- Issuance of Vehicle License) - \$48,960
 - iv. Proofreader (Fund 100- Council Division- 3015- City Council Research and Record Services) - \$42,960
 - b. Total vacancies removed: \$177,840**

4. Number of non-union employees to receive salary increases in 2020 Budget
 - a. 5 non-collective bargaining members will receive raises as a part of a BX scheduled increases.
 - i. BX Schedule- The Salary Schedule for Non-Represented Employees

5. Description of outsourced services projected for 2020.
 - a. Clarity: Maintains our sales application suite for our point of sales and our website for legislation, live streaming, CityKey and compliance mailers
 - b. Kamaltech: Responsible for the technology that supports City Council committee streaming
 - c. Sebis: Mail house responsible for sending City Stickers, dog licenses and residential daily parking permits Chicago residents
 - d. 3PS: More than 300 locations that are responsible for selling City Stickers to Chicago residents
 - e. Pitney Bowes: Mailing machine to send out business licenses etc.
 - f. R-4: Responsible for records storage
 - g. Delegate Agencies: Community-based organizations that assist with the CityKey program (will go to RFP this year- FY19)

6. List of savings and cost-efficiencies due to zero-based budgeting.
 - a. Corporate Fund (Fund 100)
 - i. Lease/Purchase Equipment (0159) - \$99,528 **decrease** was realized as these additional funds were no longer needed as we have moved to canon and CityKey expenditures moved to another account (0171) and the amount was decreased
 - ii. Stationery and office supplies (0350) - \$70,000 **decrease** as the funds were no longer needed
 - b. Vehicle Tax Fund
 - i. Student Interns (0039) - \$60,000 **decrease** to better accommodate the needs of the office and to provide a well-round internship experience
 - ii. IT Development (0139) - \$93,000 **decrease** as the IT project is completed
 - iii. Repair/Maint. Equip (0162) - \$2,525 **decrease** as we do not need to re-image any laptops