



CITY OF CHICAGO

OFFICE OF THE CITY CLERK

MEMORANDUM

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

From: Anna M. Valencia
City Clerk
Office of the City Clerk

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: October 28, 2020

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-01 Parking Permits

The following information is provided in response to questions posed at our department's hearing on Tuesday, October 27, 2020 to discuss the proposed 2021 budget.

Alderman Tunney asked for the Residential Parking Pass (RPP) revenues for FY2020 and projected FY2021.

The projected revenues for Residential Parking Passes for 2020 and projected 2021 are listed below:

- January 1 – Sept 30, 2020: 125,573 sheets sold for a total of \$1,004,296.
- Total projection for 2020: 190,000 or \$1,520,000
- We project the numbers will return to normal in 2021 with the sale of 250,000 sheets or about \$2,000,000.

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



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Date: October 28, 2020

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-02 Contractors

The following information is provided in response to questions posed at our department's hearing on Tuesday, October 27, 2020 to discuss the proposed 2021 budget.

Alderman Hairston asked for the list of 0140 Contractors and the diversity breakdown.

Below is the breakdown of contractor's in the 0140 account.

Fund 100 (0140- Professional and Technical Services)

Document Storage- R-4 Services, LLC- FY 2021 Total: \$41,796

- 25% Hispanic- \$10,449
- 5% Women- \$2,090
- Total MBE: \$10,449; Total WBE: \$2,090
- Contract held by: Department of Asset and Information Services (formerly held by 2FM)

Legislative Mgmt- Labor/Closed Captioning- KamalTech- FY 2021 Total: \$267,529

- 100% Asian- \$267,529
- Total MBE: \$267,529
- Contract held by: Department of Asset and Information Services

Storage- Granicus- FY 2021 Total: \$43,394

- No listed certified MBE/WBE by the vendor
- Contract held by: Office of the City Clerk

Muni ID Language Access- Language Line Solutions Inc. - FY2021 Total: \$5,000

- No listed certified MBE/WBE by vendor
- Contract held by: Office of Emergency Management and Communications

Muni ID Program Audit- Program Audit Total: \$12,500

- Audit performed by City of Chicago- Department of Finance

Fund 300 (0140- Professional and Technical Services)

Printing Renewal Applications/Printing Stickers- Sebis Total FY2021: \$140,750

- No listed certified MBE/WBE by the vendor
- Contract held by: Department of Finance

VIN Decoding Services- Dataone (via CDWG) Total FY2021: \$37,695

- No listed certified MBE/WBE by the vendor
- Contract held by: Department of Asset and Information Services

Armored Car- Garda World Total FY2021: \$28,908

- No listed certified MBE/WBE by the vendor
- Contract held by: Department of Finance

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To: The Honorable Pat Dowell
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From: Anna M. Valencia
City Clerk
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CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: November 9, 2020

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-03 Funding

The following information is provided in response to questions posed at our department's hearing on Tuesday, October 27, 2020 to discuss the proposed 2021 budget.

Chairwoman Dowell asked about the location of for the funding for the Legislative Management system

The Legislative Management System or City Council Modernization upgrades were scheduled and budgeted to begin in FY2020. There is currently \$300,000 appropriated in the Clerk's Corporate Fund 0149 Software Maintenance and Licensing for initial project startup costs. However, the COVID-19 pandemic has impacted our Office's timetable for this project. At present, the documents needed to begin contract negotiations, with chosen vendor, being reviewed by the Department of Law and Department of Procurement Services. Thus, there are still no final numbers regarding the overall cost and timeline for the project.

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

Commented [SP1]:



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Mayor's Office of Intergovernmental Affairs

Date: October 28, 2020

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-04 Vacancies

The following information is provided in response to questions posed at our department's hearing on Tuesday, October 27, 2020 to discuss the proposed 2021 budget.

Alderman Ervin requested additional information about how filling existing vacancies will help assist with operations.

Please see the additional information below.

For Operations:

Filling the two available Customer Account Representative (CAR) and two available Payment Service Representative (PSR) positions helps generate revenue by providing customer service that allows for the sale of City Sticker, Residential Permit Parking, and dog licenses. This also promotes sales through customer service for customers who call or email with questions regarding compliance with Wheel Tax, Residential Parking and other licensing questions.

For City Council:

In accordance with the Municipal Code, State Statutes, and Federal mandates, the Office of the City Clerk is the official record keeper and repository for City of Chicago legislative documents, vital historical records and municipal laws. The Office of the City Clerk is also mandated by Illinois law to compile and publish the official legislative record or Journal of Proceedings and perform related legislative functions. As the repository for Chicago City Council legislative documents, our office processes thousands of documents each year and has seen a steady increase in requests for legislative information, document certifications and the services which our office provides. Additionally, the City Clerk's office receives files and routes numerous City documents including public petitions, claims and lawsuits.

The Editorial Assistant positions in the City Clerk's office perform a variety of functions critical to these daily operations. Whether compiling and preparing reports, conducting research, preparing entries for the City Council Journal, certifying documents for court proceedings, managing internal office projects, responding to aldermanic and departmental requests, and replying to public and business inquiries, these editorial staff are essential in meeting our mandated state and municipal responsibilities as well as providing aldermanic assistance and legislative transparency for our citizens.

The Archival Specialist is responsible for records maintenance including collecting, preserving, restoring and cataloging all documents filed with City Clerk's Office (original source documents) and maintaining an inventory and historical documents including books, photographs, electronic files, etc. This staff member also updates electronic records and databases and manages onsite and offsite storage facility requirements. The Archival Specialist acts as a liaison with the State of Illinois and the Illinois Regional Archives Depository on defining and enforcing document retention policies, practices and standards. The Archival Specialist also develops and coordinates educational and outreach programs and assists with records research in response to FOIA and other federal, state and municipal public records acts, requirements and requests. Our city's legislative history and legal responsibility relies on this vital position.

As a liaison and initial contact person between the City Council Division and departments, aldermen and their staff, and the general public, the current vacancies in the editorial staff has dramatically compromised our ability to complete many of these essential responsibilities. These positions are the primary and multifaceted resource whose proficiency and knowledge cannot be gained by constantly rotating staff to "keep things moving". Despite staff reductions the City Council Division has seen increased productivity through efficiencies and automation but unless we permanently fill the vacancy we will erode our ability to perform many of our core office responsibilities as well as exacerbate already problematic "working out of title" union issues through staff reassignment and increased costs and employee "burnout" with overtime requirements. The integrity of the City Council Division rests upon the accuracy of the legislative information which staff prepare and distribute -- and that information cannot be compromised. Therefore, it is vital that these positions be filled immediately.

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



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Date: October 28, 2020

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-05 CityKey

The following information is provided in response to questions posed at our department’s hearing on Tuesday, October 27, 2020 to discuss the proposed 2021 budget.

Chairwoman Dowell requested a list of CityKeys issued by Ward.

Please see the additional information below.

2020 - CityKeys Issued by Ward

WARDS	# EVENTS	# ISSUED PER WARD
1	1	65
2	0	0
3	4	139
4	3	276
5	0	0
6	0	0
7	0	0
8	0	0
9	0	0
10	2	40
11	0	0
12	2	138
13	0	0

14	0	0
15	1	65
16	3	83
17	3	95
18	1	45
19	0	0
20	1	151
21	3	165
22	2	285
23	0	0
24	1	4
25	1	103
26	1	88
27	9	782
28	1	27
29	1	35
30	0	0
31	2	123
32	0	0
33	0	0
34	4	129
35	0	0
36	0	0
37	1	26
38	1	95
39	0	0
40	0	0
41	0	0
42	25	910
43	0	0
44	0	0
45	0	0
46	1	109
47	0	0
48	0	0
49	2	163
50	0	0
TOTAL	74	4141

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Date: October 28, 2020

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-06 CityKey

The following information is provided in response to questions posed at our department's hearing on Tuesday, October 27, 2020 to discuss the proposed 2021 budget.

Alderman Lopez requested the number of CityKeys issued in 2018, 2019 and 2020.

Total # of CITYKEY IDs Issued Annually:

YEAR	# OF CITYKEYS PRINTED
2020 (YTD)	4,141
2019	19,546
2018	25,227
TOTAL	48,914

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



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From: Anna M. Valencia
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Date: October 28, 2020

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-07 Pet License

The following information is provided in response to questions posed at our department's hearing on Tuesday, October 27, 2020 to discuss the proposed 2021 budget.

Alderman Lopez requested the number of Pet licensing permits and sales (neutered and non-altered) by ward for 2019 and 2020.

Total # of Pet Licenses Issued:

YEAR	# OF PET LICENSES ISSUED
2020 (through Sept. 30)	9,713
2019	20,534

In addition, please see the attached document.

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

DOG EMBLEMS SOLD (YR and WARD)		
WARD	2020 DOG EMBLEM SOLD	2019 DOG EMBLEM SOLD
1	516	685
2	407	604
3	267	608
4	247	493
5	117	245
6	62	137
7	69	113
8	68	158
9	95	169
10	98	265
11	167	405
12	108	318
13	197	493
14	133	379
15	104	229
16	65	221
17	67	165
18	126	321
19	170	530
20	48	125
21	83	137
22	103	224
23	161	460
24	51	105
25	247	417
26	178	349
27	355	645
28	96	230
29	100	205
30	173	349
31	133	268
32	538	918
33	234	444
34	104	161
35	181	323
36	139	276
37	67	140
38	209	540
39	233	517
40	255	547
41	293	650
42	508	921
43	422	630
44	526	852

45	347	647
46	430	674
47	514	914
48	333	600
49	203	360
50	83	193



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From: Anna M. Valencia
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Date: October 28, 2020

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-08 Parking

The following information is provided in response to questions posed at our department's hearing on Tuesday, October 27, 2020 to discuss the proposed 2021 budget.

Alderman Lopez requested the number of Residential Parking Passes (RPP), guest passes and fees by ward for 2019 and 2020.

Total # of Residential Parking Passes (RPP) Issued:

YEAR	# OF RPP's ISSUED
2020 Annual Zone (through Sept. 30)	139,110
2020 Daily Passes (through Sept. 30)	125,573
2019 Annual Zone	197,141
2019 Daily Passes	252,074

In addition, please see the attached document for the breakdown.

Alderman Lopez also request the Residential Parking Passes (RPP) enforcement operations by ward for 2019 and 2020. Please see the attached document.

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

2019

	Ward Canvassed		
January	28, 19, 21, 34		
February	9, 6, 8, 7		
March	10, 17, 18, 13		
April	3, 4, 5, 20		
May	16, 11, 12, 25, 22		
June	26, 1, 37, 29		
July	32, 43, 2, 27		
August	44, 41, 45, 38, 36		
September	30, 31, 39, 35		
October	33, 47, 46, 48		
November	40, 49, 50, 23, 14		
December	24, 15, 12, 13		

2020

January	12, 13, 16, 33, 35		
February	39, 42, 25, 15		
March	11, 28	COVID SHUTDOWN	
April	None	COVID SHUTDOWN	
May	None	COVID SHUTDOWN	
June	None	COVID SHUTDOWN	
July	None	COVID SHUTDOWN	
August	None	COVID SHUTDOWN	
September	None	COVID SHUTDOWN	
October	None	311 Complaints Only	

RPP SOLD (YR AND WARD)		
WARD	2020 RPP SOLD	2019 RPP SOLD
1	7,167	12,549
2	9,732	17,159
3	7,083	12,317
4	1,382	2,130
5	73	128
6	520	1,059
7	372	799
8	655	1,205
9	384	614
10	41	117
11	1,148	2,249
12	2,096	4,589
13	1,985	4,327
14	2,544	4,583
15	1,605	2,920
16	417	695
17	518	1,140
18	176	374
19	479	946
20	459	885
21	456	918
22	550	1,135
23	1,044	2,110
24	440	1,084
25	5,199	9,891
26	2,342	4,339
27	4,211	7,044
28	4,754	8,521
29	1,616	3,405
30	3,530	6,782
31	3,635	6,910
32	2,823	5,526
33	1,943	3,956
34	40	99
35	5,394	10,092
36	1,431	2,687
37	609	1,154
38	528	941
39	933	1,773
40	1,593	2,857
41	968	1,840
42	2,070	3,728
43	15,369	27,715
44	20,040	37,869
45	1,271	2,304

46	5,536	10,818
47	2,951	5,293
48	492	967
49	1,134	2,058
50	828	1,545



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Date: October 28, 2020

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-09 City Stickers

The following information is provided in response to questions posed at our department's hearing on Tuesday, October 27, 2020 to discuss the proposed 2021 budget.

Alderman Lopez requested the number of City Stickers sold in 2018, 2019 and 2020.

Total # of City Stickers sold:

YEAR	# OF CITY STICKER SOLD
2020 (through Sept. 30)	841,361
2019	1,210,704
2018	1,236,029

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



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From: Anna M. Valencia
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Date: October 28, 2020

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-10 Council Streaming

The following information is provided in response to questions posed at our department's hearing on Tuesday, October 27, 2020 to discuss the proposed 2021 budget.

Alderman Lopez requested the KamalTech Streaming costs, information on how multiple committees could stream at once, who manages that account, and if it is possible for council to pitch in to share cost of zoom account.

The Office of the City Clerk supports the recommendation of allowing multiple Zoom accounts for Committees to utilize, yet would need further discussion with AIS-BoIT.

KamalTech has a contract with the City through AIS which any City department or Committee can leverage independently. The Office of the City Clerk (OCC) is responsible for making City Council and Committee meetings publicly accessible (i.e., integrating live streaming platform Vimeo with virtual meeting platform Zoom). The Mayor's Office is responsible for coordinating participation w/ virtual City Council and Committee meeting stakeholders. The streaming costs from KamalTech for FY2021 are \$300,009.

There is currently a temporary solution which will allow the streaming of two simultaneous meetings in the event of a potential emergency overlap of meetings. The contract is through AIS. However, given the great reshuffling of responsibilities that were inherent through Covid-19 emergency response, the Office of the City Clerk has undertaken the management and cost associated with the technical resources and solutions related to the accessibility of virtual City Council and Committee meetings. This virtual meeting solution should be recommended to and supported by AIS.

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



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Date: October 28, 2020

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-11 Duties

The following information is provided in response to questions posed at our department's hearing on Tuesday, October 27, 2020 to discuss the proposed 2021 budget.

Alderman Lopez requested the roles and duties of the License Compliance Unit and the Mail, Microfilm and Records units.

Please see the information below.

The License Compliance Unit enforces the city's vehicle wheel tax ordinance, issuing citations to vehicle owners violating the city's vehicle city sticker and license plate regulations. They are responsible for enforcing residential parking permits and other non-moving parking ordinances by issuing citations for no-compliance. Additionally, they respond to complaints from 311, the public and Aldermanic offices regarding vehicle motor violations.

The Mail, Microfilm and Records department is responsible for handling incoming and outgoing mail for the Office of the City Clerk, supply and inventory management, pick-up and delivery of supplies including City Sticker stock and Residential Daily Permit Parking Stock. Additionally, they are responsible for the distribution of the Journal of Proceedings to Aldermen and City Departments.

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



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From: Anna M. Valencia
City Clerk
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CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: **November 16, 2020**

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-12 Work From Home

The following information is provided in response to questions posed at our department's hearing on Tuesday, October 27, 2020 to discuss the proposed 2021 budget.

Alderman Lopez requested the number of Office of the City Clerk (OCC) staff working from home. Please note that we are unable to provide the actual affidavits as they contain personnel's private information.

We have a total of 41 OCC staff members working from home intermittently.

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