

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: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-01 RPP Ward Sales

The following information is provided in response to questions posed at our department's hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman Harris requested information on the process of becoming an Aldermanic seller of RPP and the cost of the associated equipment.

In order to become an Aldermanic seller, the Alderman must sign a Designee Agreement which lays out all the requirements for the Alderman and their staff. Please see the attached.

Equipment costs are estimated to be \$7,500, however costs may vary based on existing computer systems and any equipment updates. Costs include hardware required for Wheel Tax Issuance for the Office of the City Clerk and Payment Processing Equipment for the Department of Finance.

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

**DESIGNEE AGREEMENT FOR THE
SALE OF RESIDENTIAL PARKING DAILY PERMITS
IN ALDERMANIC OFFICES**

BETWEEN

**THE CITY OF CHICAGO
OFFICE OF THE CITY CLERK**

AND

ALDERMAN (NAME)



ANDREA M. VALENCIA

CITY CLERK

AGREEMENT

This Agreement is entered into as of this _____ day of _____, _____ (the "**Effective Date**") by and between Alderman (*Name*) of the (*Ward Number*) Ward (the "**Alderman**"), and the Office of the City Clerk (the "**OCC**"), individually referred to herein as a "**Party**" or collectively, the "**Parties**." The term of this Agreement shall commence on the Effective Date and shall end on December 31, (current year), subject to other provisions in this Agreement. The OCC and the Alderman agree as follows:

TERMS AND CONDITIONS

The City Clerk is responsible for the administration and enforcement of residential zone parking permits and residential parking daily permits. (See Section 2-12-010 of the Municipal Code of Chicago). Pursuant to Section 9-68-020 of the Municipal Code of Chicago, the City Clerk is charged with administering the sale of residential parking permits. As part of that responsibility, the City Clerk, or her designee, is authorized to sell Residential Parking Daily Permits to residents who meet the requirements of Section 9-68-020 of the Municipal Code of Chicago. The Alderman may request the City Clerk to designate the Alderman as her designee for the sale of the Residential Parking Daily Permits.

1. DEFINITIONS

The following words and phrases have the following meanings for purposes of this Agreement:

"**Agreement**" means this Agreement, including all exhibits attached hereto and incorporated herein by reference, and all amendments, modifications, or revisions made in accordance with its terms.

"**Authorized Staff Member(s)**" means Aldermanic staff who are authorized to sell or issue Residential Parking Daily Permits to residents.

"**City**" means City of Chicago.

"**City Clerk**" means the chief executive of the Office of the City Clerk, and any representative duly authorized in writing to act on the City Clerk's behalf.

"**Holiday**" refers to an official City holiday when the City is generally closed for business which includes: New Year's Day, Dr. Martin Luther King Jr.'s Birthday, Lincoln's Birthday, President's Day, Pulaski Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

"**MCC**" means the Municipal Code of Chicago.

"Residential Parking Daily Permits," abbreviated as **"RPDs,"** means the one-day permits issued pursuant to Sections 9-64-090 and 9-68-020 of the MCC. RPDs allow motor vehicles displaying the permit to park in the residential parking permit zone indicated on the permit for a twenty-four (24) hour period.

2. ACCESS TO SALES APPLICATION SUITE — OVER THE COUNTER

The City Clerk authorizes and grants the Alderman on-line access to the Sales Application Suite — Over the Counter ("**SAS-OTC**"), which contains digitalized system information and files used to administer and enforce City Residential Permit Parking. The Alderman is responsible for obtaining and maintaining access to the internet and cashing equipment and ensuring that its network and equipment meets the Payment Card Industry Data Security Standard.

3. USE OF SAS-OTC INFORMATION

(a) The SAS-OTC data contains personally identifying information, the dissemination of which is restricted by federal or state law, including the Federal Driver's Privacy Protection Act, 18 USC §§ 2721 et seq; Data Processing Confidentiality Act, 30 ILCS 585; the Personal Information Protection Act, 815 ILCS 530; the Illinois Vehicle Code, 625 ILCS 5/2-123; and the Illinois Administrative Code, Part 1002. The Alderman acknowledges that the improper dissemination of personally identifying information is a violation of the Federal Driver's Privacy Protection Act and that any individual who violates this Act is subject to criminal prosecution, fines and civil penalties of \$2,500 for each improper disclosure of information. The Alderman and all Authorized Staff Members are subject to the provisions of any applicable law regarding the improper dissemination of personally identifying information.

(b) The Alderman and all Authorized Staff Members shall keep all personally identifying information contained in the data in its original form. The Alderman and all Authorized Staff Members shall not make, or permit anyone to make, any personally identifying information available to any unauthorized person, firm, corporation, partnership, or members of the public, without the prior express written consent of the OCC.

(c) No person shall be allowed access to SAS-OTC or data obtained from SAS-OTC for any reason other than the sale or issuance of RPDs. The Alderman and all Authorized Staff Members shall not use, furnish, or otherwise make available to any person a list of residents, drivers, or property owners or any other data supplied pursuant to this designation (i) for commercial solicitation purposes; (ii) to contact

individuals for advertising, offering for sale, marketing, or sale of products or services; (iii) to identify potential employees; or (iv) to update, enhance, or verify any information which may then be sold, offered, or otherwise distributed to any user to directly or indirectly use such information to contact individuals for advertising, offering for sale, marketing, or sale of products or services.

(d) It is strictly prohibited for the Alderman or Authorized Staff Members to: (i) sell or issue RPDs to any person who does not have an existing residential record in SAS-OTC; (ii) modify or alter any existing residential record; or (iii) create any new residential records. If the Alderman or Authorized Staff Member needs a record created, modified, or altered, they must contact the OCC (OCC Customer Code Contact List is attached hereto as Exhibit 1) and provide the required documentation to prove identity and residency. For a list of acceptable forms of proof of identity and residency documentation, please refer to the OCC Wheel Tax Administrative Rules (“**Administrative Rules**”), or contact the OCC (OCC Customer Code Contact List is attached hereto as Exhibit 1).

(e) The OCC will notify the Alderman of any planned outages of SAS-OTC. In the event that SAS-OTC is inaccessible for any reason, planned or unplanned, neither the Alderman, nor any Authorized Staff Member, shall sell or issue any RPDs until the system is fully functioning. If an Aldermanic office is experiencing an unplanned outage of SAS-OTC, the Alderman or an Authorized Staff Member shall immediately contact 4-DATA at 312-744-3282.

4. COMPUTER EQUIPMENT

The Alderman shall be responsible for the following:

(a) All costs associated with the delivery and usage of SAS-OTC and the sale or issuance of RPDs;

(b) The purchase of a selling station, for the purpose of sale or issuance of RPDs. This selling station may include hard drives, printers, USB kits, cash drawers, payment processing machines, and related items;

(c) All costs of updating and maintaining the equipment and related items required for the sale of RPDs; and

(d) The maintenance, repair or replacement cost of any computer equipment or related items.

5. COMPUTER SECURITY

(a) The Alderman shall take any and all lawful measures necessary and apply all OCC policies and procedures to prevent the unauthorized disclosure of personally identifying information and the improper use of SAS-OTC and to prevent unauthorized persons or entities from obtaining or using such information. The Alderman shall be liable for any unauthorized use and/or disclosure of SAS-OTC data. This includes, but is not limited to, data breaches, accessing SAS-OTC without authority, allowing anyone not a party to this Agreement to access SAS-OTC or to view SAS-OTC data, or altering any existing SAS-OTC data information in any form. The Alderman must immediately report any unauthorized use or misuse of SAS-OTC or SAS-OTC data, including any breach of the Alderman's security system that may involve SAS-OTC or SAS-OTC data, to the OCC by contacting , OCC Chief Technology Officer and OCC Chief Operating Officer, at 312-742-5375.

(b) Prior to the commencement of selling RPDs and upon request, the Alderman shall obtain active directory numbers from the Department of Information Technology for each Authorized Staff Member responsible for accessing SAS-OTC data and provide those directory numbers to the OCC. Each Alderman is limited to two (2) Authorized Staff Members. The Alderman acknowledges that the OCC requires unique credentials for each individual Authorized Staff Member prior to accessing SAS-OTC data. When an Authorized Staff Member leaves the Alderman's staff, the Alderman shall immediately notify the OCC so that the active directory access of that individual can be terminated.

(c) The City Department of Innovation and Technology's Information Security and Technology Policies are hereby incorporated into this Agreement which found here:https://www.cityofchicago.org/content/dam/city/depts/doi/supp_info/IS%20and%20IT%20Policies/CoC_IT_IS_Policy_Set_ver_RC_05.pdf.

(d) Upon notice to the Alderman, the OCC reserves the exclusive right to add or modify these and other data security requirements contained in this Agreement at any time.

6. ACCOUNTING

(a) Only credit cards, debit cards, or personal checks shall be accepted for payment of the RPDs. No Alderman or Authorized Staff Member shall accept cash for payment of the RPDs. The sale or issuance of RPDs is subject to periodic seller evaluations, audits, and reconciliation of inventory at the discretion of the OCC.

(b) The Alderman will be assigned a City depository account to be used only to deposit all personal checks collected from the sale of RPDs. The City depository

account will be designated by the City Treasurer or the OCC. The Alderman shall deposit all personal checks no later than the Monday immediately following the week the personal checks were collected. If such Monday falls on a Holiday, then the checks shall be deposited the next day.

(c) **"Batch out"** or **"batching out"** is the process of the Alderman requesting from the point-of-sale system/provider that all credit card transactions for a specific period of time be cleared or settled. The Alderman shall batch out all credit card payments collected from the sale of RPDs for the week, no later than the close of business on Friday of each week.

(d) The Alderman must remit to the OCC all deposit slips, credit card receipts, and voided RPDs for the week no later than the Wednesday of the succeeding week. All deposit slips, credit card receipts, and voided RPDs must be mailed or hand-delivered to the OCC to the attention of the OCC Audit and Verification Division.

(e) In the event an accounting reconciliation reveals any discrepancy between the number of RPDs issued to the Alderman and the total amount paid for such RPDs, the Alderman and the OCC Director of License Issuance, shall meet to resolve such discrepancy. If the discrepancy cannot be resolved, the Alderman shall be responsible for any shortage.

(f) The Alderman must immediately report any failure to follow the Accounting provision and procedure or reconciliation discrepancy, to the OCC by contacting the Director of License Issuance, at 312-744-7468.

7. INVENTORY

(a) The OCC shall be responsible for the issuance of the RPDs to the Alderman for sale at their Aldermanic Office. The Alderman is strictly prohibited from creating and/or selling RPDs not issued to them by the OCC. To obtain any inventory of RPDs, the Alderman or their Authorized Staff Member shall contact the OCC's Director of Intergovernmental Affairs & Public Engagement, at 312-744-7202.

(b) At the time that any inventory of RPD sheets are transferred to or from the Alderman, authorized personnel from both the OCC and the Aldermanic Office will review and verify the quantity of inventory being transferred.

8. AUTHORIZED STAFF MEMBERS

The Alderman must provide to the OCC a list of Authorized Staff Members. Authorized Staff Members are listed in Exhibit 2. The Alderman **must** immediately notify the OCC of any change in an Authorized Staff Member and provide an updated Exhibit 2.

9. TERMINATION

(a) The OCC reserves the right to terminate or suspend the designation of the Alderman to sell or issue RPDs if, at any time, the Alderman or Authorized Staff Member violates any material provision of Section 9-68-020 of the MCC, the Administrative Rules, or the terms of this Agreement, including the sale of RPDs to individuals ineligible for such permits.

(b) The OCC reserves the right to immediately suspend the designation of an Alderman to sell RPDs at its sole discretion, to ensure the orderly administration of RPDs. The OCC will reinstate the designation of an Alderman to sell or issue RPDs once the identified issues or violations have been resolved.

10. NOTICES

Notices provided for in this Agreement, unless provided for otherwise in this Agreement, must be given in writing and may be delivered personally or by placing in the United States mail, first class and certified, return receipt requested, with postage prepaid and addressed as follows:

If to the OCC: Office of the City Clerk
 121 North LaSalle Street, Room 107
 Chicago, Illinois 60602
 Attn: Legal Division

If to the Alderman: Alderman (*Name*)

 Address: _____

 Attn: _____

Changes in these addresses must be in writing and delivered in accordance with the above provisions. Notices delivered by mail are considered received three days after

mailing. Notices delivered personally are considered effective upon receipt. Refusal to accept delivery has the same effect as receipt.

11. ACKNOWLEDGEMENT

The Alderman hereby confirms that they have requested to be a designee for the sale of RPDs and has read and agrees to abide by the terms of this Agreement. The Alderman agrees that they must immediately notify the OCC of any material change required by this Agreement. Further, the Alderman agrees that any failure to adhere to any of terms of this Agreement, the Administrative Rules, Section 9-68-020 of the MCC, OCC policies and regulations, and/or any other applicable law, may result in the termination of their status as a designee.

12. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and may not be modified except by subsequent written agreement of the Parties.

[Signatures begin on the following page]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the Effective Date.

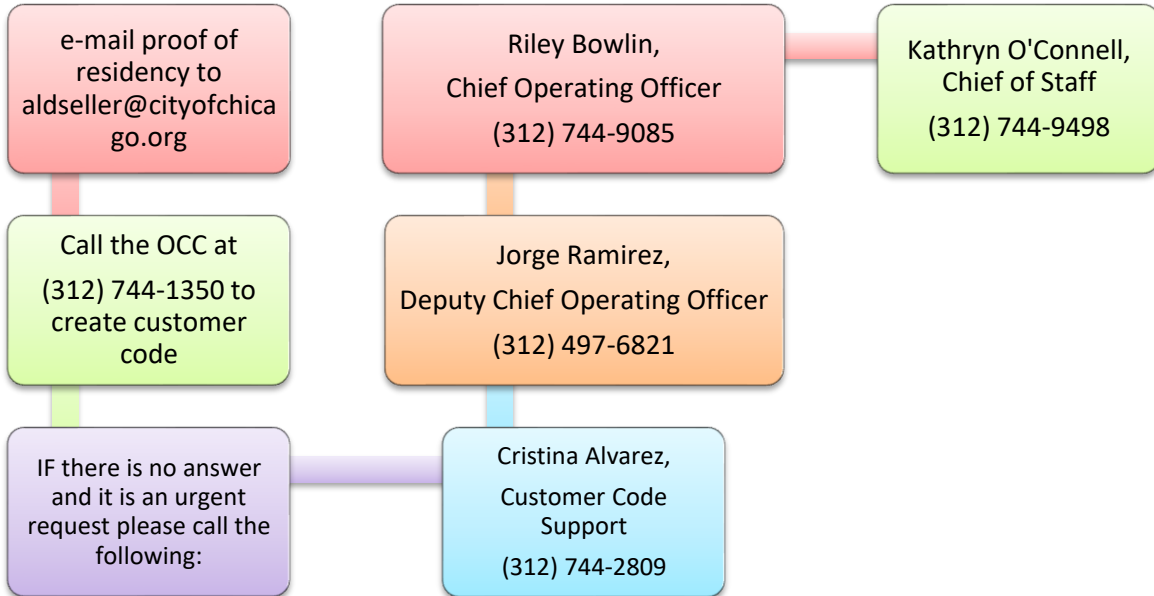
CITY CLERK

ALDERMAN

Andrea M. Valencia

(Name)

Exhibit 1
OCC Customer Code Contact List





CITY OF CHICAGO

OFFICE OF THE CITY CLERK

Exhibit 2

**List of Authorized Staff Members
to be provided to the Illinois Secretary of State**

Name	Title	Signature	Date



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: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-02 RPP Ward sales

The following information is provided in response to questions posed at our department’s hearing on September 27, 2021 to discuss the proposed 2022 budget.

Alderman Waguespack requested the number of RPP’s sold by ward and associated revenue (for ward’s selling).

RPP's Aldermanic Sales				
Ward	2020	2020	2021 (through August)	2021 (Through August)
	RPP's Sold	Revenue	RPP's Sold	Revenue
1st	0	\$0	195	\$1,560
2nd	1,886	\$15,088	515	\$4,120
32nd	846	\$6,768	885	\$7,080
35th	1,203	\$9,624	1,288	\$10,304
43rd	3,867	\$30,936	1,628	\$13,024
44th	10,095	\$80,760	10,213	\$81,704
46th	1,291	\$10,328	346	\$2,768



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

Date: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-03 Vaccination

The following information is provided in response to questions posed at our department's hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman Mitts requested the percentage of personnel vaccinated in the Office of the City Clerk.

The City of Chicago is requiring all City of Chicago employees to be fully vaccinated against COVID-19 by October 15, 2021. Post this date, we will have more detailed information regarding our employee's vaccination status.

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



CITY OF CHICAGO

OFFICE OF THE CITY CLERK

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

Date: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-04 CityKey

The following information is provided in response to questions posed at our department's hearing on September 27, 2021 to discuss the proposed 2022 budget.

Chairman Dowell requested the cost per CityKey issued.

The printing cost per CityKey for our Office is \$4.95. This is based on the cost spent, from the inception of the CityKey program to September 2021, for printers, laptops, cameras, signature pads, Gemalto (which is a scanner that verifies/validates identity documentation such as drivers' licenses, passports, etc.), remote printing software, holographic film, printer ribbon, and cardstock.

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



CITY OF CHICAGO

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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: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-05 RPP

The following information is provided in response to questions posed at our department's hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman Tunney requested the percentage reduction in RPP sales.

Percentage Reduction in RPP's Due to Covid			
Category	2019	2020	Percentage
RPP's	252,074	165,127	-34.5%

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



CITY OF CHICAGO

OFFICE OF THE CITY CLERK

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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: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-06 Ward Offices

The following information is provided in response to questions posed at our department’s hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman Tunney requested a ranking of the ward offices that sell RPPs (with Pre-COVID #s).

RPP's Aldermanic Sales				
Ward	2018	2019	2020	2021 (August)
1st	3,377	1,387	0	195
2nd	2,951	4,771	1,886	515
32nd	1,697	1,849	846	885
35th	2,155	1,811	1,203	1,288
43rd	12,875	12,317	3,867	1,628
44th	22,102	20,405	10,095	10,213
46th	4,287	4,456	1,291	346

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



CITY OF CHICAGO

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From: Anna M. Valencia
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Mayor’s Office of Intergovernmental Affairs

Date: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-07 Revenue

The following information is provided in response to questions posed at our department’s hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman Tunney requested a budget perspective of the loss of revenue (City stickers, RPP’s) due to lockdown.

Revenue Lost Due to Covid				
Category	2019	2020	Percentage	Revenue Loss
Vehicle Sticker	1,210,704	1,124,763	-7.1%	-\$4,200,000
Annual	197,141	188,734	-4.3%	-\$280,000
Daily	252,074	165,127	-34.5%	-\$695,500
Dog	20,534	12,566	-38.8%	-\$99,300
			Total	-\$5,274,800

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



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

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-08 Ward Sales

The following information is provided in response to questions posed at our department's hearing on September 27, 2021 to discuss the proposed 2022 budget.

Alderman O'Shea requested an estimate of Aldermanic seller equipment costs.

Equipment costs are estimated to be \$7,500 however costs may vary based on existing computer systems and any equipment updates. Costs include hardware required for Wheel Tax Issuance for the Office of the City Clerk and Payment Processing Equipment for the Department of Finance.

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



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: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-09 Dog Licenses

The following information is provided in response to questions posed at our department’s hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman Lopez requested the neutered/not altered numbers for dog licenses.

Dog Sales By Category					
Year	Regular Neutered	Regular Unneutered	Senior Neutered	Senior Unneutered	Total
2018	16,009	1,706	2,211	342	20,268
2019	15,928	1,894	2,353	359	20,534
2020	10,076	1,211	1,103	176	12,566
2021(through August)	9,023	1,198	872	123	11,216

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: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-10 Zones

The following information is provided in response to questions posed at our department's hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman Lopez requested the number of residential parking permit (RPP) zones citywide.

There are 1,754 active RPP zones citywide.

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



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

Date: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-11 Spending

The following information is provided in response to questions posed at our department's hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman Lopez requested City Clerk year-to-date spending across all appropriations.

Please see attached.

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

Fund	Account	Item Description	FY21 Appropriation Amount	YTD Spend (as of 9/27/2021)
0100	0020	Overtime	\$60,000.00	\$11,570.46
0100	0130	Postage	\$23,600.00	\$17.27
0100	0135	Delegate Agencies	\$300,000.00	\$169,569.83
0100	0140	Professional and Technical Services	\$370,219.00	\$214,853.03
0100	0149	Software Maint. And Licensing	\$319,086.00	\$61,515.89
0100	0150	Outside Graphic Services	\$4,000.00	\$3,941.00
0100	0152	Advertising	\$55,000.00	\$18,144.94
0100	0157	Rental Equipment and Services	\$21,820.00	\$14,711.02
0100	0159	Lease/Purchase Equipment	\$95,000.00	\$49,712.58
0100	0162	Repair/Maint. Equipment	\$21,121.00	\$4,751.78
0100	0166	Dues, Subsc & Mem	\$12,740.00	\$7,037.08
0100	0171	Misc supplies	\$10,500.00	\$1,106.02
0100	0181	Mobile Communication Services	\$2,080.00	\$2,080.00
0100	0190	Telephone- Centrex Billings	\$14,300.00	\$14,300.00
0100	0197	Telephone - Maintenance	\$7,435.00	\$7,435.00
0100	0340	Materials and Supplies	\$2,095.00	\$1,914.74
0100	0350	Stationery and Office Supplies	\$72,500.00	\$21,059.01
0300	0020	Overtime	\$50,000.00	\$1,794.73
0300	0039	Students as Trainees	\$55,000.00	\$21,443.00
0300	0130	Postage	\$889,893.00	\$321,351.06
0300	0139	IT Development	\$142,000.00	\$0.00
0300	0140	Professional and Technical Services	\$207,353.00	\$133,575.27
0300	0149	Software Maint. And Licensing	\$680,000.00	\$269,510.89
0300	0154	Rental- Data Hardware EQ	\$12,125.00	\$12,119.50
0300	0157	Rental Equipment and Services	\$78,024.00	\$20,325.62
0300	0159	Lease/Purchase Equipment	\$54,894.00	\$10,198.68
0300	0162	Repair/Maint Equipment	\$1,750.00	\$630.00
0300	0181	Mobile Communication Services	\$15,020.00	\$15,020.00
0300	0197	Telephone- Maintenance	\$2,960.00	\$0.00
0300	0229	Transportation and Expense Allowance	\$18,000.00	\$6,768.92
0300	0338	License Sticker, Tag and Plates	\$411,765.00	\$124,014.38
0300	0340	Materials and Supplies	\$8,594.00	\$784.00
0300	0350	Stationery and Office Supplies	\$112,500.00	\$9,758.11
0300	9438	Reimbursement- AIS	\$3,000.00	\$3,000.00



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Date: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-12 0140

The following information is provided in response to questions posed at our department's hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman LaSpata requested a breakdown of 0140 Expenses

The following items are housed in the City Clerk's 0100-0140 account (\$555,215):

- Document Storage (R-4)- City Council Document Storage and Maintenance: \$41,496
- Legislative Mgmt (KamalTech)- Maint. and support Council and Committee Mtgs: \$25,756
- Closed Captioning (KamalTech)- Closed Captioning Service for City Council Mtgs: \$246,769
- Storage (Granicus)- City Council Closed Captioning, Storage/Web stream: \$73,394
- Municipal ID- Language Access via Language Line (CityKey): \$5,000
- Municipal ID Program Audit- Audit for Delegate Agencies: \$12,5000
- Muni ID Strategic Partners: Opportunity to boost CityKey with Sister Agencies: \$150,000

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Date: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-13 Increase

The following information is provided in response to questions posed at our department's hearing on September 27, 2021 to discuss the proposed 2022 budget.

Alderman Hadden requested a justification for the KamalTech increase.

Per the vendor, they have reduced the cost in captioning, but hybrid meetings need more technical support which is the primary cause for the increase in costs. If all meetings were in person, these costs would be less.

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



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Date: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-14 Partners

The following information is provided in response to questions posed at our department's hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman Vasquez requested a list of business discounts and partners for CityKey.

Please see attached.

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

Name	Discount	Website
Sports Team		
Chicago Fire	Discounted ticket prices on select games.	www.chicago-fire.com
Chicago Red Stars	10% discount on all Red Star tickets	www.chicagoredstars.com
Chicago Sky	20% off tickets	http://sky.wnba.com
Arts & Cultural Institutions		
2 nd Story	\$5 off tickets	www.2ndstory.com
Broadway in Chicago	Discounts on a show-to-show basis	www.broadwayinchicago.com
Chicago Children's Museum	\$2 off regular priced admission ticket purchased at the museum's admissions desk	www.chicagochildrensmuseum.org
Chicago History Museum	\$2 off admissions	www.chicagohistory.org
Sports Team		
Chicago Fire	Discounted ticket prices on select games.	www.chicago-fire.com
Chicago Red Stars	10% discount on all Red Star tickets	www.chicagoredstars.com

Arts & Cultural Institutions		
2 nd Story	\$5 off tickets	www.2ndstory.com
Broadway in Chicago	Discounts on a show-to-show basis	www.broadwayinchicago.com
Chicago Children's Museum	\$2 off regular priced admission ticket purchased at the museum's admissions desk	www.chicagochildrensmuseum.org
Chicago History Museum	\$2 off admissions	www.chicagohistory.org
Chinese American Museum of Chicago	20% discount at museum gift shop	https://ccamuseum.org/
DuSable Museum	Free admission to a family of four upon presentation of their CityKey ID	https://www.dusablemuseum.org/
Ed Paschke Art Center	25% off memberships priced between \$75 and \$500	www.edpaschke.com
Field Museum	1 free day	www.fieldmuseum.org
Goodman Theatre	50% discount on four mezzanine tickets per production through August 2018. Subject to availability.	www.goodmantheatre.org
Haitian American Museum of Chicago	10% off gift shop	www.hamoc.org

Cont. Arts & Cultural Institutions

Joffrey Ballet	10% off tickets to select performances	www.joffrey.org
Lincoln Park Zoo	10% off membership	www.lpzoo.org
Museum of Science and Industry	\$5 off adult museum entry; \$3 off child museum entry	https://www.msichicago.org/
National Museum of Mexican Art	10% off gift shop	www.nationalmuseumofmexicanart.org
National Museum of Puerto Rican Arts & Culture	10% off gift shop	www.nmprac.org
National Veterans Art Museum	25% off membership	www.nvam.org
Swedish American Museum	50% off family admission and 10% off gift shop purchases	http://swedishamericanmuseum.org/2.0/
Windy City Play House	15% off all tickets	www.windycityplayhouse.com

Entertainment		
Bobby's Bike Hike Chicago	10% off Bike, Walking, Food & Kayak Tours	https://www.bobbysbikehike.com/
Chicago Crime Tours	10% discount on all tours	https://chicagocrimetours.com/
Chicago Ideas	15% discount for any membership	https://www.chicagoideas.com/membership
City Key Entertainment Deals (EBG)	Multiple discounts for various attractions such as movies, concerts & more	http://bit.ly/EBGSavings
Navy Pier	20% off pier park attractions	www.navypier.org
Food & Restaurants		
Back of the Yards Coffee	10% discount	www.backoftheyardscoffee.com
Brew Brew Coffee and Tea	10% discount	www.brewbrewcoffeeandtea.com
Brown Sugar Bakery	10% discount	www.brownsugarbakerychicago.com
Carbon Arc Bar & Board	15% discount on food, dine-in only, offer not valid on already discounted items	https://www.davistheater.com/carbon-arc-bar/
Cakewalk Chicago	10% off in-store merchandise purchases	http://www.cakewalkchicago.com/
Chef Sara's Cafe	Tuesday 10% off	www.chefsarascafe.com
Chile Toreado	10% off orders \$20 or more Tuesday-Thursday	https://chicagotoreado.com/menu/

Cont. Food & Restaurants

Doreen's Pizzeria	15% off (Not to be combined with any other special, discount, or coupon)	https://www.doreenspizzeria.com/
Dulcelandia	10% off candy, piñata, and frozen yogurt	www.dulcelandia.com
Helix Cafe	10% discount	https://www.helixchicago.com/
Kaathis	10% discount Monday- Friday lunch, dine-in only	https://www.kaathis.com/
Lee Wing Wah Restaurant	10% discount off purchase	https://lee-wing-wah.business.site/
Furama Restaurant	10% off Dim Sum Dinner Dine in only	http://www.furamachicago.com/
Garifuna Flava	10% discount (Not to be combined with any other special, discount, or coupon)	https://garifunaflava.net/
Majani Soulful Vegeterian Cuisine	5% discount	www.majani.biz
Ohana Ice & Treats	10% discount off purchase	https://www.facebook.com/OhanalceChicago/
Rumi Middle Eastern Grill	10% discount	https://www.rumifalafel.com/
Saint's Alps Teahouse and Gourmet	10% discount off purchase	https://www.saintsalpchicago.com/
Saint Lou's Assembly	15% discount on food and beverage purchased at Saint Lou's Assembly Monday – Friday lunch	https://www.saintlouschicago.com/

Cont. Food & Restaurants

South Shore Brew	10% discount	https://www.instagram.com/southshorebrewchicago/
Surf's Up South Shore	Tuesday - Thursday 10% off	https://www.surfsupsouthshore.com/
The Jibarito Stop	10% off	www.thejibaritostop.com
Uncle Remus	10% off	www.uncleremususa.com

Apparel & Beauty

Belle Up Boutique	10% discount on all purchases (offer cannot be combined with other discounts or offers).	www.belleup.com/
GQ Gentlemen	10% off	www.gqgentlemen.com
Local Goods Chicago	10% off	http://www.localgoodschicago.com/
Monarch Thrift Shop	10% off	www.monarchthriftshop.com
Queen's Closet	10% off	https://www.queensclosetllc.com/
RelaxShesNatural	10% discount on all purchases (Not to be combined with any other special, discount, or coupon)	http://www.relaxshesnatural.com/
Replica Chi	10% off apparel	www.repchi.com
The Silver Room	10% off (not applicable to special orders, custom orders, repairs, vinyl and limited edition items)	https://thesilverroom.com/

Cont. Apparel & Beauty

Urban Beautique	10% off (8822 S. Ashland location only)	http://urbanbeautique.net/
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Other Services

Diesel Sales	Free freight on all diesel engines, transmissions and engine parts purchased from Diesel Sales	www.dieselsales.com
ENRGi Chicago	20% off first class	www.enrgifitness.com
Lawndale Fitness Center	One free month of membership when signing up for auto payment	www.lawndalefitness.org
Lyft	25% discount on first five rides or next five rides	www.lyft.com
Mind + Hand	10% off space rental & co-working space membership, certain courses	https://mindhand.org/
Park Whiz	5% off parking	https://try.parkwhiz.com/citykey
Sophiscated Press	10% off services	https://www.sophisticatedpress.com/
Urban Tailz	20% off their first invoice when signing up for new dog walking or cat sitting services (not valid with other promotions)	https://www.urbantailz.com/

Cont. Other Services

Windy City Paws	One free 30-minute dog walk to new clients who sign up for a regular dog walking services of at least 3 walks per week	www.windycitypaws.com
Zipcar	One time \$35 driving credit and an application waiver with CityKey ID	http://bit.ly/39bHXip

Financial Institutions

Chicago Municipal Employee Credit Union	Acceptable form of primary identification.	http://www.cmecuonline.org/
Seaway	Acceptable form of primary identification.	www.self-helpfcu.org
Second Federal	Acceptable form of primary identification.	www.self-helpfcu.org
GN Bank	Acceptable form of primary identification.	https://www.gnbankusa.com/
Polish & Slavic Federal Credit Union (PSFCU)	Acceptable form of secondary identification.	https://en.psfcu.com/
United Fidelity Bank	Acceptable form of secondary identification, verifies address.	http://www.unitedfidelity.com/home/chicago/



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: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-15 Ward Sales

The following information is provided in response to questions posed at our department's hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman Waguespack requested the number of RPP's sold by ward and corresponding revenue (Citywide).

Unfortunately, our P.O.S (Point of Sale) system does not sort by ward. However, here is a breakdown of RPP's sold by location. Please see attached.

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

RPP's Sales by Year/Location				
Ward	2018	2019	2020	2021 (August)
1st	3,377	1,387	0	195
2nd	2,951	4,771	1,886	515
32nd	1,697	1,849	846	885
35th	2,155	1,811	1,203	1,288
43rd	12,875	12,317	3,867	1,628
44th	22,102	20,405	10,095	10,213
46th	4,287	4,456	1,291	346
Archer	28,968	29,336	17,503	17,475
City Hall	56,852	58,271	31,719	24,320
Data	1,905	392	389	227
Gale	35,621	35,996	21,764	23,477
Ezbuy	86,680	81,023	74,564	70,411
MCH	529	60	0	12
Total	259,999	252,074	165,127	150,992



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: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-16 City Council

The following information is provided in response to questions posed at our department's hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman Smith requested a list of City Council Modernization working group members and Advisory Council.

City Council Modernization Working Group (internal group):

- Mayor's Office
- Committee on Transportation and Public Way - Alderman Howard Brookins (21)
- Committee on Pedestrian and Traffic Safety - Alderman. Walter Burnett Jr. (27)
- Committee on Economic, Capital and Technology Development - Alderman Gilbert Villegas (36)
- Committee on Budget and Government - Alderman Pat Dowell (03)
- Committee on Zoning, Landmarks and Building Standards – Alderman Tom Tunney (44)
- Committee on Housing and Real Estate - Alderman Harry Osterman (48)
- Committee on Rules - Alderman Michelle A. Harris (08)
- Committee on Finance – Alderman Waguespack (32)
- Committee on Public Safety – Alderman Taliaferro (29)
- The Legislative Reference Bureau (LRB)
- Department of Law (DoL)
- Alderman Andre Vasquez (40)

- Alderman Felix Cardona Jr. (31)
- Alderman Reilly - President Pro Tempore (42)
- BACP
- AIS (Formerly DoIT and 2FM)
- OBM

City Council Modernization Advisory Council (external group):

- Data Made
- IIT- Human Centered Designed
- University of Chicago – Civic Analytics
- League of Women Voters
- Further Faster Design
- Northwestern
- ACLU
- Civic Federation

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



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: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-17 OTC

The following information is provided in response to questions posed at our department's hearing on September 27, 2021, to discuss the proposed 2022 budget.

Alderman Smith requested technical improvements made to date to OTC.

The following is a list of technical improvements made to OTC to date:

- Improved the management of vehicle records including redundancy or duplication of data management during the procurement of products
- Upgrading developer tools which improves the performance of the application and the processing times for end users including security.
- Address Validation Improvements which ensures notices and vehicle products get to the correct resident in the time by which it is promised.
- Improved system error handling to allow for proactiveness when handling system bugs and interruption.
- Improved Account Management – Redesigned account management on EZ-Buy which allows residence to navigate the password management and record retrieval to procure products
- Improvements to the Navigation of EZ-Buy checkout process which allows residence to seamlessly purchase online.
- Implemented iText - a library for creating and manipulating PDF files in Java and .NET
- Improved tools to targeted mailing handling which ensures we send the appropriate information out to the appropriate responsible party in advance of deadlines

- Improvement mobile capabilities to ensure application EZ-Buy can be used on Androids devices without errors
- Expanding our database to support the expanding size of our data which improvement the response time of the application

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



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: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-18 Permit

The following information is provided in response to questions posed at our department's hearing on September 27, 2021 to discuss the proposed 2022 budget.

Alderman Smith requested if caretaker permits have been utilized significantly through the Clerk's Office.

Unfortunately, at this time the system is not designed to extract the data necessary to evaluate how many caretakers are buying Residential Parking Passes. There is no distinguishing identifier for caretakers in OTC.

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



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: September 27, 2021

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 25-19 Database

The following information is provided in response to questions posed at our department's hearing on September 27, 2021 to discuss the proposed 2022 budget.

Alderman Smith requested information regarding how often is the RPP database updated.

The RPP database is updated monthly in accordance with any zones created through legislation along with any other upgrades outside of regularly scheduled maintenance.

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