



CITY OF CHICAGO



DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS

MEMORANDUM

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

From: Mark Kelly
Commissioner
Department of Cultural Affairs & Special Events

CC: Manuel Perez
Mayor's Office of Intergovernmental Affairs

Date: November 6, 2020

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 23-01 Movies in the Park

The following information is provided in response to questions posed at our department's hearing on November 5, 2020 to discuss the proposed 2021 budget.

Alderman Austin asked for a list of all locations by ward for Movies in the Park and Drive-in Movies.

DCASE and the Chicago Park District organized free drive-in movies in Calumet (10th Ward), Columbus (29th Ward), Humboldt (26th Ward), Riis (30th Ward), Tarkington (17th Ward), and Warren (50th Ward) Parks.

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



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Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 23-02 0140

The following information is provided in response to questions posed at our department's hearing on November 5, 2020 to discuss the proposed 2021 budget.

Alderman Hairston asked for a list of all services in 0140 in Fund 355 and Finance General.

Fund 355 0140 Account:

The items below refer to two DCASE grant agreements, the first is a long-term lease payment to the Harris Theater, and the other is to Choose Chicago, which provides the City with planning and support for local tourism. The public art line item is individual grants to artists and not-for-profits with a focus on underserved neighborhoods.

Dept: 023 DCASE
Fund: 0355 SPECIAL EVENTS / MUNICIPAL HOTEL T/F

Account	COUNCIL APPR	Program Item Description	Justification	Dept Pri Use	Item Amt	Program Amt
Org: 2015 CULTURAL AFFAIRS SPECIAL EVENT						
0140 PROFESSIONAL AND TECHNICAL SERVICES	1,887,600	020B FINANCE AND ADMINISTRATION				387,600
		1. LEASE AGREEMENT	HARRIS THEATER AGREEMENT - NOT BUDGETED IN 2019			387,600
		030S PUBLIC ART				1,000,000
		1. PUBLIC ART	NEW MAYORS OFFICE INITIATIVE TO PROVIDE ARTS PROGRAMMING IN UNDERSERVED NEIGHBORHOODS.			1,000,000
		035E CULTURAL PLAN				500,000
		1. CHOOSE CHICAGO	TOURISM ON BEHALF OF CITY - FORMERLY IN FINANCE GENERAL			500,000

Finance General 0140 Account

Items 1-3 and 7 are in relation to employee and union benefits.

Item 4 is funding to provide specialized conservation services to repair existing City-owned artwork.

Item 6 is for infrastructure repairs at Millennium Park not covered by the MB management contract.

0140 PROFESSIONAL AND TECHNICAL SERVICES	269,201	0080 Other Citywide Expenditures			269,201
		1. EMPLOYEE BENEFITS MANAGEMENT	BENEFITS MANAGEMENT SYSTEM CALL CENTER	4427	7,028
		2. EMPLOYEE BENEFITS MANAGEMENT	BENEFITS CONSULTING SERVICES	4427	5,042
		3. EMPLOYEE BENEFITS MANAGEMENT	WELLNESS PROGRAM VENDOR COSTS	4427	9,127
		4. MAINTENANCE AND CONSERVATION	MAINTENANCE AND CONSERVATION OF CITY OWNED ART	4423	100,000
		6. MB TASKORDER	CONTRACTUAL AMOUNT FOR MB CONTRACT FOR TASK ORDERS IF NECESSARY	4423	100,000
		7. AFSCME PSP	AFSCME PERSONAL SUPPORT PROGRAM	4405	48,004

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ID#: 23-03 Cultural Grants

The following information is provided in response to questions posed at our department's hearing on November 5, 2020 to discuss the proposed 2021 budget.

Alderman Ervin asked for an explanation of the cut in Cultural Grants - line 9219.

DCASE was able to preserve \$2.7M in funding for grants to local artists and not-for-profits when including the \$1M line item in account 0140. DCASE did have to make the difficult decision to reduce its support for Night out in the Parks, which will now only receive \$350K. As you are aware, our departmental budget was cut by 49 percent, which led to budgetary cuts throughout Fund 355.

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ID#: 23-04 World Business Chicago

The following information is provided in response to questions posed at our department's hearing on November 5, 2020 to discuss the proposed 2021 budget.

Alderman Ervin asked for contact information at World Business Chicago regarding the Sister Cities budget cut.

The Sister Cities program has historically been a Mayor's Office-led programming initiative; DCASE has no direct control of the funding. It is our understanding that this funding goes to World Business Chicago, and so any questions about the impact from this reduction should go to their Vice-Chair Melody Hobson.

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ID#: 23-05 Spending

The following information is provided in response to questions posed at our department's hearing on November 5, 2020 to discuss the proposed 2021 budget.

Alderman Moore asked for statistics on artists and not-for-profits and spending by race for 2019 and 2020.

In 2020, DCASE contracted and granted out almost \$3.5M directly to artists of color, arts organizations aligned with BIPOC communities and minority owned businesses:

- Total \$ paid to 2020 CityArts BIPOC = \$621,000
- Total \$ paid to 2020 IAP BIPOC = \$397,050
- Total \$ paid to 2020 BIPOC Performer Contracts = \$237,730
- Total \$ paid to M/WBE 2020 Contracts = \$2,230,718

2019 comparison:

- Total \$ paid to 2019 CityArts BIPOC = \$289,500
- Total \$ paid to 2019 IAP BIPOC = \$208,000
- Total \$ paid to 2019 BIPOC Performer Contracts = *this data was not tracked in 2019*
- Total \$ paid to M/WBE 2020 Contracts = \$6,573,593

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ID#: 23-06 Film Industry

The following information is provided in response to questions posed at our department's hearing on November 5, 2020 to discuss the proposed 2021 budget.

Alderman Hadden asked for guidelines for local hiring for the film industry and the success of the Chicago Film industry.

The State of Illinois film tax credit has a 15 percent additional credit - applicants will receive an additional 15 percent tax credit on salaries of individuals (making at least \$1,000 in total wages) who live in economically disadvantaged areas whose unemployment rate is at least 150 percent of the State's annual average.

The fact sheet can be found at:

https://www2.illinois.gov/dceo/whyillinois/Film/FilmTaxCredit/Documents/TaxCreditFactSheet_08.2020.pdf

The City of Chicago does not have any film incentive programs in place at this time.

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ID#: 23-07 Racial Equity Working Group

The following information is provided in response to questions posed at our department's hearing on November 5, 2020 to discuss the proposed 2021 budget.

Alderman Lopez asked for the racial breakdown of the members of DCASE's Racial Equity Working Group (made up of 25 staff).

Asian: 3
Black or African American: 5
Caucasian: 13
Latinx: 3
Two or more races: 1

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



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ID#: 23-08 Hiring Plan

The following information is provided in response to questions posed at our department's hearing on November 5, 2020 to discuss the proposed 2021 budget.

Alderman Lopez asked DCASE to share its diversity hiring plan, which could be a model for other departments.

In 2019, DCASE developed and implemented an internal Diversity Hiring Plan, which resulted in all three 2020 hires being POC - the plan is working. We will continue to mandate that all hiring managers develop a diversity hiring plan that helps ensure we attract a diverse hiring pool for each vacancy. The attached provides a detailed outline of what is required in the Diversity Hiring Plan and the steps that must be taken by all hiring managers.

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

DCASE Diversity Hiring Plan - Question 23-08a

Develop and execute a strategic hiring plan each year which focuses on our operational and programmatic needs, diversity and inclusion, employment opportunities to reach a broader more diverse group of external applicants, and promotional opportunities for internal staff.

- Commissioner and HR director work with each hiring manager/subject matter expert to prepare a diversity hire plan prior to the start of filling a vacancy.
- Diversity Hire Plan must include:
 - Job Posting: Create a thoughtful, well-intentioned, and specific job description/job posting with relevant duties, skills, and preferences. This step ensures as part of the Department of Human Resources (DHR) Pre-Intake process to receive the appropriate classification recommendation for the position - job title and grade (pay rate/salary range).
 - Preferences: Specific preferences must be included on each job description/job posting to pinpoint a broader range and years of experiences, varying educational levels, skills, open to and working with diverse groups of people, Spanish speaking, and multi-languages.
 - Where to Post Jobs: Specific locations to post jobs must be provided, such as organizations, schools, agencies, companies, etc. and why they are the preferred places.
 - Screening Criteria, Hiring Criteria, and Interview Questions: DCASE prepares screening criteria, hiring criteria, and interview questions that match the needs of the job and allows for a broader pool of candidates to apply. If necessary, DCASE will include a question translated into Spanish requiring the candidate to respond in Spanish.
 - Work with DHR/DHR Recruiter and the Mayor's Office Equity and Inclusion Team: Discuss job posting and outreach opportunities. All DCASE employees completed the Mayor's Office Equity 101 Training. Work closely with the city's Chief Diversity Officer and DHR Recruiter to identify specific areas with diverse groups of people, such as neighborhood and national organizations/agencies, schools, churches, etc. to post our job opportunities and recruit a broader pool of applicants.
 - Complete the DHR Interviewing and Consensus Meeting Training: Any employee participating in the hiring process must complete the training for certification and participation. This allows for a diverse group of employees' participating in the hiring process. Their input and contributions are vital in the search, acquisition, growth, and development of diverse and robust talent. It also allows employees to be aware of the do's/don't's of interviewing and to address any possible biases.

The plan is working. We are receiving a more diverse pool of candidates on the DHR referral list to interview. This year we filled three vacancies with three African American candidates.



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ID#: 23-09 Virtual Programming

The following information is provided in response to questions posed at our department's hearing on November 5, 2020 to discuss the proposed 2021 budget.

Alderman Vasquez asked how much of programming line spending is for virtual programming.

DCASE take tremendous pride in the festivals and events that we put on, and we are actively looking to be part of the City's recovery plans. Our 2021 budget does not anticipate any funding for virtual event programming, but our department will follow CDPH guidance regarding COVID-19. This may necessitate that we pivot to virtual programming as we did in 2020, where we successfully held more than 100 events for an audience of more than one million.

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