



CITY OF CHICAGO

DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS

## MEMORANDUM

**To:** The Honorable Jason Ervin  
Chairman, Committee on the Budget and Government Operations

**From:** Erin Harkey  
Commissioner  
Department of Cultural Affairs and Special Events

**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** **October 26, 2023**

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#:** 23-01 – CPD/DCASE Events

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The following information is provided in response to questions posed at our department's hearing on 10/18/2023 to discuss the proposed 2024 budget.

Alderman Quinn asked for a breakdown of CPD manhours for special events.

DCASE is only responsible for collecting and tracking a processing fee for special event permit applications. Fees range from \$100-\$2,000 (depending on when the application is submitted). The revenue generated as of October 1, 2023, is \$140,000.

DCASE does not have available data on CPD manhours related to special events. Requests for this information should be directed to CPD.

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



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**To:** The Honorable Jason Ervin  
Chairman, Committee on the Budget and Government Operations

**From:** Erin Harkey  
Commissioner  
Department of Cultural Affairs and Special Events

**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** October 30, 2023

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#:** 23-02 – Salvage Breakdown

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The following information is provided in response to questions posed at our department's hearing on 10/18/2023 to discuss the proposed 2024 budget.

Alderman Cardona asked for a breakdown of DCASE salvage number.

Please find enclosed the comprehensive breakdown of DCASE's year-end salvage estimate.

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

<b>Appropriation</b>	<b>YE 2023 SALVAGE ESTIMATE</b>
0005 - SALARIES AND WAGES - ON PAYROLL	\$ 593,553
0015 - SCHEDULE SALARY ADJUSTMENTS	\$54,353
0039 - FOR THE EMPLOYMENT OF STUDENTS AS TRAINEES	\$33,800
0125 - OFFICE AND BUILDING SERVICES	\$1,252
0130 - POSTAGE	\$1,571
0138 - FOR PROFESSIONAL SERVICES FOR INFORMATION TECHNOLOGY MAINTENANCE	\$536
0140 - FOR PROFESSIONAL AND TECHNICAL SERVICES AND OTHER THIRD PARTY BENEFIT AGREEMENTS	\$ 142,565
0150 - PUBLICATIONS AND REPRODUCTION - OUTSIDE SERVICES TO BE EXPENDED WITH THE PRIOR APPROVAL OF GRAPHICS SERVICES	\$32,648
0152 - ADVERTISING	\$15,175
0153 - PROMOTIONS	\$1,139
0159 - LEASE PURCHASE AGREEMENTS FOR EQUIPMENT AND MACHINERY	\$6,709
0161 - OPERATION, REPAIR OR MAINTENANCE OF FACILITIES	\$5,000
0166 - DUES, SUBSCRIPTIONS AND MEMBERSHIPS	\$5,132
0172 - FOR THE COST OF INSURANCE PREMIUMS AND EXPENSES	\$ 105,771
0229 - TRANSPORTATION AND EXPENSE ALLOWANCE	\$3,500
0245 - REIMBURSEMENT TO TRAVELERS	\$6,826
0340 - MATERIAL AND SUPPLIES	\$478
0350 - STATIONERY AND OFFICE SUPPLIES	\$15,805
9188 - FOR EXPENSES RELATED TO THE OPERATION OF MILLENNIUM PARK	\$83,830
9219 - IMPLEMENTATION OF CULTURAL PLAN	\$438
9288 - FOR EXPENSES RELATED TO PROGRAMMING FOR MILLENNIUM PARK	\$9,842
9803 - FOR PROGRAMMING AND MARKETING	\$ 406,801
9805 - FOR FESTIVAL PRODUCTION	\$ 320,000
9813 - FOR LOCAL PROMOTIONS AND MARKETING	\$80,585
<b>Grand Total</b>	<b>\$ 1,927,308</b>



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**From:** Erin Harkey  
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**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** **October 26, 2023**

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#:** 23-03 – DCASE Fees

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The following information is provided in response to questions posed at our department's hearing on 10/18/2023 to discuss the proposed 2024 budget.

Alderman Vasquez and Alderman Reilly asked for a breakdown of fees and revenue earned through the special event application process.

DCASE is only responsible for collecting and tracking a processing fee for special event permit applications. Fees range from \$100-\$2,000 (depending on when the application is submitted). The revenue generated as of October 1, 2023, is \$140,000.

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



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## MEMORANDUM

**To:** The Honorable Jason Ervin  
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**From:** Erin Harkey  
Commissioner  
Department of Cultural Affairs and Special Events

**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

Sandra Blakemore  
Commissioner, Assets, Information and Services

**Date:** November 1, 2023

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#:** 23-04 – Increase in 9188 for Department 038 -2126

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The following information is provided in response to questions posed at our department's hearing on 10/18/2023 to discuss the proposed 2024 budget.

Alderman Coleman asked for positions and workforce associated in account 9188 for Dept. 038-2126.

This budget line item is for management of Millennium Park; managed and tracked by AIS. Questions related to the impact of that funding should be directed to them.

The \$15.384 million is for Millennium Park property management services provided by Transwestern Commercial Services, formerly known as MB Real Estate. Our contract with Transwestern includes:

- Security
- Janitorial
- Engineers
- MEP (mechanical, electrical, plumbing) as needed.

There are no City personnel funded through this line item.

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



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**From:** Erin Harkey  
Commissioner  
Department of Cultural Affairs and Special Events

**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** **October 23, 2023**

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#:** 23-05 – Millenium Park Residency

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The following information is provided in response to questions posed at our department's hearing on 10/18/2023 to discuss the proposed 2024 budget.

Alderman Cruz asked for the 6 finalists related to the Millenium Park Residency program.

This grant program provides a residency opportunity to open Pritzker Pavilion and other park cultural amenities for organizations to curate, develop and produce free public programs and performances. The 6 finalists (4 of which will be selected) are:

1. The Chicago Black Dance Legacy Project (fiscal organization: University of Chicago, Logan Center for the Arts)
2. Collaboraction Theater/ Havana Madrid
3. Chicago Public Media/Vocalo Block Party
4. Experimental Sound Studio
5. The Old Town School of Folk Music/ Carnivale
6. Black Ensemble Theater

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



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**From:** Erin Harkey  
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Department of Cultural Affairs and Special Events

**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** **October 23, 2023**

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#:** 23-06 – MBE/WBE

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The following information is provided in response to questions posed at our department's hearing on 10/18/2023 to discuss the proposed 2024 budget.

Alderman Cruz asked why the Hispanic numbers for MBE/WBE are low.

The majority of our Hispanic MBE spend is captured with our Taste of Chicago service providers. With Taste of Chicago being pushed to September this year, those numbers were not included in the report for the budget manual. DCASE forecasts that 2023 Hispanic MBE spend will be approximately \$660K in comparison to 2022 full spend of \$758K.

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



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**From:** Erin Harkey  
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**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** **October 23, 2023**

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#:** 23-07 – Mexican Independence Day Grant

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The following information is provided in response to questions posed at our department's hearing on 10/18/2023 to discuss the proposed 2024 budget.

Alderman Cruz asked about a grant that was denied for the Millennium Park Residency Program.

General Reviewer Comments for the application for the Mexican and Central American Independence Day Celebration proposed by the International Latino Cultural Center:

- Reviewers agreed that the event would be very important culturally for the City. They expressed the proposal demonstrated a strong purpose for the event and acknowledged that this would require a lot of collaboration.
- However, although the vision for what the event is trying to accomplish was strong, the reviewers expressed that the proposal did not meet the requirements of expressing artistic innovation or share enough information about the participation of artists. The event described also appeared bigger than what the budget indicated. Similarly, the reviewers expressed that the event scope and expected attendance was too large for Millennium Park and would perhaps be better suited in a place like Grant Park.

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





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**From:** Erin Harkey  
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**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** October 30, 2023

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#:** 23-08 – Breakdown of revenue and expense for every event

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The following information is provided in response to questions posed at our department's hearing on 10/18/2023 to discuss the proposed 2024 budget.

Alderman Taylor asked for a breakdown of revenue and expense for every event.

DCASE processes approximately 800 special event permits a year. DCASE is only responsible for collecting and tracking a processing fee for special event permit applications. Fees range from \$100-\$2,000 (depending on when the application is submitted). The revenue generated as of October 1, 2023, is \$140,000. DCASE does not collect any other financial information from event organizers.

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



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## MEMORANDUM

**To:** The Honorable Jason Ervin  
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**From:** Erin Harkey  
Commissioner  
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**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** **October 30, 2023**

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#:** 23-09 – Cost benefit analysis of DCASE events

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The following information is provided in response to questions posed at our department's hearing on 10/18/2023 to discuss the proposed 2024 budget.

Alderman Waguespack asked for a cost benefit analysis for special events.

DCASE is only responsible for collecting and tracking a processing fee for special event permit applications. Fees range from \$100-\$2,000 (depending on when the application is submitted). The revenue generated as of October 1, 2023, is \$140,000. We do not currently collect any other financial information from event organizers.

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



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**To:** The Honorable Jason Ervin  
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**From:** Erin Harkey  
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**CC:** Elizabeth Beatty  
Mayor's Office of Intergovernmental Affairs

**Date:** **October 30, 2023**

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#:** 23-10 – Breakdown of \$6M allocated for Arts and Cultural Initiatives

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The following information is provided in response to questions posed at our department's hearing on 10/18/2023 to discuss the proposed 2024 budget.

Alderman Reilly and Alderman Vasquez asked for a breakdown of the \$6M allocated for Arts and Cultural Initiatives.

Annual Programs:

- Individual Artists Program – Project-based funding for practicing Chicago artists - \$1,000,000
- CityArts Program - General operating grants to nonprofit arts organizations - \$5,000,000

Additional funds for these programs and DCASE's two annual grant programs, the Neighborhood Access Program and Chicago Presents, will be supported by Line Item 9219 Implementation of Cultural Plan.

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



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### MEMORANDUM

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**From:** Erin Harkey  
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**CC:** Elizabeth Beatty  
Mayor’s Office of Intergovernmental Affairs

**Date:** November 7, 2023

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#:** 23-11 – Personnel

The following information is provided in response to questions posed at our department’s hearing on 10/18/2023 to discuss the proposed 2024 budget.

Alderman Ervin asked for all changes and shifts within DCASE personnel.

Please see the attached document outlining the shifts. The number of positions remained the same in FY2023 and FY2024.

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

Section	Title	Comment
3200 - Executive Administration	1302 - Administrative Services Officer II	1912 - Project Coordinator position was moved from Section 3236 to Section 3200, the position was reclassified by DHR letter dated 5/17/23 and OBM Paid As Form signed 6/15/23 changed to Title 1302 - Administrative Services Officer II.
3200 - Executive Administration	0705 - Director of Public Affairs	0705 - Director of Public Affairs position was moved to Section 3211 from Section 3200. OBM Paid As Form signed 8/22/23 changed to Title 1430 - Policy Analyst.
3211 - Programming	1757 - Program Director - Cultural Affairs	Three (3) positions (incumbents) salary rates changed due to the Citywide Salary Compression Study and New Pay Schedule X.

3211 - Programming	1756 - Cultural Affairs Coordinator II	New position in 2023 at entry pay rate.
3211 - Programming	1430 - Policy Analyst	0705 - Director of Public Affairs position was moved to Section 3211 from Section 3200. OBM Paid As Form signed 8/22/23 changed to Title 1430 - Policy Analyst.
3211 - Programming	0801 - Executive Administrative Assistant I	0801 - Executive Administrative Assistant I position was reclassified by DHR letter dated 7/7/23 and OBM Paid As Form signed 8/22/23 changed to Title 0308 - Staff Assistant.
3211 - Programming	0308 - Staff Assistant	0801 - Executive Administrative Assistant I position was reclassified by DHR letter dated 7/7/23 and OBM Paid As Form signed 8/22/23 changed to Title 0308 - Staff Assistant.
3235 - Chicago Film Office	9684 - Deputy Director	9684 - Deputy Director, OBM Paid As Form signed 8/1/22 changed to Title 9679 - Deputy Commissioner.
3235 - Chicago Film Office	9679 - Deputy Commissioner	9684 - Deputy Director, OBM Paid As Form signed 8/1/22 changed to Title 9679 - Deputy Commissioner.
3235 - Chicago Film Office	1756 - Cultural Affairs Coordinator II	Employee #123629 resigned 4/21/23, position now at entry pay rate.
3235 - Chicago Film Office	9679 - Deputy Commissioner	9684 - Deputy Director, OBM Paid As Form signed 8/1/22 changed to Title 9679 - Deputy Commissioner.
3236 - Operations	1912 - Project Coordinator	1912 - Project Coordinator position was moved from Section 3236 to Section 3200, the position was reclassified by DHR letter dated 5/17/23 and OBM Paid As Form signed 6/15/23 changed to Title 1302 - Administrative Services Officer II.
3236 - Operations	1756 - Cultural Affairs Coordinator II	New position in 2023 at entry pay rate.