

**BALTIMORE CITY ETHICS BOARD**  
626 City Hall  
Baltimore, Maryland 21202  
Phone: 410-396-4730 Fax: 410-396-8483  
<http://ethics.baltimorecity.gov>

**GOVERNMENTAL/CHARITABLE SOLICITATIONS –  
APPLICATION FOR APPROVAL**

NAME OF BENEFITTED PROGRAM / CHARITY: Mayor's Holiday Open House

**PART A. SPONSORING AGENCY**

Name Mayor's Office  
Address City Hall, Room 222  
Contact Person / Coordinator Tonya R. Miller  
Telephone ( ) 5-7983 Email tonya.miller@baltimorecity.gov

**PART B. PURPOSE OF PROPOSED SOLICITATION**

**I. Identify the specific governmental or charitable program, function, or activity for which solicitations will be made:**

2019 Mayor's Holliday Open House

**II. Describe the specific purposes to which contributions and other receipts will be applied:**

Event expenses such as decorations, decorators, talent, snacks, tree transportation costs

**III. Select the appropriate range for the aggregate value of the contributions sought:**

- \$500,000 or more
- between \$150,000 and \$500,000
- between \$50,000 and \$150,000
- between \$5,000 and \$50,000
- less than \$5,000

**PART C. CITY ENDORSEMENT**

By: n/a Board of Estimates      n/a Designee of B/E: n/a

Date and Manner of Endorsement: n/a

**Attach Copy of Written Endorsement**

**PART D. WHEN AND HOW SOLICITATION TO BE CONDUCTED**

**I. Proposed starting date of solicitation efforts:** November 2019

**II. Proposed ending date of solicitation efforts:** January 2020

**III. Describe the categories of persons to be solicited and by whom and how those solicitations will be made:**

Business and vendors  
Sponsorship decks, Emails, letters, meetings and phone calls  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Identify all *public servants* who will be soliciting contributions:**

Tonya R. Miller  
Denis Sgouros  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Describe measures to be taken to ensure that the solicitation (i) will be directed at a broad range of donors and (ii) will not specially target *controlled donors*:**

Donations will be solicited from businesses/companies and donors who have expressed an interest in supporting this community event.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Describe measures to be taken to avoid any suggestion that contributors might receive special access or favored treatment from any agency or public servant of the City:**  
No favoritism or special treatment will be given to any business(s) or donors solicited. All donors will be informed they will not get special favors and/or preferential treatment.

**PART E. PERSON RESPONSIBLE FOR CUSTODY, ACCOUNTING, AND DISTRIBUTION OF DONATIONS**

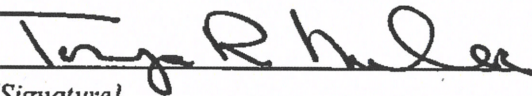
Name Nancy Pivec, Baltimore City Foundation  
Address 7 E. Redwood Street, 9th Floor  
Baltimore, Maryland 21202  
Telephone (      ) 6-1459

**PART F. SIGNATURE AND AFFIRMATION**

I affirm under the penalties of perjury that the contents of this Application and of all accompanying attachments are true to the best of my knowledge, information, and belief.

Date: 11/06/2019

FOR: Mayor's Office  
{Type/Print Name of Sponsoring Agency}

BY:   
{Signature}

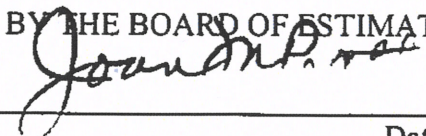
Tonya Miller, Public Affairs, Mayor's Office  
{Type/Print Name and Title}

City Hall, Room 222, 100 Holliday Street, Baltimc  
{Type/Print Office Address}

5-3217  
{Type/Print Office Telephone Number}


tonya.miller@baltimorecity.gov  
{Type/Print Email Address}

APPROVED BY THE BOARD OF ESTIMATES

  
Clerk

NOV 13 2019

Date

<b>FROM</b>	NAME & TITLE	TONYA MILLER HALL, DIRECTOR OF PUBLIC AFFAIRS	CITY of BALTIMORE <b>MEMO</b>	
	AGENCY NAME & ADDRESS	MAYOR'S OFFICE OF PUBLIC AFFAIRS 100 HOLLIDAY STREET, RM 222, BALTO, MD 21202		
	SUBJECT	GOVERNMENTAL CHARITABLE SOLICITATION APPLICATION		

**TO** Honorable President and Members of the Board of Estimates

DATE:

11/5/2019

**ACTION REQUESTED OF THE BOARD OF ESTIMATES:**

The Board is requested to endorse a governmental/charitable solicitation application for the submission to the Board of Ethics of Baltimore City for Tonya R. Miller Hall to solicit businesses, organizations and donors for donation of goods and services and financial support to help pay for the event cost for the 2019 Mayor's Holiday Open House. The period of the campaign will be effective upon Board approval through January 20th, 2020.

**AMOUNT AND SOURCE OF FUNDS:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The Mayor's Holiday Open House will be held December 14<sup>th</sup>, 2019. This family-oriented event is filled with gorgeous decorations, warm beverages and snacks, opportunities to take photos with the Mayor and Santas and more!

A potential donor list will be comprised of individuals and national corporate entities that may contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign much be endorsed by the Board of Estimates or its designee.

**MBE/WBE PARTICIPATION:** N/A      **BALTIMORE CITY RESIDENTS FIRST (BCRF):** N/A

**APPROVED BY THE BOARD OF ESTIMATES:**

\_\_\_\_\_  
Clerk *Joanna Pratt*

NOV 13 2019

\_\_\_\_\_  
Date