



**DEPARTMENT OF BUILDINGS**  
**CITY OF CHICAGO**

February 2, 2015

Dear Executive Director Berlin,

On December 23, 2014 I received a ground coffee and coffee mug from Mercy Home for Boys and Girls. On January 22, 2015, I received a gift card for Starbucks value \$10 from Carrie Spaeth the Executive Director, of the Electric Association of Chicagoland Electrical Contractor as a thank you for speaking at the 2015 Electrical Industry Conference at the Donald Stephens Convention Center.

As the Department cannot accept the gifts under its No Gift Policy or under the City Ethics Ordinance, please note that the Department has donated the gifts on behalf of the City to a non-profit organization as allowed by and in compliance with Section 2-156-144 of the City Ethics Ordinance. The Department has donated the gifts to Cara Program at 237 S. Desplaines, Chicago, IL 60661.

Please feel free to contact me if you require any additional information.

Sincerely,

Felicia Davis  
Commissioner



DEPARTMENT OF BUILDINGS  
CITY OF CHICAGO

February 5, 2015

Ms. Carrie Spaeth  
Executive Director  
Electrical Association  
Chicagoland Electrical Association Education Foundation  
17 West 733 Butterfield Road, Suite B  
Oakbrook Terrace, IL 60181

Dear Ms. Spaeth:

The Department of Buildings is in receipt of the Starbucks gift card for \$10.00.

Although I do appreciate your generosity, the Department of Building maintains a Zero Gift Policy, so the Department cannot accept any gifts. The Department may donate the gift on behalf of the City to a non-profit organization as allowed by and in compliance with Section 2-156-144 of the City Ethics Ordinance. Your gift was donated to The Cara Program to the attention of Maria Kim, President/CEO at 237 South Desplaines, Chicago, Illinois.

In the future, if you like to express gratitude please feel to free to address a letter to my attention at 121 N. LaSalle, 9<sup>th</sup> Floor Chicago, Illinois 60602. Thank you for your understanding in this matter.

Lastly, because the gift was presented in a public forum, it would be helpful if you were able to share this letter with your Board of Directors.

Sincerely,

Felicia Davis  
Commissioner



DEPARTMENT OF BUILDINGS  
CITY OF CHICAGO

February 5, 2015

Fr. Scott Donahue  
Mimi LeClair  
Mercy Home for Boys and Girls  
1140 West Jackson Blvd.  
Chicago, IL 60607

Dear Fr. Donahue and Ms. LeClair:

The Department of Buildings is in receipt of the Alpha & Omega Coffee and Coffee Cup from Mercy Home's young folks market.

Although I do appreciate your generosity, the Department of Building maintains a Zero Gift Policy, so the Department cannot accept any gifts. The Department may donate the gift on behalf of the City to a non-profit organization as allowed by and in compliance with Section 2-156-144 of the City Ethics Ordinance. Your gift was donated to The Cara Program to the attention of Maria Kim, President/CEO at 237 South Desplaines, Chicago, Illinois.

In the future, if you like to express gratitude please feel to free to address a letter to my attention at 121 N. LaSalle, 9<sup>th</sup> Floor Chicago, Illinois 60602. Thank you for your understanding in this matter.

Sincerely,

Felicia Davis  
Commissioner