

**From:** Michelle Woods <[Michelle.Woods@cityofchicago.org](mailto:Michelle.Woods@cityofchicago.org)>  
**Sent:** Thursday, October 31, 2019 3:08 PM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Cc:** Jennifer Muss <[Jennifer.Muss@cityofchicago.org](mailto:Jennifer.Muss@cityofchicago.org)>; Rebecca Strisko <[Rebecca.Strisko@cityofchicago.org](mailto:Rebecca.Strisko@cityofchicago.org)>  
**Subject:** Tokyo Officials

Steve-

Please be advised that a group of city officials from Tokyo met with me earlier today to learn about the Chicago Riverwalk. They presented me with some pens, bandanas and two boxes of green tea. The value is less than \$50 in my opinion. I'm providing the pens, bandanas and tea to fellow 2FM staff in the break room.

Please consider this email my reporting of receipt of the gift on behalf of the City of Chicago.

Let me know if you have any questions or require additional information.

Best~

Michelle

Michelle Woods | Assistant Project Director  
City of Chicago | Department of Fleet and Facility Management (2FM)