



CHICAGO DEPARTMENT OF AVIATION
CITY OF CHICAGO

Via E-mail Delivery and First Class U.S. Mail

The Cookie Joint
3100 Dundee Road
Northbrook, IL 60062

Email: cookiejoint.com

Subject: Zero-Gift Tolerance Policy

Dear Jill Balick and Susie Schuster:

I want to thank you for the cookie basket, a very thoughtful and generous gift, however, I must inform you that the Chicago Department of Aviation (CDA) has a Zero Tolerance Policy regarding gifts, gratuities, business expenses, and offers of employment to its employees related to their official duties. This includes all gifts, even those valued at less than \$50.00. CDA employees may not accept any items from vendors/consultants.

I do appreciate the cookie basket you had delivered to my office, but I cannot accept them. The gift was handled according to the Board of Ethics guidelines.

Thank you again.

Sincerely,

Castalia Serna
Deputy Commissioner
Concessions & Customer Service

Cc: JLR/File
RB/File
Steve Berlin/Director of Ethics
Elizabeth Granados-Perez/General Counsel