

**From:** Hannah Gryska <[Hannah.Gryska@cityofchicago.org](mailto:Hannah.Gryska@cityofchicago.org)>

**Sent:** Thursday, December 5, 2019 12:10 PM

**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>

**Cc:** Jamie Rhee <[Jamie.Rhee1@cityofchicago.org](mailto:Jamie.Rhee1@cityofchicago.org)>; Elizabeth Granados-Perez <[Elizabeth.Granados-Perez@cityofchicago.org](mailto:Elizabeth.Granados-Perez@cityofchicago.org)>; Richard Butler <[Richard.Butler@cityofchicago.org](mailto:Richard.Butler@cityofchicago.org)>; Maria Campanella <[Maria.Campanella@cityofchicago.org](mailto:Maria.Campanella@cityofchicago.org)>; Mila Angelova <[Mila.Angelova@cityofchicago.org](mailto:Mila.Angelova@cityofchicago.org)>

**Subject:** Zero-Gift Tolerance Policy Letter: 5 DEC 2019

Good Afternoon Mr. Berlin,

Please see attached letter and FedEx slip for your records. The bottles of spirits sent to Commissioner Rhee were returned via FedEx today. Please let me know if there might be anything else needed. Thank you!

Very Respectfully,

**Hannah Gryska**

Commissioner's Office - Admin





CHICAGO DEPARTMENT OF AVIATION  
CITY OF CHICAGO

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

December 5, 2019

Gina A. Jamoralin  
Philippine Consulate General  
122 S. Michigan Ave. Suite 1600 | Chicago, IL 60603  
(312) 583-0621  
[chicagopcg@att.netig](mailto:chicagopcg@att.netig)

Subject: Zero-Gift Tolerance Policy

Dear Ms. Jamoralin,

I want to thank you for the spirits, 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 spirits 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,

Jamie L. Rhee  
Commissioner

Cc: Jamie L. Rhee, Commissioner Chicago Department of Aviation  
Richard Butler, First Deputy Commissioner Chicago Department of Aviation  
Elizabeth Granados-Perez, General Counsel Chicago Department of Aviation  
Steve Berlin, Director of Ethics

**1 From** Please print and press hard  
 Date **12/15/2019** Sender's FedEx Account Number **1090-1484-2**  
 Sender's Name **Jamie L. Rhee** Phone **(773) 686 6621**  
 Company **DEPT OF AVIATION**  
 Address **TERMINAL 2 MEZZIANE LVL**  
 City **CHICAGO** State **IL** ZIP **60666**

**2 Your Internal Billing Reference** First 24 characters will appear on invoice.

**3 To**  
 Recipient's Name **Gina A. Tamoralin** Phone **(312) 582 9621**  
 Company **Philippine Consulate General**  
 Address **122 S. Michigan Ave Suite 1600**  
 City **Chicago** State **IL** ZIP **60603**

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 FedEx 2Day  FedEx Express Saver

**4b Express Freight Service** Packages over 150 lbs. Delivery commitment may be later in some areas.  
 FedEx 1Day Freight\*  FedEx 2Day Freight  FedEx 3Day Freight

**5 Packaging** \*Declared value limit \$500  
 FedEx Envelope\*  FedEx Pak\*  Other

**6 Special Handling** Include FedEx address in Section 3.  
 SATURDAY Delivery  HOLD Weekday  HOLD Saturday  
 No  Yes  Yes  Dry Ice  Cargo Aircraft Only

**7 Payment Bill to:** Enter FedEx Acct. No. or Credit Card No. below.  
 Sender  Recipient  Third Party  Credit Card  Cash/Check

Total Packages	Total Weight	Total Declared Value*
		\$ .00

**8 Release Signature** Sign to authorize delivery without obtaining signature.

By signing you authorize us to deliver this shipment without obtaining a signature and agree to indemnify and hold us harmless from any resulting claims. **447**  
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