**From:** Michelle Woods   
**Sent:** Friday, June 14, 2019 4:34 PM  
**To:** Steve Berlin  
**Cc:** Jennifer Muss; Rebecca Strisko  
**Subject:** Gift Reporting

Steve-

Earlier today I provided a tour of the Chicago Riverwalk to a group of urban planners from Montreal.  At the end of the tour, they gave me a gift of a book on Montreal.  It is below $50.00  I will keep it at the 2FM offices for use by personnel and visitors.

Please let me know if you need any additional information!

Best~  
Michelle

Michelle Woods | Assistant Project Director

City of Chicago | Department of Fleet and Facility Management (2FM)