



CHICAGO DEPARTMENT OF AVIATION
CITY OF CHICAGO

December 12, 2013

Consulate General of the People's Republic of China in Chicago
ZHAO Weiping
100 W. Erie Street
Chicago, IL. 60654

Dear ZHAO:

On behalf of the Chicago Department of Aviation (CDA), I would like to thank you for the very thoughtful gift of a case of wine. While we appreciate the gesture, I cannot accept your gift based upon the CDA's Ethics Policy.

Therefore, we are donating half the case to the USO and half to Father Mike at O'Hare Chapel.

We have a zero-gift policy at the CDA, which is described in the attached brochure from the City of Chicago Board of Ethics. In essence, CDA personnel are prohibited from offering or receiving gifts, regardless of their value, to or from contractors or consultants.

We will accept and thank you for your good wishes.

Sincerely,

Rosemarie S. Andolino
Commissioner

Attachment

cc: Chicago Board of Ethics
Document Control
Angela Manning

中华人民共和国驻芝加哥总领事馆

CONSULATE GENERAL OF THE PEOPLE'S REPUBLIC OF CHINA IN CHICAGO
100 W. ERIE STREET, CHICAGO IL 60654 TEL: (312)803-0095

November 25, 2013

Ms. Rosemarie Andolino
Commissioner of Chicago Department of Aviation

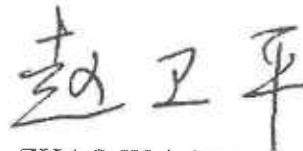
Dear Commissioner,

I am writing to express my sincere gratitude to you for your wonderful contribution to the successful visit to Chicago by Chinese Vice Premier Liu Yandong last week.

It is indeed touching to us that you and your colleagues waited almost 8 hours for the delayed arrival of the delegation on Sunday November 17. And you treated my colleagues and myself with so much delicious food to add fun to our long wait. We are grateful to everything you have done for us and look forward to returning part of your warm hospitality in future.

Please convey our thanks to all your colleagues who have been working so hard for the visit. And I wish all of you a happy Thanksgiving Day!

Sincerely Yours,



ZHAO Weiping
Consul General

ETHICS IN CITY GOVERNMENT

A GUIDE FOR STAFF, CONTRACTORS AND VENDORS OF THE

CHICAGO DEPARTMENT OF AVIATION
AND THE
O'HARE MODERNIZATION PROGRAM

In addition to the obligation to perform duties in a satisfactory manner, there are other legal and ethical restrictions and obligations that apply to you as contractors and vendors of the City.

It is also important that you understand the ways in which not only your conduct, but the conduct of others, can affect your ability to obtain and keep a City contract. This guide outlines some of those restrictions and obligations. It is not intended to be all-inclusive and provides general information only.

For authoritative guidance on specific questions, consultation with the Board of Ethics is recommended.

DUTY TO COOPERATE

Every contractor, subcontractor, and applicant for a City program or contract has a duty to cooperate with and shall not interfere with any investigation or hearing conducted by, or willfully refuse to comply with a subpoena issued by, either the Inspector General's Office or the Board of Ethics.

PENALTIES FOR VIOLATIONS

Violations of City law or Department policy can lead to cancellation of any contract obtained, or entered into and can also lead to additional penalties such as fines, judicial and criminal penalties.

GIFTS AND LOANS

GENERAL CITY LAW

City law contains several restrictions, including prohibitions on cash and anonymous gifts, and on any gifts given with a mutual understanding that actions or decisions concerning City business will be influenced or affected.

Please be aware that individual departments may impose policies regarding gifts that are more stringent than those included in the Municipal Ordinance. If such a policy is implemented by a department, the departmental policy supercedes the Municipal Ordinance.

"CDA/OMP" POLICY

The Commissioner of Aviation has implemented department policies in regards to gifts that are more restrictive than the Municipal Ordinance. Those policies prohibit any gifts by vendors or prospective vendors to department employees and their families.

CDA/OMP policy prohibits its Program staff from offering or giving gifts, regardless of their value, to any employee whose duties or responsibilities involve the CDA/OMP. This means that consultant/contractors who have or are seeking an economic interest in the CDA/OMP are prohibited from offering or giving a gift, regardless of value, to any City official or employee whose duties or responsibilities involve the CDA/OMP.

CONTRACT INDUCEMENTS



No subcontractor, or any person acting on a subcontractor's behalf, can make any payment, gratuity, or offer of employment, in connection with any City contract, to any prime contractor or higher tier contractor, or to any persons associated with them, as an inducement for the award of a subcontract or order.

LIMITATIONS ON CAMPAIGN CONTRIBUTIONS

City law also limits the type and amount of campaign contributions that can be made to an elected official or candidate for elected City office.

Cash contributions cannot exceed \$250.

Anonymous contributions or those made in someone else's name are unlawful.

There is a \$1500 limit on the amount of money registered lobbyists and persons doing business or seeking to do business with the City or any of its sister agencies can contribute to any candidate or elected official of the City in a reporting year.

By Executive Order of Mayor Richard M. Daley, City contractors are prohibited from contributing to his campaign fund.

NOTE: THE BOARD OF ETHICS HAS ADOPTED THE FOLLOWING POLICY REGARDING CAMPAIGN CONTRIBUTIONS TO THE MAYOR'S CAMPAIGN FUND:



LOBBYIST REGULATIONS

If a person lobbies the City or hires a lobbyist to assist in seeking a City contract, the person who lobbies must register annually with the City of Chicago, and pay the \$350 annual fee (plus \$75 for each client after the first).

If someone employs or retains an unregistered lobbyist, or hires a lobbyist on a contingency basis, that person can be fined up to \$2000 a day, and any City contract in place with that person's company may be canceled by the City.