

From: Shannon Trotter <Shannon.Trotter@cityofchicago.org>
Sent: Monday, October 21, 2024 1:05 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: FW: Ethics Approval for Third Party Paid Expenses

Hi Steve,

I am reporting my attendance at the NALCP conference in Ft. Worth, TX from 10/16/2024 – 10/19/2024. I attended in my capacity as the City's Local Liquor Control Commissioner.

My flight, lodging, ground transportation and meals were all paid for by NALCP.

Please let me know if you need any further information from me to comply with the ethics ordinance.

Sincerely,

Shannon Trotter

Shannon K Trotter

Local Liquor Control Commissioner



City Hall, Room 805, 121 N. LaSalle St., Chicago, IL 60602

Office number: (312) 744-5443

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From: Jennie Cruz Garriga <Jennie.Garriga@cityofchicago.org>
Sent: Monday, August 12, 2024 2:54 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Cc: Ivan Capifali <Ivan.Capifali@cityofchicago.org>; Shannon Trotter

<Shannon.Trotter@cityofchicago.org>

Subject: RE: Ethics Approval for Third Party Paid Expenses

Good afternoon,

There is a modification to our previous request. The NALCP will be covering all expenses, therefore we are requesting approval for these changes.

Thank you.

Jennie Cruz Garriga

She/Her

Executive Administrative Assistant



City Hall, Room 805, 121 N. LaSalle St., Chicago, IL 60602

Office number: (312) 744-5448

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From: Jennie Cruz Garriga

Sent: Tuesday, July 16, 2024 3:02 PM

To: Steve Berlin <Steve.Berlin@cityofchicago.org>

Cc: Ivan Capifali <Ivan.Capifali@cityofchicago.org>; Shannon Trotter <Shannon.Trotter@cityofchicago.org>

Subject: Ethics Approval for Third Party Paid Expenses

Good afternoon,

Attached is a memo requesting approval for third party paid expenses for Local Liquor Control Commissioner, Shannon Trotter, to attend the National Association of Licensing and Compliance Professionals (NALCP) conference in Fort Worth, TX October 16 – 19, 2024.

If you have any questions or concerns, please reach out to Shannon at 4-5443.

Thank you.

Jennie Cruz Garriga

She/Her

Executive Administrative Assistant



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