

**From:** Kelly Baffy <Kelly.Baffy@cityofchicago.org>  
**Sent:** Monday, January 13, 2025 4:51 PM  
**To:** Steve Berlin <Steve.Berlin@cityofchicago.org>  
**Cc:** nicole@the48thward.org  
**Subject:** Reporting a gift received on behalf of the City by the 48th ward office

Hi, Steve —

I see this in the Annual Gift Reminder Guide from the BoE:

"Gifts on the City's behalf, but: i) you must promptly report them in writing to the Board of Ethics and City Comptroller; and ii) the gifts must be useable for City business purposes or displayed or put out for the public's enjoyment – like candy or Poinsettias"

I'm not sure who I need to send this to specifically and when I think "Ethics," well.. you're the person I think of. So I'm reporting to you and also if I'm supposed to send this to someone else, please direct me.

This email is to inform you that the 48<sup>th</sup> Ward Office has accepted a gift on behalf of the city for the public's enjoyment: a bucket of Garrett's popcorn, given by Bryn Mawr Cares. The value is \$35.

Thanks for your guidance,  
Kelly

48<sup>th</sup> Ward Office of Alderwoman Leni Manaa-Hoppenworth