

## Diana Lin

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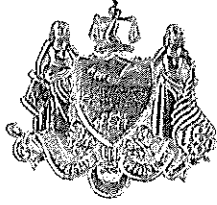
**From:** Diana Lin  
**Sent:** Thursday, August 27, 2015 4:26 PM  
**To:** 'reachingback@aol.com'  
**Cc:** Maya Nayak; Shane Creamer; Michael Cooke; Jordan Segall  
**Subject:** Administrative Adjudication Matter #1412MU14  
**Attachments:** Letter to T Gordon re Response to ED Brief 8 27 2015.pdf

Dear Ms. Gordon,

Please find attached correspondence relating to Administrative Adjudication Matter #1412MU14. Please note that your Response to the Executive Director's Brief, and any accompanying exhibits you wish to include, is due on or before **September 9, 2015**.

Sincerely,  
Diana Lin

**Diana J. Lin, Esq.**  
Associate General Counsel  
City of Philadelphia Board of Ethics  
One Parkway Building, 18th Floor  
1515 Arch Street  
Philadelphia, PA 19102  
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# CITY OF PHILADELPHIA

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*Confidential*

August 27, 2015

*Via Email and Hand Delivery*

Tracey L. Gordon  
6543 Windsor Street  
Philadelphia, PA 19142  
reachingback@aol.com

**Re: Administrative Adjudication Matter #1412MU14**

Dear Ms. Gordon:

The Executive Director's Brief in Support of the Notice of Administrative Enforcement Proceeding and accompanying exhibits was served on you yesterday, August 26, 2015. Please note that your Response to the Executive Director's Brief, and any accompanying exhibits you wish to include, is due on or before **September 9, 2015**.

Filing your own brief in response to the Executive Director's Brief is your opportunity to dispute the claims being brought against you and to provide evidence to demonstrate that you did not violate laws as alleged. As previously explained, the Board will make its final determination of whether a violation of public integrity laws the Board oversees has occurred and whether to assess penalties for any such violations based on the parties' filings in this matter, including but not limited to the Executive Director's Brief and your Response Brief.

Please submit a copy of your Response Brief to the Executive Director's Brief and any exhibits on or before September 9, 2015 via email to Maya Nayak ([maya.nayak@phila.gov](mailto:maya.nayak@phila.gov)) with a copy to Shane Creamer ([shane.creamer@phila.gov](mailto:shane.creamer@phila.gov)). If you prefer to mail your filing, please submit it to General Counsel Maya Nayak, City of Philadelphia Board of Ethics, 1515 Arch Street, 18th Floor, Philadelphia, PA 19102 with a copy to Shane Creamer, City of Philadelphia Board of Ethics, 1515 Arch Street, 18th Floor, Philadelphia, PA 19102. Whether you submit it via email or regular mail, your filing must include a signed certificate of service that indicates the date and method of service on Mr. Creamer.

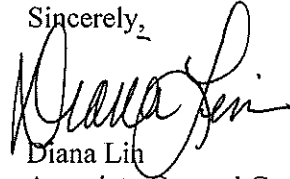
**Re: Administrative Adjudication Matter #1412MU14**

August 27, 2015

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If you have questions about the Board's administrative enforcement procedures, please let General Counsel Maya Nayak or me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Diana Lin", written over the printed name.

Diana Lin  
Associate General Counsel

cc (*via email*):

Maya Nayak, General Counsel

Shane Creamer, Executive Director

Michael Cooke, Director of Enforcement