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2001 MAY -1 A 9 48

Mr Scott Walker  
Federal Election Commission  
Washington, DC 20463

April 23, 2001  
Re: CityPAC CDD187526

Dear Mr Walker:

This letter is being written in response to two letters to our organization from the FEC, the first dated March 21, 2001 regarding the period from July 1 through September 30, 2000, and the second dated April 11, 2001 for the period through November, 2000. As mentioned when I called you April 2<sup>nd</sup>, we apologize for the delay in the writing of this letter.

Line 6(a) of the summary page:

The report filed for June 30, 2000 stated opening cash was \$82,254. The beginning balance reported on the final three statements of the year was \$77,066. This balance reflects a reduction of \$5,187. Details of this change were included in our letter dated September 15, 2000. The work sheet we attached to that letter as well as the letter itself is attached to this letter.

Balances for the year to date figures on the summary and detail sheets:

Due to the correction mentioned above, these balances changed as well. We have attached a schedule showing the changes that resulted from the balance changes in the reports from the first half of the year 2000.

Beginning cash balance difference:

See above. The change is due to changes mentioned in the letter dated September 15, 2000.

Occupation and Employer Name of Donors:

All of our literature states that occupation and employer information is required for contributions over \$200. Unfortunately, not everyone completes this section of the contribution form. When we have people who have not responded, two forms of follow-up occur. First, we attempt to contact the contributor to obtain the information, generally by phone calls from our Executive Director. If this fails, the names of these contributors are mentioned at the first Board meeting after our second request to determine if any person on the Board can either get the information from the donor or knows the information outright so we can add it to our database.

Schedule A, Line 11(a)(i) - year to date contributions:

We have attached a schedule of the total annual contributions by donor for the full year 2000. There are approximately \$2,800 of donations not listed in the attached schedule. This is due to cash contributions received in the first two quarters of the year at brunches we held (Dead Sea Scrolls, speaking engagements by Senator Durbin and Representative Rush). We charge around \$15 per person, except for our larger contributors, who do not pay. While we do maintain a list of attendees, these brunches were held before we had hired a full time executive director, and as of the writing of this letter, we are unable to locate the sheets maintained by our former, part-time executive director which list the attendees.

Schedule B, Line 23 - Offices sought

I have attached a listing of all 40 contributions we made during 2000, including the donee's name, political party, amount given and the state and district the person is attempting to represent. We believe this could be easier and more informative than formally amending the actual schedules on the filed forms. If you would like the forms refilled, please let us know.

Itemized disbursements, Schedule B of the Post-General Report:

The statement of the purpose of the disbursement was inadvertently omitted from the original filing. Included with this package is a corrected Schedule B with the necessary information.

The above explanations along with the attachments to this letter should answer the questions posed in the three letters received regarding the three filings for the second half of the year 2000. Should you need additional information about these filings, please feel free to telephone me directly at 312-899-4460 x367, or write me at 4728-B N Winchester, Chicago, Illinois 60640. Due to the nature of our PAC, most of us are volunteers. Thus, it would be easier and faster to contact me at my work number or home address.

Thank-you in advance for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew G. Mitzen", with a long horizontal flourish extending to the right.

Matthew G Mitzen, Treasurer  
CityPAC  
PO Box 1198  
Chicago, Illinois 60690



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

*Certified mail*

Matt Mitzen, Treasurer  
City Political Action Committee  
(City PAC)  
P.O. Box 1198  
Chicago, IL 60690

MAR 21 2001

Identification Number: C00187526

Reference: October Quarterly Report (7/1/00-9/30/00)

Dear Mr. Mitzen:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Line 6(a) of the Summary Page represents the total cash-on-hand as of January 1, 2000. This figure should be the same on all the reports covering the calendar year. Please amend your report to clarify the change made in Line 6(a).

-Your calculations for Lines 6(c) and 7, Column B of the Summary Page and Lines 11(a)(i), 11(a)(ii), 11(a)(iii), 11(d), 19, 20, 21(b), 21(c), 30 and 31, Column B of the Detailed Summary Page appear to be incorrect. Please provide the corrected totals on the Summary and Detailed Summary Pages.

-The beginning cash balance of this report should equal the ending balance of your Amended July Quarterly (4/1/00-6/30/00), received 10/14/00. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1))

Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2))  
The request must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you shall either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.7(b)(4))

Please provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

-On Schedule A supporting Line 11(a)(i) of the Detailed Summary Page, your report disclosed contributions from individuals that omit the aggregate year-to-date totals. Please amend your report by supplying the information.  
11 CFR §104.3(a)(4)(i)

-Please amend Schedule B supporting Line 23 by providing the office

sought (i.e., House, Senate or President) including the state and congressional district for each contribution made. 11 CFR §104.3(b)(3)(ii) and (v)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,



Scott B. Walker  
Reports Analyst  
Reports Analysis Division



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-3

April 12, 2001

Matt Mitzen, Treasurer  
City Political Action Committee  
(City PAC)  
P.O. Box 1198  
Chicago, IL 60690

Identification Number: C00187526

Reference: October Quarterly Report (7/1/00-9/30/00)

Dear Mr. Mitzen:

This letter is to inform you that as of April 11, 2001, the Commission has not received your response to our request for additional information, dated March 21, 2001. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

An adequate response must be received at the Commission by May 2, 2001. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

If you should have any questions regarding this matter, please contact Scott Walker on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or our local number (202) 694-1130.

Sincerely,

John D. Gibson  
Assistant Staff Director  
Reports Analysis Division

Enclosure

Federal Election Commission

**ENVELOPE REPLACEMENT PAGE  
FOR INCOMING DOCUMENTS**

The Commission has added this page to the end of this filing to indicate how it was received.

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