



**City of Anaheim**  
 Office of the City Clerk  
 200 S. Anaheim Blvd., Suite 217  
 Anaheim, CA 92805  
 (714) 765-5166 • fax (714) 765-4105  
[www.anaheim.net](http://www.anaheim.net)

# REQUEST FOR PUBLIC RECORDS

- STEP 1: **COMPLETE** all fields on this form. This form is to facilitate and expedite the processing of your public records request. Describe identifiable records in the possession of the City; your request must be sufficiently focused and specific to allow the City to locate the requested record(s).
- STEP 2: **SUBMIT** completed form by mail, fax, email or in person to Custodian of Records, Office of the City Clerk, 200 S. Anaheim Blvd. (714) 765-5166; [landal@anaheim.net](mailto:landal@anaheim.net); fax (714) 765-4105.
- STEP 3: **WAIT** to receive an invoice for responsive records. The City shall determine within 10-days from receipt of a public records request, whether the request, in whole or in part, seeks copies of discloseable public records in possession of the City [GC 6253(c)]. Please note that if you are requesting the opportunity to inspect records, you will be requested to make an appointment to return at a later date/time to view the documents.

Charges for the direct cost of duplication will apply. **Documents will not be copied until payment has been received.** If payment is not received within 10 days after invoice is sent, you may be required to submit a new request. Please see backside for additional information.

## REQUESTER INFORMATION

Full Name : Erika Chacon Date: 3/2/2016

Company Name: Henkels and McCoy

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: 91766

Phone number: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of contact in the event of questions: email or phone call is fine. Cell: \_\_\_\_\_

**DESCRIPTION OF REQUESTED RECORD(S):** (Describe the specific public record(s) e.g., date, type, time period covering documents requested etc)

I will need a CD of the following deeds:

CD 4647; CD 5434; CD 5426; CD 11406; CD 8978; CD 7409; CD 4235; CD 3721; CD 7969; CD 9340; CD 7409; CD 6817; CD 6944; CD14620

I understand that I will be contacted once documents have been identified. If production of records is requested, an estimated cost will be provided to me and I agree that I will be required to submit payment for duplication costs (and mailing) prior to the production of the requested documents.

I wish to inspect City records       Will Pick-Up Records       Please Mail

Please note that information contained in any PRA request is a public record and may be subject to public inspection pursuant to the CA Public Records Act.

*erika chacon*  
 SIGNATURE OF REQUESTER



City of Anaheim  
**PUBLIC UTILITIES DEPARTMENT**

February 10, 2016

**Subject: City of Anaheim Public Utilities Department  
Harbor Substation T&D Project**

To whom it may concern,

The City of Anaheim Public Utilities Department (APUD) has a program to improve service reliability for our customers. The project calls for installing new underground 12kV ductbank along:

- Harbor Blvd.: from Katella Ave to south of freeway 5
- Manchester Ave.: from Harbor Blvd. to Clementine St.
- Disney Way: from Harbor Blvd. to Haster St.
- Clementine St.: from Katella Ave. to Manchester Ave.
- Zeyn St.: from Katella Ave. to Disney Way
- Haster St.: from Gene Autry Way to east of freeway 5
- Katella Ave.: from Harbor Blvd. to east of Anaheim Way

Henkels & McCoy has now been retained by the APUD to act on its behalf in procuring the acquisition of existing and proposed underground substructure maps showing the size and location of facilities within and around the project area. The information will be used in the creation of construction drawings for the Electric Reliability Improvement project in the Central Anaheim area.

If you have any questions regarding this project, please contact our Sr. Electrical System Designer, Mr. Rod Yong, PE, at (714) 765-4523 or [ryong@anaheim.net](mailto:ryong@anaheim.net).

Sincerely,

Tony Mai, PE  
Principal Electrical Engineer

201 S. Anaheim Boulevard, Suite 701  
Anaheim, California 92805

TEL (714) 765-5156

## Jennifer L. Hall

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**From:** Linda Andal  
**Sent:** Wednesday, March 02, 2016 2:53 PM  
**To:** Jennifer L. Hall  
**Subject:** FW: GSA#5 City of Anaheim Deed Request  
**Attachments:** PublicRecordsRequestForm\_GSA #5 3 2 2016.pdf; LETTER OF AGENCY.PDF

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**From:** Erika Chacon  
**Sent:** Wednesday, March 02, 2016 2:39 PM  
**To:** Linda Andal  
**Cc:** Erika Castillo; Lygia Mangalindan  
**Subject:** GSA#5 City of Anaheim Deed Request

Good Afternoon,

Attached is another request for city deeds for a City of Anaheim project. Please see the Letter of Agency (Authorization) provided by the city project manager. Thank you for all your help!

Respectfully,

Erika M. Chacon  
**Henkels & McCoy**

Pomona, CA 91766



Asset Management   Civil / Power / Telecomm Design   Environmental Compliance   Land Surveying