



**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: 3/11/2016

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)

List of CD numbers attached.

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

<b>BASE MAP 64</b>	<b>BASEMAP 74</b>
5018	4041
6754	5328
6948	7793
2949	10184
8783	9824
8537	7594
10026	6608
10105	7199
4209	7864
7310	4126
7182	10079
11639	10075
4483	3995
11612	5351
5062	9866
	7555
	10033
	2837
	10081
	10103
	10227
	3846
	3869
	5336
	9845
	9082
	4715
	7947
	9389
	9081
	8239
	8040
	9919
	10928
	9330
	9424
	9331
	3874
	9880
	6576
	4957
	9897
	8813
	2883
	8812

## Jennifer L. Hall

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**From:** Linda Andal  
**Sent:** Wednesday, March 16, 2016 4:38 PM  
**To:** Jennifer L. Hall  
**Subject:** FW: GSA #5 City of Anaheim Deed Request  
**Attachments:** LETTER OF AGENCY.PDF; PublicRecordsRequestForm\_GSA #5 3.16.2016.pdf; GSA 5 Request 3.16.2016.xlsx

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**From:** Erika Chacon  
**Sent:** Wednesday, March 16, 2016 2:18 PM  
**To:** Linda Andal  
**Cc:** Erika Castillo; Lygia Mangalindan; Jose Gonzalez  
**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. As always, 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



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