



**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 : Michelle Kotval Date: 09/07/2018

Company Name: Legal Aid Society of Orange County

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: Santa Ana CA 92705

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of contact in the event of questions: Email

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

Please see attached letter.

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.

**Michelle Kotval**

Digitally signed by Michelle Kotval  
 DN cn = gal Aid Society of Orange County, ou,  
 email = c US  
 Date 20 09.07.18 14:33:00

**SIGNATURE OF REQUESTER**



September 7, 2018

City of Anaheim – Office of the City Clerk  
200 S. Anaheim Blvd, Suite 217  
Anaheim, CA 92805

Re: Public Records Request – Anaheim Enforcement of AMC § 14.32.206

Dear Office of the Clerk:

Pursuant to the California Public Records Act, Government Code section 6250 *et seq.*, we request that you make available to us, within ten (10) days of receipt of this letter, for our review and copying, the public records in the possession of the City of Anaheim described below. It is our desire to secure these records with as little burden as possible to you and other City staff; accordingly, please do not hesitate to contact me if there are alternative ways of securing the requested information in a more streamlined fashion. This request is made on behalf of our client, the People’s Homeless Task Force.

### **Definitions Used in this Request**

With regard to the following requests, these definitions are provided in an effort to specify as clearly as possible the nature of each request:

1. “Records” means and includes all “writings” as defined in Section 50 of the California Evidence Code, namely, “handwriting, typewriting, printing, photostatting, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.
2. “Writings” designates all papers and things of every type used for communication, including, without limitation, all contracts, agreements, drafts of agreements, books, journals, ledgers, statements, memorandums, reports, notes, letters, correspondence, balance sheets, income statements, checks, diaries, calendars, logs, drafts, recordings, instructions, minutes of meeting, orders, resolutions, recitals, telegrams, wires, cables and telexes, messages, resume summaries, tapes, computer tapes, computer print-outs, input/output computer systems, whether optical, visual or magnetic, and all other informal or formal writings or tangible things on which any handwriting, typing, printing,

photostatic, magnetic or electronic impulse, or other form of communication is recorded or reproduced and any and all amendments or supplements to the foregoing.

3. "Data" means and includes all statistical information kept by The City of Anaheim, whether by reason of compliance with external audits or for internal records.
4. "Policy" means and includes all Anaheim formal and informal guidance, including interagency memos and related attachments, to assist officers in applying and enforcing the Anaheim Municipal Code.
5. "To date" designates the day on which you deliver the documents and things requested herein.

## **Request**

Pursuant to the Public Records Act, please provide us with all of the following Records:

1. Any and all Records, Writings, Data, and Policies, from April 10, 2018 to date, regarding citations issued under Anaheim Municipal Code Section 14.32.206 (Parking of Oversized Vehicles) by the City of Anaheim, including but not limited to, Anaheim Code Enforcement, Anaheim Police Department, and Anaheim Public Works.
2. Any and all Records, Writings, Data, and Policies, from April 10, 2018 to date, regarding list(s) of citations issued under Anaheim Municipal Code Section 14.32.206 (Parking of Oversized Vehicles) by the City of Anaheim, including but not limited to, Anaheim Code Enforcement, Anaheim Police Department, and Anaheim Public Works.
3. Any and all Records, Writings, Data, and Policies, from April 10, 2018 to date, identifying the license plate numbers of vehicles issued citations under Anaheim Municipal Code Section 14.32.206 (Parking of Oversized Vehicles) by the City of Anaheim, including but not limited to, Anaheim Code Enforcement, Anaheim Police Department, and Anaheim Public Works.

Should you need clarification regarding the requests, please contact me at \_\_\_\_\_  
or \_\_\_\_\_ To arrange production of documents and any fees that may  
be associated with same, please contact Julie Crandall at \_\_\_\_\_ or \_\_\_\_\_

Thank you for your prompt attention to this request.

Sincerely,



Michelle Kim Kotval  
Lili V. Graham  
Sarah J. Gregory

**From:** [Julie Crandall](#)  
**To:** [landal@anaheim.net](mailto:landal@anaheim.net)  
**Cc:** [Michelle Kotval](#); [Lili Graham](#); [Sarah Gregory](#)  
**Subject:** PRA Request  
**Date:** Friday, September 07, 2018 9:50:40 AM  
**Attachments:** [PRA - AMC 14.32.206 - 9 7 2018.pdf](#)  
[Anaheim request form 09072018.pdf](#)

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Please see attached. Thank you in advance for your attention to this matter.

Julie Crandall  
Paralegal  
Legal Aid Society of Orange County  
& Community Legal Services in Southeast Los Angeles County Est. 1958  
Main/Hotline:  
Direct | Fax

## Jennifer L. Hall

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**From:** Julie Crandall  
**Sent:** Monday, September 17, 2018 3:47 PM  
**To:** Jennifer L. Hall  
**Cc:** Linda Andal; Michelle Kotval  
**Subject:** RE: PRA Submitted 09072018  
**Attachments:** email verification.pdf; Anaheim request form 09072018.pdf; PRA - AMC 14.32.206 - 9 7 2018.pdf

I have attached the email with my request. The email was sent through the link on the Public Record Request site. I am attaching the email and our request again for processing.

Thank you in advance for your attention to this matter. Would you like a 5 day extension to respond?

Also, if we have another request, is there a way to get an expedited response?

Julie Crandall  
Paralegal  
Legal Aid Society of Orange County  
& Community Legal Services in Southeast Los Angeles County Est. 1958  
Main/Hotline:

Direct |

Fax