

# ASSET MANAGEMENT

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## Consultants

Attn: Ms. Linda Andal  
Dept: City Clerk\*  
Municipality: Anaheim  
Phone No: (714)765-5166  
Fax No: (714)765-4105

Date: 10/10/2018

Subject: Request for Public Records

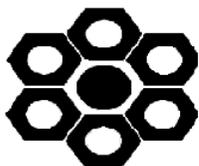
Dear Ms. Andal:

We are an auditing firm located in the Washington D. C. area. AMC is attorney-in-fact for most of the major oil companies, numerous fast food chains, eighty-five percent of the national builder-developers, and many of the national retail department stores, as well as many telecommunications and cable companies. We also serve as contractors for several national financial institutions, including the FDIC. Pursuant to the state public records law, please consider this to be AMC's request for the public records described below.

The norm in the construction business is to deposit sureties (whether they be work deposits, performance bonds, payment guarantees, or similar securities) with municipal agents when site and development plans are filed, and a record of each deposit (and, where applicable, subsequent reductions and/or refunds of same) usually is prepared by the City recipient. Consequently, although the City's chief financial officer eventually receives at least a general accounting of all of the sureties deposited with every City agency, any City agency that accepts such construction sureties (e.g., Engineering, Public Works) is likely to have a more detailed "intra-agency" financial accounting, which often is in the form of an Excel spreadsheet that can be retrieved and passed along as an email attachment.

***AMC requests any financial spreadsheet, ledger or other record of the active cash and cash-convertible sureties and escrow accounts maintained by local agencies for financial instruments posted or deposited with them by companies and persons to ensure completion of private-sector residential and commercial construction projects in your area. Please show only open accounts for the cash and cash-convertible sureties, stale-dated checks, deposits, and other securities that have not been refunded to the payee. Such sureties could have been taken in any or all of the forms of performance and payment guarantees described on the following page, and are often recorded in ledger or spreadsheet format within the agency that initially accepts same from developers and builders. I do not seek records of non-negotiable third-party sureties (e.g., letters of credit, bonds), the release of which will not restore money to AMC's clients' accounts.***

***That being the case, you will probably find it helpful to distribute this request to the local departments and agencies that typically require or record surety deposits, such as Finance, Comptroller, Auditor, Public Works, Transportation (or Highway), Engineering, Community Development, Economic Development, Planning and Zoning, Parks and Recreation, and Arborist. The surety deposits typically are maintained within accounts, records and ledgers***



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*that local departments and agencies might refer to as Escrows, Trusts, Security Deposits, Cash Bonds, and Performance and Maintenance Bonds.*

*What follows is a list of some performance guarantees, escrows, sureties, and deposits that typically may be required in your area, but this listing might not describe all of the types of securities your jurisdiction might require and hold:*

- |                    |                           |                    |              |
|--------------------|---------------------------|--------------------|--------------|
| 1. Subdivision     | 7. Maintenance            | 13. Demolition     | 19. Trees    |
| 2. Sidewalk/Curb   | 8. Temporary Trailer      | 14. Earth Moving   | 20. Seeding  |
| 3. Landscaping     | 9. Grading/Paving         | 15. Street Opening | 21. Erosion  |
| 4. Conservation    | 10. Traffic/Street Lights | 16. Right of Way   | 22. Tap Fees |
| 5. Monuments       | 11. Signs/Temporary Signs | 17. Storm Sewer    | 23. Hydrant  |
| 6. Winter Handling | 12. Wetlands Conservation | 18. Impact Fees    | 24. Driveway |

*The records AMC seeks should contain such specific identifiers as:*

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. Deposit Date and Amount    | 7. Depositor Name and Address |
| 2. Purpose of Deposit         | 8. Project Number and Address |
| 3. Project Block & Lot Number | 9. Project Parcel Map Number  |
| 4. Project Tract Number       | 10. Project Permit Number     |
| 5. Escrow Account Number      | 11. Bond Number               |
| 6. Bond Account Number        | 12. Check/Warrant Number      |

*AMC also seeks a record of all outstanding municipal checks, warrants and vouchers (the pre-escrow checks list), over 180 days old that have not yet been cashed or otherwise negotiated, or have become stale dated. AMC does not seek records of uncashed or stale dated payroll checks, child support checks, or any other checks not made payable to municipal vendors.*

1. Uncashed/Stale Dated Check Number, Amount, Date, and Names of Payor and Payee

Please advise me by telephone, fax or email of your estimate of any costs associated with your fulfillment of our records request prior to your incurring same. If you have questions regarding this request, please do not hesitate to contact me at your convenience.

Sincerely,

**Therese St. Dennis**  
**Asset Management Consultants**

## Jennifer L. Hall

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**Subject:** 2018 Anaheim, CA FOIA request for Active cash/cash-convertible bonds, deposits and/or escrows, etc  
**Attachments:** request anaheim,CA Pubrecords10102018.docx

**From:** Therese Dennis  
**Sent:** Wednesday, October 10, 2018 11:02 AM  
**To:** Linda Andral <[landal@anaheim.net](mailto:landal@anaheim.net)>  
**Cc:** Therese Dennis Theresa Bass <[TBass@anaheim.net](mailto:TBass@anaheim.net)>  
**Subject:** 2018 Anaheim, CA FOIA request for Active cash/cash-convertible bonds, deposits and/or escrows, etc

Dear Ms. Bass,

Hi, I am researching to process and to fulfill this Public Records Request for Freedom Of Information Act (FOIA). I was told that you are the Assistant City Clerk for City of Anaheim, CA via FOIA request.

I wanted to provide some additional clarification regarding our recent Public Records Request letter ATTACHED that might help in the research for the records we are requesting.

I am asking you to distribute to these various request to your department heads within Public Works department, Development Services department such as Planning and Engineering and/or Building department, but could be centrally maintained within the Finance and Treasury office.

I am seeking these types of records:

active cash/cash-convertible bonds, deposits and/or escrows, that your City would require to ensure that all residential construction, commercial construction and developer-constructed improvements were built back pursuant to City of Anaheim, CA code of Ordinance and that would be refundable to the depositors upon project completion and the passing of all required inspections and maintenance periods.

These would be in the forms of performance deposits, maintenance periods. These would be in the forms of performance deposits, maintenance deposits, improvement bonds, landscape or sod/seed bonds, grading and excavation deposits, street opening, sidewalk and driveway bonds, swimming pool bonds, trailer/temp office bonds. I do not request information on Capital Improvements Projects or on items held by a third party insurance/surety company or letter of credit.

These items would be collected from Public Works department, Development Services department such as Planning and Engineering and/or Building department, but could be centrally maintained within the Finance and Treasury office.

The minimum requested details are to be on the records provided on excel spreadsheet:

Full Name of the Depositor  
Date of Original Deposit (the year of deposit at a minimum would suffice)  
Amount (Current Balance)  
Project #, Permit # or Block/Lot # (if applicable)

The information that I am seeking is on outstanding municipal issued checks over 180 days old that have not yet been cashed or escheated to the State as unclaimed property.

The minimum requested details are to be on the records provided on excel spreadsheet:

Full Name of Payee

Date of Issuance

Check Number

Amount

I appreciate your help in this matter.

Thanks so much,

Sincerely,

*Therese St Dennis*

Therese St Dennis

**Asset Management Consultant**

Nokesville, VA 20181