



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

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; 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 : Gladys Rosario Date: 8/15/2018

Company Name: Lawyers' Committee for Civil Rights of the San Francisco Bay Area

(Mailing) Address: _____ City/State/Zip Code: San Francisco, CA, 94105

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 the attached letter providing an explanation and details of the request. Please email documents.

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.

Gladys Rosario

Digitally signed by Gladys Rosario
 Date: 2018.08.15 10:49:57 -07'00'

SIGNATURE OF REQUESTER



August 15th, 2018

VIA EMAIL

City of Anaheim

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

Re: IMMEDIATE DISCLOSURE REQUEST

Dear Public Information Officer,

Pursuant to the Public Records Act (Government Code § 6250 *et seq.*), I request copies of all documents and records in possession or under control of the City of Anaheim for the period between **August 1st, 2015** and the present as detailed below.

Requested Materials

All documents regarding the City of Anaheim's activities related to vehicle impoundment and towing information.

1. How many vehicles were ordered impounded by the City of Anaheim and underlying department personnel each month between August 1st, 2015 and the present?
2. We would like to request data from the City of Anaheim for all impounds including for contract cities, if any. For each impounded vehicle, please provide the following information:
 - a. Date/time request of tow;
 - b. Which entity ordered the tow;
 - c. Citation/reason for towing;
 - d. Citation fees;
 - e. Location from which vehicle was towed;
 - f. Vehicle's make, model, year, license, VIN;
 - g. Owner's address, age, or any other available information;
 - h. Destination to which vehicle was towed;
 - i. Date/time tow unit arrives at storage facility;
 - j. Date/time of release of vehicle;
 - k. Fees for towing and storage;
 - l. Method of payment;

- m. Whether the tow was contested, in what manner it was contested (in writing, in person hearing), whether tow was successfully contested;
- n. Unique identifier for that tow, where applicable;

For all the data requested in item 2, we are requesting any reports already compiled in the regular course of business by your agency or any other authorized agent. If such reports don't contain all of the details in items 2a-n, please send whatever information is available.

- 3. Please provide copies of the contracts between the city and each tow company that performs tows for any city agency.
- 4. Please provide any available documentation regarding unclaimed vehicles sold in public auction or lien sale. If data is available, we would like all the data listed below for each vehicle auctioned:
 - a. The value of the assessed vehicle;
 - b. The total amount of tow and storage fees due at the time of sale;
 - c. The total amount of parking ticket, registration or other fees due at the time of sale;
 - d. The amount the vehicle sold for at auction;
 - e. Any deficiency debt, if applicable.
- 5. Has the City of Anaheim and/or any contract cities adopted a "regulation, ordinance, or resolution establishing procedures for the release of properly impounded vehicles and for the imposition of a charge equal to its administrative costs relating to the removal, impound, storage, or release of vehicles" pursuant to Vehicle Code Section 22850.5?
 - a. If so, please provide a copy of the text of the regulation, ordinance, or resolution.
- 6. Does the City of Anaheim and/or any contract cities have any formal written guidelines, descriptive documents, or training materials regarding the administration of post-storage hearings such as those described in Vehicle Code Section 22852?
 - a. If so, please provide a copy of all relevant written materials.
- 7. Has the City of Anaheim and or any contract cities received any complaints regarding the behavior of any tow company with which it has contracted?
 - a. If so, please provide a copy of all relevant written materials.
- 8. Does the City of Anaheim and/or any contract cities have formal fee waiver or fee reduction processes for indigent individuals whose vehicles are impounded?
 - a. If so, please provide a copy of all relevant written materials.

We have attempted to be as specific as possible in designating the public records we wish to obtain. If you find that our request is unclear, we request that you provide us with the assistance required under Government Code § 6253.1(a)(1)-(3), including "assist[ing] the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated."

Because the Lawyers' Committee for Civil Rights is a nonprofit organization, we request that you waive any fees that would normally be applicable to this request. If you are unable to do so, please notify us before incurring any costs.

Where possible, please send your response in electronic format, as required by Government Code § 6253.9(a), via electronic mail to _____ Otherwise, please mail your response to: _____

Gladys Rosario
Lawyers' Committee for Civil Rights

San Francisco, CA 94105

Government Code § 6253 requires a response within 10 calendar days of receipt of this request. I ask that you please send the materials responsive to this request as they become available. If a portion of the material is confidential, please send the non-confidential portions of the material.

Thank you in advance for providing the records requested. Please feel free to contact me at this phone number, _____ or at my email address _____ if you have any questions about this request.

Sincerely,



Gladys Rosario, Litigation Paralegal

Jennifer L. Hall

From: Gladys Rosario
Sent: Friday, August 31, 2018 4:56 PM
To: Jennifer L. Hall; Linda Andal
Subject: FW: PRA Request - Anaheim
Attachments: Request for Public Records Form_Anaheim.pdf; PRA Request - Anaheim.pdf

From: Gladys Rosario
Sent: Wednesday, August 15, 2018 10:57 AM
To: 'landal@anaheim.net' <landal@anaheim.net>
Subject: PRA Request - Anaheim

Hello,

Please see attached for a public records act request for the City of Anaheim. Kindly let me know if you have any questions.

Thanks,



Gladys Rosario, Litigation Paralegal (she/ her/ hers)

San Francisco, CA 94105
Tel:
Fax:
Email:



Lawyers' Committee for Civil Rights of the San Francisco Bay Area, founded in 1968, works to advance, protect and promote the legal rights of communities of color, low-income persons, immigrants, and refugees. Assisted by hundreds of pro bono attorneys, LCCR provides free legal assistance and representation to individuals on civil legal matters through direct services, impact litigation and policy advocacy.