

Fix The City

Los Angeles Department of Building and Safety

California Public Records Act Request

Sent via email to ladbs.custodianofrecords@lacity.org

November 9, 2023

Pursuant to the California Public Records Act (CPRA) (Government Code Section 6250 et seq.), We are writing to request access to and copies of public records as described below:

As used in this CPRA, the term "Subject Matter" refers to:

- The 2377 Midvale project, Lot 707, and/or the use of Lot 707 for interim, shelter or other housing.

Information Types Sought:

1. Written Documents:

- Correspondence (letters, memos, emails) related to the Subject Matter.
- Meeting minutes and agendas concerning the Subject Matter.
- Contracts and agreements associated with the Subject Matter.
- Reports and studies pertaining to the Subject Matter.
- Policies, procedures, and guidelines relevant to the Subject Matter.
- Training manuals for personnel involved in the Subject Matter.
- Notes and drafts associated with the Subject Matter's planning or execution.
- Application forms and licenses for vendors or services related to the Subject Matter.
- Bids and proposals for the Subject Matter.

2. Electronic Documents and Databases:

- Emails and associated attachments concerning the Subject Matter.
- Text messages about the Subject Matter.
- Calendar entries for meetings or deadlines related to the Subject Matter.
- Spreadsheets and data analysis concerning the Subject Matter.
- Database records and reports about the Subject Matter.
- Electronic logs (e.g., access logs, change logs) for the Subject Matter.

We understand there may be fees associated with the duplication of these records. Please provide an estimate of these fees before proceeding. If any record or portion thereof is deemed exempt from disclosure, please cite the specific exemption and provide a log of such records.

We look forward to your response within the 10-day period as stipulated by the CPRA. Should you have questions, require an extension or require clarification, please contact us at Legal@FixTheCity.Org.

Thank you for your prompt attention to this matter.

Fix The City, Inc.