

# Fix The City

Emergency Management Department  
500 E. Temple St.  
Los Angeles, CA 90012

Sent via email to:

[emdcommunications@lacity.org](mailto:emdcommunications@lacity.org)

## Re: California Public Records Act Request

January 30, 2024

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 12/22/22 Mayoral Declaration of a Local Emergency under LAAC 8.22, inclusive of subsequent renewals and Executive Directives.
  - Any activation or deactivation of any EMD resource related to the 12/22/22 declaration, inclusive of subsequent renewals.
  - Any actions taken by EMD related to the 12/22/22 declaration.
- The 7/7/23 Mayoral Declaration of a Local Housing and/or Homelessness Emergency under LAAC 8.33, inclusive of subsequent renewals and Executive Directives.
  - Any activation or deactivation of any EMD resource related to the 7/7/23 declaration, inclusive of subsequent renewals.
  - Any actions taken by EMD related to the 7/7/23 declaration.
- Each activation and deactivation of the Emergency Operation Organization since 12/1/22.
- This CPRA includes all aspects of the Emergency Operations Department including the Emergency Operations Center, the Emergency Operations Organization, and the Emergency Operations Board.

We request all records relative to the Subject Matter:

- whether stored on City devices or personal devices.
- whether stored in City offices or at non-City locations.
- whether transmitted using City email or SMS accounts or personal email or SMS accounts.

### 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.
- Bids and proposals related to 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.

**3. Photographs and Images:**

- Digital photos related to the Subject Matter.
- Scanned images of documents concerning the Subject Matter.
- Aerial photographs relating to the Subject Matter.
- Satellite images relevant to the Subject Matter.

**4. Videos and Audio Recordings:**

- Surveillance footage concerning the Subject Matter.
- Body camera footage related to the Subject Matter.
- Dashcam recordings concerning the Subject Matter.
- Audio recordings of meetings, interviews, or other events related to the Subject Matter.
- Voicemails about the Subject Matter.
- Podcasts or other official recordings relevant to the Subject Matter.

**5. Maps, Plans, and Blueprints:**

- Geographic Information System (GIS) data related to the Subject Matter.
- Architectural plans and blueprints of the Subject Matter.
- Infrastructure maps concerning the Subject Matter.
- Land use maps relevant to 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](mailto:Legal@FixTheCity.Org).

Thank you for your prompt attention to this matter.

Sincerely,

  
Fix The City