

December 14, 2020

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City Clerk's Office  
City of Garden Grove  
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**RE: Public Records Act Request- Garden Grove-Owned Real Property, 3017 West 5th Street, APN: 198-291-08**

Dear Clerk of the Council:

Pursuant to the California Public Records Act, Government Code Sections 6250, et seq., we request that you make available to us, within ten (10) days, for our review and copy the public records in the possession, custody, or control of the City of Garden Grove as described below. It is our desire to secure these records with as little burden as possible on you and other City staff; accordingly, please do hesitate to contact us if there are alternative ways of securing the requested information in a more streamlined fashion.

**Definitions Used in this Request:**

Regarding the following requests, we have provided the following definitions to specify as clearly as possible the nature of each request:

“The City” refers to the City of Garden Grove and includes all of its officers, agents, and departments, including without limitation, the Garden Grove City Council and Mayor, as well as all Garden Grove City agencies, commissions, and committees.

“The Willowick Property” refers to the real property owned by the City of Garden Grove and located in the City of Santa Ana on **3017 West 5th Street, APN: 198-291-08**

“Records” and “Documents” refers to the following: All “writings” as defined in Section 250 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.”

“Public Records” refers to emails, text messages, letters, correspondence, memoranda, and/or any other documents.

**Requests:**

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

1. All Records and Documents between the City of Garden Grove and the California Department of Housing and Community Development (HCD) which address, deal with, and/or pertain to the Willowick Property between March 2020 to present.
2. All Public Records currently in the possession of the Office of the Mayor or City Council (including aides, assistants, policy advisers, chiefs of staff, and independent firms on contract with the city), Office of the City Manager, Community and Economic Development, Planning Department, Public Works, and any other departments or agencies under the jurisdiction of the City of Garden Grove which address, deal with, and/or pertain to any communications exchanged regarding the Willowick Property between the City and the California Department of Housing and Community Development (HCD) March 2020 to present.

We have attempted to be as specific as we can to designate the public records as requested without the need to access the records themselves. If you find any of these requests insufficiently focused, we request that you provide the assistance required by Government Code Section 6253.1, including “assisting the member of the public to identify records and information that are responsive to the request or the purpose of the request.”

If you believe any portion of the information we have requested is exempt from disclosure by express provision of the law, Government Code Section 6253(a) additionally requires that you segregate or delete the exempted material and release the remainder of the information. Please make the information requested available for our review before charging us for copies. Where the information is contained in electronic databases, we request you provide such information in electronic form, pursuant to Government Code Section 6253.9.

Thank you in advance for your timely attention to this request. Please do not hesitate to contact us.

Sincerely,

Cynthia Guerra