February xxx, 2025

 Your name (and title?)

 Your address

 Your email address

[YOUR COUNCILMEMBER]

 by email to XXX

Andrew Janz, City Attorney

 *by email to Andrew.Janz@fresno.gov*

Georgeanne White, City Manager

 *by email to* *Georgeanne.White@fresno.gov*

Jennifer Clark, Director, Development and Resource Management Department

 *by email to* *Jennifer.Clark@fresno.gov*

Re: **Public Records Act request**: Records related to City improvements in my neighborhood

Dear City of Fresno officials:

This Public Records Act request seeks existing public records within the meaning of Government Code Sections 7920.530 and 7920.545.

The Time Frame for Requested Records is from January 1, 2020 through the date you send me your response, unless a different time frame is identified in a specific Request.

I know that Government Code $§$ 7922.600(a) requires the City to assist me in making my request so that the City can provide me accurate information, which includes: (1) identifying records and information responsive to the request, (2) describing the information technology and physical location of the records, and (3) providing suggestions for overcoming any practical basis for denying access to the records or information sought.

Definitions

The **Area of Interest** is the [XXX Area/Neighborhood], between xxx Street on the west, xxx Avenue on the north, xxx Street on the east, and xxx Avenue on the south.

**Records Requested** means, without limitation: all public records described herein, including but not limited to drafts, electronic records, handwritten notes, policies, procedures, reports, contracts, and all communications—including letters, phone notes, text messages, emails, email attachments and other electronic records in their native format, including those scanned into the electronic files, wherever they may reside, and whether they are archived or in backup form. This includes, without limitation, documents, and files on any computers, drives or servers, including those of elected officials, appointed officials, employees, staff, consultants, and any other City Agent as defined. We note that email and other records are still public and disclosable even if they are generated from or sent to private email accounts or servers.

Records Requested

**Request #1.** A detailed inventory of damaged or inadequate infrastructure within the Area of Interest, including but not limited to:

#1.a. **Major and Local Streets, Roadways**: Poor pavement conditions, including potholes, pavement deterioration, and other roadway defects affecting safety and function of streets; excessive intervals between re-paving and maintenance.

#1.b. **Sidewalks**: Cracked, uneven, or obstructed sidewalks that create safety hazards or limit accessibility for individuals with mobility challenges.

#1.c. **Bikeways**: Cracked, uneven, or obstructed pathways that pose safety hazards or limit accessibility and use.

#1.d. **Curbs and Gutters**: Broken, crumbling, or obstructed curbing and drainage systems that impair water management or vehicle access.

#1.e. **Street Trees and Landscaping**: Dead, overgrown, or poorly maintained vegetation that creates hazards for pedestrians, detracts from the streetscape, or obstructs visibility.

#1.f. **Street Lighting**: Broken or malfunctioning streetlights, including areas with outdated lighting that does not meet current safety standards.

#1.g. **Traffic Control Devices**: Missing or damaged stop signs, crosswalk markings, traffic signals, or other features critical to pedestrian and vehicular safety.

#1.h. **Public Transit Infrastructure**: Bus shelters or benches that are damaged, vandalized, or unsafe, as well as areas where transit signage or amenities need repair.

#1.i. **Stormwater Management Systems**: Clogged, broken, or insufficient storm drains and other drainage systems requiring maintenance to prevent flooding or water pooling.

#1.j. **Public Facilities and Amenities**: Parks, community centers, or public restrooms with damaged equipment, inadequate maintenance, or insufficient amenities for users.

**Request #2.** The City’s estimated cost of repairing or replacing the damaged infrastructure identified in response to each subdivision under Request #1.

**Request #3.** A detailed inventory of missing infrastructure within the Area of Interest, including but not limited to:

#3.a. **Major and Local Streets:**  Missing lanes, half-streets, inefficient travel pathways for all modes, substandard road construction (including areas where oil dirt has substituted for pavement).

#3.b. **Curbs and Gutters:** Areas without formal curbing or drainage systems, especially locations where water pooling or erosion is evident.

#3.c. **Sidewalks:** Blocks or streets without pedestrian pathways, especially around schools, and including gaps in connectivity and compliance with ADA (Americans with Disabilities Act) standards (e.g., curb cuts at intersections).

#3.d. **Bikeways:** Blocks or streets without bike lanes or separated pathways, including gaps in connectivity and compliance with ADA (Americans with Disabilities Act) standards.

#3.e. **Street Trees and Landscaping**: Streets or public spaces lacking adequate tree canopy, landscaping, or green infrastructure that could improve aesthetics, reduce heat islands, and enhance walkability.

#3.f. **Lighting:** Areas with insufficient street lighting or unlit pathways, creating safety hazards for pedestrians and vehicles.

#3.g. **Traffic Control and Safety Measures:** Locations needing crosswalks, stop signs, traffic signals, or other safety features to facilitate safer pedestrian and vehicular movement.

#3.h. **Public Transit Infrastructure:** Bus stops without shelters, benches, or ADA-compliant amenities, as well as areas lacking sufficient transit access altogether.

#3.i. **Stormwater Management Features:** Areas where stormwater systems are missing or inadequate, contributing to flooding or water runoff issues.

#3.j. **Parks and Open Spaces:** Neighborhoods without sufficient access to parks, recreational facilities, or public open spaces.

**Request #4.** The City’s estimated cost of creating or installing the missing infrastructure identified in response to each subdivision under Request #3.

**Request #5.** Maps and visual documentation of priority areas for public improvements within the Area of Interest.

Your Response

If you withhold any information requested here, please explain your justification for withholding it “by demonstrating that the record in question is exempt under express provisions of [the Public Records Act], or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record.” Govt Code § 7922.000. (See also, § 7922.540(c): “An agency *shall* justify withholding any record by complying with Section 7922.000.” [emphasis added])

We are requesting you deliver these records to us in electronic format, through the City’s Fresno Public Records Center. Government Code § 7922.570 requires that you provide us documents in electronic format when you created them, and/or maintain them, and/or have made copies of them, in that format.

Government Code Section 7922.535(a) requires that, no more than 10 calendar days from the date of this request, you determine, and inform me in writing, whether you are going to decline all or part of the request, and the law(s) that you are relying on, unless (§ 7922.535(b)) within that period you notify me in writing of unusual circumstances requiring that you take up to an additional 14 days to make the determination because of your need:

* to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request;
* to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request;
* for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein; or
* to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

Your response must set forth your reasons for any extension, and the date on which a determination is expected to be dispatched. To the extent you determine that records I have requested are disclosable, your written notice must state the estimated date and time when the records will be made available, or the location on an internet website where the public record is posted. Govt Code § 7922.545(a).

Thank you for your help.

 Very truly yours,

 XXXX