

From: [Ed Oswell](#)
To: [Anitra Bibbs](#)
Cc: [Jena R. Swafford](#); [Judy Tapia](#); [Quay Su](#); [Amritpal Singh](#)
Subject: Accela system data pertaining to PRA 26-71
Date: Friday, March 20, 2026 4:01:00 PM
Attachments: [Accela Inspections & Parcel Conditions PLOvato CY2025.xlsx](#)

Anitra,

Attached is the information which falls within the parameters outlined by PRA 26-71 as desired.

Thanks,

G. Edward Oswell

IT Supervisor

[City of Sacramento](#)

Desk: 916.808.8867

Email: goswell@cityofsacramento.org

From: [Ed Oswell](#)
To: [Quay Su](#)
Cc: [Judy Tapia](#)
Subject: FW: Code enforcement IT
Date: Wednesday, March 18, 2026 6:09:00 PM
Attachments: [image002.png](#)
[image003.png](#)

Quay,

We received the PRA request below yesterday and I immediately reached out to Jena Swafford to confirm that the green text was the parameters we should base our information gathering on. You can see below she confirmed this it true. We already have the CitizenServe portion of the request covered. What I'm hoping you can deliver is the Accela information. Essentially, the record number and any correlated notes associated with that record number which were entered by Paul Lavoto between 1/1/2025 and 12/31/2025.

Let me know how long you will need to deliver this, and I will report that back to Jena Swafford. This does not require that you drop everything else. The ServiceNow ticket is INC0219178, currently assigned to Judy Tapia.

Let me know if you have any questions or concerns.

Also, if you feel this should be handled by Roland or Dan let me know that too.

Thanks,

G. Edward Oswell

IT Supervisor

[City of Sacramento](#)

Desk: 916.808.8867

Email: goswell@cityofsacramento.org

From: Jena R. Swafford <jrswofford@cityofsacramento.org>
Sent: Wednesday, March 18, 2026 5:18 PM
To: Ed Oswell <GOswell@cityofsacramento.org>
Cc: Matt Hertel <MHertel@cityofsacramento.org>; Peter Lemos <PLemos@cityofsacramento.org>; Wendy Klock-Johnson <WKlock-Johnson@cityofsacramento.org>; Anitra Bibbs <ABibbs@cityofsacramento.org>; Mrudul Sadanandan <msadanandan@cityofsacramento.org>; Jennifer Chikasawa <JChikasawa@cityofsacramento.org>
Subject: Re: Code enforcement IT

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Jena

On Mar 18, 2026, at 3:49 PM, Ed Oswell <GOswell@cityofsacramento.org> wrote:

Jena,

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G. Edward Oswell

IT Supervisor

[City of Sacramento](#)

Desk: 916.808.8867

Email: goswell@cityofsacramento.org

From: Mrudul Sadanandan <msadanandan@cityofsacramento.org>

Sent: Wednesday, March 18, 2026 2:58 PM

To: Jennifer Chikasawa <JChikasawa@cityofsacramento.org>; Jena R. Swafford <jrswofford@cityofsacramento.org>

Cc: Matt Hertel <MHertel@cityofsacramento.org>; Peter Lemos <PLemos@cityofsacramento.org>; Wendy Klock-Johnson <WKlock-Johnson@cityofsacramento.org>; Anitra Bibbs <ABibbs@cityofsacramento.org>; Ed Oswell <GOswell@cityofsacramento.org>

Subject: Re: Code enforcement IT

Thanks Jennifer

Adding Ed to this email thread, as his team provides support for both the CitizenServ and Accela platforms.

Mrudul Sadanandan

Assistant Director

Information Technology | City of Sacramento

O: (916) 808-7894 | M: (916) 947-4553 | msadanandan@cityofsacramento.gov

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From: Jennifer Chikasawa <JChikasawa@cityofsacramento.org>

Sent: Wednesday, March 18, 2026 2:52 PM

To: Jena R. Swafford <jrswofford@cityofsacramento.org>; Mrudul Sadanandan <msadanandan@cityofsacramento.org>

Cc: Matt Hertel <MHertel@cityofsacramento.org>; Peter Lemos <PLemos@cityofsacramento.org>; Wendy Klock-Johnson <WKlock-Johnson@cityofsacramento.org>; Anitra Bibbs <ABibbs@cityofsacramento.org>

Subject: Re: Code enforcement IT

Hi all -

It sounds like the Code Admin team and IT are working on the data request now.

Please feel free to reach out anytime Jenna!

Thank you!

<[image001.jpg](#)> **Jennifer Chikasawa**

Program Manager

Administrative Services Division

300 Richards Blvd. 3rd floor,
Sacramento, CA 95811

Phone: 916-808-5851

Cell: 916-807-0441

jchikasawa@cityofsacramento.org

[CDD Website](#)

<image002.png>

From: Jena R. Swafford <jrswofford@cityofsacramento.org>
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To: Jennifer Chikasawa <JChikasawa@cityofsacramento.org>; Mrudul Sadanandan <msadanandan@cityofsacramento.org>
Cc: Matt Hertel <MHertel@cityofsacramento.org>; Peter Lemos <PLemos@cityofsacramento.org>; Wendy Klock-Johnson <WKlock-Johnson@cityofsacramento.org>
Subject: Re: Code enforcement IT

Hi all,

Thank you [@Mrudul Sadanandan](#).

Sorry for the confusion, this is the 6th PRA entered by this requester asking for initially all the code cases for Paul Lovato for 5 years. We got him to narrow that request but he has subsequently entered 3 new PRAs and today he reached out to Mindy directly threatening to "escalate" matters if he does not receive a response by 3/20.

For request #26-71 (below) we assigned a task for code to provide all of Lovato's cases during this time frame as we cannot pull this information ourselves but we have not received the records. I am not sure if IT can pull this information in the manner being requested, the case # and the notes and that is why it has taken this long or if IT can only pull a list of cases (which is what we received on a prior request) and then we will have to pull each case individually, redact it, and provide it - which would take months.

His other two requests just came in today and he is asking for two months worth of case information for 5 different code enforcement employees and a list of all code enforcement employees who worked on cases in 2025, so I believe he intends to ask for this data for all of code enforcement. That is why I was hoping to determine from IT what the options are to provide these records and not pull the whole case.

26-71

Initial Request:

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Minimum fields requested (keep it simple):

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Thank you,
Jena

<image003.png>

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Sent: Tuesday, March 17, 2026 4:49 PM

To: Mrudul Sadanandan <msadanandan@cityofsacramento.org>; Jena R. Swafford <jrswofford@cityofsacramento.org>

Cc: Matt Hertel <MHertel@cityofsacramento.org>; Peter Lemos <PLemos@cityofsacramento.org>

Subject: Re: Code enforcement IT

Hi Jenna -

Can you please send over a copy of the request? What type of case narrative are they requesting?

Thanks!

<image001.jpg>

Jennifer Chikasawa

Program Manager

Administrative Services Division

300 Richards Blvd, 3rd floor,
Sacramento, CA 95811

Phone: 916-808-5851

Cell: 916-807-0441

jchikasawa@cityofsacramento.org

[CDD Website](#)

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From: Mrudul Sadanandan <msadanandan@cityofsacramento.org>
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Subject: Re: Code enforcement IT

Jena

Including Jennifer from CDD on this email. IT doesn't work directly on PRA's, this is usually done by corresponding department staff. We provide the required support to department.

Please forward the PRA to Code team

Mrudul Sadanandan

Assistant Director

Information Technology | City of Sacramento

O: [\(916\) 808-7894](tel:(916)808-7894) | M: [\(916\) 947-4553](tel:(916)947-4553) | msadanandan@cityofsacramento.gov

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<image003.png>

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Subject: FW: Code enforcement IT
Date: Wednesday, March 18, 2026 5:57:00 PM
Attachments: [image002.png](#)
[image003.png](#)

Judy,

I heard back from Jena Swafford. She confirmed the Green text below accurately describes what is needed. I believe you had queried that information in the meeting, so go ahead and send it over to Anitra and she can send it to Jena.

I told her we would work on the Accela information separately and that I would get her a projected delivery date/time as soon as I can.

Let me know when you have sent the info to Anitra.

Thanks,

G. Edward Oswell

IT Supervisor

[City of Sacramento](#)

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Hi all -

It sounds like the Code Admin team and IT are working on the data request now.

Please feel free to reach out anytime Jenna!

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<[image001.jpg](#)> **Jennifer Chikasawa**
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Administrative Services Division

300 Richards Blvd. 3rd floor,
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Phone: 916-808-5851
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[CDD Website](#)

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Subject: Re: Code enforcement IT

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Thanks!

<image001.jpg> **Jennifer Chikasawa**

Program Manager

Administrative Services Division

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Phone: 916-808-5851

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jchikasawa@cityofsacramento.org

[CDD Website](#)

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Subject: Re: Code enforcement IT

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Mrudul Sadanandan

Assistant Director

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Thank you,
Jena

<image003.png>

From: [Anitra Bibbs](#)
To: [IT ServiceDesk](#)
Cc: [Ed Oswell](#); [Judy Tapia](#); [Amber Delgado](#)
Subject: PRA 26-71
Date: Wednesday, March 18, 2026 9:14:00 AM
Importance: High

Good morning,

We received a PRA seeking all of Housing Inspector Paul Lovato's cases in 2025. They are seeking all cases and notes. If a list of his cases could be provided I will request the Clerk's Office pull the cases.

It appears this request has gone through a different couple departments and missed us however, this requestor has opened 3 PR requests and is in litigation. Please provide responsive records ASAP.

Thank you,



Anitra Bibbs
Customer Service Supervisor
Code Compliance Division
300 Richards Blvd.
Phone: (916) 808-8149
Email: abibbs@cityofsacramento.org
[CDD Website](#)

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[e-Doc Enrollment Form - Formstack](#)

To pay an invoice online click here:
<https://www.billerpayments.com/app/guestpayui/index.html?bsn=sacar#/guestpay/payment>

For City of Sacramento Payment Plans, click here:
https://sacramento.formstack.com/forms/finance_revenue_payment_plan_request

From: [Anitra Bibbs](#)
To: [CDD HR Unit](#)
Subject: PRA 26-1060
Date: Thursday, April 2, 2026 10:35:00 AM
Attachments: [PRA 26-1060.msg](#)

Good morning,

I am following up on the attached email regarding a PRA. I wanted to provide a bit of background as this is the same requestor that complained to the City Clerk about the response time for his previous requests. He has submitted a total of 7-10 requests over the past couple of weeks.

Please provide responsive records to this request as soon as possible.

Thank you,



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For City of Sacramento Payment Plans, click here:
https://sacramento.formstack.com/forms/finance_revenue_payment_plan_request

From: [Anitra Bibbs](#)
To: [CDD HR Unit](#); [Shawn Bartosh](#)
Subject: PRA 26-1060
Date: Monday, March 30, 2026 11:13:00 AM
Importance: High

Good morning,

Code Compliance received a PRA seeking a list of all code enforcement officers during the timeframe of Jan 1, 2025 – Dec 31, 2025. [@Shawn Bartosh](#) already provided me with a list of all current code enforcement officers but suggested I reach out to our PAR contacts to ensure I have the correct information for that timeframe.

Can someone please provide responsive records?

Thank you,



Anitra Bibbs
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For City of Sacramento Payment Plans, click here:
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From: [Anitra Bibbs](#)
To: [IT ServiceDesk](#)
Cc: [Ed Oswell](#); [Judy Tapia](#); [Amritpal Singh](#)
Subject: PRA 26-1061 / CITIZENSERVE
Date: Wednesday, March 18, 2026 9:09:00 AM

Good morning,

We received a PRA seeking all case and general notes or similar note/log records entered/authored during the timeframe of November 1, 2025 – December 31, 2025 for the following code enforcement staff:

Michael Corral
Terry western
Desmond Moore
Yeng Khang
Vang Xiong

Minimum fields requested:

Case number
Notes or messages in the cases

Please provide responsive records no later than **March 26, 2026**.

Thank you,



Anitra Bibbs
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Code Compliance Division
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Cc: [Judy Tapia](#); [Quay Su](#); [Amritpal Singh](#)
Subject: Re: Accela system data pertaining to PRA 26-71
Date: Monday, March 23, 2026 1:22:20 PM
Attachments: [Outlook-ae41hxcc.png](#)

Hi Anitra,
I added it to the request just now.

Thank you!
Jena



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Subject: RE: Accela system data pertaining to PRA 26-71

Good morning,

I was off by the time this email was sent. [@Jena R. Swafford](#) were you able to upload the records into NextRequest?

Thank you,



Anitra Bibbs
Customer Service Supervisor
Code Compliance Division
300 Richards Blvd.
Phone: (916) 808-8149
Email: abibbs@cityofsacramento.org
[CDD Website](#)

To receive invoices via email click here:

[e-Doc Enrollment Form - Formstack](#)

To pay an invoice online click here:

<https://www.billerpayments.com/app/guestpayui/index.html?bsn=sacar#/guestpay/payment>

For City of Sacramento Payment Plans, click here:

https://sacramento.formstack.com/forms/finance_revenue_payment_plan_request

From: Ed Oswell <GOswell@cityofsacramento.org>

Sent: Friday, March 20, 2026 4:02 PM

To: Anitra Bibbs <ABibbs@cityofsacramento.org>

Cc: Jena R. Swafford <jrswafford@cityofsacramento.org>; Judy Tapia <JTapia@cityofsacramento.org>; Quay Su <QSu@cityofsacramento.org>; Amritpal Singh <asingh2@cityofsacramento.org>

Subject: Accela system data pertaining to PRA 26-71

Anitra,

Attached is the information which falls within the parameters outlined by PRA 26-71 as desired.

Thanks,

G. Edward Oswell

IT Supervisor

[City of Sacramento](#)

Desk: 916.808.8867

Email: goswell@cityofsacramento.org

From: [Ed Oswell](#)
To: [Jena R. Swafford](#)
Cc: [Matt Hertel](#); [Peter Lemos](#); [Wendy Klock-Johnson](#); [Anitra Bibbs](#); [Mrudul Sadanandan](#); [Jennifer Chikasawa](#)
Subject: RE: Code enforcement IT
Date: Wednesday, March 18, 2026 5:51:00 PM

Jena,

Sounds good. I believe we can get you the CitizenServe information tomorrow. For the Accela information I will need to engage with that team. I will get you a projected delivery date/time for the Accel information as soon as possible.

Thanks,

G. Edward Oswell

IT Supervisor

[City of Sacramento](#)

Desk: 916.808.8867

Email: goswell@cityofsacramento.org

From: Jena R. Swafford <jrswofford@cityofsacramento.org>
Sent: Wednesday, March 18, 2026 5:18 PM
To: Ed Oswell <GOswell@cityofsacramento.org>
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Subject: Re: Code enforcement IT

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City of Sacramento

Desk: 916.808.8867

Email: goswell@cityofsacramento.org

From: Mrudul Sadanandan <msadanandan@cityofsacramento.org>

Sent: Wednesday, March 18, 2026 2:58 PM

To: Jennifer Chikasawa <JChikasawa@cityofsacramento.org>; Jena R. Swafford <jrswofford@cityofsacramento.org>

Cc: Matt Hertel <MHertel@cityofsacramento.org>; Peter Lemos <PLemos@cityofsacramento.org>; Wendy Klock-Johnson <WKlock-Johnson@cityofsacramento.org>; Anitra Bibbs <ABibbs@cityofsacramento.org>; Ed Oswell <GOswell@cityofsacramento.org>

Subject: Re: Code enforcement IT

Thanks Jennifer

Adding Ed to this email thread, as his team provides support for both the CitizenServ and Accela platforms.

Mrudul Sadanandan

Assistant Director

Information Technology | City of Sacramento

O: (916) 808-7894 | M: (916) 947-4553 | msadanandan@cityofsacramento.gov

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From: Jennifer Chikasawa <JChikasawa@cityofsacramento.org>

Sent: Wednesday, March 18, 2026 2:52 PM

To: Jena R. Swafford <jrswofford@cityofsacramento.org>; Mrudul Sadanandan

<msadanandan@cityofsacramento.org>

Cc: Matt Hertel <MHertel@cityofsacramento.org>; Peter Lemos <PLemos@cityofsacramento.org>; Wendy Klock-Johnson <WKlock-Johnson@cityofsacramento.org>; Anitra Bibbs <ABibbs@cityofsacramento.org>

Subject: Re: Code enforcement IT

Hi all -

It sounds like the Code Admin team and IT are working on the data request now.

Please feel free to reach out anytime Jenna!

Thank you!

<[image001.jpg](#)> **Jennifer Chikasawa**

Program Manager

Administrative Services Division

300 Richards Blvd. 3rd floor,
Sacramento, CA 95811

Phone: 916-808-5851

Cell: 916-807-0441

jchikasawa@cityofsacramento.org

[CDD Website](#)

<[image002.png](#)>

From: Jena R. Swafford <jrswofford@cityofsacramento.org>

Sent: Tuesday, March 17, 2026 5:16 PM

To: Jennifer Chikasawa <JChikasawa@cityofsacramento.org>; Mrudul Sadanandan <msadanandan@cityofsacramento.org>

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Subject: Re: Code enforcement IT

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26-71

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Thank you,
Jena

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From: Jennifer Chikasawa <JChikasawa@cityofsacramento.org>
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To: Mrudul Sadanandan <msadanandan@cityofsacramento.org>; Jena R. Swafford <jrswofford@cityofsacramento.org>
Cc: Matt Hertel <MHertel@cityofsacramento.org>; Peter Lemos <PLemos@cityofsacramento.org>
Subject: Re: Code enforcement IT

Hi Jenna -

Can you please send over a copy of the request? What type of case narrative are they requesting?

Thanks!

<image001.jpg> **Jennifer Chikasawa**
Program Manager
Administrative Services Division

300 Richards Blvd, 3rd floor,
Sacramento, CA 95811

Phone: 916-808-5851
Cell: 916-807-0441

jchikasawa@cityofsacramento.org

[CDD Website](#)

<image002.png>

From: Mrudul Sadanandan <msadanandan@cityofsacramento.org>
Sent: Tuesday, March 17, 2026 4:46 PM
To: Jena R. Swafford <jrswofford@cityofsacramento.org>; Jennifer Chikasawa <JChikasawa@cityofsacramento.org>

Cc: Matt Hertel <MHertel@cityofsacramento.org>

Subject: Re: Code enforcement IT

Jena

Including Jennifer from CDD on this email. IT doesn't work directly on PRA's, this is usually done by corresponding department staff. We provide the required support to department.

Please forward the PRA to Code team

Mrudul Sadanandan

Assistant Director

Information Technology | City of Sacramento

O: [\(916\) 808-7894](tel:(916)808-7894) | M: [\(916\) 947-4553](tel:(916)947-4553) | msadanandan@cityofsacramento.gov

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From: Jena R. Swafford <jrswofford@cityofsacramento.org>

Sent: Tuesday, March 17, 2026 4:27:49 PM

To: Mrudul Sadanandan <msadanandan@cityofsacramento.org>

Subject: Code enforcement IT

Hi,

I am sorry to bother but I am not sure who to ask. We have 2 PRAs that are asking for a years worth of code enforcement cases narrative info. The requester reached out to Mindy directly today upset due to the delay and I am trying to get an update from IT before he reaches out to Mindy again. Can you tell me who would likely be working with code on that so I can reach out?

Thank you,
Jena

<image003.png>

From: [Quay Su](#)
To: [Ed Oswell](#)
Cc: [Judy Tapia](#)
Subject: RE: Code enforcement IT
Date: Thursday, March 19, 2026 4:21:00 PM
Attachments: [Accela Inspections & Parcel Conditions P Lovato CY2025.xlsx](#)

I have not seen any correlation with inspection and plan review entries in Accela. Inspections usually come after permit issuance.

Attached Excel file contains 2 tabs. Please let me know if there are any questions.

Quay

From: Ed Oswell <GOswell@cityofsacramento.org>
Sent: Thursday, March 19, 2026 1:35 PM
To: Quay Su <QSu@cityofsacramento.org>
Cc: Judy Tapia <JTapia@cityofsacramento.org>
Subject: RE: Code enforcement IT

That all makes sense and that is perfect. My only other thought is if there is any coordination between Code Building inspectors and Res Plan Reviewers during plan review. An example would be during the establishment of scope etc. If that doesn't happen then we don't have to worry about that. I'm assuming comments made in workflow tasks are stored in a different DB table from inspection comments. Give me a projection of when you think you can pull this Accela info together and I will share that estimate with Anitra and Jena S. (with City Clerk's Office).

Thanks,

Ed

From: Quay Su <QSu@cityofsacramento.org>
Sent: Thursday, March 19, 2026 10:26 AM
To: Ed Oswell <GOswell@cityofsacramento.org>
Cc: Judy Tapia <JTapia@cityofsacramento.org>
Subject: RE: Code enforcement IT

Ed,

If I'm not mistaken, Paul Lovato is an inspector who does inspections in Accela and also add Housing conditions on parcels. He doesn't necessarily create records or update workflow other than 'Finaled' permit via inspections. Would that be correct? I can run a query of his inspections for CY25. As for Housing condition, I can query a list of parcels that he added the condition to. The condition is automatically applied if the record is created with the parcel, but it wouldn't be him who created the record. Does that make sense?

Quay

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Sent: Wednesday, March 18, 2026 6:10 PM
To: Quay Su <QSu@cityofsacramento.org>
Cc: Judy Tapia <JTapia@cityofsacramento.org>
Subject: FW: Code enforcement IT

Quay,

We received the PRA request below yesterday and I immediately reached out to Jena Swafford to confirm that the green text was the parameters we should base our information gathering on. You can see below she confirmed this it true. We already have the CitizenServe portion of the request covered. What I'm hoping you can deliver is the Accela information. Essentially, the record number and any correlated notes associated with that record number which were entered by Paul Lavoto between 1/1/2025 and 12/31/2025.

Let me know how long you will need to deliver this, and I will report that back to Jena Swafford. This does not require that you drop everything else. The ServiceNow ticket is INC0219178, currently assigned to Judy Tapia.

Let me know if you have any questions or concerns.

Also, if you feel this should be handled by Roland or Dan let me know that too.

Thanks,

G. Edward Oswell

IT Supervisor

[City of Sacramento](#)

Desk: 916.808.8867

Email: goswell@cityofsacramento.org

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Subject: Re: Code enforcement IT

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Thanks Jennifer

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Please feel free to reach out anytime Jenna!

Thank you!

<[image001.jpg](#)> **Jennifer Chikasawa**

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Subject: Re: Code enforcement IT

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<image001.jpg>

Jennifer Chikasawa

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Administrative Services Division

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Please produce the raw system export of all “General Notes,” “General Information,” “Case Notes,” narrative entries, or similar note/log records entered/authored by Inspector Paul Lovato during calendar year 2025 (January 1, 2025 through December 31, 2025) in the City’s code enforcement case system(s) (Citizenserve/Accela/eCAPS or the system where these notes are stored).

Minimum fields requested (keep it simple):

- 1. Case number / case ID*
- 2. Note text (message/body)*

If it’s faster, you may export only the two fields above (case ID + note text). If the system forces additional fields to be included, that’s fine. System export preferred. Please do not spend time removing or formatting extra fields. They will be filtered when data is integrated on my end anyway.

- 1. Author/Entered by: Paul Lovato*
- 2. Date range: 01/01/2025–12/31/2025*
- 3. Record type: General Notes / General Information / Case Notes (or equivalent)*
- 4. Minimum fields: Case number/ID + full note text/body*
- 5. Preferred format: CSV or XLSX (PDF acceptable only if that is truly fastest).*

G. Edward Oswell

IT Supervisor

City of Sacramento

Desk: 916.808.8867

Email: goswell@cityofsacramento.org

From: Mrudul Sadanandan <msadanandan@cityofsacramento.org>
Sent: Wednesday, March 18, 2026 2:58 PM
To: Jennifer Chikasawa <JChikasawa@cityofsacramento.org>; Jena R. Swafford <jrswofford@cityofsacramento.org>
Cc: Matt Hertel <MHertel@cityofsacramento.org>; Peter Lemos <PLemos@cityofsacramento.org>; Wendy Klock-Johnson <WKlock-Johnson@cityofsacramento.org>; Anitra Bibbs <ABibbs@cityofsacramento.org>; Ed Oswell <GOswell@cityofsacramento.org>
Subject: Re: Code enforcement IT

Thanks Jennifer

Adding Ed to this email thread, as his team provides support for both the CitizenServ and Accela platforms.

Mrudul Sadanandan

Assistant Director

Information Technology | City of Sacramento

O: (916) 808-7894 | M: (916) 947-4553 | msadanandan@cityofsacramento.gov

E-mail correspondence with the City of Sacramento (and attachments, if any) may be subject to the California Public Records Act, and as such may therefore be subject to public disclosure unless otherwise exempt under the Act.

From: Jennifer Chikasawa <JChikasawa@cityofsacramento.org>
Sent: Wednesday, March 18, 2026 2:52 PM
To: Jena R. Swafford <jrswofford@cityofsacramento.org>; Mrudul Sadanandan <msadanandan@cityofsacramento.org>
Cc: Matt Hertel <MHertel@cityofsacramento.org>; Peter Lemos <PLemos@cityofsacramento.org>; Wendy Klock-Johnson <WKlock-Johnson@cityofsacramento.org>; Anitra Bibbs <ABibbs@cityofsacramento.org>
Subject: Re: Code enforcement IT

Hi all -

It sounds like the Code Admin team and IT are working on the data request now.

Please feel free to reach out anytime Jenna!

Thank you!

<image001.jpg>

Jennifer Chikasawa

Program Manager

Administrative Services Division

300 Richards Blvd. 3rd floor,
Sacramento, CA 95811

Phone: 916-808-5851

Cell: 916-807-0441

jchikasawa@cityofsacramento.org

[CDD Website](#)

<image002.png>

From: Jena R. Swafford <jrswofford@cityofsacramento.org>

Sent: Tuesday, March 17, 2026 5:16 PM

To: Jennifer Chikasawa <JChikasawa@cityofsacramento.org>; Mrudul Sadanandan <msadanandan@cityofsacramento.org>

Cc: Matt Hertel <MHertel@cityofsacramento.org>; Peter Lemos <PLemos@cityofsacramento.org>; Wendy Klock-Johnson <WKlock-Johnson@cityofsacramento.org>

Subject: Re: Code enforcement IT

Hi all,

Thank you [@Mrudul Sadanandan](#).

Sorry for the confusion, this is the 6th PRA entered by this requester asking for initially all the code cases for Paul Lovato for 5 years. We got him to narrow that request but he has subsequently entered 3 new PRAs and today he reached out to Mindy directly threatening to "escalate" matters if he does not

receive a response by 3/20.

For request #26-71 (below) we assigned a task for code to provide all of Lovato's cases during this time frame as we cannot pull this information ourselves but we have not received the records. I am not sure if IT can pull this information in the manner being requested, the case # and the notes and that is why it has taken this long or if IT can only pull a list of cases (which is what we received on a prior request) and then we will have to pull each case individually, redact it, and provide it - which would take months.

His other two requests just came in today and he is asking for two months worth of case information for 5 different code enforcement employees and a list of all code enforcement employees who worked on cases in 2025, so I believe he intends to ask for this data for all of code enforcement. That is why I was hoping to determine from IT what the options are to provide these records and not pull the whole case.

26-71

Initial Request:

Request: 2025 Paul Lovato "General Notes / General Information" export (raw)

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6. Author/Entered by: Paul Lovato
7. Date range: 01/01/2025–12/31/2025
8. Record type: General Notes / General Information / Case Notes (or equivalent)
9. Minimum fields: Case number/ID + full note text/body
10. Preferred format: CSV or XLSX (PDF acceptable only if that is truly fastest).

Thank you,
Jena

<image003.png>

From: Jennifer Chikasawa <JChikasawa@cityofsacramento.org>

Sent: Tuesday, March 17, 2026 4:49 PM

To: Mrudul Sadanandan <msadanandan@cityofsacramento.org>; Jena R. Swafford <jrswofford@cityofsacramento.org>

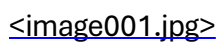
Cc: Matt Hertel <MHertel@cityofsacramento.org>; Peter Lemos <PLemos@cityofsacramento.org>

Subject: Re: Code enforcement IT

Hi Jenna -

Can you please send over a copy of the request? What type of case narrative are they requesting?

Thanks!

 **Jennifer Chikasawa**

Program Manager

Administrative Services Division

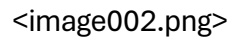
300 Richards Blvd. 3rd floor,
Sacramento, CA 95811

Phone: 916-808-5851

Cell: 916-807-0441

jchikasawa@cityofsacramento.org

[CDD Website](#)



From: Mrudul Sadanandan <msadanandan@cityofsacramento.org>

Sent: Tuesday, March 17, 2026 4:46 PM

To: Jena R. Swafford <jrswofford@cityofsacramento.org>; Jennifer Chikasawa <JChikasawa@cityofsacramento.org>

Cc: Matt Hertel <MHertel@cityofsacramento.org>

Subject: Re: Code enforcement IT

Jena

Including Jennifer from CDD on this email. IT doesn't work directly on PRA's, this is usually done by corresponding department staff. We provide the required support to department.

Please forward the PRA to Code team

Mrudul Sadanandan

Assistant Director

Information Technology | City of Sacramento

O: [\(916\) 808-7894](tel:(916)808-7894) | M: [\(916\) 947-4553](tel:(916)947-4553) | msadanandan@cityofsacramento.gov

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From: Jena R. Swafford <jrswofford@cityofsacramento.org>

Sent: Tuesday, March 17, 2026 4:27:49 PM

To: Mrudul Sadanandan <msadanandan@cityofsacramento.org>

Subject: Code enforcement IT

Hi,

I am sorry to bother but I am not sure who to ask. We have 2 PRAs that are asking for a years worth of code enforcement cases narrative info. The requester reached out to Mindy directly today upset due to the delay and I am trying to get an update from IT before he reaches out to Mindy again. Can you tell me who would likely be working with code on that so I can reach out?

Thank you,

Jena

<image003.png>

From: [Jennifer Chikasawa](#)
To: [Jena R. Swafford](#); [Bridget Casey](#)
Subject: Re: Code enforcement IT
Date: Thursday, March 19, 2026 10:26:41 AM
Attachments: [Outlook-a2a1s50i.png](#)
[Outlook-anf2ev3f](#)
[Outlook-Title_lin.png](#)
[Outlook-ognwn5qn.png](#)
[Outlook-vvd1wnb2](#)
[Outlook-Title_lin.png](#)
[Outlook-hwpru5j.png](#)
[Outlook-1ua04his](#)
[Outlook-Title_lin.png](#)

Hi Jena -

I am not her supervisor. Anitra reports to the Code Division's Program Manager [@Bridget Casey](#).

Thanks so much!



Jennifer Chikasawa
Program Manager
Administrative Services Division
300 Richards Blvd. 3rd floor,
Sacramento, CA 95811
Phone: 916-808-5851
Cell: 916-807-0441
jchikasawa@cityofsacramento.org
[CDD Website](#)

From: Jena R. Swafford <jrswafford@cityofsacramento.org>
Sent: Thursday, March 19, 2026 10:25 AM
To: Jennifer Chikasawa <JChikasawa@cityofsacramento.org>
Subject: Re: Code enforcement IT

Hi Jennifer,

Are you Anitra's supervisor or can you tell me who is ?

Thank you,
Jena



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Sent: Wednesday, March 18, 2026 2:52 PM
To: Jena R. Swafford <jrswafford@cityofsacramento.org>; Mrudul Sadanandan <msadanandan@cityofsacramento.org>
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To: Mrudul Sadanandan <msadanandan@cityofsacramento.org>; Jena R. Swafford <jrswafford@cityofsacramento.org>
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Subject: Re: Code enforcement IT

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Jennifer Chikasawa
Program Manager
Administrative Services Division
300 Richards Blvd. 3rd floor,
Sacramento, CA 95811
Phone: 916-808-5851
Cell: 916-807-0441
jchikasawa@cityofsacramento.org
[CDD Website](#)

From: Mrudul Sadanandan <msadanandan@cityofsacramento.org>
Sent: Tuesday, March 17, 2026 4:46 PM
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Mrudul Sadanandan

Assistant Director

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Sent: Tuesday, March 17, 2026 4:27:49 PM
To: Mrudul Sadanandan <msadanandan@cityofsacramento.org>
Subject: Code enforcement IT

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Thank you,
Jena



City of
SACRAMENTO

Office of the City Clerk

Jena Swafford

PROGRAM SPECIALIST

CITY OF SACRAMENTO, OFFICE OF THE CITY CLERK



916-808-5163



JRSWAFFORD@CITYOFSACRAMENTO.ORG



915 I STREET, 5TH FLOOR
SACRAMENTO, CA 95814



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From: [Anitra Bibbs](#)
To: [Amritpal Singh](#)
Subject: RE: INC0219176 (4 - Low) - Anitra Bibbs (300 Richards, 3rd Floor) [Assigned to group Citizenserve]
Date: Wednesday, March 18, 2026 11:36:00 AM
Attachments: [image004.png](#)
[image005.png](#)

Thank you, I have provided the clerk's office with responsive records.

Thank you,



Anitra Bibbs
Customer Service Supervisor
Code Compliance Division
300 Richards Blvd.
Phone: (916) 808-8149
Email: abibbs@cityofsacramento.org
[CDD Website](#)

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To pay an invoice online click here:

<https://www.billerpayments.com/app/guestpayui/index.html?bsn=sacar#guestpay/payment>

For City of Sacramento Payment Plans, click here:

https://sacramento.formstack.com/forms/finance_revenue_payment_plan_request

From: Amritpal Singh <asingh2@cityofsacramento.org>
Sent: Wednesday, March 18, 2026 11:16 AM
To: Anitra Bibbs <ABibbs@cityofsacramento.org>; IT ServiceDesk <ITServiceDesk@cityofsacramento.org>
Cc: Ed Oswell <GOswell@cityofsacramento.org>; Judy Tapia <JTapia@cityofsacramento.org>
Subject: RE: INC0219176 (4 - Low) - Anitra Bibbs (300 Richards, 3rd Floor) [Assigned to group Citizenserve]

Hi Anitra,

I have shared the "CODE MODULE NOTES BY USER" report to your Code module profile.

This report should provide the information you need. Just choose a date range, and the user you want the information for.

Let me know if you have any questions or concerns.

 **RUN REPORT: CODE MODULE NOTES BY USER** 

Date From
11/01/2025

Date To
12/31/2025

User
Michael Corral 

Run

Share

Configure

Best regards,

Amritpal Singh
IT Trainee | Enterprise Applications
Information Technology | City of Sacramento
asingh2@cityofsacramento.org

From: IT Service Desk <ITServiceDesk@cityofsacramento.org>

Sent: Wednesday, March 18, 2026 10:20 AM

To: Ed Oswell <GOswell@cityofsacramento.org>; Judy Tapia <jtapia@cityofsacramento.org>; Amritpal Singh <asingh2@cityofsacramento.org>; Eric S Feng <efeng@cityofsacramento.org>; Nagesh Somayajula <NSomayajula@cityofsacramento.org>

Subject: INC0219176 (4 - Low) - Anitra Bibbs (300 Richards, 3rd Floor) [Assigned to group Citizenserve]

Ticket Details

INC0219176 - PRA 26-1061 / CITIZENSERVE

Assignment Group: Citizenserve

Additional Details

Caller: Anitra Bibbs

Location: 300 Richards, 3rd Floor

Callback number:

Category: General Help

Priority: 4 - Low

Description:

[View Incident](#)

Thank you,

The IT Support Team

Contact Us

Online: ITServiceDesk.CityofSacramento.org/sp

Email: ITServiceDesk@CityofSacramento.org

Call: [916-808-7111](tel:916-808-7111)

City of
SACRAMENTO
Information Technology
[Notification Preferences](#)

Ref:MSG3512377_mCsuapSNLWW2bjeKFhWZ

From: [Ed Oswell](#)
To: [Judy Tapia](#); [IT ServiceDesk](#); [Anitra Bibbs](#)
Cc: [Amritpal Singh](#)
Subject: RE: INC0219178 (4 - Low) - Anitra Bibbs (300 Richards, 3rd Floor) -> Citizenserve [Assigned to you]
Date: Thursday, March 19, 2026 4:49:00 PM
Attachments: [image001.png](#)

Anitra,

Quay is working of the Accela component of this request. That information will be delivered soon.

Thanks,

G. Edward Oswell

IT Supervisor

[City of Sacramento](#)

Desk: 916.808.8867

Email: gowell@cityofsacramento.org

From: Judy Tapia <JTapia@cityofsacramento.org>
Sent: Thursday, March 19, 2026 11:04 AM
To: IT ServiceDesk <ITServiceDesk@cityofsacramento.org>; Anitra Bibbs <ABibbs@cityofsacramento.org>
Cc: Ed Oswell <GOswell@cityofsacramento.org>; Amritpal Singh <asingh2@cityofsacramento.org>
Subject: RE: INC0219178 (4 - Low) - Anitra Bibbs (300 Richards, 3rd Floor) -> Citizenserve [Assigned to you]

Hi Anitra, Regarding your request: PRA 26-71, I have shared the report: **Notes by User - By Note Created Date**, to all of your Citizenserve accounts. (Ed & Amrit too, I sent it to all of your accounts.)

This report will generate a list of notes, that were added/created by a specific user, by the Note Date range entered. Please review the report and let me know if you have any questions. There is additional column information, i.e. Parcel Number, so please remove any data as needed.

Let me know if you have any questions.

Thanks.
Judy

From: IT Service Desk <ITServiceDesk@cityofsacramento.org>
Sent: Wednesday, March 18, 2026 4:16 PM
To: Judy Tapia <jtapia@cityofsacramento.org>
Subject: INC0219178 (4 - Low) - Anitra Bibbs (300 Richards, 3rd Floor) -> Citizenserve [Assigned to you]

Ticket Details

INC0219178 - PRA 26-71

Assignment Group: Citizenserve

Assigned to: Judy Tapia

Additional Details

Caller: Anitra Bibbs

Location: 300 Richards, 3rd Floor

Callback number:

Category: General Help

Priority: 4 - Low

Description:

[View Incident](#)

Thank you,

The IT Support Team

Contact Us

Online: ITServiceDesk.CityofSacramento.org/sp

Email: ITServiceDesk@CityofSacramento.org

Call: [916-808-7111](tel:916-808-7111)

City of
SACRAMENTO
Information Technology

[Notification Preferences](#)

Ref:MSG3513423_4FMAayDsePkmPuEdkbtU

I will run the report and upload what is provided. Additionally, based on the emails back and forth last night there were accelera records needed as well. I am not sure were that landed

Thank you.



From: Judy Tapia <JTapia@cityofsacramento.org>
Sent: Thursday, March 19, 2026 11:04 AM
To: IT ServiceDesk <ITServiceDesk@cityofsacramento.org>; Anita Bibbs <ABibbs@cityofsacramento.org>
Cc: Ed Oswell <GOswell@cityofsacramento.org>; Amritpal Singh <asingh2@cityofsacramento.org>
Subject: RE: INC0219178 (4 - Low) - Anita Bibbs (300 Richards, 3rd Floor) -> Citizenserve [Assigned to you]

From: IT Service Desk <ITServiceDesk@cityofsacramento.org>
Sent: Wednesday, March 18, 2026 4:16 PM
To: Judy Tapia <jtapia@cityofsacramento.org>
Subject: INCO219178 (4 - Low) - Anitra Bibbs (300 Richards, 3rd Floor) -> Citizenserve [Assigned to you]

INC0219178 - PRA 26-71

Assignment Group: Citizenservice

Assigned to: Judy Tapia

Additional Details

Caller: Anitra Bibbs

Location: 300 Richards, 3rd Floor

Callback number:

Category: General Help

Priority: 4 - Low

Description:

[View Incident](#)

City of
SACRAMENTO
Information Technology
[Notification Preferences](#)

Ref:MSG3513423 4FMAayDsePkmPuEdkbtU

From: [Anitra Bibbs](#)
To: [Peter Lemos](#); [Bo Cosley](#)
Subject: RE: PRA #25-3549
Date: Wednesday, October 1, 2025 3:55:00 PM
Attachments: [image004.png](#)

Wanted to close the loop on this one. Judy provided a spreadsheet that included all of Paul's cases. I have since provided that spreadsheet to the Clerk's Office so they can pull the records from CS.

Thank you,



Anitra Bibbs
Customer Service Supervisor
Code Compliance Division
300 Richards Blvd. Sacramento CA 95811
Phone: (916) 808-8149
Email: abibbs@cityofsacramento.org
[CDD Website](#)

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For City of Sacramento Payment Plans, click here:

https://sacramento.formstack.com/forms/finance_revenue_payment_plan_request

From: Peter Lemos <PLemos@cityofsacramento.org>
Sent: Tuesday, September 30, 2025 10:24 AM
To: Anitra Bibbs <ABibbs@cityofsacramento.org>; Bo Cosley <bcosley@cityofsacramento.org>
Subject: RE: PRA #25-3549

Ok, thank you. Hopefully IT can pull the information.



Peter Lemos
**Code and Housing
Enforcement Chief**
300 Richards Blvd. 3Rd. Floor
Sacramento, Ca. 95811
Phone: 916-808-8183
Email: plemos@cityofsacramento.org
[CDD Website](#)

From: Anitra Bibbs <ABibbs@cityofsacramento.org>
Sent: Tuesday, September 30, 2025 9:22 AM
To: Bo Cosley <bcosley@cityofsacramento.org>
Cc: Peter Lemos <PLemos@cityofsacramento.org>
Subject: PRA #25-3549

Good morning,

Please see the records request below:

I am requesting all Code Enforcement records involving Inspector **Paul Lovato** from **January 1, 2020 through September 19, 2025**.

This includes:

- Inspection reports, logs, field notes, and case notes written by him.
- Notices & Orders where he is listed as the inspector.
- Emails, text messages, memos, or attachments he wrote or received about Code Enforcement cases.
- Any inspection warrants or related documents involving him.
- Photos, audio, or video from inspections he participated in.
- Case management or database records connected to him.
- Communications between Code Enforcement management and Paul Lavato about inspections, enforcement decisions, or cases.

The Clerk's Office will be performing an email search for any emails related to this request. I am checking now but I think I should be able to run the report for all of Paul's cases. I wanted to share with you both so you are aware of this request.

Thank you,



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From: [Peter Lemos](#)
To: [Anitra Bibbs](#); [Bo Cosley](#)
Subject: RE: PRA #25-3549
Date: Tuesday, September 30, 2025 10:24:00 AM
Attachments: [image005.png](#)

Ok, thank you. Hopefully IT can pull the information.



Peter Lemos
Code and Housing
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300 Richards Blvd. 3Rd. Floor
Sacramento, Ca. 95811

Phone: 916-808-8183

Email: plemos@cityofsacramento.org

[CDD Website](#)

From: Anitra Bibbs <ABibbs@cityofsacramento.org>
Sent: Tuesday, September 30, 2025 9:22 AM
To: Bo Cosley <bcosley@cityofsacramento.org>
Cc: Peter Lemos <PLemos@cityofsacramento.org>
Subject: PRA #25-3549

Good morning,

Please see the records request below:

I am requesting all Code Enforcement records involving Inspector **Paul Lovato** from **January 1, 2020 through September 19, 2025**.

This includes:

- Inspection reports, logs, field notes, and case notes written by him.
- Notices & Orders where he is listed as the inspector.
- Emails, text messages, memos, or attachments he wrote or received about Code Enforcement cases.
- Any inspection warrants or related documents involving him.
- Photos, audio, or video from inspections he participated in.
- Case management or database records connected to him.
- Communications between Code Enforcement management and Paul Lavato about inspections, enforcement decisions, or cases.

The Clerk's Office will be performing an email search for any emails related to this request. I am checking now but I think I should be able to run the report for all of Paul's cases. I wanted to share with you both so you are aware of this request.

Thank you,



Anitra Bibbs

Customer Service Supervisor

Code Compliance Division

300 Richards Blvd. Sacramento CA 95811

Phone: (916) 808-8149

Email: abibbs@cityofsacramento.org

[CDD Website](#)

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For City of Sacramento Payment Plans, click here:

https://sacramento.formstack.com/forms/finance_revenue_payment_plan_request

From: [Ambrosia L Allen](#)
To: [CDD HR Unit](#)
Subject: RE: PRA 26-1060
Date: Tuesday, April 7, 2026 4:35:00 PM
Attachments: [SAC HR EMP BY JOB CODE 1351301879 - CDD Code Enforcement Officers - Active in 2025.xlsx](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

Hi Jennifer,

Attached is the info requested.

There are 2 tabs – all City CEOs and CDD CEOs that were active in through 12/2025.

Let me know if you have questions!

Thank you,

Ambrosia Allen

Personnel Analyst

Employment Services Division | Human Resources

City of Sacramento | 915 I Street · Plaza Level · Sacramento, CA 95814

Phone: (916) 808-7065 Email: alallen@cityofsacramento.org

Have questions? Visit our new Employment Services [FAQ Page](#) on Nexus for quick answers!

Workforce Equity Goal: To Reflect the City to Better Serve the City

Have you viewed the City's [Racial and Gender Equity Action Plan](#)?

Connect with us:  [Facebook](#)  [Instagram](#)  [LinkedIn](#)

E-mail correspondence with the City of Sacramento, and attachments, if any, may be subject to the California Public Records Act, and as such may be subject to public disclosure unless otherwise exempt under the Act.

From: CDD HR Unit <CDDHR@cityofsacramento.org>

Sent: Tuesday, April 7, 2026 3:57 PM

To: Ambrosia L Allen <alallen@cityofsacramento.org>

Subject: Fw: PRA 26-1060

Jennifer Chikasawa

Program Manager



Administrative Services Division

300 Richards Blvd. 3rd floor,
Sacramento, CA 95811

Phone: 916-808-5851

Cell: 916-807-0441

jchikasawa@cityofsacramento.org

[CDD Website](#)

From: Anitra Bibbs <ABibbs@cityofsacramento.org>

Sent: Thursday, April 2, 2026 10:35 AM

To: CDD HR Unit <CDDHR@cityofsacramento.org>

Subject: PRA 26-1060



Good morning,

I am following up on the attached email regarding a PRA. I wanted to provide a bit of background as this is the same requestor that complained to the City Clerk about the response time for his previous requests. He has submitted a total of 7-10 requests over the past couple of weeks.

Please provide responsive records to this request as soon as possible.

Thank you,



Anitra Bibbs

Customer Service Supervisor

Code Compliance Division

300 Richards Blvd.

Phone: (916) 808-8149

Email: abibbs@cityofsacramento.org

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https://sacramento.formstack.com/forms/finance_revenue_payment_plan_request

From: [Shawn Bartosh](#)
To: [Anitra Bibbs](#)
Subject: RE: PRA 26-1060
Date: Monday, March 30, 2026 10:56:00 AM

Here is our current Roster, however I won't have who left us during the calendar year, and some of these may have started in 2026 I don't have the exact dates....maybe reach out to the pars contacts?

Code Enforcement Officers...

Jorge Carrillo
Cherie Bowen
Zayda Quevedo
Kenneth Lee
Yeng Khang
Romeo Mata
David Russell
Hector Tecuanhuey
Milissa Hughes
Vang Xiong
Mostafa Atta
Reyes Ayon
Terry Western
Richard Mondo
Desmond Moore
Iram Naseem
Rashid Ford Badge
Ernie Vang
Shannon Price
Brian Strong
Deveral Winston
Daveon Harris
Tawni Hoskins

From: Anitra Bibbs <ABibbs@cityofsacramento.org>
Sent: Wednesday, March 18, 2026 9:18 AM
To: Shawn Bartosh <SBartosh@cityofsacramento.org>
Subject: PRA 26-1060
Importance: High

Good morning,

We received a PRA seeking a list of all code enforcement officer's who worked on enforcement cases at any time during the calendar year (Jan 1, 2025 – Dec 31, 2025).

He is requesting the officers name, title/ classification and division.

Please provide responsive records no later than March 26, 2026.

Thank you,



Anitra Bibbs
Customer Service Supervisor
Code Compliance Division
300 Richards Blvd.
Phone: (916) 808-8149
Email: abibbs@cityofsacramento.org
[CDD Website](#)

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