

MEMORANDUM



RANCHO PALOS VERDES

TO: RANCHO PALOS VERDES CITY COUNCIL
FROM: CITY MANAGER *C. Y. [unclear]*
DATE: AUGUST 3, 2011
SUBJECT: ADMINISTRATIVE REPORT NO. 11-31

- I. CITY MANAGER AND DEPARTMENT REPORTS (See Attachments)
 - A. City Manager
 - B. Finance & IT Department – No report this week
 - C. Public Works Department
 - D. Community Development Department
 - E. Recreation & Parks Department

- II. CORRESPONDENCE AND INFORMATION RECEIVED (See Attachments)
 - A. Tentative Agendas
 - B. Channel 33 Programming Schedule
 - C. Channel 35 Programming Schedule
 - D. Crime Report
 - E. Correspondence

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 7:00 pm—City Council Meeting @ Hesse Park	3	4	5 7:30 am—Mayor's Breakfast @ Terranea (Long/Campbell)	6
7	8	9 7:00 pm—Planning Commission Meeting @ Hesse Park	10 6:00 pm—9:00 pm—RPV Leadership Academy, Public Safety @ PVIC	11 8:00 am—Regional Law Committee Meeting @ RH City Hall (Stern/Misetich)	12 Candidate filing period closes @ 5:00 pm for Nov. 8th Election	13
14	15 7:00 pm—Traffic Safety Committee Meeting—Community Room— RESCHEDULED FROM 8/22	16 7:00 pm—City Council Meeting @ Hesse Park	17 12:00 pm—Mayor's Lunch @ The Depot (Long) 1:30 pm—Sanitation District Meeting (Long)	18 11:00 am—2:00 pm—Farwell Luncheon for Commander Anda @ Lomita Sheriff Station Rear Parking Lot 7:00 pm—Emergency Preparedness Committee—Community Room	19	20
21	22	23 7:00 pm—Planning Commission Meeting @ Hesse Park	24	25	26	27
28	29	30	31			

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <i>7:30 am—Mayor's Breakfast @ Terranea (Long/Stern)</i>	3
4	5 <i>Labor Day Holiday—City Hall Closed</i>	6 <i>7:00 pm—City Council Meeting @ Hesse Park</i>	7	8 <i>7:30 pm—LA West Vector Meeting (Stern)</i>	9 <i>6:00 pm—8:00 pm—Sunset Party @ PVIC</i>	10
11	12	13 <i>7:00 pm—Planning Commission Meeting @ Hesse Park</i>	14 <i>6:00 pm—9:00 pm—RPV Leadership Academy, Community Issues @ PVIC</i>	15 <i>7:00 pm—Emergency Preparedness Committee—Community Room</i>	16	17 <i>9:00 am—12:00 pm—Coastal CleanUp Day @ Abalone Cove</i>
18	19	20 <i>7:00 pm—City Council Meeting @ Hesse Park</i>	21 <i>12:00 pm—Mayor's Lunch @ The Depot (Long)</i> <i>1:30 pm—Sanitation District Meeting (Long)</i>	22	23	24
25	26 <i>7:00 pm—Traffic Safety Committee Meeting—Community Room</i>	27 <i>7:00 pm—Planning Commission Meeting @ Hesse Park</i>	28	29	30	

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 <i>9:00 am—12:00 pm— FREE Document Shred- ding Day & Waste Col- lection @ RPV City Yard</i>
2	3	4 <i>7:00 pm—City Council Meeting @ Hesse Park</i>	5 <i>7:00 pm—CHOA Candidate Debate @ Hesse Park (Jeff Lewis, President)</i>	6	7 <i>7:30 am—Mayor's Breakfast @ Terranea (Long/Campbell)</i>	8
9	10	11 <i>7:00 pm—Planning Com- mission Meeting @ Hesse Park</i>	12	13	14	15
16	17	18 <i>7:00 pm—City Council Meeting @ Hesse Park</i>	19 <i>12:00 pm—Mayor's Lunch @ The Depot (Long)</i> <i>1:30 pm—Sanitation District Meeting (Long)</i>	20 <i>7:00 pm—Emergency Pre- paredness Committee— Community Room</i>	21	22
23	24 <i>7:00 pm—Traffic Safety Committee Meeting— Community Room</i>	25 <i>7:00 pm—Planning Com- mission Meeting @ Hesse Park</i>	26	27	28	29
30	31					



RANCHO PALOS

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CAROLYN LEHR, CITY MANAGER *cy (cl)*
DATE: AUGUST 3, 2011
SUBJECT: WEEKLY ADMINISTRATIVE REPORT

ELECTION REPORT NO. 2

Nomination Papers

As of this writing, nomination papers have been issued to nine potential City Council candidates for the November 8, 2011 General Municipal Election. In addition to the 7 who were issued nomination papers last week, two additional residents were issued nomination papers this week: Barbara Ferraro and Donald F. Reeves. The following four candidates have submitted papers and are qualified candidates for the upcoming election: Ken Dyda, Jim Knight, Susan Brooks and Dave Emenhiser. The nomination filing period continues through Friday, August 12, 2011 at 5:00 p.m. The City Clerk's Office will continue to update the election information on the City's website as new information becomes available at the following link:
<http://www.palosverdes.com/rpv/general-election.cfm>.



MEMORANDUM

RANCHO PALOS VERDES

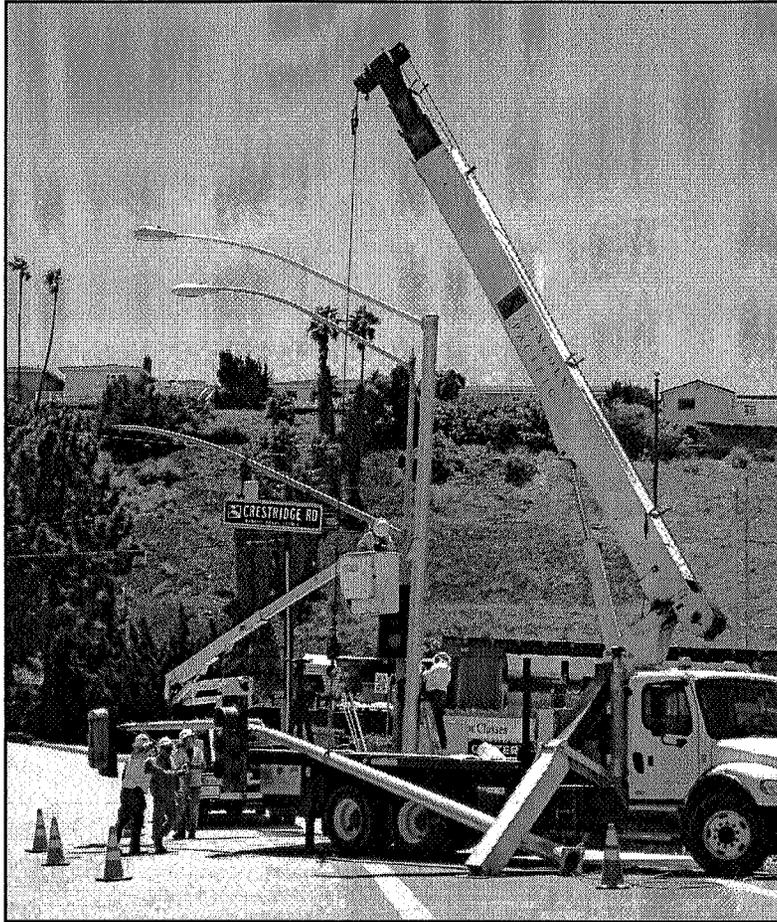
TO: CAROLYN LEHR, CITY MANAGER
FROM: *for* RAY HOLLAND, DIRECTOR OF PUBLIC WORKS *RL*
DATE: AUGUST 3, 2011
SUBJECT: WEEKLY ADMINISTRATIVE REPORT

UPDATE ON CRENSHAW BL AT CRESTRIDGE RD TRAFFIC SIGNAL IMPROVEMENT PROJECT

The new traffic signal poles are up and work continues with removing the old traffic signal poles and their foundations, connecting the new wire to the new poles, and installation of the battery-backup system. Remaining work for this week and next includes installation of the ADA-compliant access ramps at the intersection corners, installation of loop detectors, final asphalt patching and sidewalk panel replacement, pavement striping, and controller cabinet modification work. It is anticipated that the new traffic signal will be operational by the end of next week.



Hanging new mast arm on new traffic signal pole



Hanging new mast arm on new traffic signal pole

SAN RAMON CANYON SEWER RELOCATION

Installation work on the sewer relocation project along PVDE switchbacks has reached substantial completion and is operational. This week the Contractor is applying hydroseed (native seed, wood fiber mulch and a binding agent) to the affected area to stabilize the disturbed soil and provide erosion control. There remains a potential to encounter heavy equipment movement across PVDE while the contractor de-mobilizes from the site. Such movements will be protected by flaggers and any lane closures should be of short duration. Please continue to use caution while driving in the area and thanks for your patients during completion of this important project.



PUBLIC WORKS PERMIT REPORT

The Public Works Department is responsible for control of work performed within the City Public "Rights of Way". An Encroachment Permit is required to insure that any applicant working in our streets or parkways is properly licensed, insured and in compliance with the NPDES requirements.

The following is the Public Works Permit Activity Report for the month of July 2011.

2011 July

The Gas Company	4
So Calif Edison	6
Calif Water Service	2
Nex-Link (AT & T)	1
NextG	1
Verizon	2
Verizon Wireless	1
Miscellaneous	8
TOTAL	25



TO: Carolyn Lehr, City Manager
FROM: Joel Rojas, Community Development Director
DATE: August 3, 2011
SUBJECT: Weekly Administrative Report

Planning Division Monthly Activity Report

Attached is the Planning Division's Monthly Activity Report for July 2011. The report contains a brief summary of the Division's activities during this last month regarding: 1) New applications received; 2) Staff, Director, Planning Commission and City Council decisions rendered; and 3) Number of decisions made, including median processing time. As indicated in the report, the Division received **38** new applications during the month and took action on **29** previously submitted applications.

Building and Safety Division Monthly Activity Report

Attached is the Building and Safety Division's Monthly Activity Report for July 2011. The report provides information on: 1) The types and numbers of permits issued; 2) The number of plan checks performed; 3) The number of inspections performed; and 4) The total amount of fees collected. Each of these items is compared to the activities during the same month of the previous year. In addition, a comparison of the activities for this fiscal year to those of the previous year is also provided. As shown on the report, the Division issued **119** permits during the month of July 2011.

Code Enforcement Division Monthly Activity Report

Attached is the Code Enforcement Division's Monthly Activity Report for July 2011. The report contains: 1) A brief summary of the Division's activities during this last month; 2) A summary of sign abatement activity; and 3) Number of cases closed including median processing time. As indicated in the report, the Division conducted **28** field inspections and brought **29** cases to closure.

View Restoration/Preservation Applications Monthly Activity Report

Attached is the View Restoration Division's Monthly Activity Report for July 2011. The report contains: 1) A brief summary of the Division's activities during this last month; 2) A summary of pre-application meetings; 3) A summary of cases resolved by mediation; and

**Community Development Department
Weekly Administrative Report
August 3, 2011**

4) A summary of the Division's activities year-to-date. The Division received 7 new applications in the month of July 2011.

Right-of-Way Permit Monthly Activity Report

The Department issued 5 right-of-way permits in the month of July 2011.

Planning Commission Agenda

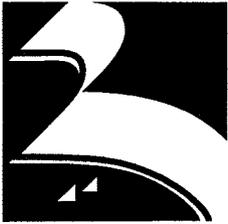
Attached is the agenda for the Planning Commission meeting on August 9, 2011.

Applications of Note

Attached is a table with a summary of the applications of note that were submitted to the Department between July 27 and August 2, 2011.

Attachments

Planning Division's Monthly Activity Report for July 2011
Building and Safety Division's Monthly Activity Report for July 2011
Code Enforcement Division's Monthly Activity Report for July 2011
View Restoration/Preservation Division's Monthly Activity Report for July 2011
Right-of-Way Permit Monthly Activity Report for July 2011
PC agenda for August 9, 2011
Applications of Note



City of Rancho Palos Verdes

Monthly Planning Activity Summary For the Month of July 2011

New Cases Received	Staff Approvals	Staff Denials	Director Approvals	Director Denials	Planning Commission Approvals	Planning Commission Denials	City Council Approvals	City Council Denials	Appeals Heard
38	29	0	0	0	3	0	0	0	0

New ZON* Applications by Type	
Application Type	Number
Site Plan Review	32
Foliage Analysis	8
Neighborhood Compatibility Analysis	4
Height Variation	1
Grading Approval	3
Minor Exception Permit	2
Geologic Investigation Permit	2
Landslide Moratorium Exception	1
Special Use Permit	1
Large Domestic Animal Permit	1
Permit Extension	1
Number of Unique Applications:	56
Number of New ZON Cases:	38

New SUB* Applications by Type	
Application Type	Number
Number of Unique Applications:	
Number of New SUB Cases:	

Closed Case Summary
Staff Decisions
Number of Cases Closed: 29 Median Processing Time: 0 days
PC/CC Decisions
Number of Cases Closed: 3 Median Processing Time: 118 days
All Planning Cases
Number of Cases Closed: 32 Median Processing Time: 83 days

* ZON = Zoning, SUB = Subdivision



City of Rancho Palos Verdes

Monthly Building & Safety Activity Summary For the Month of July 2011

New Cases Received	Permits Issued	Permit Fees (\$)	Plan Check Fees (\$)	Other Fees* (\$)	Total Valuation (\$)	New Plan Checks	New SFRs	Total Inspections	Average Daily Inspections
113	119	71,126	15,427	10,766	836,200	8	0	448	22

New BLD** Applications by Type	
Application Type	No.
Alteration	7
Addition & Remodel	6
Demolition	1
New Construction	3
Repair	7
Reroof	25
Remodel	16
Sign	1
Solar Panels	9
Pool/Spa	2
New BLD Cases:	77

New ELE** Applications by Type	
Application Type	No.
Changeout	1
New Construction	4
Remodel	1
Service Upgrade	2
Temporary Power	1
New ELE Cases:	9

New MEC** Applications by Type	
Application Type	No.
Changeout	12
New Construction	2
New MEC Cases:	14

New PLM** Applications by Type	
Application Type	No.
Changeout	7
New Construction	3
Repair	2
Remodel	1
New PLM Cases:	13

Issued Permit Summary
Over-the-Counter Permits
No. of Permits Issued: 104
Median Processing Time: 0 days
Plan Checked Permits
No. of Permits Issued: 15
Median Processing Time: 33 days

* Other fees include SMIP, data processing, historic data input and geology review fees

** BLD = Building, ELE = Electrical, MEC = Mechanical, PLM = Plumbing

Building Activity Report for Rancho Palos Verdes July 2011

Fiscal Year 2010-2011	Total # of Permits	Total Permit Fees	Total Fees	Total Valuation for Permits	Total # of New Plan Checks	Total Plan Check Fees	# of SFRs	Total # of Inspections	Average # of Inspections per Day	Fiscal Year 2011-2012
July	126	\$101,282.00	\$118,286.00	\$1,376,100.00	8	\$13,013.00	0	542	26	July
August	123	\$98,078.00	\$116,304.00	\$877,900.00	14	\$38,100.00	1	557	25	August
September	108	\$77,560.00	\$87,762.00	\$451,700.00	20	\$16,346.00	0	517	25	September
October	134	\$72,511.00	\$90,318.00	\$1,133,900.00	10	\$19,010.00	1	504	24	October
November	134	\$50,764.00	\$60,840.00	\$690,900.00	14	\$14,275.00	1	586	29	November
December	110	\$47,841.00	\$61,175.00	\$384,500.00	16	\$42,413.00	1	529	25	December
January-12	144	\$94,199.00	\$102,278.00	\$584,100.00	8	\$16,739.00	0	525	24	January
February	97	\$88,174.00	\$98,355.00	\$611,500.00	10	\$17,854.00	1	433	22	February
March	143	\$63,383.00	\$87,647.00	\$777,500.00	14	\$24,264.00	3	559	24	March
April	106	\$71,567.00	\$89,490.00	\$872,500.00	17	\$56,997.00	3	573	27	April
May	117	\$75,801.00	\$100,904.00	\$760,600.00	9	\$17,647.00	2	463	22	May
June	118	\$85,806.00	\$113,288.00	\$704,800.00	20	\$30,664.00	3	605	28	June
YTD	1,460	\$926,966.00	\$1,126,647.00	\$9,226,000.00	160	\$307,322.00	16	6393	301	YTD

Fiscal Year 2011-2012	Total # of Permits	Total Permit Fees	Total Fees	Total Valuation for Permits	Total # of New Plan Checks	Total Plan Check Fees	# of SFRs	Total # of Inspections	Inspections per Day	Fiscal Year 2012-2013
July	119	\$71,126.00	\$81,892.00	\$836,200.00	8	\$15,427.00	0	448	22	July
August										August
September										September
October										October
November										November
December										December
January-13										January
February										February
March										March
April										April
May										May
June										June
YTD	119	\$71,126.00	\$81,892.00	\$836,200.00	8	\$15,427.00	0	448	22	YTD

Previous YR	126	\$101,282.00	\$118,286.00	\$1,376,100.00	8	\$13,013.00	0	542	26	Previous YR
% Change/YTD	-6%	-30%	-31%	-39%	0%	19%	0%	-17%	-15%	% Change YTD



City of Rancho Palos Verdes

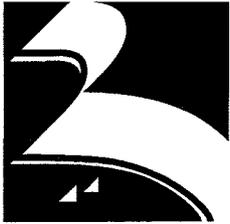
Monthly Code Enforcement Activity Summary For the Month of July 2011

Complaints Received	Field Inspections	First Notices Issued	Second Notices Issued	Final Notices Issued	Administrative Hearings Conducted	Referral to City Attorney	Other Referrals	Case Closed	Complaint Unfounded
17	28	8	4	0	0	0	0	29	1

New Complaints by Violation Category	
Fence, Wall & Hedge	1
Non-Permitted Construction	6
Other Violation	1
Property Maintenance	6
Illegal Signs	1
Trash Cans	2
Total:	17

Closed Case Summary
Municipal Code Violations
Number of Cases Closed: 21
Median Processing Time: 36 days
Zoning Code Violations
Number of Cases Closed: 8
Median Processing Time: 351 days

Illegal Sign Abatement Summary	
Street Name	Signs Removed
Total Signs Removed:	



City of Rancho Palos Verdes

Monthly View Activity Summary For the Month of July 2011

New Cases Received	Director Approvals	Director Denials	Planning Commission Approvals	Planning Commission Denials	City Council Approvals	City Council Denials	Appeals Heard
7	0	0	0	0	0	0	0

New View Cases (MTD)	
Application Type	Number
View Restoration Permit	1
View Preservation Permit	2
View Maintenance	4
Number of New Cases:	7

Pre-Application Meetings (MTD)	
Application Type	Number
Number of Pre-Application Meetings:	

Resolved By Mediation (MTD)	
Application Type	Number
Number of Cases:	

New View Cases (YTD)	
Application Type	Number
View Restoration Permit	11
View Preservation Permit	5
City Tree Review Permit	7
View Maintenance	17
Number of New Cases:	40

Pre-Application Meetings (YTD)	
Application Type	Number
View Restoration Permit	4
Number of Pre-Application Meetings:	4

Resolved By Mediation (YTD)	
Application Type	Number
View Restoration Permit	5
Number of Cases:	5



Rancho Palos Verdes Monthly Right-of-Way Permits

Issued During July 2011 by Community Development Department

Case #	Issued	Fee	Street Address	Owner	Type	Permittee	Expires
Case Type ROW							
ROW2011-00019	7/5/11	\$ 98.00	3204 BARKENTINE RD	KATZAROFF, PETER & VICTORIA S	Dumpster/Roll-off	CA Waste Services	8/12/11
ROW2011-00020	7/5/11	\$ 98.00	3546 BENDIGO DR	MAHAJAN, RAJINDER N & SHASHI	Dumpster/Roll-off	CA Waste Services	8/5/11
ROW2011-00021	7/6/11	\$ 98.00	6632 EL RODEO RD	MUZAFFAR AHMED	Dumpster/Roll-off	EDCO Corporation	8/6/11
ROW2011-00022	7/8/11	\$ 98.00	30816 RUE DE LA PIERRE	BOGDANOVICH, MARK & DONNA	Dumpster/Roll-off	EDCO Corporation	8/8/11
ROW2011-00023	7/15/11	\$ 98.00	6958 GROVESPRING DR	HO, I CHUNG & MIN C	Dumpster/Roll-off	EDCO Corporation	8/15/11

Number of **ROW** cases issued: **5**

T:\Right-of-Way Monthly Reports\Monthly Right-of-Way Permits Issued Summary.rpt



AGENDA

**RANCHO PALOS VERDES PLANNING COMMISSION
TUESDAY, AUGUST 9, 2011
FRED HESSE COMMUNITY PARK, 29301 HAWTHORNE BOULEVARD**

REGULAR MEETING 7:00 P.M.

SCHEDULING NOTES

REQUESTS TO SPEAK ON AN ITEM MUST BE SUBMITTED TO THE COMMUNITY DEVELOPMENT DIRECTOR PRIOR TO THE COMPLETION OF THE REMARKS OF THE FIRST SPEAKER ON THE ITEM. NO REQUEST FORMS WILL BE ACCEPTED AFTER THAT TIME.

PURSUANT TO ADOPTED PLANNING COMMISSION PROCEDURE, UNLESS THE PLANNING COMMISSION AGREES TO SUSPEND ITS RULES, NO NEW BUSINESS WILL BE HEARD AFTER 11:00 P.M. AND NO ITEM WILL BE HEARD PAST MIDNIGHT. ANY ITEMS NOT HEARD BECAUSE OF THE TIME LIMITS WILL BE AUTOMATICALLY CONTINUED TO THE NEXT COMMISSION AGENDA.

NEXT P.C. RESOLUTION NO. 2011-28

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

APPROVAL OF AGENDA:

COMMUNICATIONS:

City Council Items:

Staff:

Commission:

COMMENTS FROM THE AUDIENCE (regarding non-agenda items):

CONSENT CALENDAR:

1. CODE AMENDMENT (CASE NO. ZON2010-00293): City / Citywide (SK)

Request: A request to create a new review process for hedges above 42" in height within the front yard setback and to simplify the existing intersection visibility triangle review process.

Action Deadline: None

Recommendation: Adopt P.C. Resolution No. 2011-__, thereby recommending to the City Council the adoption of an Ordinance to revise Chapters 17.48.070 (Intersection Visibility Triangle) and 17.76.030 (Fences, Walls and Hedges) of Title 17 (Zoning) of the City's Municipal Code, to 1) amend the review process for Intersection Visibility Triangle applications, and 2) establish a new process to allow hedges above 42" in height within the front yard setback of private residential properties.

CONTINUED BUSINESS:

2. SITE PLAN REVIEW (CASE NO. ZON2011-00083): 30800 Palos Verdes Drive East / Marymount College (AM)

Request: A request to install roof mounted ventilation equipment onto the existing Cecilia Hall Classroom Building (Academic Building) serving the biology and chemistry labs. Specifically, the improvements include the installation of two roof mounted air conditioning units enclosed by an uncovered screening wall at a height of 5'-6" above the existing roof. The roof mounted mechanical equipment screening wall dimensions are proposed at 57'-0" in length by 20'-6" in width and will be finished in a color that resembles the composite roof material. Additionally, two roof mounted fume exhaust vents will be installed at a height of 11'-0" above the existing roof.

Action Deadline: September 17, 2011

Recommendation: Continue the public hearing to September 13, 2011.

(This item was continued from the May 24 and June 14, 2011 meetings)

PUBLIC HEARINGS:

NONE

NEW BUSINESS:

3. GENERAL PLAN CONSISTENCY FINDING (CASE NO. ZON2011-00210): APN 7572-004-032 (Cherry Hill Lane) / City (KF)

Request: A finding of consistency with the Rancho Palos Verdes General Plan for the purchase of a vacant 0.39-acre lot on Cherry Hill Lane in the *Portuguese Bend* community for landslide abatement and stormwater management purposes.

Action Deadline: September 12, 2011

Recommendation: Adopt P.C. Resolution No. 2011-___, finding the City's purchase of Assessor's Parcel No. 7572-004-032 consistent with the General Plan (Case No. ZON2011-00210)

APPROVAL OF MINUTES:

4. MINUTES OF JULY 26, 2011

ITEMS TO BE PLACED ON FUTURE AGENDAS:

5. PRE-AGENDA FOR THE MEETING ON AUGUST 23, 2011

ADJOURNMENT:

The next meeting is scheduled for Tuesday, August 23, 2011, 7:00 P.M. at Hesse Park.

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Community Development Director at 310 544-5228 at least 48 hours prior to the meeting.

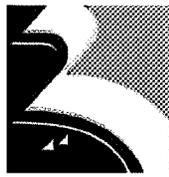
Notes:

1. Staff reports are available for inspection at City Hall, 30940 Hawthorne Boulevard during regular business hours, 7:30 A.M. to 5:30 P.M. Monday – Thursday and 7:30 A.M. to 4:30 P.M. on Friday. The agenda and staff reports can also be viewed at Hesse Community Park, 29301 Hawthorne Boulevard during the Planning Commission meeting.
2. Materials related to an item on this Agenda submitted to the Planning Commission after distribution of the agenda packet are available for public inspection at the front counter of the Planning Division lobby at City Hall, which is located at 30940 Hawthorne Boulevard, Rancho Palos Verdes during normal business hours as stated in the paragraph above.
3. You can also view the agenda and staff reports at the City's website www.palosverdes.com/RPV.
4. Written materials, including emails, submitted to the City are public records and may be posted on the City's website. In addition, City meetings may be televised and may be accessed through the City's website. Accordingly, you may wish to omit personal information from your oral presentation or written materials as they may become part of the public record regarding an agenda item.



Applications of Note as of August 3, 2011

Case No.	Owner	Street Address	Project Description	Submitted
VRP2011-00040	GHASSAN NASRALLAH	26923 GRAYSLAKE RD	View Preservation Permit regarding foliage located at 26920 Whitestone Rd. (Gorman)	7/28/2011
<i>View Preservation Permit</i>				
ZON2011-00207	V H PROPERTY CORP	1 OCEAN TRAILS DR (TRUMP CLUBHOUSE)	Special Use Permit for 2011 Concours d' Elegance	7/28/2011
<i>Special Use Permit</i>				
ZON2011-00209	BRUCE FRYMAN	30092 CARTIER DR	New 312 square foot second-story balcony addition to the front of the existing residence.	7/28/2011
<i>Site Plan Review Neighborhood Compatibility Analysis Foliage Analysis</i>				
ZON2011-00210	STJ INVESTMENT, INC	LOT 9BLK 4 CHERRY HILL LN	General Plan Consistency Finding for City acquisition of tax-defaulted property on Cherry Hill Lane	8/3/2011
<i>General Plan Consistency Finding</i>				
ZON2011-00211	LINDA BIGGS	26447 BASSWOOD AVE	ATF trellis to the rear of an existing SFR.	8/3/2011
<i>Site Plan Review</i>				



MEMORANDUM

TO: CAROLYN LEHR, CITY MANAGER
FROM: TOM ODOM, DIRECTOR, RECREATION AND PARKS
DATE: August 3, 2011
SUBJECT: ADMINISTRATIVE REPORT

KH for J.O.

Bocce Tournament a Great Success!

The City's REACH program for the developmentally disabled community co-hosted a Bocce Ball Tournament with the City of Torrance Recreation and Parks Department on Saturday, July 30 at Upper Point Vicente Park. Fifty-six participants, volunteers, and staff enjoyed learning how to play the game, and the day was topped off with a mini-tournament. Torrance provided the instructors and several portable bocce ball courts while the City of Rancho Palos Verdes provided two new bocce courts as well as a BBQ lunch provided through donations. Both groups had a great time with hopes of continuing this successful event!



Point Vicente Interpretive Center

- The Sunset Room is rented for a rehearsal dinner on Friday, August 5 and for a wedding ceremony and reception on Saturday, August 6.

Fred Hesse Jr. Community Park

Recreation Class Rentals:

- Duplicate Bridge Classes (Multipurpose Room - MPR): Monday, Friday
- Lite Impact Aerobic Dance Classes (MPR): Monday, Wednesday
- Cooking for Kids Classes (Activity Room - ACT): Monday – Friday
- Mommy & Me Classes (ACT): Monday, Tuesday, Thursday
- Bones for Life Class (MPR): Tuesday
- Bridge Review Class (Fireside Room - FSR): Tuesday
- Basics of Fine Arts Class (ACT): Saturday

- Suzuki Method for String Instruments Classes (FSR): Saturday
- Community Groups/Private Rentals:*
- Angels of Hope Meeting (FSR): Tuesday
 - AYSO Board Meeting (ACT): Tuesday
 - Peninsula Seniors Weekly Lecture (FSR): Wednesday
 - RPV Seniors Bridge Club Games (MPR): Thursday
 - CERT Refresher Meeting (MPR): Thursday
 - PVP Republican Women Federated Meeting (FSR): Saturday

Robert E. Ryan Community Park

Recreation Classes Rentals:

- Fit N Fun Youth Sports Classes (ACT): Monday, Tuesday, Wednesday
- Kids Music N Motion Summer Music Camp (ACT): Monday - Friday

Ladera Linda Community Center

Recreation Classes Rentals:

- Creative Energy Dance Camp: (MPR, Room G): Monday - Friday
- Adult Tap Class (Room G): Tuesday

Community Groups/Private Rentals:

- Portuguese Bend Community Association (Room J): Monday

TENTATIVE AGENDAS

August 16, 2011

Mayor's Announcements: Proclamation for John McCarthy – Past Chair of the Klondike Canyon Geol. Hazard Abatement District; Recognition of Commander Anda Lomita Sheriff's Station

City Manager Report:

New Business:

Consent

Oversize Vehicle Citation Fines

Revision of the City Council Travel Policy & Reimbursement Policy

Adoption of Ord. No. 523-Zone Change Revision – 4194 Maritime Rd.

Adoption of Ord. No. 524-Redevelopment Agency Dissolution & Exception Laws

Program Supp. Agmt & Reso.–Safe Routes to School “Walk to School” Program

Gifts for Parks

Public Hearings

Appeal of Second Story Addition – La Garita Drive

Tract Amendment for Driveway

Lien Hearing for 28428 Cayuse Lane

Regular Business

Approval of Updated Digital Zoning Map

Selection of Park Names

Code Amend. Initiation Request – Foliage in Side Yard

Contract Renewal – Animal Control

September 6, 2011

Mayor's Announcements:

City Manager Report:

New Business:

Consent

Adjustments to Parking Citation Fines

Fiscal Year End Adjustments and Continued Appropriations

Award Via Canada Storm Drain Inlet and Connector Line Imprvs. Project

Regular Business

Pension Revision

NextG Agreement

September 20, 2011

Mayor's Announcements:

City Manager Report:

New Business:

Consent

Award PVDS Roadway Maintenance
ACLAD Landslide Report
Award PVDW/PVDS Arterial Rehabilitation Project

Public Hearings

Code Amendment – Temporary Banners for Non-Profits & City-Sponsored Events

Regular Business

Updated NCCP Preserve Management Agmt. between City and PVPLC
Approval of Final Public Use Master Plan
Acceptance of PVPLC Annual Report
Annenberg Project – Status Update
Noise Ordinance
Naming Policy

October 4, 2011

Mayor's Announcements:

City Manager Report:

New Business:

Consent

Border Issues Status Report

Public Hearings

Regular Business

ADA Self-Evaluation and Transition Plan
General Plan Update Presentation

October 18, 2011

Mayor's Announcements:

City Manager Report:

New Business:

**Consent
Public Hearings
Regular Business**

November 1, 2011

Mayor's Announcements:

City Manager Report:

New Business:

**Consent
Public Hearings
Regular Business**

November 15, 2011

Mayor's Announcements:

City Manager Report:

New Business:

**Consent
Public Hearings
Regular Business**

Future Agenda Items

- 1) Trees in public ROW
- 2) Sheriff Substation within Civic Center
- 3) Permitting of Above-Ground Facilities in the Right-of-Way (Lynch)
- 4) Gifts to City - From Estates and Planned Giving (Long)
- 5) Skate Park
- 6) Citywide Sewer Fee



RPVTV Channel 33 Programming Schedule Guide

Sign up for the RPV ListServ to get the updated program guide sent right to your inbox!

Week of 08/08/11 - 08/14/11
Monday through Sunday

6:00 AM - 6:30 AM	Sit and Be Fit - Low Impact Fitness	3:30 PM - 4:00 PM	Around the Peninsula: Trump National Executive Pastry Chef Ron Swart
6:30 AM - 7:00 AM	Cardio Strength Stretch - Moderate to Rigorous Exercise Routines	4:00 PM - 4:30 PM	Playing the Field: Dodgers Coaches & the Field
7:00 AM - 7:30 AM	Art Connection: The Artist Studio Tour 2011	4:30 PM - 5:00 PM	Playing the Field (continued)
7:30 AM - 8:00 AM	Around the Peninsula: Trump National Executive Pastry Chef Ron Swart	5:00 PM - 5:30 PM	Sit and Be Fit - Low Impact Fitness
8:00 AM - 8:30 AM	Playing the Field: Dodgers Coaches & the Field	5:30 PM - 6:00 PM	Cardio Strength Stretch - Moderate to Rigorous Exercise Routines
8:30 AM - 9:00 AM	Playing the Field (continued)	6:00 PM - 6:30 PM	Art Connection: The Artist Studio Tour 2011
09:00 AM - 9:30 AM	RPV City Talk: RPV Councilmember Brian Campbell	6:30 PM - 7:00 PM	Around the Peninsula: Trump National Executive Pastry Chef Ron Swart
9:30 AM - 10:00 AM	RPV City Talk: RPV Councilmember Steve Wolowicz	7:00 PM - 7:30 PM	Peninsula Seniors: Hughes Aircraft Co. History Part # 4
10:00 AM - 10:30AM	Palos Verdes Symphonic Band: 2010 Botanic Garden Performance	7:30 PM - 8:00 PM	Peninsula Seniors (continued)
10:30 AM - 11:00 AM	Palos Verdes Symphonic Band (continued)	8:00 PM - 8:30 PM	Playing the Field: Dodgers Coaches & the Field
11:00 AM - 11:30 AM	Palos Verdes Symphonic Band (continued)	8:30 PM - 9:00 PM	Playing the Field (continued)
11:30 AM - 12:00 PM	Palos Verdes Symphonic Band (continued)	9:00 PM - 9:30 PM	Rancho del Mar Graduation 2011
12:00 PM - 12:30 PM	Peninsula Seniors: Hughes Aircraft Co. History Part # 3	9:30 PM - 10:00 PM	Rancho del Mar Graduation 2011
12:30 PM - 1:00 PM	Peninsula Seniors (continued)	10:00 PM - 10:30 PM	Rancho del Mar Graduation 2011
1:00 PM - 1:30PM	Art Connection: The Artist Studio Tour 2011	10:30 PM - 11:00 PM	Rancho del Mar Graduation 2011
1:30 PM - 2:00 PM	Around the Peninsula: Trump National Executive Pastry Chef Ron Swart	11:00 PM - 11:30 PM	Peninsula Symphonic Winds: Picnic and Pops
2:00 PM - 2:30 PM	RPV City Talk: RPV Councilmember Brian Campbell	11:30 PM - 12:00 AM	Peninsula Symphonic Winds (continued)
2:30 PM - 3:00 PM	RPV City Talk: RPV Councilmember Steve Wolowicz	12:00 AM - 1:00 AM	Community Announcements
3:00 PM - 3:30 PM	Art Connection: The Artist Studio Tour 2011	1:00 AM - 6:00 AM	Community Announcements



PVPTV35 Programming Schedule Guide
Week of 8/08/11 to 8/14/11

Monday, August 08

3:00PM

Palos Verdes Library Dist.

6:00PM

PVP Coordinating Council

7:00PM

PVPUSD Board Meeting

Tuesday, August 09

7:30PM

City of RHE City Council Meeting - Live

Wednesday, August 10

7:30PM

City of PVE Council Meeting 8/09/11

Thursday, August 11

No Programming

Friday, August 12

6:00PM

PVP Land Conserancy Nature Walk

7:30PM

City of RHE City Council Meeting 8/09/11

Saturday, August 13

7:00PM

City of RPV Planning Commission 8/09/11

Sunday, August 14

7:30PM

City of RHE City Council Meeting 8/09/11

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT- LOMITA STATION
REPORTED CRIMES & ARRESTS BETWEEN 07/24/11 & 07/30/11**

LOMITA:

CRIME	FILE #	RD	DATE	TIME	LOCATION	METHOD OF ENTRY	LOSS	ADDITIONAL INFORMATION
ASSAULT WITH A DEADLY WEAPON	11-02604	1751	07/24/11	2226	1800 BLOCK PALOS VERDES DR N	N/A	N/A	SUSPECT ARRESTED
GRAND THEFT (RESIDENTIAL)	11-02651	1711	07/27/11-07/28/11	2200-1000	2200 BLOCK 247TH ST	UNLOCKED GATE	MOUNTAIN BIKE, SCOOTER, SKATEBOARD	SUSPECT(S) UNKNOWN.
COMMERCIAL BURGLARY	11-02646	1711	07/26/11	2336-2348	2300 BLOCK LOMITA BL	ENTRY DOOR	MISC. FOOD ITEMS	S- M, 40-45, 509-510, 200-210, BLK HAIR ENTERED LOCATION ON ELECTRIC WHEELCHAIR
GRAND THEFT AUTO	11-02631	1713	07/27/11	1508	25900 BLOCK MARKET PL	KEYS	84 NISS. 300SX, 2DR, SIL (RECOVERED)	SUSPECT ARRESTED
VEHICLE BURGLARY	11-02686	1713	07/29/11-07/31/11	2100-1044	1800 BLOCK W 262ND ST	WINDOW, SHATTERED	GARAGE DOOR OPENER	SUSPECT(S) UNKNOWN. LOCATION TYPE- RESIDENTIAL DRIVEWAY.
ARRESTS: DISORDERLY CONDUCT-1, DUI-1, VEHICLE LAWS-2, BATTERY-1, VANDALISM-2, NARCOTICS-1, ASSAULT WITH A DEADLY WEAPON-1, GRAND THEFT AUTO-1								

RANCHO PALOS VERDES:

CRIME	FILE #	RD	DATE	TIME	LOCATION	METHOD OF ENTRY	LOSS	ADDITIONAL INFORMATION
ASSAULT WITH A DEADLY WEAPON	11-02552	1738	07/19/11	2335	BLOCK TERRANEA WAY	N/A	N/A	SUSPECT ARRESTED
RESIDENTIAL BURGLARY	11-02623	1735	07/26/11	0830-1530	6900 BLOCK STARSTONE DR	SLIDING GLASS DOOR, SHATTERED	MISC. JEWELRY, SAFE, MONEY,	SUSPECT(S) UNKNOWN.
VEHICLE BURGLARY	11-02624	1742	07/26/11	1700-1800	3200 BLOCK LA ROTENDA	REAR PASSENGER WINDOW, SMASHED	PURSE, 2 KEYS	SUSPECT(S) UNKNOWN. LOCATION TYPE- STREET
GRAND THEFT (PROPERTY)	11-02626	1742	07/26/11	1840-1850	BLOCK OCEAN TRAILS DR	UNKNOWN	CELLPHONE, WALLET, MONEY, 2 SUNGLASSES, CAMERA, KOREAN ID, DRIVERS LICENSE, CIGARETTES	S1- MW, 30-40, 605, 250, SHORT BLONDE HAIR, BRO SHIRT, TAN SHORTS, BOOTS S2- MW, 30-40, 600, 250, BALD, BLK MUSTACHE, BLU SHORTS, BLK PANTS
GRAND THEFT (VEHICLE)	11-02645	1739	07/28/11	1300-1305	30200 BLOCK MATISSE DR	N/A	LAWN MOWER, LEAF BLOWER	SUSPECT(S) UNKNOWN. LOCATION TYPE- RESIDENTIAL STREET. ITEMS WERE TAKEN FROM BED OF TRUCK
ROBBERY	11-02636	1746	07/27/11	1748	28900 BLOCK WESTERN AVE	ENTRY DOOR	MISC. CLOTHING	SUSPECT ENTERED THE STORE AND TOOK MISC ITEMS. WHEN CONFRONTED BY EMPLOYEES SHE THREATENED TO STAB THEM.
RESIDENTIAL BURGLARY	11-02667	1738	07/22/11-07/29/11	2000-2300	20 BLOCK VIA SAN REMO	FRONT DOOR, PRIED	SAFE, MONEY, PISTOL	SUSPECT(S) UNKNOWN.
ARRESTS: NARCOTICS-1, VEHICLE LAWS-1, ASSAULT WITH A DEADLY WEAPON-1								

ROLLING HILLS:

NO CRIMES OR ARRESTS OCCURRED DURING THIS TIME.

ROLLING HILLS ESTATES:

NO CRIMES OR ARRESTS OCCURRED DURING THIS TIME.

SAN PEDRO:

CRIME	FILE #	RD	DATE	TIME	LOCATION	METHOD OF ENTRY	LOSS	ADDITIONAL INFORMATION
VEHICLE BURGLARY	11-02603	1792	07/24/11	1600- 1615	1800 BLOCK W. 9TH ST	DRIVERS WINDOW, SMASHED	PURSE	SUSPECT(S) UNKNOWN. LOCATION TYPE- PARKING LOT
ARRESTS: NARCOTICS-2								

PALOS VERDES PENINSULA:

NO CRIMES OR ARRESTS OCCURRED DURING THIS TIME.

PUBLIC RECORDS ACT REQUESTS -TRACKING LOG 2011

DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN	APPROX. STAFF COSTS INCURRED	CITY ATTY COSTS
1/10/2011	1/10/2011	Sharon Yarber	PRA Request for comments received by residents pertaining to proposed Charter; late correspondence from CC meetings through adoption of Charter language by CC	1/10/11 Partial documents produced. 1/19/11 emailed Determination Letter. Completed		
1/17/2011	1/17/2011	Tom Preston	PRA Request for electric bills relating to municipal roadway lighting	1/27/11 Emailed & Mailed Determination Letter. Still waiting to hear back from requestor (4/13/11) Documents in PRA pending file.		
1/19/2011	1/20/2011	Wei and Loretta Ho	PRA Request for Planning, Building, Code Enforcement information/documents re: the real property at 27046 Freeport Road, RPV	11/28/11 14-day Ext Letter sent. 2/14/11 Determination Letter and FAX sent. Received check on 3/28/11 - Completed		
1/21/2011	1/21/2011	Professional Finders	PRA Request for Stale-dated Check and non-refunded monies	1/31/11 14-day Ext Letter sent . 2/14/11 Determination Letter sent. As of 4/13/11 still waiting to hear back from requestor. Documents in PRA pending file.		
1/24/2011	1/24/2011	Benjamin R. Fuller	PRA Request for signal control type, timing charts, turning statistics, and AADTT.	1/24/11 Documents produced by PW. Completed.		
1/31/2011	2/1/2011	Tanya Sierra	PRA Redevelopment Agency	2/2/11 Completed by Email.		
2/3/2011	2/3/2011	Barbara Zuli	PRA Request for information on a donation to city made in January 2008	2/11/11 Determination letter sent with info redacted from check. Completed.	Under an hour	
2/14/2011	2/14/2011	Sharon Yarber	PRA Request for Bid and other info re: McCarrell Canyon Project from 2009	2/23/11 Determination Letter for parts 1 and 2 of request sent. Contracts were provided but still waiting for prevailing wage info. Sent email 3/31 records available - Ms. Yarber responded would like to review records first. On 4/6/11 Ms. Yarber reviewed documents - selected those she desired (198 pages). Completed.		

PUBLIC RECORDS ACT REQUESTS -TRACKING LOG 2011

DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN	APPROX. STAFF COSTS INCURRED	CITY ATTY COSTS
2/14/2011	2/14/2011	Sharon Yarber	PRA Request for copies of all communications that all city staff, Council Members and City Attorney received with regards to Measure C	2/24/11 14-day Ext Letter sent. Sent email 3/31 records available - Ms. Yarber responded would like to review records first. On 4/6/11 Ms. Yarber reviewed the documents - selected those she desired. Second production due 4/14/11. Contacted Ms. Yarber on 4/14 - she will review documents on 4/18/11. 4/18/11 Purchased copies she desired. Third production due 5/19/11. Ms Yarber was to come in on 5/26 at 1pm to review- but she did not come in. Ms. Yarber came in on 5/31/11 - reviewed and selected documents she desired (paid by using part of balance remaining on file with us). Additional production dates added: 6/23; 7/21; and 8/18/11. 6/9/11 Subsequent letter sent to Ms. Yarber based on clarification of PRA. On 6/28/11 Ms. Yarber reviewed documents, selected those she desired. On 7/29/11 Ms. Yarber reviewed documents and selected those she desired.	On 5/31/11 Ms. Yarber spent 1 hr and 15 minutes reviewing the documents with staff member Nathan. On 6/28/11 Nathan sat with Ms. Yarber for 2 hours and 15 mins. Spent 15 mins reviewing documents with Nathan.	
2/15/2011	2/15/2011	Sharon Yarber	PRA Request (sent to Carol, not a city PRA request) for "residents' or third parties' comments you received, directly or through staff and/or Council Members regarding the Charter City efforts"; and "cause your clients, the City Council Members and staff ... to forward all communications received from residents [n]or third parties with respect to the Charter City matter."	2/24/11 14-day Ext Letter sent. Sent email and letter 3/31. Ms. Yarber responded would like to review records first. On 4/6/11 Ms. Yarber reviewed the documents - selected those she desired. Second production due 4/14/11. Contacted Ms. Yarber on 4/14 - she will review documents on 4/18/11. Third production due 5/19/11. Ms Yarber was to come in on 5/26 at 1pm to review- but she did not come in. Ms. Yarber came in on 5/31/11 - reviewed and selected documents she desired (paid by using part of balance remaining on file with us). Additional production dates added: 6/23; 7/21; and 8/18/11. On 6/28/11 Ms. Yarber reviewed documents, selected those she desired.	On 5/31/11 Ms. Yarber spent 1 hr and 15 minutes reviewing the documents with staff member Nathan. On 6/28/11 Nathan sat with Ms. Yarber for 2 hours and 15 mins	

PUBLIC RECORDS ACT REQUESTS -TRACKING LOG 2011

DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN	APPROX. STAFF COSTS INCURRED	CITY ATTY COSTS
2/21/2011	2/21/2011	Sharon Yarber	PRA Request - Invoices from RWG 2009 to present	3/03/11 Determination letter sent. Requestor will review a portion of redacted records and may revise request. Revised request see line dated 3/3/11.		
2/21/2011	2/21/2011	Sharon Yarber	PRA Request-Emails and correspondence to and from each of the following persons wherein the subject matter includes the issue of Measure C: Carolyn Lehr, Sara Singer, Carol Lynch, Carla Morreale and any Council Member (clarification to request from 2/15/11)	3/03/11 14-day ext letter sent. 3/17/11 Sent determination letter that first production to occur 3/31/11; second production 4/14/11; third production 5/19/11. On 4/6/11 Ms. Yarber reviewed what was available and purchased those desired. 2nd production due 4/14. Contacted Ms. Yarber on 4/14 - she will review documents on 4/18/11. Third production due 5/19/11. Ms Yarber was to come in on 5/26 at 1pm to review- but she did not come in. Ms. Yarber came in on 5/31/11 - reviewed and selected documents she desired (paid by using part of balance remaining on file with us).Additional production dates added: 6/23; 7/21; and 8/18/11. 6/9/11 Subsequent letter sent to Ms. Yarber based on clarification of PRA. On 6/28/11 Ms.Yarber reviewed documents, selected those she desired.	On 5/31/11 Ms. Yarber spent 1 hr and 15 minutes reviewing the documents with staff member Nathan. On 6/28/11 Nathan sat with Ms. Yarber for 2 hours and 15 mins	
2/23/2011	2/23/2011	Sharon Yarber	Verbal Request: PRA Request for Councilman Campbell's written CC oral reports (no paperwork)	2/23/11 Provided requestor reports for 12/7/2010 & 1/18/2011. Completed.	Under an hour	
2/23/2011	2/25/2011	Sharon Yarber	PRA Request for name of Federal Agency's whose funds were used on the McCarrell Canyon Cedro contract	3/1/11 14-day ext letter sent. 3/17/11 sent determinaton letter that no federal funds were used. Completed.		
3/3/2011	3/3/2011	Sharon Yarber	PRA request for RWG for invoices in first batch which will include June 1, 2010-October 31, 2010. Deposit estimated \$69.00.	3/3/2011 Emailed request for deposit. 3/4/11 received check # 5997 for \$100.00. Sent email and letter 3/31 records available - Ms. Yarber responded would like to review records first. On 4/6/11 Ms. Yarber reviewed documents and purchased those desired. Completed		

PUBLIC RECORDS ACT REQUESTS -TRACKING LOG 2011

DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN	APPROX. STAFF COSTS INCURRED	CITY ATTY COSTS
3/4/2011	3/4/2011	Sharon Yarber	PRA request for Additional RWG invoices for months of January and February 2011. Deposit estimated by requestor at \$30.00.	3/4/11 requestor submitted deposit of \$100.00 for RWG invoices requests from PRA dated 3/3 and PRA dated 3/4/2011. Sent determination letter 3/14/10- with due date first batch 3/31/11. Sent email and letter 3/31 records available - Ms. Yarber responded would like to review records first. 4/6/11 Docs reviewed & produced those requested - Per discussion with City Clerk, any additional requests for RWG invoices will need to be resubmitted for clarity due to numerous modifications. Completed. Balance remaining \$18.81 out of 100.00 as of 7/22/11. ON 7/29/11 Ms. Yarber selected additional documents new balance remaining is \$15.82.		
3/4/2011	3/4/2011	Sharon Yarber	PRA request for Councilmembers financial information regarding themselves and agencies for which they act as liasions.	see below	Under an hour	
3/4/2011	3/4/2011	Sharon Yarber	PRA request for City Manager and City Attorney 700 Filing Forms	3/14/11 Ms. Yarber picked up the forms and paid cash \$3.80 - Completed	Under an hour	
3/8/2011	3/8/2011	HF&H Consultants	PRA for proposal SCS Engineers for Source Reduction and Recycling Element Implementation Used Oil Block Grant Services	Received copy of proposal from Lauren, contacted Debbie (On 3/15/11) at HF&H she will send 6.90 then we will mail out to her.- Received check for 6.50 (#290) Completed		
3/29/2011	3/29/2011	Sharon Yarber	PRA request for correspondence regarding Annenberg; NPS; OGALS "Team Communications Blog" etc	4/7/11 14-day extension letter sent. Determination letter sent 4/22/11. First production due June 23, 2011; 2nd production due July 21, third due Aug 18 2011. On 6/28/11 Ms. Yarber reviewed documents, selected those she desired. On 7/22/11 Ms. Yarber reviewed documents and selected those she desired. On 7/29/11 Ms. Yarber re-reviewed the 1st batch of	On 6/28/11 Nathan sat with Ms. Yarber for 2 hours and 15 mins. On 7/22/11 Nathan and Teri spend 2 hours with Ms. Yarber from 2pm-4pm. ON 7/29/11 Ms. Yarber re-reviewed the first batch of documents from 1:55 pm-3:15 pm.	
4/6/2011	4/6/2011	Lenée Bilski	Request to review Hatano Agreement File (Lower Nike Site Agricultural)	Reviewed file- purchased some copies - Completed.	Under an hour	
4/7/2011	4/7/2011	Scott Nelson Access Advocates	PRA request for employee roster including name, position or job title, direct work telephone number, and work email.	On 4/15/11 PDFs of documents were sent to the requestor. Completed.	under an hour	
4/7/2011	4/7/2011	Lenée Bilski *	PRA request for all materials that accompanied the "draft" applications submitted to OGALS in connection with the Annenberg Project at Lower Point Vicente.	Ms. Bilski and *Ms. Yarber reviewed these documents and selected those desired. The each paid for copies respectively - Completed .		
4/4/2011	4/8/2011	Neopost Bob Buck	Request for copy original PO or vendor agreement for Pitney Bowes	Finance sent letter- we do not have a Pitney Bowes mail machine- completed	Under an hour	

PUBLIC RECORDS ACT REQUESTS -TRACKING LOG 2011

DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN	APPROX. STAFF COSTS INCURRED	CITY ATTY COSTS
4/19/2011	4/19/2011	Ken DeLong	Request for PV on the Net Contract file	Mr. DeLong reviewed documents on 4/25. Copies provided for those selected. Completed	Under an hour	
4/22/2011	4/22/2011	Elizabeth Nelson with David Lee Rice APLC	PRA Request for technology vendors/ Emer Prep Info/ Website Streaming costs incurred etc	PRA was retracted on the same date- no information provided to requestor.		
4/28/2011	4/28/2011	Karen Flaherty	PRA Request for speed zone survey for 29900 block of Hawthorne (Cross Street Crest)	5/4/11 Notified requestor of total cost (\$4.10) she will be sending check. Completed.	Under an hour	
5/2/11(fax)	5/3/2011	Jeff Falbo (EdgePoint)	PRA Request for uncashed checks (older than six months)	5/12/11 14-Day extension letter sent. On 5/26/11 sent determination letter. 6/20/11 received check for 1.24 sent documents. Completed.	3 hours	15 mins
5/2/2011	5/2/2011	Ken DeLong	PRA Request for PVNet Invoices for 2010	5/11/11 14-Day extension letter sent via email. 5/26/11 email sent stating production of documents due on 6/16/2011. On 6/16/11 Mr. DeLong reviewed documents - selected those he desired (total payment received \$48.07). Completed.	2 hours 2 mins	20 mins
5/3/2011	4/29/2011	Thomas D. Long	Request for all email and written correspondence between Staff or City Council and Sharon Yarber	5/13/11 Extension letter sent. 7/6/11 received documents for production, informed Mr. Long, he paid via check on July 15, 2011. Completed.		
5/3/2011	5/3/2011	Barry J. Hildebrand	PRA request for any and all Ladera Linda Community Center writings	5/10/11 14-Day extension letter sent. On 5/27/11 determination letter sent with following production dates: 7/7/2011; 8/4/11; 9/1/11. 6/10/11 Clarification letter sent. On July 11, 2011 contacted Mr. Hildebrand to clarify that the batch he reviewed was the only batch. Completed.	7/8/11 Nathan sat with Mr. Hildebrand and Bob Mucha (sic) for one hour and 10 mins.	
5/4/2011	5/4/2011	Barry J. Hildebrand	PRA request to add PVPLC to Ladera Linda Community Center	5/10/11 14-Day extension letter sent. On 5/27/11 determination letter sent with following production dates: 7/7/2011; 8/4/11; 9/1/11. 6/10/11 Clarification letter sent. Mr. Hildebrand reviewed the first batch of documents on 7/8/11 and selected 14 pgs for copying. On July 11, 2011 contacted Mr. Hildebrand to clarify that the batch he reviewed was the only batch that will be produced- (city attorneys were able to review all documents no need for second batch). Completed.	7/8/11 Nathan sat with Mr. Hildebrand and Bob Mucha (sic) for one hour and 10 mins.	
5/8/2011	5/11/2011	Michael Khosravifard	Informal Discovery Request for engineering and traffic survey	5/19/11 sent responsive documents- Completed.	two and half hours	15 mins
5/16/2011	5/16/2011	Rollin Sturgeon	PRA Request for Ordinance Prop M missing page and Carl Warren inquiry	5/24/11 sent response letter and complete document for Prop M. Completed	under an hour	15 mins

PUBLIC RECORDS ACT REQUESTS -TRACKING LOG 2011

DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN	APPROX. STAFF COSTS INCURRED	CITY ATTY COSTS
6/14/2011	6/14/2011	Kathy Nichols with HK&C	PRA Request for Terranea documents relating to financials/TOT/ etc	6/24/11 Sent 14 day letter to requestor - deadline to reply is July 8, 2011. 7/8/11 sent determination letter with production dates 30 days out once production of 2009 is reviewed. On 7/20/11 Ms. Nichols reviewed 2 bankers boxes and paid \$42.09 for copies.	Planning Staff provided two boxes that had previously been produced in 2009 but never reviewed.	5 hours and 40 mins (a 30 min lunch break was deducted)
6/15/2011	6/15/2011	Jiyun Cho for AP Wireless Infrastructure	PRA Request for executed lease agreements between RPV and cellular carriers	6/23/11 contacted Ms. Cho she will be sending a remittal check for \$53.93 (copies of all leases and amendments as well as two pages from PW). Red'd check 7/25/11 \$53.93- mailed documents. Completed.	under an hour	
6/10/2011	6/10/2011	Center for Contract Compliance	PRA request for certified payrolls for Hesse and Ryan Park Athletic Fields Improvement Project	Bindu coordinating payment with requestor- 6/27/11 received check for \$10.81. Completed.	one hour	
7/4/2011	7/5/2011	Sharon Yarber	PRA request for documents provided to Tom Long in regards to his request for all communications between staff and Sharon Yarber	7/5/11 - Determination letter sent; Ms Yarber reviewed the documents on 7/7 and then completed her review on 7/22. Completed.	7/7/11 - Nathan sat with Ms. Yarber for 3 hours (2-5pm). Carla assisted as well. Nathan and Teri sat with her from 2pm-4pm while she reviewed these documents and the OGALSAnnenbreg docs.	
7/7/2011	7/7/2011	Sharon Yarber	PRA request to review Hatano file	Ms. Yarber reviewed this file while she was here reviewing the files produced for Tom Long on 7/7/11. Ms. Yarber selected items to be copied. Completed.		
7/8/2011	7/8/2011	Barry Hildebrand	PRA request - June 2011 Inspection Report of Ladera Linda Community Center	Emailed Mr. Hildebrand link to report on line. Completed.		
7/29/2011	7/29/2011	Sharon Yarber	PRA request for correspondence regarding Annenberg; NPS; OGALS "Team Communications Blog" etc- extending timeline from March 30, 2011 - through 7/29/11.			
8/1/2011	8/2/2011	Caleb Chen	PRA for solid waste and street sweeping contracts			