

MEMORANDUM



RANCHO PALOS VERDES

TO: RANCHO PALOS VERDES CITY COUNCIL
FROM: CITY MANAGER *CAD*
DATE: NOVEMBER 2, 2011
SUBJECT: ADMINISTRATIVE REPORT NO. 11-44

- I. CITY MANAGER AND DEPARTMENT REPORTS (See Attachments)
 - A. City Manager
 - B. Finance & IT Department
 - 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

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <i>7:00 pm—City Council Meeting @ Hesse Park</i>	2	2	4 <i>7:30 am—Mayor's Breakfast @ Terranea(Long/Wolowicz)</i>	5
6	7	8 ELECTION DAY <i>7:00 pm—Planning Commission Meeting @ Hesse Park</i>	9	10 <i>8:00 am—Regional Law Enforcement Committee @ RH City Hall (Misetich/Stern)</i> <i>7:30 pm—LA West Vector Meeting (Stern)</i>	11 <i>6:00 pm—8:00 pm Retirement Party for Mayor Long & Councilmen Stern & Wolowicz @ PVIC</i>	12 <i>10:00 am—3:00 pm—Los Serenos Open House @ PVIC</i> <i>7:00 pm—9:00 pm Ranger Led Night Hikes @ Portuguese Bend Reserve</i>
13	14	15 <i>7:00 pm—City Council Meeting @ Hesse Park</i>	16 <i>12:00 pm—Mayor's Lunch @ The Depot (Long)</i> <i>1:30 pm—Sanitation District Meeting (Long)</i>	17 <i>7:00 pm—Emergency Preparedness Committee—Community Room</i>	18	19
20	21	22 <i>7:00 pm—Planning Commission Meeting @ Hesse Park</i>	23	24 <div style="border: 1px solid black; padding: 2px; display: inline-block;"><i>Thanksgiving Holiday—City Hall Closed</i></div>	25	26
27	28 <i>7:00 pm—Traffic Safety Committee Meeting—Community Room</i>	29	30			

December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <i>7:30 am—Mayor's Breakfast @ Terranea ????</i>	3
4	5 <i>6:00 pm—City of RPV Holiday Reception @ PVIC</i>	6 <i>7:00 pm—City Council Meeting @ Hesse Park</i>	7	8 <i>5:00 pm—6:30 pm City of PVE Holiday Reception @ PV Golf Club</i>	9	10 <i>9:00 am—10:30 am Breakfast With Santa @ Hesse Park</i> <i>7:00 pm—9:00 pm Ranger Led Night Hikes @ Portuguese Bend Reserve</i>
11	12 <i>5:00—8:00 pm - City of Rolling Hills Holiday Reception @ RH City Hall</i>	13 <i>7:00 pm—Planning Commission Meeting @ Hesse Park</i>	14	15 <i>7:00 pm—Emergency Preparedness Committee—Community Room</i>	16	17
18	19	20 <i>7:00 pm—City Council Meeting @ Hesse Park</i>	21 <i>12:00 pm—Mayor's Lunch @ The Depot</i> <i>1:30 pm—Sanitation District Meeting</i>	22	23	24
25	26	27	28	29	30	31
	Winter Holiday Break—City Hall Closed					

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 <i>7:00 pm—City Council Meeting @ Hesse Park</i>	4	5	6 <i>7:30 am—Mayor's Breakfast @ Terranea</i>	7
8	9	10 <i>7:00 pm—Planning Commission @ Hesse Park</i>	11	12	13	14 <i>7:00 pm—9:00 pm—Ranger-led Night Hikes @ Portuguese Bend</i>
15	16	17 <i>7:00 pm—City Council Meeting @ Hesse Park</i>	18 <i>12:00 pm—Mayor's Lunch @ The Depot</i> <i>1:30 pm—Sanitation District Meeting</i>	19 <i>7:00 pm—EPC Meeting @ Community Room</i>	20	21
22	23	24 <i>7:00 pm—Planning Commission @ Hesse Park</i>	25	26	27	28/
29	30	31				



RANCHO PALOS VERDES

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CAROLYN LEHR, CITY MANAGER 
DATE: NOVEMBER 2, 2011
SUBJECT: WEEKLY ADMINISTRATIVE REPORT

NEW COUNTY SUPERVISORIAL DISTRICT MAP GOES INTO EFFECT

On October 27, 2011, the *Daily Breeze* reported that the new Los Angeles County district map that was approved by the Board of Supervisors in September 2011 went into effect (see attachments). The revised map made relatively minor changes to the boundary of the 4th Supervisorial District, none of which affected the City. At this time, a legal challenge to the new map is still anticipated but has not yet been filed.

PEAFOWL CENSUS

While not as big an undertaking as the 2010 U.S. National Census, the City of Rancho Palos Verdes has arranged for its own nose count this week, or should we say “beak count,” in the form of a peafowl census. A team from Chino-based Animal Pest Management Services, consisting of a professional biologist and urban wildlife specialist, will conduct a two-day census of peafowl on Thursday, November 3rd and Friday, November 4th. Animal Pest Management Services is experienced in this field, having regularly performed peafowl censuses for other cities including Palos Verdes Estates and La Canada Flintridge. The census will focus on five Rancho Palos Verdes locales: Portuguese Bend, Vista Grande, Crestridge, Sunnyside Ridge, and Monte Verde. The first four areas were also studied in Rancho Palos Verdes’ last two peafowl censuses conducted in 2000 and 2008; the fifth area, Monte Verde, has been added because of a number of reports/complaints received by staff within the past year. The 2008 census demonstrated a 53% increase in peafowl over the 2000 census with the majority of the increase located in the Vista Grande area. Based on those findings, Council authorized staff to implement a trap and relocate program in Vista Grande which resulted in the relocation of 71 peafowl in 2009. Staff will inform Council of the results of this week’s census.

ELECTION REPORT NO. 8

Voting at the Polls

Polling places are open from 7:00 a.m. to 8:00 p.m. on Election Day. A voter’s polling place location is listed on the back cover of their sample ballot. On Election Day

City Manager's Report
November 2, 2011
Page 2

residents can locate their polling place by using the Los Angeles County Registrar-Recorder/County Clerk's (RR/CC's) website at www.lavote.net. Those who do not have access to the Internet can contact the City Clerk's Office at (310) 544-5217 or (310) 544-5208 for assistance in locating their polling place.

Election Night Semi-Official Election Results & Information

Election night results will be available on the LA County RR/CC's website at www.lavote.net. Preliminary Vote by Mail ballot results will be available at approximately 8:30 p.m. As precinct ballots arrive during the evening, updated cumulative results will be available and posted on this website. A link to the RR/CC's website will be available on the City's homepage near the "Vote" button.



Only minor changes in new supervisorial district boundaries

By Christina Villacorte Staff Writer

Posted: 10/26/2011 06:39:33 PM PDT

Updated: 10/26/2011 07:05:49 PM PDT

The boundaries of Los Angeles County's five supervisorial districts shift ever so slightly today, a month after the Board of Supervisors rejected major changes that would have boosted the voting power of Latinos.

The new redistricting map closely follows the previous plan, prompting threats of a lawsuit from civil rights activists who maintain Latinos should constitute the majority in two districts, not just one, since they make up 47 percent of the county's 9.8 million residents.

The South Bay will remain essentially the same under the plan, with only small changes made in Westchester and Playa del Rey. There, Supervisors Don Knabe and Mark Ridley-Thomas will swap two areas under a plan introduced by Knabe.

Knabe's 4th District will gain all of Playa del Rey and a portion of Westchester west of Lincoln Boulevard - an area that includes Westchester High, Otis College of Art and Design and most of the Ballona Wetlands. Ridley-Thomas' 2nd District will now include Westchester east of Lincoln Boulevard, gaining most of the Westchester community's homes as well as Playa Vista and Loyola Marymount University.

Redistricting is done every 10 years to ensure the population is divided evenly among the five supervisorial districts, based on the latest census.

During the tense process of drawing the boundaries, the Mexican American Legal Defense and Educational Fund was reportedly considering a legal challenge of the approved map,

which the group claimed violating the Voting Rights Act.

Thirty years ago, MALDEF joined with the U.S. Department of Justice and American Civil Liberties Union in suing the county, claiming the 1981 map deliberately diluted the Latino vote.

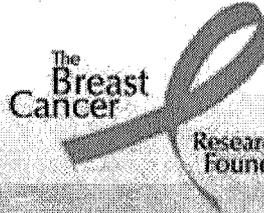
That legal challenge culminated in the court taking charge of the 1991 redistricting. That voting map created a majority Latino district, whose voters elected Gloria Molina as the first Latino on the board.

MALDEF has not filed a lawsuit yet this year and did not respond Wednesday to requests for comment.

Molina, who is serving her final term as supervisor of the 1st District, led last month's failed attempt to create another district where Latinos would make up the majority of the voting-age population.

Jaime Regalado, political science professor at

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LATINO NEWS

California State University, Los Angeles, and executive director of the Edmund G. "Pat" Brown Institute of Public Affairs, said a challenge of the new boundaries would have to prove they "fracture" Latino voting power.

"They would have to show that the new round of redistricting underscores an old pattern of diminishing the voting strength of the Latino population of the county," he said.

Challengers would have to show that the Latino voting strength was compacted into only one or two districts or diluted among three or four districts to such an extent that they would not have a voting majority, Regalado said.

He added a lawsuit could also try to show that the redistricting splits what the Voting Rights Act defines as a "community of interest."

christina.villacorte@dailynews.com

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MEMORANDUM



RANCHO PALOS VERDES

TO: CAROLYN LEHR, CITY MANAGER

FROM: DENNIS McLEAN, DIRECTOR OF FINANCE AND INFORMATION TECHNOLOGY 

DATE: NOVEMBER 2, 2011

SUBJECT: WEEKLY ADMINISTRATIVE REPORT

GOVERNOR JERRY BROWN RELEASES 12-POINT PENSION REFORM PLAN

Last week, Governor Jerry Brown released his 12-Point Pension Reform Plan, which targets key issues affecting pensions in state and local governments. If fully implemented, these reforms would reduce government contribution to pension costs, increase retirement age eligibility, and prohibit the purchase of "air time", among other things. The majority of Brown's reforms would apply to new hires, but not current workers. In order to implement Governor Brown's plan, key points would require two-thirds approval by the state legislature and statewide voter approval.

For more details, please refer to the League of California's summary of Governor Brown's Twelve Point Pension Reform Plan that is attached. Staff will continue to monitor the Governor's 12-Point Plan as it evolves.



Twelve Point Pension Reform Plan

October 27, 2011

The pension reform plan I am proposing will apply to all California state, local, school and other public employers, new public employees, and current employees as legally permissible. It also will begin to reduce the taxpayer burden for state retiree health care costs and will put California on a more sustainable path to providing fair public retirement benefits.

1. Equal Sharing of Pension Costs: All Employees and Employers

While many public employees make some contribution to their retirement – state employees contribute at least 8 percent of their salaries – some make none. Their employers pay the full amount of the annual cost of their pension benefits. The funding of annual normal pension costs should be shared equally by employees and employers.

My plan will require that all new and current employees transition to a contribution level of at least 50 percent of the annual cost of their pension benefits. Given the different levels of employee contributions, the move to a contribution level of at least 50 percent will be phased in at a pace that takes into account current contribution levels, current contracts and the collective bargaining process.

Regardless of pacing, this change delivers real near-term savings to public employers, who will see their share of annual employee pension costs decline.

2. “Hybrid” Risk-Sharing Pension Plan: New Employees

Most public employers provide employees with a defined benefit pension plan. The employer (and ultimately the taxpayer) guarantees annual pension benefits and bears all of the risk of investment losses under those plans. Most private sector employers, and some public employers, offer only 401(k)-type defined contribution plans that place the entire risk of loss on investments on employees and deliver no guaranteed benefit.

I believe that all public employees should have a pension plan that strikes a fair balance between a guaranteed benefit and a benefit subject to investment risk. The “hybrid” plan I am proposing will include a reduced defined benefit component and a defined contribution component that will be managed professionally to reduce the risk of employee investment loss. The hybrid plan will combine those two components with Social Security and envisions payment of an annual retirement benefit that replaces 75 percent of an employee’s salary. That 75 percent target will

be based on a full career of 30 years for safety employees, and 35 years for non-safety employees. The defined benefit component, the defined contribution component, and Social Security should make up roughly equal portions of the targeted retirement income level. For employees who don't participate in Social Security, the goal will be that the defined benefit component will make up two-thirds, and the defined contribution component will make up the remaining one-third, of the targeted retirement benefit.

The State Department of Finance will study and design hybrid plans for safety and non-safety employees, and will fashion a cap on the defined benefit portion of the plans to ensure that employers do not bear an unreasonable liability for high-income earners.

3. Increase Retirement Ages: New Employees

Over time, enriched retirement formulas have allowed employees to retire at ever-earlier ages. Many non-safety employees may now retire at age 55, and many safety employees may retire at age 50, with full retirement benefits. As a consequence, employers have been required to pay for benefits over longer and longer periods of time.

The retirement age for non-safety workers in 1932, when the state created its retirement system, was 65. The retirement age for a state highway patrol officer in 1935 was 60. The life expectancy of a twenty-year old who began working at that time was mid-to-late 60s, meaning that life expectancy beyond retirement was a relatively short period of time. Now with a growing life expectancy, pensions will pay out not just for a few years, but for several decades, requiring public employers to pay pension benefits over much longer periods of time. Under current conditions, many years can separate retirement age from the age when an employee actually stops working. No one anticipated that retirement benefits would be paid to those working second careers.

We have to align retirement ages with actual working years and life expectancy. Under my plan, all new public employees will work to a later age to qualify for full retirement benefits. For most new employees, retirement ages will be set at the Social Security retirement age, which is now 67. The retirement age for new safety employees will be less than 67, but commensurate with the ability of those employees to perform their jobs in a way that protects public safety.

Raising the retirement age will reduce the amount of time retirement benefits must be paid and will significantly reduce retiree health care premium costs. Employees will have fewer, if any, years between retirement and reaching the age of Medicare eligibility, when a substantial portion of retiree health care costs shift to the federal government under Medicare.

4. Require Three-Year Final Compensation to Stop Spiking: New Employees

Pension benefits for some public employees are still calculated based on a single year of "final compensation." That one-year rule encourages games and gimmicks in the last year of employment that artificially increase the compensation used to determine pension benefits. My plan will require that final compensation be defined, as it is now for new state employees, as the highest average annual compensation over a three-year period.

5. Calculate Benefits Based on Regular, Recurring Pay to Stop Spiking: New Employees

Where not controlled, pension benefits can be manipulated by supplementing salaries with special bonuses, unused vacation time, excessive overtime and other pay perks. My plan will require that compensation be defined as the normal rate of base pay, excluding special bonuses, unplanned overtime, payouts for unused vacation or sick leave, and other pay perks.

6. Limit Post-Retirement Employment: All Employees

Retirement with a pension should not translate into retiring on a Friday, returning to full-time work the following Monday, and collecting a pension and a salary. Retired employees often have experience that can deliver real value to public employers, though, so striking a reasonable balance in limiting post-retirement employment is appropriate. Most employees who retire from state service, and from other CalPERS member agencies, are currently limited to working 960 hours per year for a public employer, and do not earn any additional retirement benefits for that work. My plan will limit all employees who retire from public service to working 960 hours or 120 days per year for a public employer. It also will prohibit all retired employees who serve on public boards and commissions from earning any retirement benefits for that service.

7. Felons Forfeit Pension Benefits: All Employees

Although infrequent, recent examples of public officials committing crimes in the course of their public duties have exposed the difficulty of cutting off pension benefits those officials earned during the course of that criminal conduct. My plan will require that public officials and employees forfeit pension and related benefits if they are convicted of a felony in carrying out official duties, in seeking an elected office or appointment, or in connection with obtaining salary or pension benefits.

8. Prohibit Retroactive Pension Increases: All Employees

In the past, a number of public employers applied pension benefit enhancements like earlier retirement and increased benefit amounts to work already performed by current employees and retirees. Of course, neither employee nor employer pension contributions for those past years of work accounted for those increased benefits. As a result, billions of dollars in unfunded liabilities continue to plague the system. My plan will ban this irresponsible practice.

9. Prohibit Pension Holidays: All Employees and Employers

During the boom years on Wall Street, when unsustainable investment returns supported “fully-funded” pension plans, many public employers stopped making annual pension contributions and gave employees a similar pass. The failure to make annual contributions left pension plans in a significantly weakened position following the recent market collapse. My plan will prohibit all employers from suspending employer and/or employee contributions necessary to fund annual pension costs.

10. Prohibit Purchases of Service Credit: All Employees

Many pension systems allow employees to buy “airtime,” additional retirement service credit for time not actually worked. When an employee buys airtime, the public employer assumes the full risk of delivering retirement income based on those years of purchased service credit. Pensions are intended to provide retirement stability for time actually worked. Employers, and ultimately taxpayers, should not bear the burden of guaranteeing the additional employee investment risk that comes with airtime purchases. My plan will prohibit them.

11. Increase Pension Board Independence and Expertise

In the past, the lack of independence and financial sophistication on public retirement boards has contributed to unaffordable pension benefit increases. Retirement boards need members with real independence and sophistication to ensure that retirement funds deliver promised retirement benefits over the long haul without exposing taxpayers to large unfunded liabilities.

As a starting point, my plan will add two independent, public members with financial expertise to the CalPERS Board. “Independence” means that neither the board member nor anyone in the board member’s family, who is a CalPERS member, is eligible to receive a pension from the CalPERS system, is a member of an organization that represents employees eligible to or who receive a pension from the CalPERS system, or has any material financial interest in an entity that contracts with CalPERS. My plan also will replace the State Personnel Board representative on the CalPERS board with the Director of the California Department of Finance.

True independence and expertise may require more. And while my plan starts with changes to the CalPERS board, government entities that control other public retirement boards should make similar changes to those boards to achieve greater independence and greater sophistication.

12. Reduce Retiree Health Care Costs: State Employees

The state and the nation have seen the costs of health care skyrocket. The state’s retiree health care premium costs have increased by more than 60 percent in the last five years and will almost double over ten years. This approach has to change.

My plan will reduce the taxpayer burden for health care premium costs by requiring more state service to become eligible for health care benefits at retirement. New state employees will be required to work for 15 years to become eligible for the state to pay a portion of their retiree health care premiums. They will be required to work for 25 years to become eligible for the maximum state contribution to those premiums. My plan also will change the anomaly of retirees paying less for health care premiums than current employees.

Contrary to current practice, rules requiring all retirees to look to Medicare to the fullest extent possible when they become eligible will be fully enforced.

Local governments should make similar changes.



MEMORANDUM

RANCHO PALOS VERDES

TO: CAROLYN LEHR, CITY MANAGER
FROM: TOM ODOM, DIRECTOR OF PUBLIC WORKS
DATE: NOVEMBER 2, 2011
SUBJECT: WEEKLY ADMINISTRATIVE REPORT

CONSTRUCTION CONTINUES ON VIA CANADA STORM DRAIN IMPROVEMENT PROJECT

Construction crews have completed underground work on the new catch basin installation on Via Velardo and are beginning work on Via Canada. The work on via Velardo involved installation of a catch basin and approach, new curb and gutter and an 18-inch lateral pipe now connected to the main in a new junction structure. Crews will be installing the catch basin along Via Canada and its connector pipe this week. The contractor estimates his work will be concluded in mid-November. Residents, pedestrians and motorists in the area should exercise caution around active construction sites and adhere to all warnings, flagman and temporary no parking signs.



DROP CEILING REPLACEMENT

The Drop Ceiling Replacement project at Hesse Park Building will begin in January 2012. In order to have safe and fast constructions activities, the building will be closed from January 1 through January 31, 2012. During this period the City Council and Planning Commission meetings will be relocated to PVIC. The City will send appropriate public notices for these changes. Other events will also be adjusted accordingly. The building will be open on February 1, 2012. We thank you for your patience with any inconvenience this may cause.

ST. JOHN FISHER RECYCLING

Staff is pleased to share St. John Fisher Church's recycling activities as part of their expansion project's construction and demolition (C&D) work. To-date approximately 1,050 tons of asphalt, 4,150 tons of dirt, 870 tons of concrete, 265 tons of construction wood/tree/brush, 40 tons of metal, 22 tons of mixed recycling and 30 tons of reused wood was taken to various recycling and/or materials recovery facilities. The C&D material recycled were for the following Building Permits and a portion of the Phase 1 of the St. John Fisher Master Plan Project: B10-00190 (Conversion of Convent to a Rectory – Remodel), B10-00191 (Grading and Site Work), B10-00193 (New garage near Convent to Rectory Remodel), and B10-00431 (Demolition of old Rectory, adjacent to Crest Road.

FALL BRUSH CLEARING EVENT TONNAGE- WEEK 3

EDCO completed the first three weeks of the Fall season's five-week brush clearing event. The weekly tonnage varies depending on the route. Some routes service homes with larger yards and/or canyon properties, which generate more brush. This coming Saturday brush from the Thursday route will be collected.

Regular Collection Day/Route	Brush Clearing Day	Brush Tonnage Collected
Mondays	Sat., Oct 15, 2011	6.45 tons
Tuesdays	Sat., Oct 22, 2011	10.65 tons
Wednesdays	Sat, Oct. 29, 2011	8.11 tons
Total to-date		25.21 tons

PUBLIC WORKS PERMIT REPORT

The Public Works Department is responsible for control of work performed within the City Public "Right 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 October 2011.

2011 October

The Gas Company	2
So Calif Edison	6
Calif Water Service	1
Verizon	3
Cox Communication	1
NextG Communications	1
T Mobile	1
Miscellaneous	7

TOTAL

22



TO: Carolyn Lehr, City Manager
FROM: Joel Rojas, Community Development Director
DATE: November 2, 2011
SUBJECT: Weekly Administrative Report

Construction Update for St. John Fisher Master Plan Project

Staff would like to update the City Council on the status of construction for the St. John Fisher Master Plan project. Portions of Phase I of the St. John Fisher Master Plan project began to be constructed in July 2010 and are almost completed. To date, Del Amo Construction has demolished the previously existing rectory, converted the existing convent into a rectory, completed a majority of the site grading and constructed a new garage near the southeast corner of the property. The next portion of construction will be conducted by Valley Commercial Construction and will include the construction of a new sanctuary and the conversion of the existing sanctuary into a new Parish Activity Center (gymnasium), after which Phase I of the St. John Fisher Master Plan will be completed.

Construction of the new sanctuary is anticipated to take 14½ months (November 2011 through mid-January 2013) followed by the remodel of the existing sanctuary into a Parish Activity Center which will take an additional 4-6 months (mid-January 2013 through June 2013) to complete. Remaining site work, including the corner stair ramp, the gathering plaza, and new landscaping along Crenshaw Blvd., Crest Road, and adjacent to the new church will be completed during the last few months of the 14½ - month sanctuary-construction time period.

Thus far, Staff has received very few complaints during the initial construction. Any residents with construction related complaints are encouraged to contact Lissa DeLuce (Disturbance Coordinator) at (310) 377-5571. The Disturbance Coordinator's contact information is also posted on a construction information board on the St. John Fisher property, south of Crest Road. If for any reason, the Disturbance Coordinator is not available, the public can also contact Leza Mikhail, Associate Planner, at (310) 544-5228 or via email at lezam@rpv.com

Planning Division Monthly Activity Report

Attached is the Planning Division's Monthly Activity Report for October 2011. The report contains a brief summary of the Division's activities during this last month regarding: 1)

**Community Development Department
Weekly Administrative Report
November 2, 2011**

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 **32** new applications during the month and took action on **34** previously submitted applications.

Building and Safety Division Monthly Activity Report

Attached is the Building and Safety Division's Monthly Activity Report for October 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 **133** permits during the month of October 2011.

Code Enforcement Division Monthly Activity Report

Attached is the Code Enforcement Division's Monthly Activity Report for October 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 **42** field inspections and brought **24** cases to closure.

View Restoration/Preservation Applications Monthly Activity Report

Attached is the View Restoration Division's Monthly Activity Report for October 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 4) A summary of the Division's activities year-to-date. The Division received **3** new applications in the month of October 2011.

Right-of-Way Permit Monthly Activity Report

The Department issued **3** right-of-way permits in the month of October 2011.

Planning Commission Cancelled Meeting

The regularly scheduled Planning Commission on November 8, 2011 has been cancelled because it falls on election night.

Applications of Note

Attached is a table with a summary of the applications of note that were submitted to the Department between October 26 and November 1, 2011.

**Community Development Department
Weekly Administrative Report
November 2, 2011**

Attachments

Planning Division's Monthly Activity Report for October 2011
Building and Safety Division's Monthly Activity Report for October 2011
Code Enforcement Division's Monthly Activity Report for October 2011
View Restoration/Preservation Division's Monthly Activity Report for October 2011
Right-of-Way Permit Monthly Activity Report for October 2011
Applications of Note



City of Rancho Palos Verdes

Monthly Planning Activity Summary

For the Month of October 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
32	25	0	5	0	4	0	0	0	0

Application Type	Number
Site Plan Review	23
Foliage Analysis	7
Neighborhood Compatibility Analysis	4
Height Variation	2
Grading Approval	7
Sign Permit	2
Landslide Moratorium Exception	1
Large Domestic Animal Permit	1
Permit Extension	1
Number of Unique Applications:	48
Number of New ZON Cases:	32

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

Staff Decisions
Number of Cases Closed: 25
Median Processing Time: 1 days
Director Decisions
Number of Cases Closed: 5
Median Processing Time: 113 days
PC/CC Decisions
Number of Cases Closed: 4
Median Processing Time: 122 days
All Planning Cases
Number of Cases Closed: 34
Median Processing Time: 113 days

* ZON = Zoning, SUB = Subdivision



City of Rancho Palos Verdes

Monthly Building & Safety Activity Summary

For the Month of October 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
132	133	67,341	16,038	13,848	458,600	10	0	565	27

New BLD** Applications by Type	
Application Type	No.
Alteration	4
Addition & Remodel	6
New Construction	7
Repair	4
Reroof	30
Remodel	22
Sign	1
Solar Panels	5
New BLD Cases:	79

New ELE** Applications by Type	
Application Type	No.
Alteration	2
Changeout	1
New Construction	2
Service Upgrade	10
Temporary Power	2
New ELE Cases:	17

New MEC** Applications by Type	
Application Type	No.
Changeout	14
New Construction	3
New MEC Cases:	17

New PLM** Applications by Type	
Application Type	No.
Alteration	2
Changeout	9
New Construction	1
Repair	5
Repipe	2
New PLM Cases:	19

Issued Permit Summary	
Over-the-Counter Permits	
No. of Permits Issued: 118	
Median Processing Time: 0 days	
Plan Checked Permits	
No. of Permits Issued: 15	
Median Processing Time: 42 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 October 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	142	\$111,132.00	\$134,609.00	\$537,500.00	19	\$22,984.00	0	605	26	August
September	117	\$56,764.00	\$64,327.00	\$603,800.00	15	\$18,279.00	0	584	27	September
October	133	\$67,341.00	\$81,189.00	\$458,600.00	10	\$16,038.00	0	565	27	October
November										November
December										December
January-13										January
February										February
March										March
April										April
May										May
June										June
YTD	511	\$306,363.00	\$362,017.00	\$2,436,100.00	52	\$72,728.00	0	2202	102	YTD

Previous YR	491	\$349,431.00	\$412,670.00	\$3,839,600.00	52	\$86,469.00	2	2120	100	Previous YR
% Change/YTD	4%	-12%	-12%	-37%	0%	-16%	-200%	4%	2%	% Change YTD



City of Rancho Palos Verdes

Monthly Code Enforcement Activity Summary For the Month of October 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
23	42	18	2	8	0	2	0	24	0

New Complaints by Violation Category

Drainage	1
Fence, Wall & Hedge	1
Home Occupation	1
Non-Permitted Construction	4
Property Maintenance	10
Illegal Signs	1
Trash Cans	5
Total:	23

Closed Case Summary

Municipal Code Violations

Number of Cases Closed: **18**
Median Processing Time: **33 days**

Zoning Code Violations

Number of Cases Closed: **6**
Median Processing Time: **92 days**

Illegal Sign Abatement Summary

Street Name	Signs Removed
HAWTHORNE BLVD	9
PALOS VERDES DR E	16
PALOS VERDES DR S	10
PALOS VERDES DR W	3
SILVER SPUR RD	3
Total Signs Removed:	41



City of Rancho Palos Verdes

Monthly View Activity Summary For the Month of October 2011

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

New View Cases (MTD)	
Application Type	Number
View Restoration Permit	2
View Maintenance	1
Number of New Cases:	3

Pre-Application Meetings (MTD)	
Application Type	Number
View Restoration Permit	5
Number of Pre-Application Meetings:	5

Resolved By Mediation (MTD)	
Application Type	Number
View Restoration Permit	3
Number of Cases:	3

New View Cases (YTD)	
Application Type	Number
View Restoration Permit	21
View Preservation Permit	7
City Tree Review Permit	9
View Maintenance	21
Number of New Cases:	58

Pre-Application Meetings (YTD)	
Application Type	Number
View Restoration Permit	14
Number of Pre-Application Meetings:	14

Resolved By Mediation (YTD)	
Application Type	Number
View Restoration Permit	12
Number of Cases:	12



Rancho Palos Verdes Monthly Right-of-Way Permits

Issued During October 2011 by Community Development Department

Case #	Issued	Fee	Street Address	Owner	Type	Permittee	Expires
Case Type ROW							
ROW2011-00030	10/10/11	\$98.00	6507 OCEAN CREST DR	BVF-II MADISON, LLC	Dumpster/Roll-off	EDCO Corporation	11/11/11
ROW2011-00031	10/11/11	\$98.00	6236 SCOTMIST DR	MACKLIS, HOWARD & HELENE	Dumpster/Roll-off	EDCO Corporation	11/11/11
ROW2011-00032	10/11/11	\$98.00	6528 VIA COLINITA	BRUCE, ALEXANDER & MARY E	Dumpster/Roll-off	EDCO Corporation	11/14/11

Number of **ROW** cases issued: 3

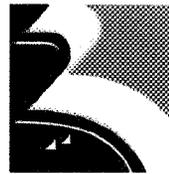
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Applications of Note as of November 2, 2011

Case No.	Owner	Street Address	Project Description	Submitted
VRP2011-00058	WHITE, JAMES J & LUCY	28541 PALOS VERDES DR E	View Maintenance request for foliage located at 28531 Palos Verdes Dr. E. & 1 Bronco Dr. (VRP 123)	10/28/2011
<i>View Maintenance</i>				
ZON2011-00309	MAHAJAN, BALRAJ & RANI	26139 BASSWOOD AVE	Change roof pitch, thereby increasing the overall height by 18" due to leakage	10/28/2011
<i>Site Plan Review</i>				

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RANCHO PALOS VERDES

MEMORANDUM

TO: CAROLYN LEHR, CITY MANAGER

FROM: CAROLYNN PETRU, DEPUTY CITY MANAGER, INTERIM DIRECTOR, RECREATION AND PARKS 

DATE: NOVEMBER 2, 2011

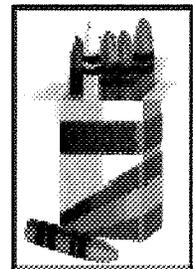
SUBJECT: ADMINISTRATIVE REPORT

Little Critter Afternoon Tales

Beginning Wednesday, November 9, the City's Recreation Department will be partnering with the Palos Verdes Library District to bring the community a new program for tots. Little Critter Afternoon



Tales is a one-hour story time offered on the second Wednesday of each month from 1:00 pm to 2:00 pm at Hesse Park. This free program will include stories, rhythm and rhyme activities, parachutes, and arts and crafts. Refreshments will be provided. This program, designed for parents and children to attend together, is geared to children ages 2-5 years, but children of all ages are welcome. No registration is necessary. For more information, please contact Marisa Perley at the Palos Verdes Library District at



mperley@pvld.org or 310-377-9584 ext. 238 or call Hesse Park at 310-541-8114.

Point Vicente Interpretive Center

On Tuesday morning, staff met with Los Serenos members at their monthly board meeting. Topics included: the upcoming Open House at Point Vicente on November 12, coordination of buses for the fourth grade program, the use of the new step and repeat backdrop, progress on the next set of Junior Docent Nature Series DVDs, presentation of certificates of appreciation to the outgoing City Council members, an overview of the budget and expenditures, upcoming write-ups for Serena the whale skeleton, docent event and hike scheduling, ongoing group meetings, and the January 2012 closure of Hesse Park.

Abalone Cove

On Friday, staff monitored eight USC students as they shot a segment of a short film at Abalone Cove.



Fred Hesse Jr. Community Park

Recreation Class Rentals:

- Duplicate Bridge Classes (Multipurpose Room - MPR): Monday, Friday
- Lite Impact Aerobic Dance Classes (MPR): Monday, Wednesday
- Kids Music N Motion Infant Class (Fireside Room - FSR): Monday
- Bones for Life Class (MPR): Tuesday
- Mommy & Me Classes (Activity room - ACT): Tuesday, Thursday
- Cooking for Kids - Winter Comfort Foods Class (ACT): Wednesday
- Suika Preschool Class (ACT): Friday
- Basics of Fine Arts Class (ACT): Saturday
- Tai Chi Chuan Class (MPR): Saturday
- Palos Verdes Strings Classes (ACT): Sunday

Community Groups/Private Rentals:

- AYSO Soccer Practices and Games (Soccer Field): Monday – Sunday
- PVP Republican Women Federated Meeting (FSR): Tuesday
- Peninsula Seniors Weekly Lecture (FSR): Wednesday
- PV Amateur Radio Club Meeting (FSR): Wednesday
- Peninsula Point Homeowners Association Meeting (ACT): Wednesday
- RPV Seniors Bridge Club Games (MPR): Thursday
- Private Rental (FSR): Saturday
- Private Rental (MPR): Saturday

Robert E. Ryan Community Park

Recreation Class Rentals:

- Suika Preschool (Activity Room - ACT): Monday, Wednesday, Friday
- Fit N Fun Youth Sports Classes (Grass Area): Monday, Tuesday, Wednesday
- Kids Music N Motion Music Class (ACT): Saturday

Community Groups/Private Rentals:

- US Youth Volleyball League Practice and Games (Grass Area): Thursday, Saturday
- PVP Girls Softball League Practice (Baseball Field): Friday
- Pony League Games (Baseball Field): Sunday

Ladera Linda Community Center

Recreation Class Rentals:

- Creative Energy Dance School Youth Classes (MPR, Room G): Monday – Saturday
- Adult Tap Dance Class (Room G): Tuesday
- Kids Music N Motion Music Class (Room J): Thursday

TENTATIVE AGENDAS

November 15, 2011

Mayor's Announcements:

City Manager Report:

New Business:

Consent

NOC – FY 09-10 Annual Sidewalk Repair Program
Award Construction Contract for Whitley Collins Pedestrian Crossing
Appt. of Board Members to the Abalone Cove Landslide Abatement District
Parking Fines
Contract Amendment with Mia Lehrer & Associates
Adoption of Ordinance No. 529-Code Amend. Minor Misc. Amend. to Title 17

Public Hearings

Extension of Pony Club Permit

Regular Business

Contract Renewal – Animal Control
Employee Incentive Program Results for FY10-11
Noise Ordinance
Land Acquisition
Approval of NCCP Conservation Easement
25th Street Maintenance Agreement with City of LA

December 6, 2011

Mayor's Announcements:

Certification of Election:

Certification of Election Results

Ceremonial Matters:

Council Reorganization:

Recess/Reception:

City Manager Report:

New Business:

Consent

Border Issues Status Report

Annual Commercial Hauler Agreement Renewal

NOC – Residential Street Imp. Project FY09-10 Area 4 and 8

Public Hearings

Proposed 2011-2012 Community Development Block Grant (CDBG) Program

Regular Business

Council Meeting Schedule

December 20, 2011

Mayor's Announcements:

City Manager Report:

New Business:

Consent

Public Hearings

Regular Business

Council Policy No. 37-Naming Public Facilities & Placing of Monuments/Memorials

Council Policy – Reimbursement for Travel/Meetings & Background Info. on AB1234

January 17, 2012

Mayor's Announcements:

City Manager Report:

New Business:

Consent

License Agreement for 25th Street Mobile Park

Public Hearings

Regular Business

January 31, 2012

Mayor's Announcements:

City Manager Report:

New Business:

Consent

Public Hearings

Regular Business

Approval of Final Public Use Master Plan



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 11/07/11 - 11/13/11
Monday through Sunday

6:00 AM - 6:30 AM	Sit and Be Fit - Low Impact Fitness	3:30 PM - 4:00 PM	LA County - City TV from Santa Monica
6:30 AM - 7:00 AM	Cardio Strength Stretch - Moderate to Rigorous Exercise Routines	4:00 PM - 4:30 PM	Around the Peninsula: Halloween at the Peninsula Center
7:00 AM - 7:30 AM	Around the Peninsula: Halloween at the Peninsula Center	4:30 PM - 5:00 PM	Community Connection: Shopping on the Promenade on The Peninsula Episode #1
7:30 AM - 8:00 AM	Community Connection: Shopping on the Promenade on The Peninsula Episode #1	5:00 PM - 5:30 PM	Sit and Be Fit - Low Impact Fitness
8:00 AM - 8:30 AM	Community Connection: Shopping on the Promenade on The Peninsula Episode # 2	5:30 PM - 6:00 PM	Cardio Strength Stretch - Moderate to Rigorous Exercise Routines
8:30 AM - 9:00 AM	Community Connection: Shopping on the Promenade on The Peninsula Episode # 3	6:00 PM - 6:30 PM	Palos Verdes Peninsula Coordinating Council Oct. 27, 2011
09:00 AM - 9:30 AM	LA County - City TV from Santa Monica	6:30 PM - 7:00 PM	Palos Verdes Peninsula Coordinating Council
9:30 AM - 10:00 AM	LA County - City TV from Santa Monica	7:00 PM - 7:30 PM	Peninsula Seniors: Cabrillo Aquarium - Bobble Hedges
10:00 AM - 10:30AM	Peninsula Varsity Football vs. Redondo Union High School 10/14/11	7:30 PM - 8:00 PM	Peninsula Seniors (continued)
10:30 AM - 11:00 AM	Peninsula Varsity Football vs. Redondo Union High School	8:00 PM - 8:30 PM	Peninsula Varsity Football vs. Culver City High School Sept. 16th 2011
11:00 AM - 11:30 AM	Peninsula Varsity Football vs. Redondo Union High School	8:30 PM - 9:00 PM	Peninsula Varsity Football (continued)
11:30 AM - 12:00 PM	Peninsula Varsity Football vs. Redondo Union High School	9:00 PM - 9:30 PM	Peninsula Varsity Football (continued)
12:00 PM - 12:30 PM	Peninsula Seniors: F-14 Design Evolution - Mike Ciminera	9:30 PM - 10:00 PM	Peninsula Varsity Football (continued)
12:30 PM - 1:00 PM	Peninsula Seniors (continued)	10:00 PM - 10:30 PM	Around the Peninsula: Halloween at the Peninsula Center
1:00 PM - 1:30PM	Around the Peninsula: Halloween at the Peninsula Center	10:30 PM - 11:00 PM	Community Connection: Shopping on the Promenade on The Peninsula Episode #1
1:30 PM - 2:00 PM	Community Connection: Shopping on the Promenade on The Peninsula Episode #1	11:00 PM - 11:30 PM	Community Connection: Shopping on the Promenade on The Peninsula Episode # 2
2:00 PM - 2:30 PM	Community Connection: Shopping on the Promenade on The Peninsula Episode # 2	11:30 PM - 12:00 AM	Community Connection: Shopping on the Promenade on The Peninsula Episode # 3
2:30 PM - 3:00 PM	Community Connection: Shopping on the Promenade on The Peninsula Episode # 3	12:00 AM - 1:00 AM	Peninsula Varsity Football vs. Redondo Union High School 10/14/11
3:00 PM - 3:30 PM	LA County - City TV from Santa Monica	1:00 AM - 6:00 AM	Community Announcements



PVPTV35 Programming Schedule Guide
Week of 11/07/11 to 11/13/11

Monday, Nov. 07

3:00PM

Palos Verdes Library Dist.

6:00PM

PVP Coordinating Council

7:00PM

PVPUSD Board Meeting

Tuesday, Nov. 08

7:30PM

City of RHE City Council Meeting - Live

Wednesday, Nov. 09

7:30PM

City of PVE City Council Meeting 11/08/11

Thursday, Nov. 10

7:00PM

RHE - City Celebration

Friday, Nov. 11

6:00PM

PVP Land Conservancy Nature Walk

7:30PM

City of RHE City Council Meeting 11/08/11

Saturday, Nov. 12

7:00PM

City of RPV Planning Commission 11/08/11

Sunday, Nov. 13

10:00AM

RHE - City Celebration

7:30PM

City of RHE City Council Meeting 11/08/11

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT- LOMITA STATION
REPORTED CRIMES & ARRESTS BETWEEN 10/23/11 & 10/29/11**

LOMITA:

CRIME	FILE #	RD	DATE	TIME	LOCATION	METHOD OF ENTRY	LOSS	ADDITIONAL INFORMATION
ASSAULT WITH A DEADLY WEAPON	11-03638	1711	10/23/11	1615	24600 BLOCK CYPRESS ST	N/A	N/A	SUSPECT ARRESTED
RESIDENTIAL BURGLARY	11-03700	1712	09/19/11-10/23/11	1900-1300	25300 BLOCK ESHELMAN AVE	UNKNOWN	2 HANDGUNS, 1 MAGAZINE	SUSPECT(S) UNKNOWN. OWNERS WERE ON VACATION WHEN INCIDENT OCCURRED. SON HAD PARTIES WHILE OWNERS WERE AWAY.
BURGLARY (SHOPLIFTING)	11-03751	1710	10/28/11	2315	2400 BLOCK W. LOMITA BL	ENTRY DOOR	BEER	S- M, 500-502, 110-120, BLK BALL CAP, HALLOWEEN MASK, LONG SLEEVED PLAID JACKET, PARK PANTS
VEHICLE BURGLARY	11-03732	1713	10/25/11-10/26/11	2200-1240	25900 BLOCK NARBONNE AVE	LOCK, FORCED	GPS, 20 CD'S	SUSPECT(S) UNKNOWN. LOCATION TYPE- PARKING LOT
GRAND THEFT AUTO	11-03754	1712	10/27/11-10/28/11	2100-0600	25400 BLOCK OAK ST	UNKNOWN	04 CHEV SILVERADO, TRK, SIL	SUSPECT(S) UNKNOWN. LOCATION TYPE- RESIDENTIAL STREET
ASSAULT WITH A DEADLY WEAPON	11-03770	1751	10/29/11	1532	26900 BLOCK WESTERN AVE	N/A	N/A	SUSPECT ARRESTED

ARRESTS: NARCOTICS-1, DRUNK IN PUBLIC-1, ASSAULT WITH A DEADLY WEAPON-2

RANCHO PALOS VERDES:

CRIME	FILE #	RD	DATE	TIME	LOCATION	METHOD OF ENTRY	LOSS	ADDITIONAL INFORMATION
GRAND THEFT AUTO	11-03686	1746	10/23/11	1100	29600 BLOCK WESTERN AVE	UNLOCKED VEHICLE	03 CHEV BLAZER, 4DR, GRY	SUSPECT(S) UNKNOWN. LOCATION TYPE- PARKING LOT
COMMERCIAL BURGLARY	11-03697	1740	10/21/11-10/24/11	1800-0700	6000 BLOCK PALOS VERDES DR S	WINDOW, FORCED	TV, ICE CREAM, ALCOHOL, REMOTE (RECOVERED),	SUSPECT(S) UNKNOWN.
VEHICLE BURGLARY	11-03683	1734	10/22/11-10/23/11	2000-0900	2900 BLOCK PEACOCK RIDGE RD	UNKNOWN	NAVIGATION SYSTEM, 4 SUNGLASSES, KEY, PARKING GARAGE REMOTE	SUSPECT(S) UNKNOWN. LOCATION TYPE- RESIDENTIAL PARKING LOT
COMMERCIAL BURGLARY	11-03715	1736	10/25/11	1315	30000 BLOCK HAWTHORNE BL	ENTRY DOOR	BLK SHOPPING BASKET (RECOVERED)	S- MA LAST SEEN IN HONDA CIVIC
GRAND THEFT (RESIDENTIAL)	11-03701	1731	10/22/11	1900-2200	5100 BLOCK SILVER ARROW DR	FRONT DOOR	COMPUTER, CAMERA, JAR	SUSPECT(S) UNKNOWN. THERE WAS A PARTY AT THE RESIDENCE WHEN INCIDENT OCCURRED
BURGLARY (GARAGE)	11-03659	1735	10/20/11-10/21/11	1800-0830	29600 BLOCK ISLAND VIEW	UNLOCKED VEHICLE	2 KEYS	SUSPECT(S) UNKNOWN.
RESIDENTIAL BURGLARY	11-03696	1746	10/24/11	1250	2000 BLOCK VELEZ DR	WINDOW, FORCED	UNKNOWN	SUSPECT(S) UNKNOWN. WOMAN'S 7 1/2 SHOE PRINT FOUND AT SCENE.
GRAND THEFT AUTO	11-03720	1744	10/24/11-10/25/11	1800-1630	2700 BLOCK SAN RAMON DR	UNKNOWN	04 HON CIVIC, 4DR, SIL	SUSPECT(S) UNKNOWN. LOCATION TYPE- DRIVEWAY
GRAND THEFT AUTO	11-03723	1734	10/25/11	0500-2000	28100 BLOCK PEACOCK RIDGE DR	UNKNOWN	09 YAMAHA R6, MOTO, ORG	SUSPECT(S) UNKNOWN. LOCATION TYPE- PARKING GARAGE

GRAND THEFT (PACKAGE)	11-03726	1742	10/25/11	1300-1500	32400 BLOCK NAUTILUS DR	PORCH	BOX	SUSPECT(S) UNKNOWN.
RESIDENTIAL BURGLARY	11-03674	1732	10/20/11-10/21/11	0600-0600	29400 BLOCK WHITLEY COLLINS DR	DOGGIE DOOR	UNKNOWN	SUSPECT(S) UNKNOWN.
GRAND THEFT AUTO	11-03724	1739	10/25/11-10/26/11	2000-0610	6300 BLOCK SATTES DR	UNKNOWN	95 ACURA INTEGRA, 2DR, BLK	SUSPECT(S) UNKNOWN. LOCATION TYPE- DRIVEWAY
RESIDENTIAL BURGLARY	11-03735	1732	10/24/11-10/26/11	1100-1500	29300 BLOCK WHITLEY COLLINS DR	DOOR, FORCED	MICROWAVE, FRAME TRIM KIT-	SUSPECT(S) UNKNOWN.
GRAND THEFT (VEHICLE)	11-03729	1738	10/26/11	1100-1200	31500 BLOCK PALOS VERDES DR W	UNLOCKED VEHICLE	COMPUTER	SUSPECT(S) UNKNOWN. LOCATION TYPE- PARKING LOT
COMMERCIAL BURGLARY	11-03725	1736	10/25/11-10/26/11	1400-0655	30300 BLOCK HAWHTORNE BL	LOCK, CUT	GASOLINE	SUSPECT(S) UNKNOWN.
RESIDENTIAL BURGLARY	11-03750	1737	10/27/11	1800-2100	7300 BLOCK BERRY HILL	WINDOW, FORCED	LAPTOP, MONEY	SUSPECT(S) UNKNOWN.
RESIDENTIAL BURGLARY	11-03748	1742	10/25/11-10/27/11	1330-2000	3900 BLOCK PALOS VERDES DR S	WINDOW, FORCED	UNKNOWN	SUSPECT(S) UNKNOWN.
RESIDENTIAL BURGLARY	11-03757	1737	10/27/11-10/28/11	1200-1200	30100 BLOCK VIA BORICA	WINDOW, SHATTERED	MISC. JEWELRY	SUSPECT(S) UNKNOWN. LOCATION WAS BEING FUMIGATED AT THE TIME OF THE INCIDENT.
RESIDENTIAL BURGLARY	11-03749	1737	10/27/11	1800-2045	7400 BLOCK VIA LORADO	WINDOW, PRIED	MEN'S WATCH, IPAD, HANDGUN	SUSPECT(S) UNKNOWN.
ARRESTS: VEHICLE LAWS-2								

ROLLING HILLS:

NO CRIMES OR ARRESTS OCCURRED DURING THIS TIME.

ROLLING HILLS ESTATES:

CRIME	FILE #	RD	DATE	TIME	LOCATION	METHOD OF ENTRY	LOSS	ADDITIONAL INFORMATION
GRAND THEFT (MONEY)	11-03705	1724	10/25/11	0400	500 BLOCK DEEP VALLEY DR	N/A	N/A	ATTEMPT S1- MW, 25, GRY PANTS, GRY BEANIE S2- MW, 25, GRY PANTS, GRY BEANIE SUSPECTS WERE CARRYING A BLK DUFFLE BAG WITH PRY BAR INSIDE
NO ARRESTS:								

SAN PEDRO:

CRIME	FILE #	RD	DATE	TIME	LOCATION	METHOD OF ENTRY	LOSS	ADDITIONAL INFORMATION
GRAND THEFT AUTO	11-03698	1750	10/24/11	0100-1330	500 BLOCK BANDINI ST	UNKNOWN	89 TOY CAMRY, 4DR, GRY	SUSPECT(S) UNKNOWN. LOCATION TYPE- RESIDENTIAL DRIVEWAY
NO ARRESTS:								

PALOS VERDES PENINSULA:

CRIME	FILE #	RD	DATE	TIME	LOCATION	METHOD OF ENTRY	LOSS	ADDITIONAL INFORMATION
VEHICLE BURGLARY	11-03691	1754	10/23/11-10/24/11	0815-2100	3600 BLOCK ESTATES LN	UNKNOWN	100 PURSES, 20 SHOPPING BAGS	SUSPECT(S) UNKNOWN. LOCATION TYPE- RESIDENTIAL PARKING LOT

PUBLIC RECORDS ACT REQUESTS -TRACKING LOG 2011

DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN	APPROX. STAFF COSTS INCURRED
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	1/28/11 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
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. On 7/29/11 Ms. Yarber spent 15 mins reviewing documents with Nathan. On 9/9/11 Ms. Yarber spent 1 hour and 15 mins
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
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.	

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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. On 7/29/11 Ms. Yarber spent 15 mins reviewing documents with Nathan. On 9/9/11 Ms. Yarber spent 1 hour 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 determination 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

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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. Ms. Yarber had additional copies produced for various requests- which brought her remaining balance to 0.	
3/4/2011	3/4/2011	Sharon Yarber	PRA request for Councilmembers financial information regarding themselves and agencies for which they act as liasons.	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 these documents and selected a few pages to be copied.	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.

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DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN	APPROX. STAFF COSTS INCURRED
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
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
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
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 for one hour and 10 mins.

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DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN	APPROX. STAFF COSTS INCURRED
5/4/2011	5/4/2011	Barry J. Hildebrand	PRA request to add PVPLC to Ladera Linda Community Cernter	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
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
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. 8/23/11 Ms. Nichols requested to have the 3rd production mailed to her in full - \$72.02 with postage. Cost adjusted being overcharged \$0.69 from last production. Awaiting payment. On 9/15/11 emailed with Ms. Nichols that more documents are available- we await her response. 9/22/11 the 4th production was mailed out after receiving \$140.40 for cost of copies and postage. Next due date 10/14/11	Planning Staff provided two boxes that had previously been produced in 2009 but never reviewed.

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DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN	APPROX. STAFF COSTS INCURRED
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 took turns and sat with her from 2pm-4pm while she reviewed these documents and the OGALSAnnenberg 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.	under an hour
7/8/2011	7/8/2011	Barry Hildebrand	PRA request - June 2011 Inspection Report of Ladera Linda Community Center	Emailed Mr. Hildebrand the website link to the requested report. 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.	8/8/11 Determination letter sent with the following production dates: 8/30/11; 9/22/11; 10/20/11. Ms. Yarber will continue the review of documents on 10/10/11 she was unable to come in on 9/29/11. Ms. Yarber rescheduled her review to 2pm on 10/12/11.	9/23/11 - Sat with Nathan and also sat at the reception desk for 1 hour and 15 mins (1:15-2:30) while she reviewed the 1st and 2nd productions.
8/1/2011	8/2/2011	Caleb Chen	PRA for solid waste and street sweeping contracts	8/4/11 Lauren has emailed Mr. Chen three times to inform of page count and amount due- but to date no response received.	
8/2/2011	8/2/2011	Ken DeLong	PRA copies of 460s and 470s filed for this period	8/4/11 Mr. DeLong picked up copies- 78pgs @ .10 cents=7.80. paid. Completed.	
8/3/2011	8/3/2011	Center for Contract Compliance	PRA for Information regarding America West Landscape Hesse and Ryan Park	8/3/11 Bindu has requested documents from contractors. 8/11/11 per Bindu completed.	
8/3/2011	8/4/2011	Katzman Trial Lawyers for Judy Willis	Request for Preservation of Evidence- reflector sign at La Rotonda Drive	PW staff is working with attorneys- photo w/image missing from attorney's initial request. 8/11/11 Carol Lynch responded via email to requestor.	

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8/9/2011	8/9/2011	City of Sun Valley	Possible PRA for Cable Franchise Agmt	Carla responded to requestor with page count and amount owed..to date no response	
8/10/2011	8/10/2011	Dina Gorneshteyn	PRA for water rates/water sold/number of family accounts	Directed requestor to CA Water Co. Completed.	
8/11/2011	8/11/2011	Lenee Bilski	PRA Request for letter sent from Tom Long to NPS's David Sieganthaler or any other NPS official.	8/15/11 - Carla responded to requestor with page count and amount owed via email. 8/16/11 requestor paid and picked up copies. Completed.	
8/11/2011	8/20/2011	Center for Contract Compliance	PRA San Ramon Canyon Storm Sewer Relocation	Completed by Andy on 8/31/11.	
8/15/2011	8/15/2011	Sharon Yarber	PRA Request for dates and times discussions occurred re: an email which the topic was "General Plan analysis update: Foundation attorneys to discuss general plan issues with City Attorney". Also to provide all notes, memoranda, emails or other writings in whatever format they may be in, which reflect the content of those discussions.	Completed	
8/19/2011	8/19/2011	Valerie Blitz	PRA request for correspondence regarding Annenberg; NPS; OGALS	10/3/11 Ms. Blitz picked up and paid for cds. She will also come in after October 17th on a yet to be determined date to review late correspondence. Gena Stinnett sent letter to Ms. Blitz with following production schedule: 5th production 10/20/11; 6th production 11/23/11; 7th production 12/22/1; and 8th production 1/26/12.	

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8/22/2011	8/22/2011	Brad Austin	PRA request for unrefunded deposits and uncashed checks, and overpayment of foreclosures.	8/23/2011 - Request forwarded to all employees via email. 8/31/2011 Finance reviewed and provided documentation for item 3 of the request. 9/01/2011 Sent determination letter to Mr. Austin via email noting total cost of production \$30.27. 10/4/11 to date no response has been received.	Total: 6 hours, 52 mins. (City Clerk's Office: prepare memo, track staff response, write determination letter, PDF documents - 4 hours, 46 mins; Finance: discussion, review and printing of documents - 1 hour, 59 mins; Planning: document search and review - 7 mins).
8/31/2011	8/31/2011	Gates, O'Doherty, Gonter & Guy LLP	PRA Request for documents re construction at Golden Cove	Planning and PW are compiling documents. 9/29/11 Representative from firm reviewed files and concluded only needed 1 copy of sheet of grading plans. Copied at requestor's request-completed.	
9/10/2011	9/14/2011	Kevin McBride- McBride Law	Potential Litigation re: 20 Rockinghorse Road	Community Development will tag appropriate files and retain for potential future litigation.	
9/21/2011 & 9/22/2011	9/21/2011 & 9/22/2011	Valerie Blitz	Storm Drains and Channels (Oceanfront Estates/Lower Point Vicente)	9/29/2011 - Fourteen Day extension letter sent to Ms. Blitz with. Determination letter due October 14, 2011. Sent letter with 1st production date 10/20/11; and 2nd production 11/23/11.	
10/6/2011	10/6/2011	Law Offices of Beck & Browning for Janet M. Behrendt	Lot Line Dispute between 29075 Palos Verdes Drive East and 29065 Palos Verdes Drive East	10/06/2011 Memo to Staff requesting records. 10/11/11 Sent letter via USPS and Fax stating documents are ready for review and held in Planning department.	
10/17/2011	10/17/2011	Michel & Associates P.C.	Requesting copy of DVD from Ch 33 of documentary titled "Friday Under the Lights" regarding stadium lighting at Palos Verdes Peninsula High School	10/19/11 Sent email (and left voice mail) stating dvd is ready- total cost is \$11.71 (\$10.00 for dvd \$1.71 for postage)- 10/24/11 Received check mailed dvd. Completed	