

**PUBLIC RECORDS ACT REQUESTS -TRACKING LOG 2012**

<b>DATE OF REQUEST</b>	<b>DATE RECEIVED</b>	<b>REQUESTOR</b>	<b>SUBJECT</b>	<b>ACTION TAKEN</b>	<b>APPROX. STAFF COSTS INCURRED</b>
1/5/2012	1/5/2012	Abby Sewell LA Times	Contracts for City Attorney Services 2010 and 2011 - any contracts for legal services for RDA if separate	RWG will provide response by 1/13/12. Ms. Sewell paid and picked up copies on 1/16/12. Completed.	
1/11/2012	1/11/2012	Rancho Palos Verdes Employee Association	Request copy of audio recordings of the December 19, 2011 City Council Meeting and the January 3, 2012 City Council Meeting	Requestor paid for audio cd on 1/12/12. Completed.	
1/26/2012	1/30/2012	Ken Dyda	Request copy of job descriptions and job requirements for City	On 2/8/12 notified Mr. Dyda that documents were ready. He will pick up on 2/10/12, total cost \$27.83. Mr. Dyda paid and picked up documents on 2/10/12. Completed.	
1/26/2012	1/30/2012	Ken Dyda	Request information on employee compensation and benefits	2/9/12 Determination letter sent via email and USPS. ON 2/16/12 Deputy Director Downs sent response letter with information to Mr. Dyda, there was no charge as the information provided was also posted to the City's website. 2/20/12 Subsequent to an additional email received by Mr. Dyda, Deputy Downs provided information via an email/attachments -(also added to this file). Subsequent to additional email exchanges with Mr. Dyda a meeting has been set up to further discuss findings on 2/24/12. On 2/24/12 Mr. Dyda met with City Manager Lehr and Deputy Director Downs to discuss recent findings. Mr. Dyda will return to City Hall on 2/28/12 to review invoices. Completed	
1/30/2012	1/30/2012	Tara Voss and Marilyn Wills at Keesal, Young and Logan	Copy of claim filed with Southern California Edison for fire last fall	1/31/12 notified requestor of total copy charges. Payment made and documents mailed on 2/01/12. Completed.	
2/3/2012	2/4/2012	Christopher Del Moro	Public Correspondence on RPV dog beach	On 2/7/12 Mr. Moro was notified via email that documents are ready for his review- he said he will stop by Monday- we are trying to confirm what time he plans on arriving. 2/13/12 Mr. Moro did not come in to review the records.	
2/29/2012	2/29/2012	Ken DeLong	Request for copies of PV on the Net insurance policies for subcontractors that were not previously covered.	Request fulfilled via email on 2/29/12. Completed	

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2/29/2012	2/29/2012	Sergio Ordaz from the lawfirm of Alvarez-Glasman & Colvin	Request for any and all records which list, enumerate, or otherwise inventory the properties (i.e. real estate) that the "Successor Agency" of the now dissolved Redevelopment Agency (or community development commission, if applicable) must dispose of, as is required by newly enacted Health and Safety Code Section 34177(e).	City Clerk Morreale responded on 3/8/12 via email. Completed.	
3/7/2012	3/7/2012	LA Times - Abby Sewell	PRA request for an opinion letter regarding Prop 1A securization from 2009 or 2010.	Awaiting response from the City Attorney.3/19/12 City Attorney sent response letter. Completed.	
3/13/2012	3/13/2012	Edge Point - Mary Anna Ruffo	Memo to Fin/IT to gather information 3/13/2012.	Sent letter to requestor on 3/19/12- awaiting response.4/16/12 received payment- sent copies. Completed.	
3/12/2012	3/12/2012	Alston & Bird LLP Claire Lucy Readhead	Request for information re: Peninsula Stadium Lighting pertaining to Dora de la Rosa Campaign	3/20/12 City Clerk Morreale sent determination letter via email and USPS with page count and cost. 3/29/12 received payment- mailed out. Completed.	
3/11/2012	3/12/2012	Sharon Yarber	Request for all written correspondence by and among Mayor Missetich, Susan Brooks, Carolyn Lehr and Len Woods regarding new Rules of Procedures or the proposed Code of Conduct.	3/22/12 Determination letter sent via email and USPS to Ms. Yarber with extension date of 4/5/12. 4/5/12 City Clerk Morreale sent out determination letter stating first production due 4/19 and if a second production is necessary the date would be 5/3/12. Email received from S. Yarber formally withdrawing this PRA and requested only Jim Knight's late correspondence regarding this item. Completed.	
3/10/2012	3/12/2012	Sharon Yarber	Request for every set of adopted Rules of Procedure since the City's founding - excluding the 12/20/11 version.	see response below	
3/16/2012	3/19/2012	Sharon Yarber	Modified earlier request for all sets of adopted Rules of Procedure to be available immediately on Monday 3/19/12.	3/19/2012 City Clerk Morreale responded by email and USPS that the documents were available for pick up - total copy charge is \$47.61. Awaiting response from Ms. Yarber. Ms. Yarber indicated via email evening of 3/20/12 that Mr. DeLong would pick up items on 3/21. Mr. De Long paid and picked up items on 3/21/12. Completed.	

