

MEMORANDUM



RANCHO PALOS VERDES

TO: RANCHO PALOS VERDES CITY COUNCIL
FROM: CITY MANAGER *CM*
DATE: MAY 1, 2013
SUBJECT: ADMINISTRATIVE REPORT NO. 13-17

I. CITY MANAGER AND DEPARTMENT REPORTS (See Attachments)

- **CITY MANAGER – PAGE 5**
 - First Confirmed Japan Tsunami Debris in California
- **FINANCE & IT – Page 9**
 - Redevelopment Dissolution
 - Pension – Future Employer Contribution Rates
 - IT Upgrade – Update
- **PUBLIC WORKS – PAGE 12**
 - Storm Drain Improvements @ PVDS and Terranea Way
 - San Ramon Canyon Update
 - Solid Waste Committee Meeting
 - Construction Update on Residential Streets
 - Earth Day
 - Seed Awards
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 - Highridge Condo Project
 - 2013 Palos Verdes Half Marathon & 5K Run/Walk
 - Department Division Reports
 - Applications of Note
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 - City's 40th Anniversary Gala
 - Park Events

II. CORRESPONDENCE AND INFORMATION RECEIVED (See Attachments)

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- D. Crime Report – No report this week**
- E. Miscellaneous – PAGE 34**

May 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5 6:00 pm - "Forty & Fabulous" - RPV 40th Anniversary Gala @ Terranea	6 7:30 am—Mayor's Breakfast @ Coco's (Brooks/Duhovic) → Re-scheduled	7 7:00 pm—City Council Meeting @ Hesse Park	8 7:00 pm—FAC—Community Room 7:00 pm—Solid Waste Committee Meeting @ Hesse Park—Fireside Room (Duhovic/Campbell)	9 8:00 am—Regional Law Enforcement Meeting @ RH City Hall (Brooks/Misetich) 7:00 pm—Vector Control Board Meeting - Culver City (Brooks)	10	11 9:00 am—3:00 pm—HHW/E-Waste Roundup @ City Hall Maintenance Yard 11:00 am—12:00 pm—Meet the Goats @ PVIC
12	13 7:30 am—Mayor's Breakfast @ Coco's (Brooks/Duhovic)	14 7:00 pm—Planning Commission Meeting @ Hesse Park	15 12:00 pm—Mayor's Lunch @ The Depot ((Brooks) 1:30 pm—Sanitation District Meeting (Brooks)	16 7:00 pm—EPC Meeting @ Community Room	17	18
19	20	21 7:00 pm—City Council Meeting @ Hesse Park	22	23	24	25
26	27 Memorial Day Holiday—City Hall Closed	28 7:00 pm—Planning Commission Meeting @ Hesse Park	29 7:00 pm—Storm Drain Oversight Committee Meeting—Community Room	30	31	

CCCA 54th Municipal Seminar—Indian Wells, CA (Brooks, Campbell, Knight, Misetich, Lehr)

June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <i>7:30 am—Mayor's Breakfast @ Coco's (Brooks/Campbell)</i>	4 <i>7:00 pm—City Council Meeting @ Hesse Park</i>	5	6	7	8
9	10	11 <i>7:00 pm—Planning Commission 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 (Brooks)</i> <i>1:30 pm—Sanitation District Meeting (Brooks)</i>	20 <i>7:00 pm—Emergency Preparedness 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 Commission Meeting @ Hesse Park</i>	26	27	28	29
30						

July 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>7:30 am—Mayor's Breakfast @ Coco's (Brooks/Knight)</i>	2 <i>7:00 pm—City Council Meeting @ Hesse Park</i>	3	4 <i>11:00 am—5:00 pm 4th of July Celebration @ Upper Point Vicente Park (City Hall Closed)</i>	5	6
7	8	9 <i>7:00 pm—Planning Com- mison Meeting @ Hesse Park</i>	10	11	12	13
14	15	16 <i>6:00 pm—City Council Meeting @ Hesse Park</i>	17 <i>12:00 pm—Mayor's Lunch @ The Depot (Brooks) 1:30 pm—Sanitation District Meeting (Brooks)</i>	18 <i>7:00 pm—Emergency Pre- paredness Committee— Community Room</i>	19	20
21	22 <i>7:00 pm—Traffic Safety Committee Meeting— Community Room</i>	23 <i>7:00 pm—Planning Com- mison Meeting @ Hesse Park</i>	24	25	26	27
28	29	30	31			



MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CAROLYN LEHR, CITY MANAGER *CL*
DATE: MAY 1, 2013
SUBJECT: WEEKLY ADMINISTRATIVE REPORT

FIRST CONFIRMED JAPAN TSUNAMI DEBRIS IN CALIFORNIA

As the City Council may recall, last summer Staff reported that the National Oceanic and Atmospheric Administration (NOAA) had developed guidelines for dealing with 2011 Japan tsunami debris along the U.S. shoreline. Staff posted these guidelines on the City's website, and provided courtesy copies of them to representatives of several larger private landowners and homeowners' associations along the City's coastline.

On April 26, 2013, the Los Angeles *Times* reported that a 20-foot fishing boat that washed ashore in Northern California on April 7, 2013, was the first confirmed piece of Japan tsunami debris to reach the state (see attached article). Although it is unlikely that sizable tsunami debris will wash ashore in the City, citizens are reminded to report to local authorities any large or unusual marine debris that they may find.

A copy of the NOAA Japan Tsunami Marine Debris Guidelines is available for review on the City's website at <http://palosverdes.com/rpv/recreationparks/noaa-guidelines.pdf>. Additional information about Japan tsunami debris is available on the NOAA Marine Debris Program website at <http://www.marinedebris.noaa.gov>.

latimes.com/local/lanow/la-me-ln-tsunami-debris-california-20130426,0,6361704.story

latimes.com

Japanese boat first confirmed tsunami debris in California

By Kate Mather

11:35 AM PDT, April 26, 2013

A 20-foot boat that washed ashore earlier this month in Northern California has been confirmed as the first debris from the 2011 Japanese tsunami to reach the state.

The National Oceanic and Atmospheric Administration, working with the Japanese Consulate in San Francisco, was able to confirm Thursday that the boat found April 7 in Crescent City was from Rikuzentakata, Japan, said agency spokeswoman Keeley Belva.

Local authorities reported the boat to NOAA after it was discovered by beachgoers, Belva said. It is the 27th confirmed piece of debris found on the U.S. coast, in British Columbia and at sea, she said, out of nearly 1,700 possible debris items that have been reported to the agency.

Though official confirmation came Thursday, Facebook helped make the connection earlier.

After characters on the side of the barnacle-covered boat were roughly translated to say "Takata High School" -- a school in Rikuzentakata -- a Humboldt State University professor tracked down the Japanese city's Facebook page and posted photos of the skiff, the Times-Standard reported.

A teacher was quickly able to confirm the boat belonged to the school, which the newspaper said lost students and instructors and was destroyed by the tsunami.

A Rikuzentakata spokeswoman told the Times-Standard the city was "giddy" to hear the boat had been found.

"Just to know it made it, just to know it made it across the Pacific, that's just one of these things in life that no one is prepared for -- but in the best possible way," Amya Miller said. "That something made it across the ocean is beautiful. It's absolutely beautiful."

The Japanese government guesses the magnitude 9 earthquake and subsequent tsunami -- which killed thousands and devastated the northern part of the country -- swept somewhere around 5 million tons of debris into the Pacific Ocean, NOAA said. Although 70% of that was thought to have sunk quickly, there is an estimated 1.5 million tons still spread across the ocean.

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Some pieces have reached the U.S. coast, including a 65-foot-long dock found in Central Oregon last year. But Belva said it was hard to guess what could turn up in the future.

"We think that it will probably trickle through as things go on," she said. "It's hard to say when anything will show up exactly -- it depends on what it is, if something has broken down, weather patterns and currents. It really is challenging [to predict]."

ALSO:

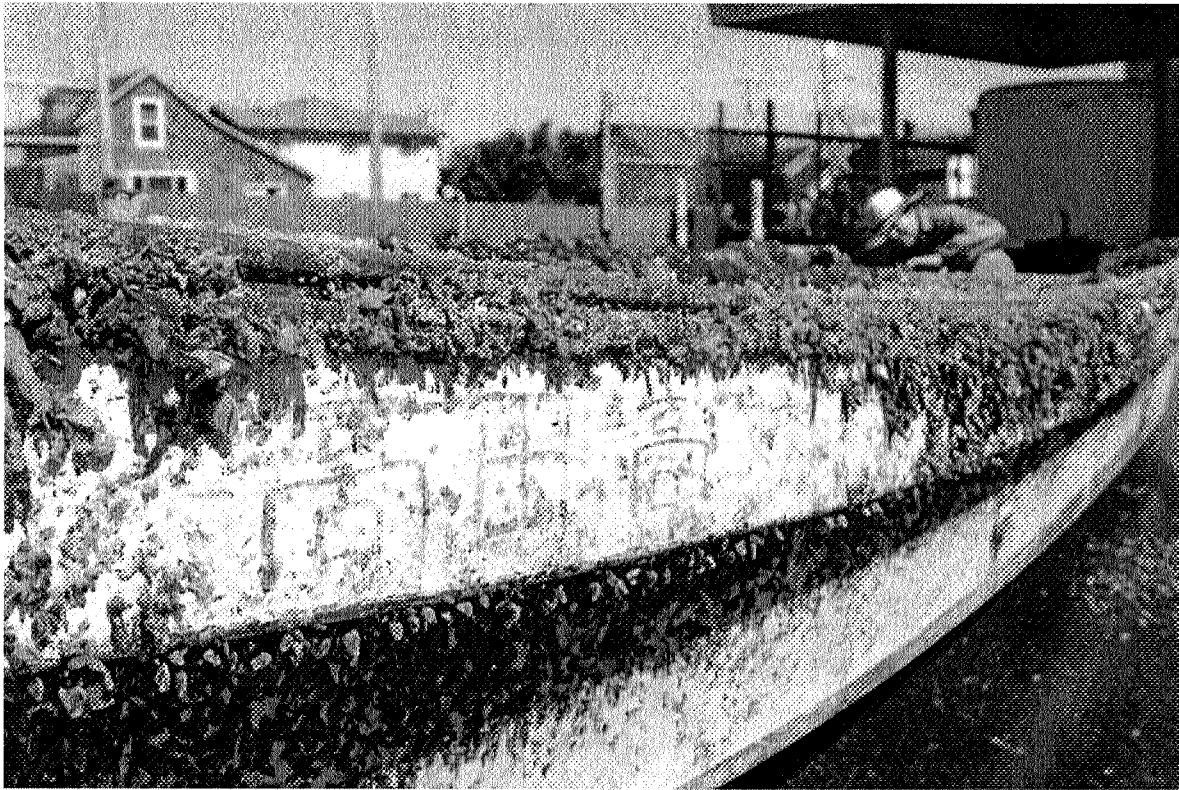
Burglary suspect arrested after fleeing to Venice roof

No charges yet for UCLA water polo player accused of rape

He's no Goldilocks: Sex offender takes shower at random house, police say

*Twitter: @katemather | Google+
kate.mather@latimes.com*

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A 20-foot fishing boat that washed up in Crescent City earlier this month was confirmed to be the first piece of debris from the 2011 Japan tsunami to land on California shores. (Bryant Anderson / Del Norte Triplicate / April 6, 2013)

MEMORANDUM

TO: CAROLYN LEHR, CITY MANAGER

FROM: DENNIS McLEAN, DIRECTOR OF FINANCE AND INFORMATION TECHNOLOGY

DATE: MAY 1, 2013

SUBJECT: WEEKLY ADMINISTRATIVE REPORT

ICD for DMC

REDEVELOPMENT DISSOLUTION

The Successor Agency received its Finding of Completion from the California Department of Finance on Friday, April 26th. The Finding of Completion indicates that the Successor Agency has complied with redevelopment dissolution law. This is an important milestone, as it allows the City's loan to the former redevelopment agency to become a recognized obligation of the Successor Agency; which will lead to some future amount of repayment from property tax (former property tax increment).

Per state law, the loan will need to be restructured to limit the accrued interest to the Local Agency Investment Fund (LAIF) rate, and to set reasonable repayment terms. As a reminder, the City's loan accrued interest at the LAIF rate plus 3%. The \$19.3 million outstanding balance as of June 30, 2012 includes \$12.5 million of accrued interest. Staff's preliminary calculation indicates that the accrued interest would be reduced to about \$5 million; thereby reducing the total outstanding balance to \$11.8 million as of June 30, 2012. Repayment could begin as early as January 2014, but may begin later. Staff expects to present the proposed loan restructuring to the Successor Agency Board during summer 2013, which will also need to be approved by the Oversight Board. Staff will continue to provide updates to the Successor Agency Board as more information becomes available.

PENSION – FUTURE EMPLOYER CONTRIBUTION RATES

On April 26, 2013, the California Public Employees Retirement System (CalPERS) issued Circular Letter No. 200-019-13 titled "EMPLOYER RATE INCREASES DUE TO AMORTIZATION AND SMOOTHING POLICY CHANGES" to address the changes adopted on April 17th by the CalPERS Board of Administration. The Circular Letter provides guidance to estimate the impact of those changes on future employer rates. Using this new information, Staff calculated the estimated future employer contribution rates for the City. As a reminder, the City will have different employer contribution rates for 3 different tiers of employees.

1. First Tier – FY13-14 employer contribution rate of 14.66% for current employees employed prior to both City and state pension reform. The benefit formula is 2.5% @ 55.
2. Second Tier – FY13-14 employer contribution rate of 8.049% for employees hired after City pension reform; and, pursuant to state pension reform, who previously participated in a reciprocating public employee pension plan. The benefit formula is 2% @ 60.

FINANCE AND INFORMATION TECHNOLOGY DEPARTMENT WEEKLY REPORT

May 1, 2013

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3. Third Tier – FY13-14 employer contribution rate of 6.25% for employees hired after state pension reform who do not meet the second tier definition. Due to the specialization of local government and the need for experienced employees, Staff expects that very few future City employees will earn Third Tier benefits. The benefit formula is 2% @ 62.

As there are a number of staff vacancies at this time, Staff has assumed that for FY13-14, 48 employees will earn First Tier benefits and 8 employees will earn Second Tier benefits. For the calculation of the City's estimated future employer contributions, Staff has assumed that with employee turnover, 2 employees will shift from First Tier to Second Tier each year beginning in FY14-15.

	1st Tier 2.5% @ 55 Employees	2nd Tier 2% @ 60 Employees	3rd Tier 2% @ 62 Employees
FY13-14	48	8	0
FY14-15 est	46	10	0
FY15-16 est	44	12	0
FY16-17 est	42	14	0
FY17-18 est	40	16	0

Based on the information provided by CalPERS, Staff has estimated the following future employer contribution rates for the City. There is not sufficient information available to estimate future rates for the Third Tier; however, at this time, Staff has not assumed that any future employees will earn Third Tier benefits.

	1st Tier Employer Rate	2nd Tier Employer Rate	3rd Tier Employer Rate	Blended Rate
FY13-14	14.66%	8.05%	6.25%	13.72%
FY14-15 est	15.70%	8.65%	No Calc	14.44%
FY15-16 est	17.32%	9.85%	No Calc	15.72%
FY16-17 est	18.94%	11.04%	No Calc	16.97%
FY17-18 est	20.56%	12.24%	No Calc	18.18%

The calculated Blended Rate will be used in the draft 2013 Five-Year Financial Model. Staff will continue to provide updates to City Council as new information becomes available.

IT UPGRADE – UPDATE

PVNET and City Staff have continued the implementation of the IT upgrade throughout the organization. Although a fairly detailed summary was included in Weekly Reports dated February 13, 2013 and March 20, 2013, Staff offers this update.

FINANCE AND INFORMATION TECHNOLOGY DEPARTMENT WEEKLY REPORT

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Most all City IT users have been migrated to the new Microsoft (MS) Lync unified communication system as a part of the overall IT upgrade. Our next steps for the continuing implementation of unified communications include installation and training of the use of call-handling attendant software with Reception staff. PVNET and NexusIS professionals are preparing the final configuration for the transfer of the call handling and voice messaging from the existing Cisco call-handling and voice messaging server equipment to the new Dell virtual server. The transfer from the Cisco server will be performed in conjunction with an upgrade to Lync 2013. Staff, PVNET and NexusIS has determined that an immediate upgrade to Lync 2013 will provide IT users with several call handling features (i.e. "classic call pick-up" and "call park"). Upon completion of the unified communications migration, Staff, PVNET and NexLevel, the City's IT consultants, will review and enhance documentation of the IT system.

PVNET has installed several replacement Dell desktop computers. About 40% of the desktop computers are expected to be installed over the next month. The remainder of the Dell desktops will be installed after completion of a necessary upgrade of the Sungard server operating system and report writer that the financial system operates on. One of the most significant aspects of the IT Upgrade – centralized management of the Dell desktop computers will be enabled near the end of the IT Upgrade, expected by early summer.

As described previously, MS Instant Messaging (IM) is one of the features provided with the migration to MS Lync. Unlike email, IM uses small-packet files for instant communication, much like voice over Internet protocol files transmitted as a part of the City's voice system. Unlike City email files that are archived in accordance with the City Council's direction, IM and voice traffic are not archived. We are seeing more use of IM.

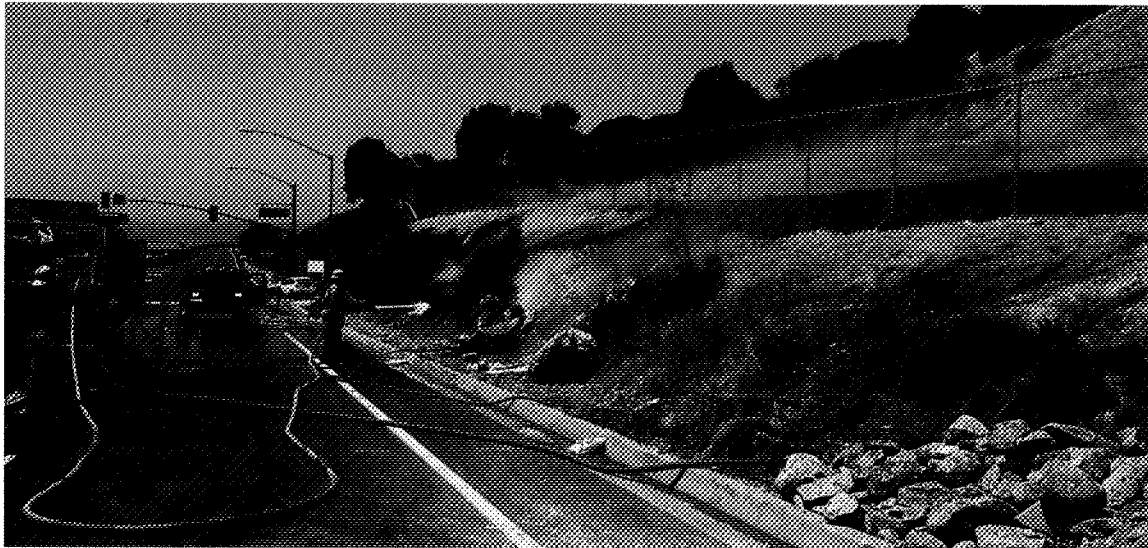
Continued training is expected to shift to a combination of web-based training about IT user unified communications, personalized training conducted by Tim Owens and web-based training for most productivity software used by all IT users (i.e. Office 2010, Adobe In-Design).

 CITY OF RANCHO PALOS VERDES

TO: CAROLYN LEHR, CITY MANAGER
FROM: LES M. JONES II, INTERIM DIRECTOR OF PUBLIC WORKS
DATE: MAY 1, 2013
SUBJECT: WEEKLY ADMINISTRATIVE REPORT



STORM DRAIN IMPROVEMENTS AT PVDS AND TERRANEA WAY

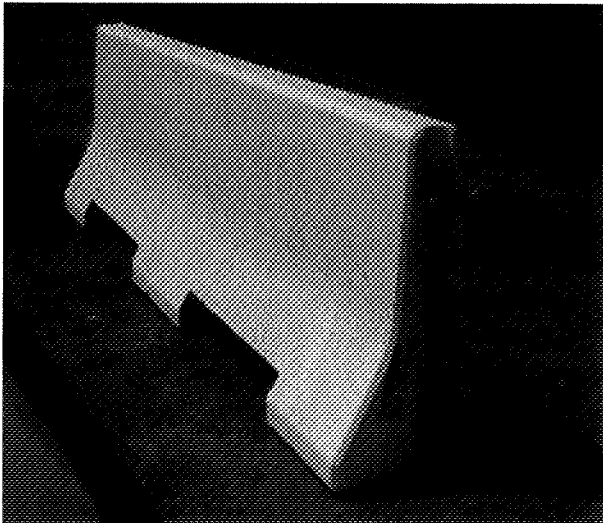


Work on this project was interrupted due to a brush fire, believed to be accidentally started by the activities of the contractor. The County Fire Department response was swift and comprehensive. The fire was extinguished before any injuries were incurred or structures damaged. About an acre of hillside brush was burned. The fire is believed to have begun during demolition of the existing structure which is being replaced. Contractor crews attempted to extinguish the fire before calling it in. According to staff at Station 53, the Fire Department does not seek reimbursement for their effort in these types of circumstances. Nonetheless, Public Works Staff has alerted the contractor to notify his insurance provider in preparation for any claims. The contractor has been furloughed this week while Staff determines next steps. All are grateful for the thorough response of LA County Fire and that damage was limited to hillside weeds.

SAN RAMON CANYON PROJECT UPDATE

The contractor continues preparation for installation of the temporary and permanent subdrains this week and is continuing with grubbing and grading in the canyon to bring the canyon floor up to project requirements. Fill material is being sourced from as close as a lot development of a Trump property and as far as Compton. Towards the end of this week, crews will be installing K-rail (aka Jersey barrier, pictured below) along the right side of the eastbound lanes of 25th Street just over the City limit. Crews will also restripe the pavement to provide an ingress / egress and off-loading area for work to be performed south (ocean-ward) of PVDS.

Through vehicle traffic will not be impeded, but bicycle and pedestrian access will be limited during periods of active construction.



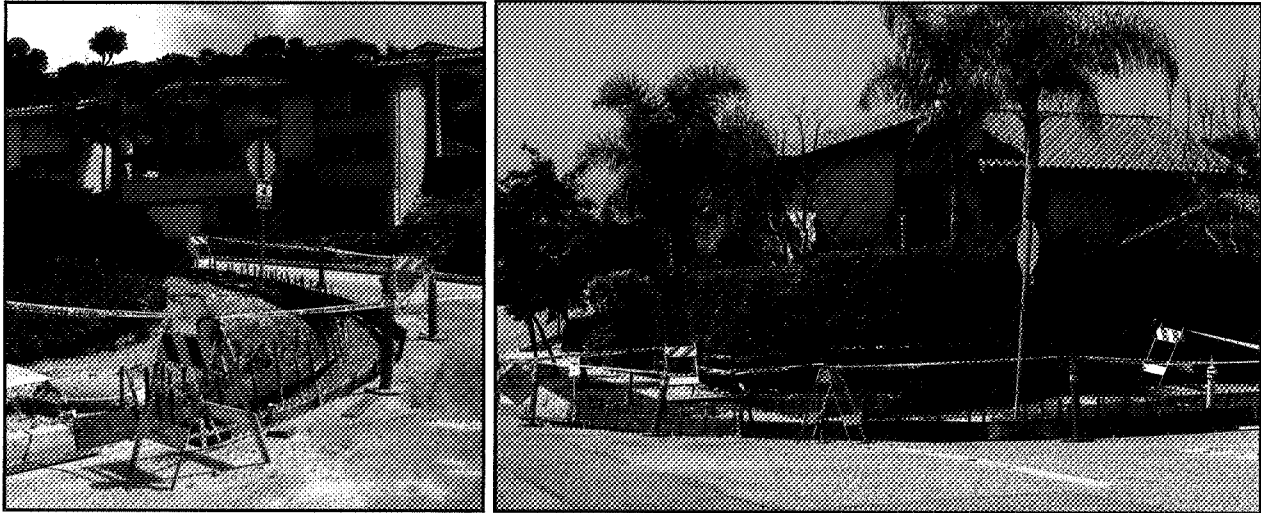
Motorists, cyclists and pedestrians travelling along PVDE and PVDS should exercise extreme caution during working hours as large trucks will be turning in and out of the roadway. For short periods of a few minutes traffic may be stopped when directed to do so by flaggers. As always, active construction areas should be treated with caution and for the safety of both the public and the workers. We appreciate your cooperation and patience during the implementation of this important project.

SOLID WASTE SUBCOMMITTEE MEETING

Staff plans to meet with the Solid Waste Subcommittee comprised of MPT Duhovic and Councilman Campbell on Wednesday, May 8, 2013 at 7 pm at Hesse Park- Fireside Room. The item for discussion would be the review of EDCO and UWS's request for a residential solid waste rate adjustment. Staff plans to hold a public hearing regarding the requests in June 2013.

CONSTRUCTION UPDATE ON PHASE I OF THE FY11-12 RESIDENTIAL STREETS IMPROVEMENT PROJECT, AREAS 3 AND 5

Concrete repair continues this week at several locations on Rue Godbout, Via Borica, Via Lorado, Via Marie Celeste, Via Rivera, and Via Victoria, as well as on Marguerite Dr. and Laurel Dr. Crack sealing is also being performed this week on the streets in Area 3 in preparation for the roadway resurfacing.



**Concrete Sidewalk, ADA Curb Ramp, and Curb and Gutter Repair
at the intersection of Via Borica and Via Rivera**

EARTH DAY ELEMENTARY SCHOOLS ASSEMBLIES COMPLETED

A successful month-long Earth Day celebration is coming to a closure for Public Works. During April, many environmental related activities took place including: a composting workshop and composting bin sale, a paper/document shredding, e-waste collection and mulch giveaway event, and holding four assemblies at local elementary schools (Soleado, Point Vicente, Mira Catalina and Mira Catalina Satellite). As reported last week, Waste Management is the PVPUSD's contracted waste hauler and with their assistance these assemblies targeted K to 2nd graders. Over 660 enthusiastic students attended the assemblies, learned about recycling and preserving natural resources and promised to be the recycling ambassadors at school and home. The upcoming May 11, 2013 Household Hazardous Waste and Electronics Waste roundup event is the one last remaining event.

SEED AWARDS 2013

Staff has started spreading the word about the SoCal Environmental Excellence Development (SEED) Awards Program which honors local individuals, groups, and businesses that have exhibited excellence in helping to improve environmental sustainability and quality of life in the South Bay. Last year Terranea Resort was a winner in one of the categories. The application is available on the SBBEC website at: <http://sbbec.org/seed.htm>. Application deadline is June 10, 2013.



TO: Carolyn Lehr, City Manager
FROM: Joel Rojas, Community Development Director
DATE: May 01, 2013
SUBJECT: Weekly Administrative Report

Highridge Condo Project Ready to Break Ground

Back in 2008, the City Council approved a 28-unit residential condominium project on a former Verizon property located at 28220 Highridge Road, just south of Peacock Ridge. The project is referred to as Highridge Condominium Project. While the approved project did not move forward because of the economy, the approved entitlements were kept active through State mandated tract map extensions. Now, 5 years after City approval, it appears that the project is ready to break ground. On April 30th, City Staff conducted a pre-construction meeting with the development project team to review the grading and construction requirements of the City. The project will involve construction of a 66,249 square foot, two-story building with a 28,195 square foot subterranean garage. The initial grading is scheduled to begin mid-May and will continue for approximately 4-6 weeks, through July 2013. After the rough grading is completed, the building foundation and framing will begin around July 2013. Construction of the condominium project is anticipated to be completed by April 2014 with occupancy by June 2014. Staff will continue to update the Council on the status of this project.

2013 Palos Verdes Half Marathon & 5K Run/Walk

On May 1, 2013, the Kiwanis Club of Rolling Hills Estates submitted a Special Use Permit to the Community Development Department for the 2013 Palos Verdes Half Marathon, 5K run/walk and exposition. The event is proposed to be held on Saturday, November 16, 2013 with the start/finish at the Terranea Resort/Pelican Cove area. In addition, the applicant proposes to park cars on existing parking areas at the City's Lower Point Vicente property. City Staff will begin reviewing this application, and public notices will be sent to affected property owners, home owners associations, and businesses impacted by the proposed event when the application has been deemed complete. Staff will provide periodic updates to the Council up to the date of the event.

Planning Division Monthly Activity Report

Attached is the Planning Division's Monthly Activity Report for April 2013. The report

**Community Development Department
Weekly Administrative Report
May 01, 2013
Page # 2**

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 **37** new applications during the month and took action on **37** previously submitted applications.

Building and Safety Division Monthly Activity Report

Attached is the Building and Safety Division's Monthly Activity Report for April 2013. 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 **141** permits during the month of April 2013.

Code Enforcement Division Monthly Activity Report

Attached is the Code Enforcement Division's Monthly Activity Report for April 2013. 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 **36** field inspections and brought **36** cases to closure.

View Restoration/Preservation Applications Monthly Activity Report

Attached is the View Restoration Division's Monthly Activity Report for April 2013. 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 **6** new applications in the month of April 2013.

Right-of-Way Permit Monthly Activity Report

The Department issued **1** right-of-way permit in the month of April 2013.

Applications of Note

Attached is a table with a summary of the applications of note that were submitted to the department between Wednesday, April 23 and Tuesday, April 30, 2013.

Attachments

**Community Development Department
Weekly Administrative Report
May 01, 2013
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- Planning Division Activity for April 2013
- Building & Safety Activity Summary for April 2013
- Building Activity Report for April 2013
- Code Enforcement Activity Summary for April 2013
- View Activity Summary for April 2013
- Right-of-Way Activity for April 2013
- Applications of Note



City of Rancho Palos Verdes

Monthly Planning Activity Summary For the Month of April 2013

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
37	30	0	5	1	1	0	0	0	0

New ZON* Applications by Type

Application Type	Number
Site Plan Review	29
Foliage Analysis	4
Neighborhood Compatibility Analysis	2
Sign Permit	5
Conditional Use Permit	1
Minor Exception Permit	1
Encroachment Permit	1
Planning Certification Letter	1
Permit Revision/Amendment	1
Number of Unique Applications:	45
Number of New ZON Cases:	37

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: **30**
Median Processing Time: **0 days**

Director Decisions

Number of Cases Closed: **6**
Median Processing Time: **62 days**

PC/CC Decisions

Number of Cases Closed: **1**
Median Processing Time: **20 days**

All Planning Cases

Number of Cases Closed: **37**
Median Processing Time: **35 days**

* ZON = Zoning, SUB = Subdivision



City of Rancho Palos Verdes

Monthly Building & Safety Activity Summary

For the Month of April 2013

New Cases Received	Permits Issued	Permit Fees (\$)	Plan Check Fees (\$)	Other Fees* (\$)	Total Valuation (\$)	New Plan Checks	New SFRs	Total Inspections	Average Daily Inspections
139	141	128,201	35,545	18,772	2,243,300	27	2	650	28

New BLD** Applications by Type	
Application Type	No.
Alteration	5
Addition & Remodel	7
Demolition	1
New Construction	5
Repair	10
Reroof	19
Remodel	31
Sign	1
Solar Panels	17
Pool/Spa	4
New BLD Cases:	100

New ELE** Applications by Type	
Application Type	No.
Alteration	1
Changeout	1
New Construction	1
Service Upgrade	11
New ELE Cases:	14

New MEC** Applications by Type	
Application Type	No.
Alteration	1
Changeout	9
New Construction	1
New MEC Cases:	11

New PLM** Applications by Type	
Application Type	No.
Changeout	3
New Construction	1
Repair	9
Repipe	1
New PLM Cases:	14

Issued Permit Summary	
Over-the-Counter Permits	
No. of Permits Issued: 108	
Median Processing Time: -1 days	
Plan Checked Permits	
No. of Permits Issued: 33	
Median Processing Time: 21 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 April 2013

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	Average # of Inspections per Day	Fiscal Year 2011-2012
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	119	\$57,277.00	\$65,458.00	\$394,200.00	17	\$24,650.00	1	537	27	November
December	96	\$41,756.00	\$50,965.00	\$464,800.00	11	\$25,894.00	0	423	19	December
January	133	\$167,195.00	\$178,649.00	\$346,500.00	21	\$15,012.00	0	458	21	January
February	123	\$74,099.00	\$86,917.00	\$510,800.00	15	\$35,105.00	1	548	26	February
March	114	\$101,725.00	\$116,522.00	\$1,123,900.00	18	\$15,208.00	1	556	25	March
April	107	\$71,597.00	\$81,413.00	\$492,700.00	12	\$17,112.00	0	566	27	April
May	111	\$96,936.00	\$127,787.00	\$424,000.00	10	\$25,156.00	0	513	23	May
June	76	\$34,015.00	\$44,905.00	\$264,700.00	8	\$13,005.00	0	548	26	June
YTD	1390	\$950,963.00	\$1,114,633.00	\$6,457,700.00	164	\$243,870.00	3	6351	296	YTD
Fiscal Year 2012-2013	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	124	\$79,690.00	\$103,597.00	\$1,377,300.00	20	\$32,197.00	1	522	25	July
August	123	\$135,886.00	\$144,845.00	\$695,900.00	18	\$21,180.00	3	549	24	August
September	112	\$85,925.00	\$103,809.00	\$1,266,300.00	13	\$25,969.00	1	521	27	September
October	139	\$88,378.00	\$105,492.00	\$1,201,800.00	24	\$26,100.00	0	638	28	October
November	109	\$55,395.00	\$66,978.00	\$785,800.00	24	\$30,417.00	0	543	27	November
December	72	\$76,658.00	\$100,203.00	\$657,600.00	15	\$7,813.00	2	412	24	December
January	148	\$85,959.00	\$105,187.00	\$2,000,400.00	26	\$30,290.00	0	638	29	January
February	120	\$67,437.00	\$79,047.00	\$335,500.00	20	\$31,989.00	1	591	30	February
March	101	\$64,222.00	\$73,963.00	\$380,200.00	23	\$14,626.00	0	549	26	March
April	139	\$128,201.00	\$146,973.00	\$2,243,300.00	27	\$35,545.00	2	650	28	April
May										May
June										June
YTD	1187	\$867,751.00	\$1,030,094.00	\$10,944,100.00	210	\$256,126.00	10	5613	268	YTD
Previous YR	1203	\$820,012.00	\$941,941.00	\$5,769,000.00	146	\$220,721.00	2%	5290	247	Previous YR
% Change/YTD	-1%	6%	9%	90%	44%	16%	500%	6%	9%	% Change YTD



City of Rancho Palos Verdes

Monthly Code Enforcement Activity Summary For the Month of April 2013

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
26	36	21	1	2	0	2	0	26	4

New Complaints by Violation Category

Animals	1
Fence, Wall & Hedge	2
Illegal Grading	1
Non-Permitted Construction	4
Other Violation	1
Property Maintenance	14
Trash Cans	3
Total:	26

Closed Case Summary

Building Code Violations

Number of Cases Closed: **1**
Median Processing Time: **782 days**

Municipal Code Violations

Number of Cases Closed: **14**
Median Processing Time: **31 days**

Zoning Code Violations

Number of Cases Closed: **11**
Median Processing Time: **29 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 April 2013

New Cases Received	Director Approvals	Director Denials	Planning Commission Approvals	Planning Commission Denials	City Council Approvals	City Council Denials	Appeals Heard
6	0	0	0	0	0	0	0

New View Cases (MTD)

Application Type	Number
View Restoration Permit	1
View Preservation Permit	4
City Tree Review Permit	1
Number of New Cases:	6

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	4
View Preservation Permit	5
City Tree Review Permit	1
View Maintenance	5
Number of New Cases:	15

Pre-Application Meetings (YTD)

Application Type	Number
Number of Pre-Application Meetings:	

Resolved By Mediation (YTD)

Application Type	Number
Number of Cases:	



Rancho Palos Verdes Monthly Right-of-Way Permits

Issued During April 2013 by Community Development Department

Case #	Issued	Fee	Street Address	Owner	Type	Permittee	Expires
Case Type ROW							
ROW2013-00004	4/30/13	\$98.00	5561 MISTRIDGE DR	JOON-DAE KIM	Dumpster/Roll-off	West Coast Roll-Off	5/30/13

Number of **ROW** cases issued: 1

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Applications of Note as of May 1, 2013

Case No.	Owner	Street Address	Project Description	Submitted
VRP2013-00014	WOLF, ROBERT D & MARILYN	5014 SILVER ARROW DR	View Preservation Permit regarding foliage located at 5002 Silver Arrow Dr. (Steiner)	4/29/2013
<i>View Preservation Permit</i>				
VRP2013-00015	ZELLEN, MICHAEL & ESTHER	7305 VIA MARIE CELESTE	View Preservation Permit regarding foliage located at 7306 Via Marie Celeste (Marcus)	4/29/2013
<i>View Preservation Permit</i>				
ZON2013-00158	V H PROPERTY CORP	1 TRUMP NATIONAL DR (TRUMP CLUBHOUSE)	Revision CCC for amendment to CUP 163, condition K2-b, a request to remove specific text of the condition governing the hedges at driving range.	4/25/2013
<i>Conditional Use Permit Permit Revision</i>				
ZON2013-00161	SHAH, JAWAHAR B & VIBHA J	27901 GOLDEN MEADOW DR	A 245.5 square foot kitchen and family room addition at the rear of the residence, and a 119 square foot trellis extending from the addition.	4/26/2013
<i>Site Plan Review Foliage Analysis</i>				

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MEMORANDUM

TO: CAROLYN LEHR, CITY MANAGER

FROM: CAROLYNN PETRU, DEPUTY CITY MANAGER / INTERIM DIRECTOR, 

DATE: MAY 1, 2013

SUBJECT: ADMINISTRATIVE REPORT

City's 40th Anniversary Gala: Forty & Fabulous!



The City will be celebrating its 40th anniversary this Sunday, May 5th, at the beautiful Terranea Resort. Guests will enjoy an elegant evening of gourmet dining, entertainment, and dancing. A hosted wine reception beginning at 6:00 p.m. will feature art, exhibits, and music provided by Freedom4U, followed at 7:00 p.m. by a buffet dinner featuring delicious fare from Terranea's five award-winning restaurants, the big band sounds of Tino Productions, and dancing. This event will benefit the Palos Verdes Peninsula Land

Conservancy, celebrating its 25th anniversary, and Los Serenos de Point Vicente, the volunteer organization that assists and supports the City's objectives for the Point Vicente Interpretive Center and other open space areas in the City. The City is expecting great attendance at the event, but for those who can't make it, the Goodyear Blimp will be wishing the City a "Happy 40th Anniversary" on its reader board as it flies over the Peninsula during the next two months.

Fred Hesse Jr. Community Park

Recreation Class Rentals (April 29th - May 5th)

- Parent and Infant Music Class (Fireside Room): Monday
- Aerobic Dance Lite Classes (Multipurpose Room, Activity Room): Monday, Wednesday
- Kuk Sool Martial Arts Classes (Fireside Room): Monday, Wednesday
- Suika Mommy & Me Classes (Activity Room, Fireside Room): Monday, Wednesday, Friday
- Duplicate Bridge Classes (Activity Room): Monday, Friday
- Bones for Life Class (Multipurpose Room): Tuesday
- Mommy and Me Classes (Activity Room): Tuesday, Thursday
- Tai Chi Chuan Class (Multipurpose Room): Saturday
- Basics of Fine Arts Class (Activity Room): Saturday
- Amateur Radio Class (Fireside Room): Saturday
- Palos Verdes Strings Classes (Activity Room): Sunday

Community Groups/Private Rentals/City Programs (April 29th - May 5th)

- Peninsula Seniors Weekly Lecture (Multipurpose Room): Wednesday
- Peninsula Seniors Mah Jong Class (Fireside Room): Wednesday
- US Youth Volleyball League Practice and Games (Soccer Field): Thursday, Saturday

- Private Rental (Multipurpose Room): Saturday
- Silver Spur Little League Practice (Baseball Field): Saturday
- Cub Scout Meeting (Activity Room): Sunday
- Beach Head Lacrosse Clinic (Soccer Field): Sunday

Ladera Linda Community Center

Recreation Class Rentals (April 29th - May 5th)

- Adult Tap Dance Class (Multipurpose Room): Tuesday
- Mommy and Me Class (Room C): Wednesday
- Parent and Me Music Class (Room J): Saturday

Community Groups/Private Rentals/City Programs (April 29th - May 5th)

- Private Rental (Room A): Saturday
- Sorority Meeting (Multipurpose Room): Sunday

Point Vicente Interpretive Center

Facility Use

The Sunset Room and patio are rented for a non-profit mixer on Thursday evening, May 2nd.

On Saturday evening, May 4th, the Sunset Room and patio are rented for a wedding reception.

On Sunday evening, May 5th, the Amphitheater, Sunset Room, and patio are rented for a wedding ceremony and reception.

Los Serenos Docent-Led Hikes and Tours

On Wednesday, May 1st, sixty- two 4th grade students from Silver Spur Elementary attended a docent-led tour at the Interpretive Center.

On Thursday, May 2nd, thirty-one 4th grade students from Silver Spur Elementary will attend a docent-led tour of the Interpretive Center.

On Friday, May 3rd, sixty 4th, 5th, and 6th grade students will take a docent-led hike to the tide pools at Abalone Cove Beach.

On Saturday, May 4th, Sierra Club Inner City Outings will be bringing students from William & Carol Ouchi High, a Title I school, to the tide pools at Abalone Cove Beach.

Whale Census at PVIC

Members of the L.A. Chapter of the American Cetacean Society continue their annual whale census on the back patio of PVIC. On the following page are their observations, with some comparison statistics. As we enter the month of May, the migration season begins to wrap up.

As of April 28, 2013

Southbound ----- 1
Northbound ----- 25
Total Whales --- 26
Cow/calves South -- 0
Cow/calves North --- 10

Season to Date

Southbound ----- 771
Northbound ----- 1047
Total ----- 1818
Cow/calves South ----- 21
Cow/calves North ----- 94

Today in history (using last 10 years)

Average Northbound ----- 7.6
Maximum Northbound --- 24

Season to Date in history (using 10 years)

Average Northbound ----- 756.6
Maximum Northbound ---- 1024
Least Northbound ----- 505

Robert E. Ryan Community Park

Recreation Class Rentals (April 29th - May 5th)

- Super Soccer Stars Youth Classes (Grass Field): Tuesday, Saturday

Community Groups/Private Rentals/City Programs (April 29th - May 5th)

- Pony League Practice (Baseball Field): Thursday
- PVP Girls Softball League Practice (Baseball Field): Friday

TENTATIVE AGENDAS

Note: Time Estimates include 30 mins. for the first section of the agenda (Mayor's Announcements, etc. through the Consent Calendar) and 15 mins. for the last section (Future Agenda Items through Adjournment).

May 21, 2013 - (Time Est. – 3 hrs 45 mins)

Closed Session: Labor Negotiations (end of meeting)

Study Session:

Mayor's Announcements:

City Manager Report:

New Business:

Consent

Approve Program Supplement Agreement for PVDE Guardrails
Approve Extension of Contract for Tree Maintenance
Landscape & Lighting Maintenance District Engineer's Report
Award Pavement Striping Maintenance Contract
Award Traffic Signal Maintenance Contract
RFP for Selection of Independent Auditors
Grant Application – Phase II of Western Avenue Vision Plan

Public Hearings

Crestridge Senior Condominium Housing Project (60 mins)
Trump – Elimination of Condition Language regarding Hedges (15 mins)

Regular Business

Draft Annual Budget (45 mins)
Draft Five Year Model (15 mins)
Revocable License Agreement with Jim York for a Multi-Purpose Public Trail (15 mins)
Volunteer Trails Watch Program (30 mins)

June 4, 2013 - (Time Est. – 2 hrs 5 mins)

Closed Session:

Mayor's Announcements:

City Manager Report:

New Business:

Consent

Border Issues Status Report
Award AB 939 Consultant Contract
Renewal of Contract for City Geologist
Renewal of Contract for Building and Safety Consultants

Renewal of Contract for View Restoration Mediator
Renewal of Contract for City Biologist
Adoption of Resolutions - November 5, 2013 General Municipal Election
Approval of MOA for Machado Lake Trash Screen Project
Award Professional Services Contract for Storm Water Quality Consultant

Public Hearings

EDCO Rate Adjustment FY 13-14 (20 mins)
UWS Rate Adjustment FY 13-14 (10 mins)

Regular Business

Beacon Award Resolution (10 mins)
Options for Reinstating the Equestrian Committee (30 mins)
Adoption of City of RPV Accessibility Self-Evaluation and Transition Plan (10 mins)

June 18, 2013 - (Time Est. – 2 hrs 55 mins)

Closed Session:

Mayor's Announcements:

City Manager Report:

New Business:

Consent

Extension of Prof. Services Contract for HIP Administration
Extension of Prof. Services Contract for CDBG Administration
Annual Appropriation Limit for FY 13-14
Investment Policy for FY 13-14
Award of Contract for City Arborist

Public Hearings

Adoption of Annual Budget (30 mins)
Landscape & Lighting Maintenance District Engineer's Report (10 mins)
Abalone Cove Sewer System Engineer's Report (15 mins)
Storm Drain User Fee (15 mins)

Regular Business

2013 Five-Year Capital Improvement Plan (20 mins)
2013 Five-Year Financial Model (10 mins)
Sheriff's Contract (15 mins)
Agreement with Tyler for Financial Software (15 mins)

July 2, 2013 - (Time Est. –)

Closed Session:

Mayor's Announcements:

City Manager Report:

New Business:

Consent

Public Hearings

Regular Business

July 16, 2013 - (Time Est. – 1 hr 15 mins)

Closed Session:

Study Session:

Mayor's Announcements:

City Manager Report:

New Business:

Consent

Public Hearings

Regular Business

Civic Center Master Plan Status Report (30 mins)

Future Agenda Items (Identified at Council Meetings)

July 3, 2012 – Consideration of Implementation of a Wireless Master Plan (Campbell) [Pending receipt of memorandum from Councilman.]

August 21, 2012 – Fraud, Waste and Abuse Hotline (Duhovic) [Pending receipt of memorandum from Mayor Pro Tem.]

City Maintenance Yard – View, Location and Safety Issues (Campbell) [Pending receipt of memorandum from Councilman.]

November 20, 2012 – Compensation Value Model for Senior Management (Misetich) [Pending receipt of memorandum from Councilman.]

March 19, 2013 – Explore outreach program to residents to incorporate 100% participation in Neighborhood Watch Program (Misetich) [Pending receipt of memorandum from Councilman.]

April 2, 2013 - Transparency regarding Labor Negotiations (Campbell) [Pending receipt of memorandum from Councilman.]

Revisit Policy regarding Naming of Public Facilities and establish a protocol for acknowledging the passing of former City officials, civic leaders, and military personnel (Campbell) [Pending receipt of memorandum from Councilman.]

Expansion of notification radius for City Tree Review Permits; Review standards that apply to City street trees in the Miraleste area (Brooks) [Pending receipt of memorandum from Mayor.]

Revisiting the Skateboarding Ordinance (Brooks) [Pending receipt of memorandum from Mayor.]

April 30, 2013 – Council Allocations & Expense Reimbursement (Brooks) [Pending receipt of memorandum from Mayor.]

Possible Acquisition of City Street Lights (Knight) [Pending receipt of memorandum from Councilman.]

Future Agenda Items Agendized or Otherwise Being Addressed



RPVTV Channel 33 Programming Schedule Guide

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

Week of 05/01/13 - 05/07/13
Wednesday through Tuesday

6:00 AM - 6:30 AM	Sit and Be Fit - Low Impact Fitness	3:30 PM - 4:00 PM	Palos Verdes Peninsula Land Conservancy - 25th Anniversary Event
6:30 AM - 7:00 AM	Cardio Strength Stretch - Moderate to Rigorous Exercise Routines	4:00 PM - 4:30 PM	RPV City Talk - RPV Mayor Susan Brooks, RPV 40th Gala May 5th, 2013
7:00 AM - 7:30 AM	RPV City Talk - RPV Mayor Susan Brooks, RPV 40th Gala May 5th, 2013	4:30 PM - 5:00 PM	Peninsula Beat 20 - Home Invasion Update, Friends of the Library, RPV's 40th Anniversary, The PV Art Center
7:30 AM - 8:00 AM	Peninsula Beat 20 - Home Invasion Update, Friends of the Library, RPV's 40th Anniversary, The PV Art Center	5:00 PM - 5:30 PM	Sit and Be Fit - Low Impact Fitness
8:00 AM - 8:30 AM	Palos Verdes Peninsula Land Conservancy - 25th Anniversary Event	5:30 PM - 6:00 PM	Cardio Strength Stretch - Moderate to Rigorous Exercise Routines
8:30 AM - 9:00 AM	Palos Verdes Peninsula Land Conservancy - 25th Anniversary Event	6:00 PM - 6:30 PM	RPV City Talk - RPV Mayor Susan Brooks, RPV 40th Gala May 5th, 2013
09:00 AM - 9:30 AM	Around the Peninsula: Main Event Promo 2013	6:30 PM - 7:00 PM	Peninsula Beat 20 - Home Invasion Update, Friends of the Library, RPV's 40th Anniversary, The PV Art Center
9:30 AM - 10:00 AM	Armchair Traveler: Trump National Golf Course	7:00 PM - 7:30 PM	Peninsula Seniors: Madrona Marsh Preserve, Tracy Drake
10:00 AM - 10:30 AM	Around the Peninsula: Ambrosia	7:30 PM - 8:00 PM	Peninsula Seniors (continued)
10:30 AM - 11:00 AM	Around the Peninsula: Ambrosia	8:00 PM - 8:30 PM	Around the Peninsula: Main Event Promo 2013
11:00 AM - 11:30 AM	RPV City Talk - RPV Mayor Susan Brooks, RPV 40th Gala May 5th, 2013	8:30 PM - 9:00 PM	Armchair Traveler: Trump National Golf Course
11:30 AM - 12:00 PM	Peninsula Beat 20 - Home Invasion Update, Friends of the Library, RPV's 40th Anniversary, The PV Art Center	9:00 PM - 9:30 PM	RPV City Talk - RPV Mayor Susan Brooks, RPV 40th Gala May 5th, 2013
12:00 PM - 12:30 PM	Peninsula Seniors: L-19 Bird Dog Pilot in Korea Bob Cashman	9:30 PM - 10:00 PM	Peninsula Beat 20 - Home Invasion Update, Friends of the Library, RPV's 40th Anniversary, The PV Art Center
12:30 PM - 1:00 PM	Peninsula Seniors (continued)	10:00 PM - 10:30 PM	Community Announcements
1:00 PM - 1:30 PM	RPV City Talk - RPV Mayor Susan Brooks, RPV 40th Gala May 5th, 2013	10:30 PM - 11:00 PM	Community Announcements
1:30 PM - 2:00 PM	Peninsula Beat 20 - Home Invasion Update, Friends of the Library, RPV's 40th Anniversary, The PV Art Center	11:00 PM - 11:30 PM	Community Announcements
2:00 PM - 2:30 PM	Around the Peninsula: Main Event Promo 2013	11:30 PM - 12:00 AM	Community Announcements
2:30 PM - 3:00 PM	Armchair Traveler: Trump National Golf Course	12:00 AM - 1:00 AM	Community Announcements
3:00 PM - 3:30 PM	Palos Verdes Peninsula Land Conservancy - 25th Anniversary Event	1:00 AM - 6:00 AM	Community Announcements



PVPTV35 Programming Schedule Guide
Week of 05/06/2013 to 05/12/2013

Monday, May 06

3:00PM

Palos Verdes Library Dist.

6:00PM

PVP Coordinating Council

7:00PM

PVPUSD Board Meeting

Tuesday, May 07

7:00PM

City of RPV City Council Meeting - Live

Wednesday, May 08

7:30PM

City of PVE City Council Meeting 04/23/13

Thursday, May 09

Friday, May 10

6:00PM

PVP Land Conservancy Nature Walk

7:00PM

City of RPV City Council Meeting 05/07/13

Saturday, May 11

10:00AM

7:00PM

City of RPV Planning Commission 04/23/13

Sunday, May 12

7:00PM

City of RPV City Council Meeting 05/07/13

PUBLIC RECORDS ACT REQUESTS -TRACKING LOG 2013

DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN	APPROX. STAFF COSTS INCURRED
1/1/2013	1/2/2013	Ken Dyda	PRA request for Employee name/title/salary and additional payroll information	1/11/13 14-day extension letter sent. 1/12/13 Mr. Dyda sent response letter. 1/18/13 Staff sent follow up letter to Mr. Dyda's 1/12 letter. 1/19/13 Mr. Dyda sent follow up email & hardcopy letter. 1/25/13 Determination letter sent calling out production dates. 1/29/13 Received response letter from Mr. Dyda. 2/7/13 sent response letter to Mr. Dyda- received response from Mr. Dyda on 2/8/13. 2/19/13 sent response letter to Mr. Dyda regarding third/final production. 2/21/13 Mr. Dyda picked up and paid for 3rd/final production. Completed. On 3/11/13 Mr. Dyda submitted questions regarding his initial PRA request. Completed.	
1/3/2013	1/3/2013	Krista Johnson	PRA request for information regarding employee hours/ wellness accrual/ comp time etc	1/11/13 14-day extension letter sent. 1/21/13 City Clerk Morreale sent email to Ms. Johnson asking if she would be coming in soon to reiew samples as stated in 14 day letter- Ms. Johnson came in later that day. 1/25/13 Determination letter sent calling out production dates. 2/19/13 sent email with details of production- awaiting payment and response. 3/4/13 Ms. Johnson met with staff at City Hall- all productions provided. Ms. Johnson selected 370 pgs, paid \$85.10. Completed.	
1/22/2013	1/22/2013	Edward Teyssier	PRA requests regarding Processing fee on business licenses.	1/30/13 Emailed letter - awaiting response. 2/7/13 received payment- mailed documents. Completed.	
1/30/2013	1/30/2013	Horner & Associates	PRA for documents relating to Highridge Road and Crest Road	Compiling documents. 2/8/13 Provided documents to requestor. Completed.	
2/6/2013	2/6/2013	Ruthee Goldkorn	PRA for copy of charter on ballot in 2011.	Provided copy. Completed.	
2/12/2013	2/12/2013	Brad Austin	PRA for unrefunded checks.	2/19/13 sent response letter via email and USPS awaiting clarification from requestor.	
3/1/2013	3/4/2013	Paul Seeley with Sheppard, Mullin, Richter & Hampton LLP	Employment Records for Aladdin Dinaali	3/5/13 Sent letter. Completed.	
3/25/2013	3/25/2013	SmartProcure LLC	PRA for PO Vendor Information	4/4/13 14-day extension letter sent. 4/18/13 received payment for requested documents. Completed.	

Provided For Your Information Only

PUBLIC RECORDS ACT REQUESTS -TRACKING LOG 2013

DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN	APPROX. STAFF COSTS INCURRED
3/28/2013	3/28/2013	Ken DeLong	PRA request for Vehicle Purchase information	4/5/13 14-day extension letter sent. 4/16/13 Final determination letter sent awaiting response from requestor. 4/18/13 Requestor met with City Clerk, reviewed documents, and paid for those selected. Completed.	
4/1/2013	4/1/2013	Brad Austin	PRA request for unclaimed checks/ tax overpayments/ unclaimed funds	4/3/13 Final determination letter sent. Completed.	
4/1/2013	4/1/2013	Brad Austin	PRA request for excess proceeds due to foreclosure / excess proceeds due to probate	4/3/13 Final determination letter sent. Completed.	
4/2/2013	4/2/2013	John Freeman	PRA request regarding Lower Hesse Park Improvement Project	4/8/13 Emailed that no records exist. Completed.	
3/28/2013	4/5/2013	Augustin Barragan with Center for Contract Compliance	PRA request regarding Ryan Park Restrooms Improvement & ADA Compliance. Requesting copy of original bid advertisement with proof of publication; signed contract; complete subcontractors list; payment & performance bond information; and project manager information.	4/8/13 PW Associate Engineer responded that this was completed on 4/4/13 - requestor had incorrect contractor listed. 4/10/13 Requestor contacted the City Clerk for an update and was informed that this was completed on 4/4/13. Requestor called back on 4/11/13 and was directed to speak to Bindu Vaish (Assoc. Eng). 4/15/13 City Clerk confirmed with requestor information received. Completed.	
4/8/2013	4/8/2013	Lawrence P. Adamsky Esq.	PRA request for Business Tax Applications, or current Business Tax Licenses, or Tax Certificates issued for businesses in five different categories.	4/18/13 14-day extension letter sent. 4/30/13 Final Determination letter sent - awaiting payment from requestor.	
4/8/2013	4/10/2013	Thomas Fanchild	PRA Request for a list of all unclaimed "stale dated" checks which are 6-36 months old and over \$1,500.00 in value; and a City form which can be used to apply for ownership.	4/15/13 Sent letter to requestor that no records exist. Completed.	

Provided For Your Information Only



NOTICE OF CITY COUNCIL REORGANIZATION

CITY OF LA PUENTE

NOTICE IS HEREBY GIVEN that at its Meeting held on April 23, 2013 the La Puente City Council reorganized as follows:

CHARLIE KLINAKIS, MAYOR

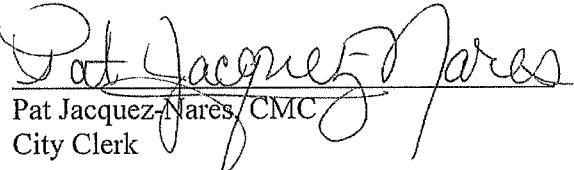
VIOLETA LEWIS, MAYOR PRO TEM

DAVID ARGUDO, COUNCIL MEMBER

DAN HOLLOWAY, COUNCIL MEMBER

VINCE HOUSE, COUNCIL MEMBER

Dated this 24th day of April, 2013


Pat Jacquez-Nares, CMC
City Clerk