

DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	INITIAL RESPONSE DUE	2ND RESPONSE DUE	3RD RESPONSE DUE	ACTION TAKEN	COMPLETED
7/7/2013	7/10/2013	Jeff Koch/ Professional Finders	Stale-dated/uncashed checks; cash deposits; property tax overpayments				Letter and responsive docs emailed on 7/16/13	
7/8/2013	7/25/2013	Rebecca Williams	Digital arrest log	8/4/2013			Received in PD on 7/24/13 via Mail. Letter emailed and mailed on 8/5/13, need clarification.	
7/9/2013	7/9/2013	Viet Ngo	CDBG funds				Letter mailed on 7/19/13 extending time to answer until August 2. final response mailed on 8/1/13 that City has no responsive docs for this request.	
7/10/2013	7/10/2013	David Krofina	When was polliwog park created				This request was called in to be added to his existing 7/8/13 request. Final response mailed on 7/18/13 with response.	
7/10/2013	7/10/2013	Viet Ngo	Business licenses for Shaw; downtown businesses; 6/4/13 warrant request				Final determination letter mailed 7/15/13; docs responsive to requests 2 and 3 are available for inspection and copying.	
7/10/2013	7/10/2013	Citizen 1	Requesting mobile data video from Officer Cochrans's recorder on 7/5/13 and video and pictures from Torrance and Gardena Officers working DUI Checkpoint.				Letter prepared on 7/22/13 that video is ready. Video and letter picked up by Citizen 1 on 7/26/13.	x
7/11/2013	7/11/2013	Ed Caprelian	Video of 7/9/13 and 7/10/13 strategic plan meetings				Picked up and paid for on 7/25/13	
7/12/2013	7/12/2013	Citizen 3	Sent to PD requesting records re purchases of phones and reimbursement				Letter prepared on 7/22/13 extending time to answer until 8/5/13. Letter picked up by Citizen 3 on 7/23/13 that response will be given by 8/5/13. Letter and docs taken to PD on 8/5/13, additional info required from Citizen.	
7/15/2013	7/16/2013	Sanford Jossen	All documents relating to DR# 02-2895 288PC report.				Final response mailed on 7/18/13 that docs are exempt from disclosure - City has no documents responsive to the request	x
7/16/2013	7/16/2013	Bill Victor	Public records log from 2/23/13 to present				Letter mailed 7/23/13 that docs are ready. Letter and docs emailed to Bill on 8/1/13.	
7/16/2013		Dominique Johnson	Requesting stats on the location and number of bicycle thefts in Manhattan Beach from 2008-2013, (KNBC TV)					
7/17/2013	7/17/2013	Daniel Saulmon	Salary for each officer listed on name/badge report attached to our 6/17/13 PRA response	7/29/2013	8/12/2013		14-day extension letter read to D. Saulmon over the phone on 7/29/13. Final letter and docs delivered to police department on 8/13/13. Left vm for Mr. Saulmon on 8/13 that docs available for him to pick up	x
7/18/2013	7/18/2013	City of Torrance	Documents re residential street inspection program	7/29/2013	8/12/2013	8/26/2013	Extension letter emailed on 7/29/13. Next response due on 8/12/13. Letter emailed on 8/12 that responsive docs will be provided by 8/26/13. Final determination emailed on 8/26/13 that City has no responsive documents.	x
7/18/2013	7/22/2013	Advanced Analysis Inc.	Fire investigation report for 6/28/13				Response to be handled by Cleo in Fire. Clerk's office to take no further action.	
7/19/2013	7/19/2013	Center for Contract Compliance	Bid for Marine Avenue Park soccer turf improvements				Final letter and docs emailed on 7/24/13	
7/23/2013	7/24/2013	Masud Kenyatta	Daily inspection report for 11/26/12 for 8th and Sepulveda				Final letter and docs emailed on 7/25/13	
7/25/2013	7/29/2013	Judith Wilson	Recording of 911 call from april 25, 2013				Completed on 8/12/13	x
7/26/2013	7/26/2013	Citizen 1	Video of 7/5/13 for Officer Cochran from 8 pm - 11:50 pm				Final letter prepared on 7/29/13 that responsive documents provided pursuant to 7/10/13 request are the only responsive docs. Picked up at PD by Citizen 1 on 7/30/13.	x
7/29/2013		Janie Cobian	Vehicle burglary reports from 2012 - 2013 at 1550 - 1590 Rosecrans, 1800 Rosecrans and 2700 - 3400 Sepulveda Blvd.					
7/30/2013	7/30/2013	Rene Delgado	Recording of 911 call from July 21, 2013				Completed on 8/12/13	x
8/1/2013	8/1/2013	Bill Victor	Check detail/back-up	8/12/2013			Letter emailed on 8/12 stating docs will be available for review on 8/19/13	
8/2/2013	8/2/2013	Brett Harper	Copy of election roster				Docs scanned by Harper on 8/8/13	x
8/7/2013	8/7/2013	Bill Victor	Ord 2056 and street sweeping records	8/26/2013			Final determination letter emailed on 8/23/13 that records are available for inspection.	x
8/9/2013	8/10/2013	Jim Lissner	Total police calls for 2006-2012	8/21/2013				
8/10/2013	8/14/2013	David Krofina	Polliwog park plans and permigs for disc golf course	8/26/2013			Final determination mailed 8/23/13 that city has no responsive documents	x
8/13/2013	8/15/2013	Indira Montejo	Docs relating to claim 12-114182	8/26/2013			Not a PRA, no action needed on our part.	x
8/14/2013	8/14/2013	Bill Victor	Phone request for planning commission minutes	8/26/2013			Final letter emailed to Bill on 8/19/13 that docs are available for inspection. Inspected on 8/21/13.	x

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8/14/2013	8/14/2013	Bill Victor	Council salaries	8/26/2013	9/6/2013	9/20/2013	Letter emailed on 8/23/13 that form 700s are available. Determination re rest of request will be sent by 9/6/13. Letter emailed in 9/6 that additional docs are available, next response will be 9/20. Letter emailed on 9/20/13 that City is still searching for docs regarding item 2	
8/14/2013	8/19/2013	Center for Contract Compliance	Inspectors Logs for water main replacement Roberts TE	8/29/2013	9/12/2013		Letter emailed on 8/27/13 requesting extension	
8/14/2013	8/19/2013	Center for Contract Compliance	Inspectors Logs for water main replacement Structures Unlimited	8/29/2013			Letter emailed on 8/27/13 that request was forwarded to contractor. Contractor response due 9/6/13	
8/15/2013	8/15/2013	Bill Victor	Phone request for 4 sets of meeting minutes	8/26/2013			Copies provided to and inspected by Bill on 8/21/13. No determination letter provided.	x
8/19/2013	8/19/2013	Center for Contract Compliance	2011-12 Water Main Replacement				Final letter and docs emailed on 9/12/13	x
8/21/2013	8/21/2013	Onus	PD video from 7/5, 7/6 and 8/17/13	9/2/2013			Final determination that City has no responsive docs hand delivered to PD on 8/26/13	x
8/22/2013	8/22/2013	Ed Caprelian	Agenda Forecast				emailed to Dr. C on 8/22/13	x
8/22/2013	8/22/2013	Bill Victor	Warrants for checks ratified on 8/20/13	9/2/2013			Final letter emailed on 9/3/13. Docs are available for inspection.	x
8/22/2013	8/22/2013	Bill Victor	Oasis Computers	9/2/2013			Final determination emailed on 8/23/13 that city has no responsive documents	x
8/22/2013	8/26/2013	Center for Contract Compliance	Docs re Asphalt Fabric and Engineering	9/5/2013			Final letter and documents emailed on 8/29/13	x
8/26/2013	8/26/2013	Christopher Moore	information re ALPR units	9/5/2013	9/19/2013		Letter with docs emailed on 9/5/13. Additional determination will be sent by 9/19/13. Final determination emailed on 9/19/13.	x
8/26/2013	8/26/2013	Bill Victor	Ord 2056 - wants DVDs and city attorney opinion	9/5/2013			Letter emailed on 9/4/13 that vhs tapes may be available. Bill to let us know if he wants them pulled from storage.	
8/28/2013	8/28/2013	Anthony Wallen	4/12/88 TOT Initiative	9/9/2013	9/18/2013		letter emailed on 9/9/13 that responsive docs will be available for review on 9/18. docs emailed on 9/17/13	x
8/28/2013	8/28/2013	Anthony Wallen	Ordinance 1987	9/9/2013			document emailed on 8/28/13	x
8/29/2013	8/29/2013	Jonathan Kuns	3/5/13 Election voter info	9/9/2013	9/23/2013		Letter emailed on 9/9/13 requesting extension until 9/23/13	
8/29/2013	8/29/2013	Brittany Zaring Minkle	Info re Belamar Hotel	9/9/2013	9/23/2013		Letter emailed on 9/9/13 requesting extension until 9/23/13. Final letter emailed on 9/23/13 with documents.	x
8/30/2013	8/30/2013	Viet Ngo	Roberts Rules; ord 509	9/9/2013			Final letter mailed on 9/9/13 that docs are available	x
8/30/2013	8/30/2013	Viet Ngo	Manhattan Inn; TOT for shade	9/9/2013			Letter mailed on 9/9/13 that some docs are available; need additional clarification for request. Clarification received on 9-13-13. Request complete.	x
8/30/2013	8/30/2013	Ms. Murray	Ord 1987 re TOT	9/9/2013			Final letter sent on 9/4/13; docs picked up on 9/5/13.	x
9/4/2013	9/4/2013	Center for Contract Compliance	2012-15 Rehab of sewer manholes	9/16/2013			Final letter emailed on 9/9/13 with responsive docs	x
9/4/2013	9/4/2013	Allison Simpson	Buidling Permits				responded to by roz, no action needed	x
9/4/2013	9/4/2013	Peter Carnevale	Police Reports	9/16/2013			Letter emailed on 9/13/13 requesting extension to September 30, 2013. Final letter and docs emailed on 9/23/13.	x
9/9/2013	9/9/2013	Livio Brown	Business license for Power Auto Center	9/19/2013			Final letter and documents emailed on 9/12/13	x
9/9/2013	9/9/2013	Viet Ngo	Business license and info for RREEF	9/19/2013			Letter mailed on 9/9/13 that docs are available but more information needed for item 1	
9/9/2013	9/9/2013	Viet Ngo	Reso 13-09; city attorney agreement; MBRA info	9/19/2013			Final letter mailed on 9/12/13 that docs are available	x
9/9/2013	9/9/2013	Viet Ngo	McBride Police Report	9/19/2013			Final letter mailed on 9/19/13 that docs are available	x
9/9/2013	9/9/2013	Viet Ngo	RREEF and 3500 Appeals	9/19/2013			Final letter mailed on 9/9/13 that docs are available	x
9/9/2013	9/13/2013	Center for Contract Compliance	Rakan	9/23/2013			Final letter emailed on 9/23/13 with responsive docs	x
9/10/2013	9/10/2013	Viet Ngo	MBRA appeal	9/20/2013			Final letter mailed on 9/20/13 that city has no responsive docs	x
9/10/2013	9/10/2013	Bill Victor	CC Retirement benefits	9/19/2013			email response provided on 9/12/13	x
9/12/2013	9/12/2013	Bill Victor	CC CalPers information	9/23/2013			Final letter emailed on 9/20/13 that docs are available	x
9/13/2013	9/13/2013	Viet Ngo	MBRA and ABC info	9/23/2013			Final determination mailed on 9/23/13 that no docx exist.	x
9/13/2013	9/13/2013	Viet Ngo	Shade and TOT	9/23/2013			Letter mailed on 9/23/13 that City has responsive docs for review.	x
9/15/2013	9/15/2013	Vanguardians	Info re Compensation for top 10	9/25/2013			Final letter and docs emailed on 9/25/13	x
9/17/2013	9/17/2013	Viet Ngo	Powell Lesser checks	9/27/2013			Letter mailed on 9/26/13 that docs are available	x
9/17/2013	9/17/2013	Viet Ngo	Arts Manhattan	9/27/2013			Letter mailed on 9/26/13 that docs are available	x
9/17/2013	9/17/2013	Ruby Morimoto	Business license for Paige and Coleman	9/27/2013				
9/17/2013	9/17/2013	Bill Victor	Check warrants	9/27/2013				
9/18/2013	9/18/2013	Gary McDonald	Info on term limits	9/28/2013			Final letter and docs emailed on 9/25/13	x

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9/19/2013	9/19/2013	Ed Caprelian	Materials from Me to We conference	9/30/2013			Letter emailed on 9/25/13 that docs are available for review	