

PUBLIC RECORDS ACT REQUESTS - TRACKING LOG					
BEGINNING JULY 27, 2012					
	DATE OF REQUEST	DATE RECEIVED	REQUESTOR	SUBJECT	ACTION TAKEN
1	7/27/2012	7/27/2012	TransFirst	last three months of merchant processing statements	following 2 requests for extensions, records were e-mailed to Mr. Marquis on 9/21/12
2	8/17/2012	8/21/2012	Carmen Smarandoiu	Dept Homeland Security Immigration Detainer	letter sent out 8/31/12
3	8/22/2012	8/22/2012	George Mishalany	stop sign Highview & MBB	e-mail sent on 8/31/12 Need more time (Completed 9/6/12 e-mail)
4	08/23/112	8/23/2012	Viet Ngo	copies of all checks paid to outside law firms	Letter and copies made available 8/31/12
5	8/29/2012	8/29/2012	Bill Victor	what % of Uyeda's pension is paid by the public	Letter mailed on 9/5/12
6	9/5/2012	9/5/2012	Debbie Shelvin	having trouble looking up Ordinance on-line	e-mailed Ord 9/7/5
7	9/5/2012	9/5/2012	Sara Le	Type 1 crimes of Manhattan Beach	9/14/12 letter sent requesting additional time. 9/18/12 PD clarified request via e-mail. 9/24 PD requested check for \$15 for info.
8	9/6/2012	9/11/2012	George Mishalany	Additional e-mail question on Highview & MBB	e-mailed responses on 9/11/12
9	9/10/2012	9/10/2012	Liz Spear	Community Services Officer compensation range	response e-mailed on 9/10/12
10	9/13/2012	9/12/2012	Robert Johnson	fiscal records concerning unclaimed, undeliverable, overdue and/or outstanding funds, obligations, payments or checks/warrants owed by your government entity	9/13/12 sent e-mail that we have no records that meet his criteria
11	9/17/2012	9/24/2012	Public Works Contract Compliance	prevailing wages for sheet metal workers	Gave contact info and referred to LA Cnty - not City project.
12	9/25/2012	9/25/2012	Viet Ngo	Policy for giving keys to City, any written documentation for giving to Maria Sharapova, approved by council or just mayor, cost of key, if known	Letter prepared on 10/12/12 - no documents within the scope of his request
13	9/26/2012	9/26/2012	Dante	Phone request for 8/28/2012 Water Main Replacement Project (970)712-5370 request@bidocean.biz	9/26/2012 e-mailed bid
14	9/27/2012	9/27/2012	National Waste Associates	Commercial Refuse Rates	rates were e-mailed to requester same day
15	9/27/2012	9/27/2012	Garcia Juarez Construction	Inspectors dailies and notes for sewer main rehab project	10/30/12 info provided via e-mail.
16	9/27/2012	10/2/2012	Ramon Lopez, Case Investigator	Manhattan Heights Joslyn Center & Begg Pool	e-mailed payroll and fringe benefit info on 11/09/2012
17	??		Mark Athan	arrest report for Matthew Barnes	City Attorney determined that the requested record is exempt from disclosure
18	10/2/2012	10/2/2012	Viet Ngo	questions Re Mayor Powell's I HEART MB program	Letter of response prepared 10/12/12

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19	10/2/2012	10/2/2012	Viet Ngo	documents Re Geoff Dolan	Letter with partial info sent on 10/12/12 - requested additional time RE remainder
20	10/3/2012	10/3/2012	Viet Ngo	Manhattan Village Shopping Center land for sale	Letter prepared 10/15/12. Item No. 1 only document available. Others no records.
21	10/3/2012	10/3/2012	Bill Victor	all city costs related to the Vitality Cities program	Centennial Foundation Bylaws, Centennial Foundation officers & attachment #9 to this week's Vitality City/Blue Zones Initiative was e-mailed 10/12/12
22	10/4/2012	10/5/2012	Ryan Wolfe	how it is determined what streets are designated as alleys	Nhung Madrid e-mailed him a GIS map
23	10/4/2012	10/5/2012	Vida M. Holguin, Employment Lawyer	current construction at Mira Costa on Peck Avenue	Letter sent on 10/15/12 requesting additional 14 days
24	10/4/2012	10/25/2012	Mike Zislis	complaints about Shade Hotel	PD will let him know if specific info requested is available. Information was provided on 10/31/12.
25	10/8/2012	10/9/2012	Kristin Agostoni	construction work at Joslyn	info was gathered, but was not picked up until 10/25/12.
26	10/6/2012	10/9/2012	Ryan Wolfe	Where is the definition of an alley that your provided	Nhung responded that it is from our Planning Code
27	10/9/2012	10/9/2012	Pam Fees	Political signs	e-mailed her our Sign and Advertisement Regulations
28	10/12/2012	10/12/2012	Bill Victor	amount of staff time for support and accounting of the Centennial Committee	e-mail from Finance Director explaining that time not tracked therefore, no such records
29	10/17/2012	10/17/2012	Wow1110	additional questions on speed survey	10/19/12 Nhung e-mailed 2009 Citywide Engineering and Traffic Survey
30	10/23/2012	10/23/2012	Carl Lopez	Bid Results	e-mailed to him on 10/23/12
31	10/30/2012	10/31/2012	Richard Hoop	request for Claim for Damage form	claim form mailed on 10/31/12.

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32	11/1/2012	11/1/2012	Joe Mendoza	wants copy of current US Flag policy	e-mailed policy on 11/8/12
33	11/1/2012	11/1/2012	Jerry Hodge	list of all residential structures presently deemed to be in "substandard condition and other building related questions	E-mail and letter sent on 11/7/12 explaining that does not have any "public records" responsive to your request.
34	11/5/2012	11/5/2012	LA Party Works	Information Regarding entity known as Manhattan Beach Home town Fair	letter stating we have no responsive records mailed on 11/14/12
35		11/20/2012	Daniela Bursey	Tree maintenance contract	Letter stating we need additional time was sent on 11/29/12. on 12/18/12 Maint Superintendent Juan Price "I have it 99% complete. Bonnie was out yesterday and I need some detailed info to finish." 12/31/12 I have been in touch with Ms. Bursey, and she will receive this letter when I get some tree count info from Bonnie who is on vacation. I believe she will be back Wednesday. I need two numbers and it will be good to go. This is a draft minus two tree count numbers. Final letter mailed out by Juan Price on 1/2/13.
36		12/5/2012	Jose Perez	winning Fixed Route Transit RFP	After receiving payment, e-mailed and mailed hard copy 12/5/12
37	12/10/2012	12/10/2012	Lillian Bow	Lexipole Agreement	PD Mngmt Analyst Dahlgren and Fire Chief Chiella spoke with her about the agreement.
38	12/11/2012	12/11/2012	Dawn Omori	Number of Social host citations & fines paid since adoption of Ordinance	PD responded to the requester on 12/21/12
39	12/12/2012	12/13/2012	Doug Couper	traffic volume/counts for Artesia Boulevard at the intersection of PCH	Mngmt Analyst Madrid e-mailed spreadsheet with data
40	12/13/2012	12/13/2012	Viet Ngo	Docs authorizing the use of City property, officials, etc. to Leadership Manhattan Beach & copy of DVD	Letter written by City Attorney's Office sent to Mr. Ngo on 12/27/12 in response. DVD provided to Mr. Ngo on XXXXX.
41	12/17/2012	12/17/2012	Viet Ngo	Business License of PC Help Professionals	Mr. Ngo picked up copies of Mitch Ward's business license on 1/31/12.

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42	12/17/2012	12/17/2012	Viet Ngo	copy of recording, agendas, staff reports, etc. for Leadership MB meeting on 12/13/12	Letter written by City Attorney's Office sent to Mr. Ngo on 12/27/12 in response.
43	12/17/2012	12/17/2012	Viet Ngo	Docs authorizing the use of Wayne Powell's IHEART MB on City's web site; docs permitting Mitch Ward to run for Council again; Letter from City Clerk authorizing Ward's Ballot Designation; Election Law requirement to file complaint to City Clerk against Powell, Ward & Burton for violation of Election Code.	Letter written by City Attorney's Office sent to Mr. Ngo on 12/27/12 in response.
44	12/18/2012	12/18/2012	Viet Ngo	Copy of PRR from Bill Victor to Clay Curtin and each and all docs provided or will provide to Bill Victor	Mr. Ngo reviewed the information that was provided to him on 1/2/13
45	12/19/2012	12/20/2012	Center for Contract Compliance	General Contractor, Sub-Contractors List, Multiple Prime Contractor's if any, Estimated Start & Completion Date, Bid Advertisement Date and Award Date for Greenbelt Low Flow Infiltration Project	Ken Kim provided info on 12/20/12.
46	12/20/2012	12/20/2012	Ed Caprielian	All docs Re sexual misconduct of Geoff Dolan and settlement with Geoff Dolan	12/28/12 A letter was e-mailed to Mr. Caprielian (because the mail had already gone out that day) followed up by a mailed hard copy, Re court documents and the settlement agreement.
47	12/21/2012	12/21/2012	Viet Ngo	All docs submitted by Wayne Powell for 3/5/13 election& request that City Clerk Tamura reject Wayne's Ballot Designation.	Mr. Ngo viewed eth documents on 1/xx/13.
48	12/21/2012	12/21/2012	Viet Ngo	Term limits Ord & Measure 2005-A	Mr. Ngo was given the Resolution declaring the official results and a Sample Ballot from the 1996 election
49	12/26/2012	12/26/2012	Mark Abramson	Ords 1832, 1838 & 1891 along with staff reports	Materials provided. Comm Dev Director Thompson responding to questions Re view ordinance
50	12/31/2012	12/31/2012	Viet Ngo	business license of Mark Lipps	Letter stating that no such records exist was given to Mr. Ngo on 1/2/13.

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51	12/31/2012	12/31/2012	Viet Ngo	business license of Wayne Powell	Letter stating that no such records exist was given to Mr. Ngo on 1/2/13.
52	12/31/2012	12/31/2012	Viet Ngo	copy of all documents authorizing MB Resident's Association to use Council Chambers, city staff, employees or city funds for the 2/7/13 Candidate forum.	Response letter provided on 1/8/13
53	1/4/2013	1/4/2013	Viet Ngo	I HEART MB Art Contest	Response letter provided on 12/11/12
54	1/7/2013	1/7/2013	Viet Ngo	Leadership MB simulation & DVD	Response letter provided on 12/27/12
55	1/7/2013	1/7/2013	Kirk Strassman	parking citation processing & collection services	Left phone message that docs are ready and can be picked up or to call and set up electronic credit card authorization
56	1/7/2013	1/7/2013	Viet Ngo	Copy of checks paid to Leadership & DVD	Response letter provided on 12/27/12
57	1/7/2013	1/7/2013	Viet Ngo	Leadership business license info	Response letter provided on 12/27/12
58	1/8/2013	1/8/2013	Viet Ngo	Lipps Business License, tax info & redaction	Response letter provided on 1/8/13
59	1/8/2013	1/8/2013	Rosellen Trunnell	listing of candidates for the March Elections	01/08/2013 e-mailed back how to obtain this info on our website
60	1/10/2013	1/10/2013	Ed Caprielian	Electronic copies of Planning file 1148 Manhattan Ave (Talia's)	1/11/13 was notified that we could not give him the file electronically (it is too large) He said he does not want hard copies of the planning file - it would be too burdensome on us. Therefore, request is closed.
61	1/10/2013	1/10/2013	Ed Caprielian	Crime reports	Mr. Caprielian has been added to the weekly crime report e-mail list and documents will be made available to him by 2/14/13.
62	1/10/2013	1/10/2013	Viet Ngo	Employees involved with 3/5/13 Election	Letter sent 1/23/13 stating no such records exist.
63	1/10/2013	1/10/2013	Viet Ngo	Business License of MB Business & Professional Assoc	Mr. Ngo picked up copies on 1/25/13.

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64	1/15/2013	1/15/2013	Center for Contract Compliance	Contractor/Subcontractor, estimated start & completion times, advertisement date & award date for Water Main 2012-13	Completed contractor questionnaire returned to requestor on 1/12/13.
65	1/17/2013	1/17/2013	Beverly Palmer (Strumwasser & Woocher, LLP)	Compliance of Condition 25 of Reso 11-02 (The Strand House)	Letter indicating records would be available by 2/1/13 was e-mailed and mailed on 1/28/13. 2nd letter sent 1/31/13. Copies picked up on 2/1/13.
66	1/18/2013	1/18/2013	Diane Carrothers	arrest record	Verdesiah explained that we have no records for Ms. Carrothers (AKA: Diane Lipton) in our files for 1969 – 1973
67	1/28/2013	1/28/2013	Chester Powelson	Any documents related to building a hospital in the South Bay	Response letter stating no records found sent 2/5/13
68	1/29/2013	1/29/2013	Josh	written guidelines that say that MB PD can operate outside of the city	Response letter stating no public records responsive to his request sent 2/5/13
69	1/29/2013	1/29/2013	Viet Ngo	I HEART MB Art Contest	Mr. Ngo was called & response letter composed 2/8/13. As of 2/13/13 he has not responded.
70	1/29/2013	1/29/2013	Viet Ngo	Appointment of City Clerk and her salary	Mr. Ngo was called & response letter composed 2/8/13. As of 2/13/13 he has not responded.
71	1/31/2013	1/31/2013	Rick Bender	Election registration information	info sent via e-mail 1/31/13
72	2/1/2013	2/1/2013	Bill Victor	12/1/12 warrant register questions	
73	2/1/2013	2/1/2013	Bill Victor	charges for Pumpkin Race	Letter and docs provided & Mr. Victor reviewed 2/7/13
74	2/1/2013	2/1/2013	Bill Victor	questions Re Mike Messina & Assoc	Response letter stating no public records responsive to his request sent 2/13/13
75	2/1/2013	2/1/2013	Bill Victor	purchase of movie tickets	Letter and docs provided & Mr. Victor reviewed 2/12/13
76	2/5/2013	2/5/2013	Bill Victor	25 checks and backup	Letter & information provided 2/15/13
77	2/5/2013	2/5/2013	Bill Victor	checks Re LEAPS, CAHN & BAIT	Letter & information provided 2/15/13
78	2/5/2013	2/8/2013	Mary Grace	copies of the two final proposals of #886-13 Emergency medical billing	A determination letter was e-mailed to her on 2/19/13 denying her request to receive copies at this time until the negotiations have been completed
79	2/11/2013	2/11/2013	Mr. Berkowitz	2009 & 2011 election results	e-mailed results 2/11/13

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80	2/11/2013	2/11/2013	Erika Patterson	solid waste records & franchise agreement	E-mailed response letter indicating that additional time will be needed to gather some of the information. Contract & letter e-mailed 2/20/13.
81	2/12/2013	2/12/2013	Ed Caprielian	Crime reports	Per Chief Irvine, this report will not be available until March 15th
82	2/12/2013	2/12/2013	Kelly Hamm	Sand Dune Park attendance for 2012	e-mailed response received from Parks & Rec 2/13/13
83	2/13/2013	2/13/2013	Brad Austin	Bonds and unclaimed recoveries	Letter & documents e-mailed 2/22/13
84	2/15/2013	2/15/2013	Mark Rocchio	contract between CMB & DMBBPA RE Farmer's Market	Spoke to Mr. Rocchio on 2/25/13 telling him that there is no separate contract with the DMBBPA for the Farmer's Market.
85	2/15/2013	2/15/2013	Jeff Buckley	list of polling locations	e-mailed Sample Ballot 2/15/13
86	2/16/2013	2/16/2013	Edward Teyssier	Resolution or Ordinance that repealed the City's Business License administrative processing fee	
87	2/19/2013	2/19/2013	Disability Rights Legal Center	Various issues Re public parks	
88	2/19/123	2/19/2013	Ed Caprielian	DUI arrests 2012 - 2013	e-mailed response letter and info on 2/20/13.
89	2/19/2013	2/19/2013	Doc Morino	RFP #886-13 Emergency medical billing (signed contract, awarded vendors proposal, how vendors were scored & companies who submitted).	
90	2/20/2013	2/20/2013	Property Solutions	Various questions Re 1112 Ocean Blvd.	Records were e-mailed by Roz in Comm Dev on 2/26/13.
91	2/22/2013	2/22/2013	Bill Victor	questions on various warrants	
92	2/25/2013	2/25/2013	Steiner & Libo	itemized billing Re Fire Dept transport	
93	2/25/2013	2/25/2013	Asset Management Consultants	spreadsheet, ledger or other record of active cash and cash-convertible sureties and escrow accounts	
94	2/25/2013	2/25/2013	Viet Ngo	copy of election officers and polling places and notices of vote-by -mail processing	
95	2/25/2013	2/25/2013	Viet Ngo	copy of memo/document authorizing the Chamber of Commerce and Mark Lipps to use the Council Chamber for a Candidate forum	