

CITY OF MANHATTAN BEACH  
MASTER LOG WORKSHEET

A	B	C	D	E	F	G	H	I	J
DATE RCVD	DEFENDANT NAME	RECORDS OR DOC'S REQUESTED	DUE DATE - STATUS	DATE PROCESSED	COMMENT	STATUS	Pages	TIME PER REQUEST - COMMENCING FY 14/15	Notes
1	1/8/16	VICTOR, BILL	Requested a blank Claims for Damages form by phone	1/8/2016	1/8/16	CITY CLERK - PATTY	COMPLETED	2 mins	
45	1/8/16	VICTOR, BILL	Inspection and possible copies of all checks paid for the police vehicle referred to as the "swat mobile"	1/18/2016	1/14/16	FINANCE	COMPLETED	2	
46	1/8/16	VICTOR, BILL	Docs and agreements regarding beach rental projects near the strand, on the pier, or in the bathhouse property by the pier.	1/25/2016		COMM DEV	COMPLETED	29	1 hr, 30 min
47	1/8/16	HARWOOD, ALEISHA	12/01 -12/31/15 Commercial and Residential building permits	1/18/2016	1/11/16	COMM DEV	COMPLETED	9	
48	1/8/16	BUSH, ROBERT	Copy of 01/05/16 Council Meeting	1/18/2016	1/13/16	CITY CLERK	COMPLETED	0	Spoke to Mr. Bush on 1/13/16 regarding determination letter and disc ready for pick up
50	1/7/16	ANDERSON, CAROLINE	Copy of Ferreol Cardenas Lawsuit	1/18/2016	1/14/16	CITY ATTORNEY	COMPLETED	13	
51	1/7/16	MEJIA, ANTHONY	Most recent General Municipal Elections - Form 470 and Form 460 for any and all candidates	1/18/2016	1/14/16	CITY CLERK	COMPLETED	4	
52	1/6/16	NGO, VIET	Copies of check paid to Tim L., documents/records/invoices submitted by Tim L. and reimbursement forms filed by Tim L. from 01/2015 - 12/2015	1/15/2016	1/11/16	FINANCE	COMPLETED	8	Left VM on 1/11/15 regarding determination letter and documents ready for review on 1/12/15
53	1/6/16	WHITE, KATIE	Specific Building Permits 200 N. Aviation and 230 N Aviation.	1/15/2016	1/11/16	COMM DEV	COMPLETED	57	
54	1/5/16	MOORE, EMILIE	Permits and Certs for 1400 Parkview Ave.	1/14/2016	1/14/16	COMM DEV	COMPLETED	0	
55	1/5/16	SERA, JON	Building plans for 3508 Alma Ave.	1/14/2016	1/14/16	COMM DEV	COMPLETED	0	Need to follow up with Comm Dev for completion of forms.
56	1/5/16	GAGEDEEN, MANDY	Fire report for Nov 30th garage fire in El Porto	1/14/2016	1/8/16	FIRE	COMPLETED	4	Clao emailed documents directly to Mandy, copy of email and documents on file.
57	1/4/16	VICTOR, BILL	Employee documents for 2015	1/13/2016	1/11/16	HR/FINANCE	COMPLETED	0	
58	1/4/16	PAUL, ALLISON	Issued building permit records by month for December 2015	1/13/2016	1/6/16	COMM DEV	COMPLETED	8	
59	1/4/16	MCCARTHY, ANDREW	List of new construction permitted and being permitted. Starting 07/01/2015	1/13/2016	1/11/16	COMM DEV	COMPLETED	38	
60	12/30/15	GRAY, CORRINE	Applications for Plan Check and Building Permits for 3 locations	1/8/2016	1/6/16	COMM DEV	COMPLETED	4	
61	12/30/15	VICTOR, BILL	Correspondence and loan agreement for Nadine	1/8/2016	1/6/16	FINANCE/CITY CLERK	COMPLETED	8	
62	12/29/15	VICTOR, BILL	Copy of Novak Contract	1/7/2016	1/6/16	CITY CLERK	COMPLETED	16	
63	12/23/15	WELLS, DAVID	Code enforcement re: Manhattan Beach Marriott. Including: Permits, fire inspection, and zone maps	1/4/2016	1/8/16	COMM DEV	COMPLETED	9	
64	12/23/15	VICTOR, BILL	CA League Cities expenses	1/20/2016	1/6/16	CITY CLERK	COMPLETED	44	
65	12/22/15	NEILL, EILEEN	Request for full legal business name of the firm we procured to be the 3rd party reviewer of the Paragon/Gelson's submission materials	12/31/2015	12/31/15	COMM DEV	COMPLETED		30 MIN
66	12/18/15	VICTOR, BILL	Martin & Chapman RFP Re: March 3rd, 2015 Election	12/28/2015	12/28/15	CITY CLERK	COMPLETED	7	
67	12/16/15	VICTOR, BILL	Staff Report & Minutes Re: Strategic Plan "Six pillars of Success"	12/28/2015	12/28/15	COMM DEV?	COMPLETED	47	
68	12/11/15	TARDIF, CHIP	Requesting copy of the fire incident and investigation reports for 4416 & 4418 The Strand	12/21/2015	12/17/15	FIRE	COMPLETED	1	
69	12/11/15	VICTOR, BILL	View Only-Rentention schedule and checks & deposit slips for payments by candidates for ballot statements	1/20/2016	1/20/16	CITY CLERK/FINANCE (Rev Svc)	COMPLETED	90	
70	12/11/15	WEYMAN, ALEXANDRA	RFQ-Potential development of a city owned parking lot on Parkview Avenue. City Council Meeting 12/1/15.	12/21/2015		FINANCE	COMPLETED	1	
71	12/10/15	DRISCOLL, JOHN	Doc's regarding Gelson's	12/19/2015	12/23/15	COMM DEV	COMPLETED	4	
72	12/10/15	HARRIS, TONY	Fire incident report 1712 Lynggrove D	12/19/2015		FIRE	COMPLETED	10 MIN	
73	12/9/15	TOWNES, ROSA	EMS report and billing for Yashwa Amaya-Selas on 4/25/15	12/18/2015		FIRE	COMPLETED	1	
74	12/9/15	PACE, LIBBY	Request for officers information such as name of employees sworn in and sworn employees who have left the dept.	12/18/2015	12/18/15	PD	COMPLETED	1	
75	12/9/15	RUBIO, CARLOS	Agreement with Liebert Cassidy Whitmore	12/18/2015		HR/CITY CLERK ?	COMPLETED		
76	12/9/15	CHARLES, CAROLYN	RFP # 1056-16 "Architectural and space planning services"	12/18/2015	12/17/15	PURCHASING	COMPLETED	203	1.5
77	12/8/15	NOE, KYLEE	Water consumption from July 2014-present	12/17/2015	12/17/15	FINANCE	COMPLETED	2	
78	12/7/15	HARWOOD, ALEISHA	Nov 1-Nov 30 2015 commercial & residential permits	12/16/2015		COMM DEV	COMPLETED	1.5	
79	12/4/15	VICTOR, BILL	2007,2009 & 2011			CITY CLERK	COMPLETED		
80	12/4/15	SCHMID, LAUREN	Current contract with Turbo Data for Parking Citation Processing Services	12/14/2015	12/10/15	CITY CLERK/FINANCE	COMPLETED	1	
81	12/4/15	HERNANDEZ, MARISOL c/o CENTER FOR COMPLIANCE	General contractor, sub-contractor, multiple prime contractor's Rosecrans Avenue Widening		12/4/15	PW	(Ken Kim COMPLETED)		
82	12/2/15	SCALES, ROBERT	January 1, 2010 to December 31, 2014 involving an officer's use of force	12/11/2015		PD	COMPLETED		
83	12/2/15	WEEKS, WENDY (Steve Tsumura)	Report # 2015-1503549	12/11/2015		FIRE	COMPLETED		