



# Memorandum

**TO:** RULES COMMITTEE

**FROM:** LEE PRICE, CMC  
CITY CLERK

DEANNA J. SANTANA  
CHIEF OF STAFF

**SUBJECT:** SEE BELOW

**DATE:** May 5, 2005

**SUBJECT: MONTHLY REPORT ON OUTSTANDING PUBLIC RECORDS ACT  
REQUESTS (APRIL)**

## RECOMMENDATION

Receive and file the Report.

## ANALYSIS

The attached report lists Public Records Act requests that are outstanding as of the end of April, 2005.

As requested by the Rules Committee at the April 6<sup>th</sup> meeting, the following represents a summary (beginning when the program started in mid-February) of the estimated costs to-date to respond to Public Records Act requests as they compare to the fees the City is legally able to collect for cost recovery<sup>1</sup>:

Costs to Respond:	\$21,685.68
Fees Collected:	\$479.00

The first training session for Department Records Coordinators was held on Thursday, April 7. A second session, which includes the Records Coordinators for the Mayor and Council Offices is scheduled for May 12<sup>th</sup>.

  
DEANNA J. SANTANA  
CHIEF OF STAFF

  
LEE PRICE, CMC  
CITY CLERK

Attachment: PRA Log for April

<sup>1</sup> It is important to note that these figures only reflect costs associated with the items contained in Rules Committee reports. These figures do not include/represent the entire volume of PRAs received and responded to by the City.

**CITY OF SAN JOSE  
OUTSTANDING PUBLIC RECORDS ACT  
REQUESTS LOG  
April 2005**

Date Range: 4/1/05 – 4/29/05

<b>Date Rcvd.</b>	<b>Nature of Request</b>	<b>Status</b>	<b>Estimated Costs</b>	<b><sup>1</sup>Recoverable Costs</b>
2/17/05 TO: TOM MANHEIM FROM: TRACY KAPLAN/MERC NEWS	LIST OF PEOPLE WHO SERVE OR SERVED ON THE TWO PANELS THAT INTERVIEWED CANDIDATES FOR THE AVIATION DIRECTOR JOB	PENDING – HAVE RESPONDED		

<b>Date Rcvd.</b>	<b>Nature of Request</b>	<b>Status</b>	<b>Estimated Costs</b>	<b><sup>1</sup>Recoverable Costs</b>
2-17-05	INFORMATION ON SWORN AND CIVILIAN POLICE DEPARTMENT EMPLOYEES	ONGOING	TBD	

<b>Date Rcvd.</b>	<b>Nature of Request</b>	<b>Status</b>	<b>Estimated Costs</b>	<b><sup>1</sup>Recoverable Costs</b>
2/23/05 TO: CAO FROM: GREAT OAKS	CALENDAR INFORMATION OF CITY COUNCILMEMBERS AND CITY OFFICIALS	PENDING	5 HRS. \$241.90	

<sup>1</sup>Recoverable costs may only include copy fees, as approved by the City Council

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<b>Date Rcvd.</b>	<b>Nature of Request</b>	<b>Status</b>	<b>Estimated Costs</b>	<b><sup>1</sup>Recoverable Costs</b>
3-9-05	GREAT OAKS RE: ANY EXPENSE INFORMATION FOR ANY TRAVEL, MILEAGE, PARKING, MEALS, ETC. FROM JAN 1999-PRESENT	CAO HAS REQUESTED THAT THIS REQUEST BE NARROWED TO FACILITATE RESPONDING	UNCALCULABLE IN IT'S CURRENT FORM	

<b>Date Rcvd.</b>	<b>Nature of Request</b>	<b>Status</b>	<b>Estimated Costs</b>	<b><sup>1</sup>Recoverable Costs</b>
3/23/05 TO: STEPHEN HAASE  FROM: SANDY BRUNDAGE, REPTR ALMADEN RESIDENT	DOCS INDICATING EACH INDIVIDUAL EXPEDITED INSPECTION FEE PAID BY INDIVIDUAL BUSINESSES LAST TWO YEARS	COMPLETED 4/8/05	\$338.66	NONE

<b>Date Rcvd.</b>	<b>Nature of Request</b>	<b>Status</b>	<b>Estimated Costs</b>	<b><sup>1</sup>Recoverable Costs</b>
3/28/05 TO: PUBLIC WORKS FROM: LABORER'S INT. UNION LOCAL 270	FRINGE BENEFIT STATEMENT AND CERTIFIED PAYROLL REPORTS FOR VIC SOTO LANDSCAPE – EVANS LANE HOUSING	35 WEEKS OF PAYROLL RECORDS BEING REDACTED/COPIED – EXPECT COMPLETION 4/28/05		

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4/1/05 TO: CITY CLERK FROM: CIVIL GRAND JURY	ALL RECORDS RELATING TO CONVERGED NETWORK INVESTIGATIONS	PENDING. CAO RESPONDED ON 4/15/05 TO THE GRAND JURY MAKING DOCUMENTS AVAILABLE FOR THEIR REVIEW ON 5/2	8 HRS CLERK 387.04	NONE

<b>Date Rcvd.</b>	<b>Nature of Request</b>	<b>Status</b>	<b>Estimated Costs</b>	<b><sup>1</sup>Recoverable Costs</b>
4/5/05 TO: GINA RODRIGUEZ FROM: QUEST DISCOVERY SERVICES	REQUEST FOR RECORDS, BUT NOTHING NEEDED AT THIS TIME—CASE PENDING...RE STEPHEN B. GALLAGHER	PENDING		

<b>Date Rcvd.</b>	<b>Nature of Request</b>	<b>Status</b>	<b>Estimated Costs</b>	<b><sup>1</sup>Recoverable Costs</b>
4/8/05 TO: MARK BURTON FROM: RANDY SEKANY, PRESIDENT OF SAN JOSE FIRE FIGHTERS, IAFF LOCAL 230	FIRE FIGHTER ATTENDANCE RELATED TO 28 DAY FLSA CALENDAR CYCLE	PENDING	16 HOURS	NONE

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4/8/05 DATE OF REQ. 4/15/05 DATE REC'D TO: CITY ATTY (EVET) FROM: POMCOR REALTY	REQUEST FOR INFO RE: LAND ACQUISITION FROM JAN '04 - PRESENT	PENDING		

<b>Date Rcvd.</b>	<b>Nature of Request</b>	<b>Status</b>	<b>Estimated Costs</b>	<b><sup>1</sup>Recoverable Costs</b>
4/11/05 TO: CODE ENFORCE. FROM: STATE OF CALI. DEPART. OF JUSTICE.	A SUBPOENA TO INSPEC. FOR ADMINISTRATIVE HEARING ONWORK DONE AT 1778 ELLEN AVE. SAN JOS	HEARING PENDING AT OAKLAND ON 5/17/05	16 HRS \$774.08	\$182.40 PAID IN FULL FOR SUBPOENA / COPIES / TRAVEL COSTS AT 4.5 CENT PER MILE

<b>Date Rcvd.</b>	<b>Nature of Request</b>	<b>Status</b>	<b>Estimated Costs</b>	<b><sup>1</sup>Recoverable Costs</b>
4/20/05 TO: ESD FROM: HOWARD RICE NEMEROVSKI CANDAY FALK & RABKIN	ALL DOCS RE: GREEN TEAM SPLIT-CART PILOT OR OTHER PILOT PRIOR TO 2000 RP RFP	AWAITING REVIEW OF MATERIALS BY LAW FIRM PRIOR TO COPYING	8 HRS TO DATE = \$387.04	NONE TO DATE

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4/20/05 TO: CAO FROM: SANDY BRUNDAGE	ALL DOCUMENTS GENERATED IN REPSONSE TO PRA'S FILED BY GREAT OAKS ON 2/23/05, 3/9/05 AND 3/10/05.	PENDING		

<b>Date Rcvd.</b>	<b>Nature of Request</b>	<b>Status</b>	<b>Estimated Costs</b>	<b><sup>1</sup>Recoverable Costs</b>
4/20/05 TO: CAO FROM: HOWARD RICE	DOCUMENTS RELATING TO THE PILOT PROGRAM CONDUCTED BY ESD TO TEST COMMINGLED RECYCLABLES	PENDING		

<b>Date Rcvd.</b>	<b>Nature of Request</b>	<b>Status</b>	<b>Estimated Costs</b>	<b><sup>1</sup>Recoverable Costs</b>
4/28/2005 TO: CITY CLERK FROM: ERICKSON BEASLEY HEWITT & WILSON	ALL RECORDS RELATED TO PURCHASE OF 576 W. SAN CARLOS	DUE: MAY 9 HOUSING TO RESPOND		

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