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March 25, 2010

VIA E-MAIL & FACSIMILE

(310) 544-5291

Carla Morreale, City Clerk
Rancho Palos Verdes City Hall
30940 Hawthorne Blvd.,
Rancho Palos Verdes, CA 90275

Re: **Public Records Act Request**
Conceptual Trails Plan

Dear Ms. Morreale:

This letter constitutes a request under the California Public Records Act (CPRA), California Government Code Section 6250, *et seq.* (the "Act").¹

This request is directed to the Public Records Act Clerk or custodian of records for each entity identified in the addressee section above. If the items listed below are under the control of another department or agency, please forward this letter accordingly and so advise us.

This request seeks the information listed below, whether in the form of a writing,² email (including attachments), computer file, photograph, audio or video tape, or however kept.

¹ All references to standards for compliance are pursuant to the Act, as amended by California Assembly Bill 2799, effective January 1, 2001, and further informed by the heightened right to information as provided by the California Constitution, art. 1, section 3, amended by Proposition 59.

² WRITING, whether singular or plural, includes those items listed in the paragraph above, as well as those items described in the definition provided by Evidence Code section 250, which provides as follows:

"Writing" means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Ms. Carla Morreale
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INFORMATION REQUESTED

The following public records and all WRITINGS related thereto are requested:

- (a) Any and all WRITINGS related to Conceptual Trails Plan (CTP) SECTION FIVE trail A28 Sunnyside Segment of the Palos Verdes Loop Trail at 2477 Sunnyside Ridge Road, (Community Development Dept.) the Sunnyside Storm Drain Project (Public Works Dept.) and an item in the RPV Capital Improvements Plan (Finance Dept).

TIME TO RESPOND & COST REIMBURSEMENT

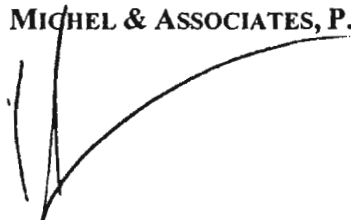
As the CPRA requires, we expect to receive notification of your compliance with this request within ten (10) days of your receipt of this letter. If you need additional time, please simply notify us in writing as the code requires. If practical circumstances further prohibit a timely response, please contact us so we may attempt to agree on a reasonable deadline for production.

Pursuant to section 6253(b) of the CPRA, we are willing to pay reasonable costs to reimburse you for direct costs of duplication, or to pay statutory fees. If you estimate that the direct copying costs will exceed one hundred dollars (\$100.00), notify us of the cost estimate so that we may determine how to proceed.

Thank you for your anticipated cooperation. Please contact me if you have questions or concerns.

Sincerely,

MICHEL & ASSOCIATES, P.C.

A handwritten signature in black ink, appearing to read 'Vic Otten', is written over the printed name. The signature is stylized and somewhat cursive.

Vic Otten