

January 21, 2025

**California Public Records Act Request
related to solid waste collection in the City of Sebastopol
California Government Code § 7920.000 et seq. ("CPRA")**

TO:

Don Schwartz
Sebastopol City Manager
Sebastopol City Council
7120 Bodega Avenue
P.O. Box 1776
Sebastopol, CA 95473

FROM:

Sunny Galbraith
[REDACTED]
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Delivered by hand

Dear City Manager and Council Members,

This is a request under the California Public Records Act (California Government Code § 6250 et seq.) and Article I, § 3 of the California Constitution. This request seeks any and all Records relating to the entirety of the City of Sebastopol's (the "City") decision-making process pertaining to the City's review, consideration, and selection of solid waste service providers (the "Waste Contract"), including all communications and negotiations with Recology and SCRR (the "Applicants").

Throughout this request, the term "Record" includes without limitation any paper or electronic or digital information, reports, evaluations, analyses, recommendations, memoranda, correspondence, letters, emails, texts, messages, meeting agendas, meeting minutes, personal notes, charts, graphs, flyers, forms, and diagrams.

Records Requested

Please provide either electronic (preferable) or paper copies of the following:

1. All Records from June 1, 2023 through the date of response to this Records Request comprising or documenting or referencing communications or reviews or analyses or recommendations pertaining to Sebastopol's current and prospective solid waste service providers, including without limitation:

A. All communications by or between or among the City Manager, or any City Council member, or any City employee, volunteer, staff member, agent, representative, or consultant (collectively the "City"), whether conducted in an official or personal capacity, via City or personal email, phone, text or instant message, calendar invitation, social media, personal meeting, or otherwise.

B. All communications by or between or among the City regarding the crafting and drafting and finalization of the RFP for the Waste Contract, whether conducted in an official or personal capacity, via City or personal email, phone, text or instant message, calendar invitation, social media, personal meeting, or otherwise.

C. All communications by or between or among the City and the Applicants, including without limitation all aspects of the Waste Contract negotiation process and meetings, whether conducted in an official or personal capacity, via City or personal email, phone, text or instant message, calendar invitation, social media, personal meeting, or otherwise.

D. All records pertaining to communications or meetings of the Ad Hoc Committee (the "AHC") and its predecessor entity, whether formal or informal, whether before or after its official designation as the AHC, including without limitation all dates, all attendees, all topics discussed, all agendas, all meeting notes and minutes (whether official or personal), and all draft and final determinations and decisions and next steps and recommendations formulated by the AHC.

E. All communications by or between or among the City and the City's consultant R3 regarding, without limitation, the analysis, weighting, scoring, and evaluation of the Applicants' responses to the RFP, whether conducted in an official or personal capacity, via City or personal email, phone, text or instant message, calendar invitation, social media, personal meeting, or otherwise.

F. All Communications by or between or among the City referencing public participation and the public process related to the Waste Contract, whether conducted in an official or personal capacity, via City or personal email, phone, text or instant message, calendar invitation, social media, personal meeting, or otherwise.

2. Any meeting agendas and minutes currently displayed on the City's public website need not be produced in response to this Records Request.

If I can provide any clarification that will help expedite your attention to my request, please contact me at the above email address.

In responding to this request, please keep in mind that Article 1, § 3(b)(2) of the California Constitution expressly requires you to broadly construe all provisions that further the public's right of access, and to apply any limitations on access as narrowly as possible.

Because this request is on a matter of public concern, I request a fee waiver. If that request is denied and paper copies are required, I ask that you notify me of any duplication costs exceeding \$100 before you duplicate the records.

Thank you for your timely attention to this matter.

Sincerely,

Sunny Galbraith