



Santa Monica Coalition for a Livable City

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& ADVISORS

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June 2, 2014

By U.S. Mail and Email
Ms. Sarah Gorman (sarah.gorman@smgov.net)
City Clerk (Room 200)
City of Santa Monica
1685 Main Street
Santa Monica, CA 90401

RE: SMCLC Public Records Request

Dear Ms. Gorman:

The Santa Monica Coalition for a Livable City (“SMCLC”) writes to inspect the documents described herein in the possession of the City of Santa Monica, including without limitation records of the City Clerk, the City Manager, and the City’s Planning and Community Development Department pursuant to the California Public Records Act (Govt. Code Section 6250 et seq.) and the California Constitution (Prop 59).

As used herein, the term document is as defined in the Public Records Act and includes without limitation hard copy and electronic documents. The term document specifically includes, without limitation, emails.

Please notify us when the records will be made available for inspection.

Thank you for your time and attention to this matter. If we can provide any clarification to help expedite this request, please let us know.

Sincerely,

Diana Gordon
Co-Chair, for SMCLC

Enclosure (6.02.14 Public Records request)
Cc: Marsha Moutrie (marsha.moutrie@smgov.net)
Rod Gould (rod.gould@smgov.net)

SMCLC 6.2.14 Public Records Request

1. All written guidelines and/or performance criteria used for or in the City's search for filling the position of the City's Communications and Public Affairs Officer.
2. All calendars and logs from and including May 14, 2014 to and including May 29, 2014 for City Manager Rod Gould.
(Included in this request are any and all calendars and logs, which in any entry made in such calendar or log, contains an entry related to the business or work of the City of Santa Monica. Purely personal entries may be redacted, though each and every redaction should be clearly marked "Redacted," indicating the exact place in the calendar or log where the redaction occurred. Calendars and logs included in this request are those maintained, and/or stored in any form or format whatsoever, including, without limitation, handwritten, typed, and/or electronic, and include those maintained and/or stored on computers, smart phones, tablets, desk calendars, and all other forms or formats. Calendars and logs included in this request also include those monitored by or for each of the individuals named above, and include calendars or logs maintained for a group or department of which they are included. Calendars and logs include any manner of listing, registering, arranging, and/or noting appointments, meetings, events, telephone, or other calls or contacts, and/or work to be done.)
3. All documents that constitute or reflect telephone messages indicating, recording, transmitting or logging telephone calls and/or messages to, for, from or concerning City Manager Rod Gould, from and including May 14, 2014 to and including May 29, 2014.
4. All documents that City Manager Rod Gould reviewed or considered from and including May 14, 2014 until and including May 29, 2014, in relation to Elizabeth Riel, including but not limited to Ms. Riel's Santa Monica community activities, writings, including for the *Santa Monica Daily Press*, and any political contributions or campaign activities.
5. All documents that City Manager Rod Gould reviewed or considered from and including May 14, 2014 to and including May 29, 2014 concerning the Santa Monica Coalition for a Livable City ("SMCLC"), including without limitation campaign disclosure statements, newspaper articles, political mailings, emails or other election material.

SMCLC 6.2.14 Public Records Request

6. All documents that reflect or relate to the reason(s) why the City terminated Elizabeth Riel, including without limitation all documents that set forth the criteria used in and basis for the City's decision.
7. All documents that reflect and/or identify any City official, employee, or staff including but not limited to Rod Gould, who have spoken with or communicated with *The Lookout News* or any media or reporter about the termination of Elizabeth Riel, including without limitation in relation to *The Lookout News*' May 29, 2014 article on the subject, including any notes, memoranda, emails or other documents that relate to or reflect any such press contact and/or the content of such contact.
8. All guidelines, policies or procedures that relate in any way to an intervention or role by any City Councilmember or third party in City hiring or firing decisions.
9. All guidelines, policies or procedures that relate to the writings or political contributions or political activities of a candidate for a position with the City prior to their employment by the City, including without limitation any application or interview form, questionnaire or outline that requests any such information, including without limitation that which is used in an oral interview with candidates.

(Note: As used in this record request, the term "termination" or "terminated" or "fired" as used herein would also include rescission of employment offered to Elizabeth Riel, without accepting that terminology as accurate).