



**MEETING DATE:** August 26, 2025

**AGENDA ITEM:** 7. Public Records Requests

**FROM:** Jon Kennedy

**RE:** Discussion of Staff Impact Related to Public Records Act Requests

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**BACKGROUND:**

The City of Isleton continues to receive a high volume of requests under the California Public Records Act (CPRA). In the past several months, the City has processed approximately 52 requests, with nearly half submitted by the same individual. Additionally, several requests appear to have been submitted under false or unverifiable names and contact information. For example, one request submitted under the name "Sean Ryan" listed a District Attorney's office phone number as the contact information.

It is important to emphasize that this report is not intended as a complaint about public transparency. The City is committed to compliance with the CPRA and to ensuring that members of the public have access to public records as provided by law.

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**CPRA REQUIREMENTS:**

Under the CPRA:

- Public agencies must provide access to public records unless a specific legal exemption applies.
  - Requests must be responded to regardless of the identity of the requester. This includes situations where the requester is anonymous, out-of-state, or using a false name or contact information.
  - Requests may be made verbally, in writing, or electronically, and the agency must provide a response within the statutory timeframes.
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**FISCAL AND STAFF IMPACT:**

Processing this high volume of requests requires significant staff time. The Deputy City Clerk is spending considerable hours beyond normal duties, and additional staff time is required from the City Manager. This may result in overtime costs for the Clerk's office and additional billable hours for management oversight. The growing workload is impacting the City's ability to perform other essential functions.

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**ATTACHMENTS:**

- A. PUBLIC RECORDS REQUEST 1 OF 6
- B. PUBLIC RECORDS REQUEST 2 OF 6
- C. PUBLIC RECORDS REQUEST 3 OF 6
- D. PUBLIC RECORDS REQUEST 4 OF 6
- E. PUBLIC RECORDS REQUEST 5 OF 6
- F. PUBLIC RECORDS REQUEST 6 OF 6

Date Request	Last Updated	Status	Opened by	Request Overview	
Feb 5, 2025, 7:59:00 PM	Feb 22, 2025, 1:24:00 PM	Closed	Don Cain	City of Isleton's liability insurance policy	<a href="#">Request Detail</a>
Feb 6, 2025, 11:22:00 AM	Feb 22, 2025, 1:55:00 PM	Closed	Don Cain	07/19/2021 fire incident report	<a href="#">Request Detail</a>
Feb 12, 2025, 5:53:00 PM	Feb 22, 2025, 1:56:00 PM	Closed	Juliette Smith	Various requests from Fox 40	<a href="#">Request Detail</a>
Feb 26, 2025, 1:21:00 PM	Feb 26, 2025, 1:23:00 PM	Closed	Don Cain	Re-Request: City of Isleton's liability...	<a href="#">Request Detail</a>
Feb 26, 2025, 1:29:00 PM	Feb 26, 2025, 1:30:00 PM	Closed	Don Cain	Additional insurance requests	<a href="#">Request Detail</a>
Mar 13, 2025, 11:15:00 AM	Mar 14, 2025, 10:22:00 AM	Closed	Emma Hall	Video recordings of city council meetings	<a href="#">Request Detail</a>
Apr 2, 2025, 8:37:00 AM	Apr 2, 2025, 8:51:00 AM	Closed	Joan Jacobs	106 W Brannon Island Building Inspections	<a href="#">Request Detail</a>
Apr 14, 2025, 6:37:00 PM	Apr 17, 2025, 11:20:00 AM	Closed	Mary Costello	October 2023 Meeting Audio	<a href="#">Request Detail</a>
Apr 15, 2025, 11:35:00 AM	Apr 22, 2025, 11:00:00 AM	Closed	Ruby Fowler	Council Member Travel Request	<a href="#">Request Detail</a>
Apr 17, 2025, 9:23:00 AM	Apr 17, 2025, 9:49:00 AM	Closed	Charles Bergson	"Requesting City's contract with Charles Bergson..."	

Date Request	Last Updated	Status	Opened by	Request Overview	
May 9, 2025, 1:33:00 PM	May 13, 2025, 3:39:00 PM	Closed	Don Cain	Baroni Employment Contracts	<a href="#">Request Detail</a>
May 10, 2025, 4:23:00 PM	May 13, 2025, 10:04:00 AM	Closed	Don Cain	Agenda Packet 11-14-2023	<a href="#">Request Detail</a>
May 10, 2025, 6:15:00 PM	May 13, 2025, 3:17:00 PM	Closed	Mary Costello	David Kent Reimbursements	<a href="#">Request Detail</a>
May 11, 2025, 4:08:00 PM	May 13, 2025, 3:51:00 PM	Closed	Don Cain	Employee Handbook	<a href="#">Request Detail</a>
May 21, 2025, 3:36:00 PM	Jun 2, 2025, 1:06:00 PM	Closed	Don Cain	SCORE insurance	<a href="#">Request Detail</a>
May 27, 2025, 4:24:00 PM	May 28, 2025, 8:14:00 AM	Closed	Anne-Marie P Gibbs	solid waste franchise agreement with Calwaste...	<a href="#">Request Detail</a>
Jun 5, 2025, 2:35:00 PM	Jun 10, 2025, 12:59:00 PM	Closed	Luke Ranawake	Solar Permit/Fee (2017)	<a href="#">Request Detail</a>
Jun 10, 2025, 6:35:00 AM	N/A	Open	David L	Communications between River Delta Fire and City...	<a href="#">Request Detail</a>
Jun 10, 2025, 6:52:00 AM	N/A	Open	David L	River Delta Fire and City of Isleton...	<a href="#">Request Detail</a>
Jun 13, 2025, 10:54:00 AM	Jun 19, 2025, 8:55:00 AM	Closed	Adam	active, inactive, cancelled, and expired...	

Date Request	Last Updated	Status	Opened by	Request Overview	
Jun 16, 2025, 4:14:00 PM	Jun 25, 2025, 12:40:00 PM	Closed	Don Cain	3yrs Encroachment permits	<a href="#">Request Detail</a>
Jun 16, 2025, 4:16:00 PM	Jun 25, 2025, 12:41:00 PM	Closed	Don Cain	Denied Encroachment Permits	<a href="#">Request Detail</a>
Jun 16, 2025, 4:27:00 PM	Jul 16, 2025, 11:32:00 AM	Closed	Don Cain	conditions placed on the Encroachment Permit...	<a href="#">Request Detail</a>
Jun 17, 2025, 10:56:00 AM	Jun 17, 2025, 10:58:00 AM	Closed	Monique Mendonca	police report for a dispute/altercation	<a href="#">Request Detail</a>
Jun 29, 2025, 8:38:00 PM	Jul 3, 2025, 8:47:00 AM	Closed	Kathleen Schaefer	Agenda for October 3, 2023 meeting	<a href="#">Request Detail</a>
Jun 30, 2025, 9:36:00 AM	Jul 3, 2025, 9:02:00 AM	Closed	Alia Brown	CalWaste Contract Agreement Request	<a href="#">Request Detail</a>
Jul 8, 2025, 4:06:00 PM	Jul 8, 2025, 6:21:00 PM	Closed	Brett Leonard	Fire Report Highway crash	<a href="#">Request Detail</a>
Jul 9, 2025, 11:22:00 AM	Jul 9, 2025, 3:02:00 PM	Closed	Alexander Hampton	Public Works Permits	<a href="#">Request Detail</a>
Jul 12, 2025, 3:41:00 PM	Jul 23, 2025, 6:18:00 PM	Closed	Ruby Fowler	Mei Wah Misc Documents	<a href="#">Request Detail</a>
Jul 16, 2025, 10:03:00 AM	Jul 16, 2025, 1:39:00 PM	Closed	Don Cain	Duplicate request encroachment permits	

Date Request	Last Updated	Status	Opened by	Request Overview	
Jul 16, 2025, 2:54:00 PM	Jul 23, 2025, 6:07:00 PM	Closed	Don Cain	Encroachment Permit Documentation	<a href="#">Request Detail</a>
Jul 21, 2025, 10:50:00 AM	Aug 12, 2025, 11:47:00 AM	Closed	Don Cain	Communications between City Manager and Council...	<a href="#">Request Detail</a>
Jul 23, 2025, 6:50:00 AM	Aug 12, 2025, 12:00:00 PM	Closed	Kathleen Schaefer	Emails to Michael Mierzwa	<a href="#">Request Detail</a>
Jul 23, 2025, 7:21:00 AM	N/A	Open	Kathleen Schaefer	JumpStart Grant reports	<a href="#">Request Detail</a>
Jul 23, 2025, 2:04:00 PM	Aug 12, 2025, 11:58:00 AM	Closed	Lester Gardiner	Communication Don Cain & Michelle Burke	<a href="#">Request Detail</a>
Jul 23, 2025, 3:07:00 PM	Aug 12, 2025, 12:42:00 PM	Closed	Lester Gardiner	Communication with Don Cain and Michelle Burke...	<a href="#">Request Detail</a>
Jul 23, 2025, 3:15:00 PM	Jul 23, 2025, 4:55:00 PM	Closed	Don Cain	Public Comments 7/22/25 special meeting	<a href="#">Request Detail</a>
Jul 23, 2025, 3:16:00 PM	Aug 12, 2025, 11:52:00 AM	Closed	Lyndon Gardiner	Communication with Don Cain and Michelle Burke...	<a href="#">Request Detail</a>
Jul 23, 2025, 4:49:00 PM	Jul 24, 2025, 7:29:00 AM	Closed	Don Cain	Special Meeting Recording	<a href="#">Request Detail</a>
Jul 24, 2025, 9:56:00 AM	Aug 18, 2025, 11:00:00 AM	Open	Ruby Fowler	Communication between Walton and Kent	

Date Request	Last Updated	Status	Opened by	Request Overview	
Jul 30, 2025, 6:55:00 PM	Aug 12, 2025, 12:46:00 PM	Pending	Don Cain	Communications sent to Iva Walton regarding her...	<a href="#">Request Detail</a>
Aug 2, 2025, 2:47:00 PM	N/A	Open	Don Cain	Communication between City Manager and Council...	<a href="#">Request Detail</a>
Aug 5, 2025, 7:09:00 PM	Aug 12, 2025, 12:25:00 PM	Closed	Don Cain	Applications for and issued COAs for 43 Main...	<a href="#">Request Detail</a>
Aug 8, 2025, 11:23:00 AM	Aug 12, 2025, 1:46:00 PM	Closed	Sean Campbell	Request the 2022 financial audit	<a href="#">Request Detail</a>
Aug 13, 2025, 3:37:00 PM	Aug 18, 2025, 9:21:00 AM	Closed	Tamara Richter	Mimiaga personnel inquiry	<a href="#">Request Detail</a>
Aug 13, 2025, 3:42:00 PM	Aug 19, 2025, 11:10:00 AM	Pending	Don Cain	All emails sent to or received by City Council...	<a href="#">Request Detail</a>
Aug 13, 2025, 10:03:00 PM	N/A	Open	John Smith	All contracts between The City of Isleton and...	<a href="#">Request Detail</a>
Aug 14, 2025, 9:52:00 AM	Aug 18, 2025, 8:13:00 AM	Closed	Patricia C. Hewes	Inquiry to any Notices of Violations to the...	<a href="#">Request Detail</a>
Aug 14, 2025, 2:11:00 PM	N/A	Closed	Sean Ryan	Blank Request	<a href="#">Request Detail</a>
Aug 14, 2025, 3:37:00 PM	N/A	Open	Sean Ryan	Any and all invoices submitted to the City of...	

Date Request	Last Updated	Status	Opened by	Request Overview	
Aug 18, 2025, 2:13:00 PM	N/A	Open	Don Cain	Any and all documents showing any charges...	Request Detail
Aug 18, 2025, 3:15:00 PM	N/A	Open	Don Cain	all replies from the property owner regarding...	