

August 15, 2018 - **REVISED**

Dan Rubins
MuckRock News
Department MR 57930
411A Highland Ave
Somerville, MA 02144-2516

57930-61585650@requests.muckrock.com

Re: Public Records Act Request –dated July 19, 2018; Received July 23, 2018

Dear Mr. Rubins,

As a preliminary matter, the California Public Records Act authorizes members of the general public the right to inspect and receive copies of existing records which have been reasonably identified by the requestor and are not otherwise exempt from disclosure. These records may be viewed during normal business hours at no cost. In addition, the CPRA does not require the City to create new documents or lists for your convenience.

You requested:

1. Any/all executed contracts, memorandums of understandings and other equipment agreements that are currently active or were active within the last two years, other than standard employee agreements. -copy of the agreement and any addenda, amendments, attachments, exhibits, schedules, etc.
2. Contract template documents.
3. Policies and procedures for contract administration.
4. Audit reports or finding regarding contract administration covering the last two years.

In response:

1. Providing any/all executed contracts, etc. is too voluminous of a request. Government Code § 6253(b) states when a request isn't specific or focused enough, the City must work with the requestor.

To assist with narrowing down the request, we can generate reports that show contracts approved by City Council over the past two years and Purchasing can generate a report showing contracts they have issued over the past two years. Would providing these lists assist you with narrowing down your request for contracts?

2. Contract template documents:

Simple Service Agreement (for order under \$5,000) – 8 pages
Demonstration Agreement – 1 page
Professional Services Agreement – 15 pages
General Service Agreement – 19 pages

3. Policies and Procedures: You can view the policies and procedures online through our Municipal Code host, at no charge:

https://library.municode.com/ca/san_buenaventura

You can conduct your own search to simply browse the table of contents for our Administrative Policies, Municipal Code book and City Charter.

I ran a simple search and discovered the following pertain to contracts.

Administrative Policies and Procedures pertaining to contracts:

8.2 – Professional Service Contracts

https://library.municode.com/ca/san_buenaventura/codes/administrative_policies?nodeId=CISABUCAADPOPRMA_NO. 8.2PRSECO

14.71 – Financial Policies Overview

https://library.municode.com/ca/san_buenaventura/codes/administrative_policies?nodeId=CISABUCAADPOPRMA_NO. 14.7FIPOOV

18.6 – Standard Insurance Requirements for Professional Service Agreements

https://library.municode.com/ca/san_buenaventura/codes/administrative_policies?nodeId=CISABUCAADPOPRMA_NO. 18.6STINREPRSEAG

34.1 – Contract Change Orders

https://library.municode.com/ca/san_buenaventura/codes/administrative_policies?nodeId=CISABUCAADPOPRMA_NO. 34.1COCHOR

34.2 – Pre-Qualifications of Contractors Seeking to Bid on Public Works Projects

https://library.municode.com/ca/san_buenaventura/codes/administrative_policies?nodeId=CISABUCAADPOPRMA_NO. 34.2PALCOSEBIPUWOPR

San Buenaventura (Ventura) Municipal Code pertaining to contracts:

Chapter 4.600 – Purchasing, Contracts and Public Works

https://library.municode.com/ca/san_buenaventura/codes/code_of_ordinances?nodeId=DIV4REFI_CH4.600PUCOPUWO

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MuckRock News
Page 3
August 15, 2018

Chapter 6.700 – Contractor Debarment

https://library.municode.com/ca/san_buenaventura/codes/code_of_ordinances?nodeId=DIV6BURE_CH6.700CODE

San Buenaventura Charter:

Section 1006 – Contracts on Public Works

https://library.municode.com/ca/san_buenaventura/codes/code_of_ordinances?nodeId=CH_ARTXADDE_S1006COPUWO

Section 304 – Continuance of contracts and public improvements:

https://library.municode.com/ca/san_buenaventura/codes/code_of_ordinances?nodeId=CH_ARTIISU_S304COCOPUIM

Procurement Manual – 68 pages

4. No records to produce.

For copies of the documents listed in number 2 (43 pages) and number 3 (68 pages) = 111 pages @ .15 cents/page = \$16.65 to email the documents. Postage will need to be added if you desire the printed copies. Please advise so the postage amount can be added to your total.

Payment must be received before identified records are provided. You can send your check payable to the City of Ventura – Attn. City Clerks Office, 501 Poli Street, Room 204, Ventura, CA 93001.

Please advise if generating list would assist with your request number 1, to narrow or make your request more specific.

Sincerely,

Antoinette M. Mann

Antoinette M. Mann
City Clerk