



# CITY OF STOCKTON

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## OFFICE OF THE CITY MANAGER

City Hall • 425 N. El Dorado Street • Stockton, CA 95202-1997 • 209 / 937-8212 • Fax 209 / 937-7149  
[www.stocktonca.gov](http://www.stocktonca.gov)

August 14, 2018

MuckRock  
Dan Rubins  
Dept. MR57920, 411A  
Somerville, MA 02144

Re: California Public Records Act Request dated July 20, 2018 – Contracts, MOUs, Agreements, Policies, Procedures and Audits

\*\*\*\*\*Sent via email to [57920-58817183@requests.muckrock.com](mailto:57920-58817183@requests.muckrock.com)\*\*\*\*\*

Dear Mr. Rubins,

I am writing in response to your request for public records dated July 20, 2018, pursuant to the Public Records Act (“Act”) (Gov. Code § 6250, *et seq.*), requesting records for contracts, MOUs, agreements, policies, procedures and audits.

The City has records to disclose, and we are activity working on your request. Due to the need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request, and the need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request, the City will provide these records by approximately January 31, 2019, as provided for under California Government Code 6253 (c)(1) and (2).

### **Contracts, MOUs and Agreements**

Providing records responsive to the portion of your request, for contracts, MOUs and agreements active within the last 2 years, will require approximately 6 months. We have determined that considering the amount of staff time that is needed to handle your request, this timeframe is reasonable under the Act.

As of the date of your request, there were 2,760 contracts; an estimated one-third of these contracts are stored in paper format or on microfilm at locations separate and apart from City Hall. The average contract with attachments, exhibits, etc., is 10 pages; copies are available at .10 per page.

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Please forward a deposit of \$920.00 (nine-hundred-twenty) within 45 days for the photocopying of these records to:

City of Stockton  
Attn: City Manager's Office  
Public Records Request  
425 N. El Dorado Street  
Stockton, CA 95202

### **Contract Templates**

Existing or prior contracts serve as templates. Copies of existing contracts and agreements will be provided in fulfillment of your request.

In item 1., you state that you do not want copies of "standard employee agreements"; however, in item 2., you ask for templates for employee agreements. Current MOUs serve as the template for future agreements. Employee agreements are available on our website at [www.stocktonca.gov/mou](http://www.stocktonca.gov/mou). If these are not the records you are seeking, please contact me by telephone to provide clarification.

### **Policies, Procedures and Process**

Contract and procurement policies, procedures and process documents are available using the following link:

[www.stocktonca.gov/files/Contract\\_Procurement\\_Policies\\_Process\\_47pages.pdf](http://www.stocktonca.gov/files/Contract_Procurement_Policies_Process_47pages.pdf)

### **Audit Reports & Findings**

All audit reports and findings are presented to the Council Audit Committee. Please use this link to access minutes and videos of Audit Committee Meetings and search on "audit findings" and "internal controls" for links to copies of related reports:

[www.stocktonca.gov/government/oMeetings/committeeMeetings.html](http://www.stocktonca.gov/government/oMeetings/committeeMeetings.html)

If you have any questions, please contact me at (209) 937-8827.

Sincerely,



Connie Cochran  
City Manager's Office

cc: John Luebberke, City Attorney  
Tara Mazzanti, Deputy City Attorney  
Taryn Jones, Deputy City Attorney