

Subject: FW: PRA Response 191119

From: "Jones, Onyx" <Onyx.Jones@culvercity.org>

Date: 12/16/2019, 6:34 PM

To: Les Greenberg <plgreen@att.net>

CC: "Clerk, City" <city.clerk@culvercity.org>

Hello Mr. Greenberg,

Attached you will find a partial list of City records that are responsive to your Public Records Request #191119, which was received by the City via E-mail on November 19, 2019. The City has evaluated the categories of documents delineated in your request in an effort to make a determination as to whether the records sought are public records that are subject to disclosure and in the possession of the City. Due to the need to search for, collect and appropriately examine a voluminous amount of separate and distinct records, enclosed you will find a partial list of documents that are responsive to Public Records Request #191119.

The links included in this email contain files that correspond to your public records request. Confidential or exempt information has been redacted or excluded pursuant to Government Code sections 6254(c), 6254(k) and/or 6255.

1. All records of communications, e.g., emails, memoranda of communications, by Culver City employees with one another concerning the "pilot program." ([Documents responsive to this request are attached, subject to applicable exemptions and privileges \(Government Code sections 6254\(k\) and 6255.\)](#).)
2. All records of communications, e.g., emails, memoranda of communications, by Culver City employees with members of the Finance Advisory Committee concerning the "pilot program." ([See Attached](#))
3. All records communications, e.g., emails, memoranda of communications, by Culver City employees with representatives of Moss Adams LLP concerning the "pilot program." ([See Attached](#))
4. All policy/procedures under which the "pilot program" is currently operating. ([A copy of the 04.01 Whistleblower Policy and PRA 191028 Response #1 was previously emailed under PRR# 191028](#))

5. All policy/procedures, including the latest draft, under which the "pilot program" is to operate. (A copy of the 04.01 Whistleblower Policy and PRA 191028 Response #1 was previously emailed under PRR# 191028)
6. All records identifying the person(s) designated as "the City Attorney's Office." (There are no documents responsive to this request).
7. All records setting forth the meaning of and/or criteria associated with "[b]ased on the activity." (There are no documents responsive to this request).
8. All records setting forth the meaning of and/or criteria associated with "during the pilot program." (There are no documents responsive to this request).
9. All records setting forth the meaning of and/or criteria associated with "a full roll-out [of the hotline]." (There are no documents responsive to this request).

On October 4, 2019, Culver City entered into a contract (32000139) with Lighthouse Services, LLC for Anonymous Reporting Hotline Services containing Addendum A – Report Recipients and User Type.

10. The first draft of the Lighthouse contract. (See Attached)
11. All records of communications, e.g., emails, memoranda of communications, by Culver City employees with one another concerning the Lighthouse contract. (Documents responsive to this request are attached, subject to applicable exemptions and privileges (Government Code sections 6254(k) and 6255).)
12. All records of communications associated with selecting Carol Schwab, Onyx Jones and Serena Wright as report recipients. (Documents responsive to this request are attached, subject to applicable exemptions and privileges (Government Code sections 6254(k) and 6255).)
13. All records of communications associated with deciding whether Carol Schwab, Onyx Jones and Serena Wright, while serving as a report recipient, as either an "Administrator" or "Investigator." (See Attached)
14. All records of communications associated with deciding that there

would be no "Alternate Routing Instructions." (There are no documents responsive to this request)

15. All records of communications, e.g., emails, memoranda of communications, by Culver City employees with members of the Finance Advisory Committee concerning the Lighthouse contract. (There are no documents responsive to this request)
16. All records communications, e.g., emails, memoranda of communications, by Culver City employees with representatives of Lighthouse concerning the Lighthouse contract. (See Attached)

The City is asserting a second 14-day extension allowed under Government Code Section 6253(c). The original due date for the City's response was December 2nd, 2019. With the first extension, the second due date was December 16th, 2019. The City anticipates providing the remainder of the information requested on or before December 30th, 2019.

Thank You,

Onyx Jones

Chief Financial Officer
City of Culver City
9770 Culver Blvd.
Culver, City CA 90232
(310) 253-6016



Happy Holidays

From: Clerk, City <city.clerk@culvercity.org>

Sent: Friday, December 13, 2019 7:47 AM

To: Clerk, City <city.clerk@culvercity.org>; Noller, Mary <mary.noller@culvercity.org>

Cc: Jones, Onyx <Onyx.Jones@culvercity.org>; Vidra, Lisa <lisa.vidra@culvercity.org>; Guzman, Liz <Elizabeth.Guzman@culvercity.org>; Melgoza, Lisa <lisa.melgoza@culvercity.org>; Wright, Serena <serena.wright@culvercity.org>

Subject: RE: Public Records Request - Les Greenberg (Pilot Program)

Good morning,

This is a reminder that the due date for this Public Records Request is approaching. The due date is **Monday, December 16th**.

- If you have replied to the requestor: please forward your response to the City Clerk's Office.

- If your department does not have responsive records: please notify the requestor and CC the City Clerk's Office in your response.

Best,

Xochitl Cruz

Administrative Clerk | City Clerk's Office
9770 Culver Blvd., Culver City, CA 90232
(310) 253-5854 | xochitl.cruz@culvercity.org

From: Clerk, City <city.clerk@culvercity.org>

Sent: Monday, December 2, 2019 8:03 AM

To: Clerk, City <city.clerk@culvercity.org>; Noller, Mary <mary.noller@culvercity.org>; Chokshi, Punit <punit.chokshi@culvercity.org>

Cc: Jones, Onyx <Onyx.Jones@culvercity.org>; Vidra, Lisa <lisa.vidra@culvercity.org>; Guzman, Liz <Elizabeth.Guzman@culvercity.org>; Melgoza, Lisa <lisa.melgoza@culvercity.org>; Wright, Serena <serena.wright@culvercity.org>

Subject: RE: Public Records Request - Les Greenberg (Pilot Program)

Good morning,

This is a reminder that the due date for this Public Records Request is approaching. The due date is **Monday, December 2nd**.

- If you have replied to the requestor: please forward your response to the City Clerk's Office.

- If your department does not have responsive records: please notify the requestor and CC the City Clerk's Office in your response.

Best,

Xochitl Cruz

Administrative Clerk | City Clerk's Office
9770 Culver Blvd., Culver City, CA 90232
(310) 253-5854 | xochitl.cruz@culvercity.org

From: Clerk, City <city.clerk@culvercity.org>

Sent: Wednesday, November 27, 2019 8:48 AM

To: Clerk, City <city.clerk@culvercity.org>; Noller, Mary <mary.noller@culvercity.org>; Chokshi, Punit <punit.chokshi@culvercity.org>

Cc: Jones, Onyx <Onyx.Jones@culvercity.org>; Vidra, Lisa <lisa.vidra@culvercity.org>; Guzman, Liz <Elizabeth.Guzman@culvercity.org>; Melgoza, Lisa <lisa.melgoza@culvercity.org>; Wright, Serena <serena.wright@culvercity.org>

Subject: RE: Public Records Request - Les Greenberg (Pilot Program)

Good morning,

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- If you have replied to the requestor: please forward your response to the City Clerk's Office.
- If your department does not have responsive records: please notify the requestor and CC the City Clerk's Office in your response.

Best,

Xochitl Cruz

Administrative Clerk | City Clerk's Office
9770 Culver Blvd., Culver City, CA 90232
(310) 253-5854 | xochitl.cruz@culvercity.org

From: Clerk, City <city.clerk@culvercity.org>
Sent: Tuesday, November 19, 2019 7:35 AM
To: Noller, Mary <mary.noller@culvercity.org>; Chokshi, Punit <punit.chokshi@culvercity.org>
Cc: Jones, Onyx <Onyx.Jones@culvercity.org>; Clerk, City <city.clerk@culvercity.org>; Vidra, Lisa <lisa.vidra@culvercity.org>; Guzman, Liz <Elizabeth.Guzman@culvercity.org>; Melgoza, Lisa <lisa.melgoza@culvercity.org>; Wright, Serena <serena.wright@culvercity.org>
Subject: Public Records Request - Les Greenberg (Pilot Program)

Good morning,

Below you will find a Public Records Request (PRR) for your department.

If you find that this request does not pertain to your department, please notify the City Clerk's Office immediately.

The City has a ten-day response period for all PRRs and this request is due on or before **December 2, 2019**.

It is the responsibility of each department to reply to the request and CC the City Clerk's Office in the response.

* California Government Code 6253 (c) provides for a ten-day response to public record requests. If you are unable to comply with the *ten-day* requirement due to the need to search, collect and examine a voluminous amount of requested records, the ten-day response time may be extended, but in any event by not more than *fourteen* additional days.

Best,

Xochitl Cruz

Administrative Clerk | City Clerk's Office
9770 Culver Blvd., Culver City, CA 90232
(310) 253-5854 | xochitl.cruz@culvercity.org

From: Les Greenberg <plgreen@att.net>
Sent: Tuesday, November 19, 2019 6:33 AM
To: Clerk, City <city.clerk@culvercity.org>
Cc: Leonard, Jane <jane.leonard@culvercity.org>; Jones, Onyx <Onyx.Jones@culvercity.org>

Subject: Public Records Act Request - "Pilot Program"

Please provide a copy of the following records:

At pages 41-42 of the *City of Culver City Enterprise Risk Assessment* (November 15, 2019)(ERA), Moss Adams LLP states, in part:

The City has committed to fully implementing a Fraud, Waste and Abuse Program per the recommendations of Moss Adams. ... The City reports in October 2019 that they are in final contract review with a whistleblower hotline service provider. ... Once the contract has been approved, the City plans to first conduct a pilot program, which will initially direct any reports or calls to the City Attorney's Office. Based on the activity during the pilot program, the City will implement a full roll-out of the hotline.

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16. All records communications, e.g., emails, memoranda of communications, by Culver City employees with representatives of Lighthouse concerning the Lighthouse contract.

Thank you in advance for your efforts responding to this request.

Les Greenberg
(310) 838-8105

The City of Culver City keeps a copy of all E-mails sent and received for a minimum of 2 years. All retained E-mails will be treated as a Public Record per the California Public Records Act, and may be subject to

disclosure pursuant to the terms, and subject to the exemptions, of that Act.

—Attachments:—

PRA 191119 Response 1 RE_ Culver City - FWA Report Recipient.pdf	163 KB
PRA 191119 Response 2 RE_ Our chat re_ Your ethics hotline provider, Lighthouse, and eLearning.pdf	201 KB
PRA 191119 Response 2a Our chat re_ Your ethics hotline provider, Lighthouse, and eLearning.pdf	216 KB
PRA 191119 Response 3 Support Your Hotline with this Complimentary Training Course.pdf	118 KB
PRA 191119 Response 4 FW_ SYSTEM SETUP - Hotline Program Information.pdf	1.5 MB
PRA 191119 Response 4a Lighthouse Hotline Implementation - A Guide for Success.pdf	1.2 MB
PRA 191119 Response 5 Compliance Hotline - Designated Recipient(s).pdf	687 KB
PRA 191119 Response 6 FW_ Welcome to Lighthouse Services' Case Management System!_Redacted.pdf	153 KB
PRA 191119 Response 7 11 FW_ SYSTEM SETUP - Invoice.pdf	1.3 MB
PRA 191119 Response 7a Form W9 - Lighthouse Services LLC redacted.pdf	113 KB
PRA 191119 Response 7b City of Culver City Hotline Agreement.pdf	636 KB
PRA 191119 Response 7c City of Culver City Hotline Invoice 22836 (1).pdf	345 KB
PRA 191119 Response 8 SYSTEM SETUP - Hotline Program Information.pdf	1.4 MB
PRA 191119 Response 8a Lighthouse Hotline Implementation - A Guide for Success.pdf	872 KB
PRA 191119 Response 9 FW_ Compliance Hotline - Designated Recipient(s).pdf	722 KB
PRA 191119 Response 10 Welcome to Lighthouse Services' Case Management System! Serena.pdf	68.5 KB
PRA 191119 Response 11 Welcome to Lighthouse Services' Case Management System! Carol.pdf	68.0 KB
PRA 191119 Response 12 RE_ Culver City - Final Contract.pdf	208 KB
PRA 191119 Response 13 RE_ Culver City - Final Contract 1.pdf	211 KB
PRA 191119 Response 14 RE_ Culver City - Final Contract 2.pdf	820 KB

PRA 191119 Response 15 FW_ Lighthouse Services Agreement and Instructions.pdf	268 KB
PRA 191119 Response 16 FW_ Lighthouse Services Agreement and Instructions.pdf	284 KB
PRA 191119 Response 17 RE_ Lighthouse Services Agreement and Instructions.pdf	283 KB
PRA 191119 Response 18 FW_ Lighthouse Services Agreement and Instructions.pdf	301 KB
PRA 191119 Response 18a City of Culver City Hotline Agreement (002).pdf	145 KB
PRA 191119 Response 19 Lighthouse Services Agreement and Instructions.pdf	266 KB
PRA 191119 Response 19a City of Culver City Hotline Agreement (002).pdf	145 KB
PRA 191119 Response 20 RE_ Lighthouse Hotline Proposal.pdf	620 KB
PRA 191119 Response 21 FW_ Lighthouse Hotline Proposal.pdf	1.7 MB
PRA 191119 Response 21a City of Culver City Reporting Hotline Quote 13000.pdf	466 KB
PRA 191119 Response 21b .pdf	672 KB
PRA 191119 Response 21c -Sample Hotline Agreement.docx	75.0 KB
PRA 191119 REsponse 22 Lighthouse Hotline Proposal.pdf	1.6 MB
PRA 191119 Response 22a City of Culver City Reporting Hotline Quote 13000.pdf	466 KB
PRA 191119 Response 22b Lighthouse eBook.pdf	672 KB
PRA 191119 Response 22c -Sample Hotline Agreement.docx	75.0 KB