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Sent time: 01/07/2020 03:06:59 PM
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To:
Subject: 6220 Yucca - Correspondence Request
Attachments: City Staff Instructions for Gmail labeling and archiving.pdf

Hello,

The Department of City Planning is preparing to release a Draft Environmental Impact Report (DEIR) for the "**6220 Yucca Project.**" Since this has been designated by the State as an "Environmental Leadership Development Project" (ELDP), the City will need to upload our entire record of proceedings at the time we release the Draft EIR. This email is being sent to persons that have been identified as possibly having written correspondence, including electronic communications (email or texts), regarding the project. If you are aware of someone else who may have worked on this project, please let me know.

Therefore, we would like to request you to submit **any written correspondence, including electronic communications(email and texts), relating to the 6220 Yucca Project Draft EIR.**

All files should be submitted via a single separate Dropbox or Google Drive link. Please submit any written correspondence via a scanned PDF file. Please see the attached instructions for email collection. The City Attorney's office has requested that the emails be submitted in the format outlined in the instructions.

Please submit documents by **Friday January 24, 2020**

Please conduct a search using the following search terms:

"6220 Yucca"

"Yucca and Argyle"

"6210-6224 W Yucca" (any address in the range)

"1765-1779 N Vista Del Mar" (any address in the range)

"1756-1760 N Argyle" (any address in the range)

CPC-2014-4705

ENV-2014-4706

VTT-73718

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INSTRUCTIONS FOR LABELING AND DOWNLOADING GMAIL EMAILS

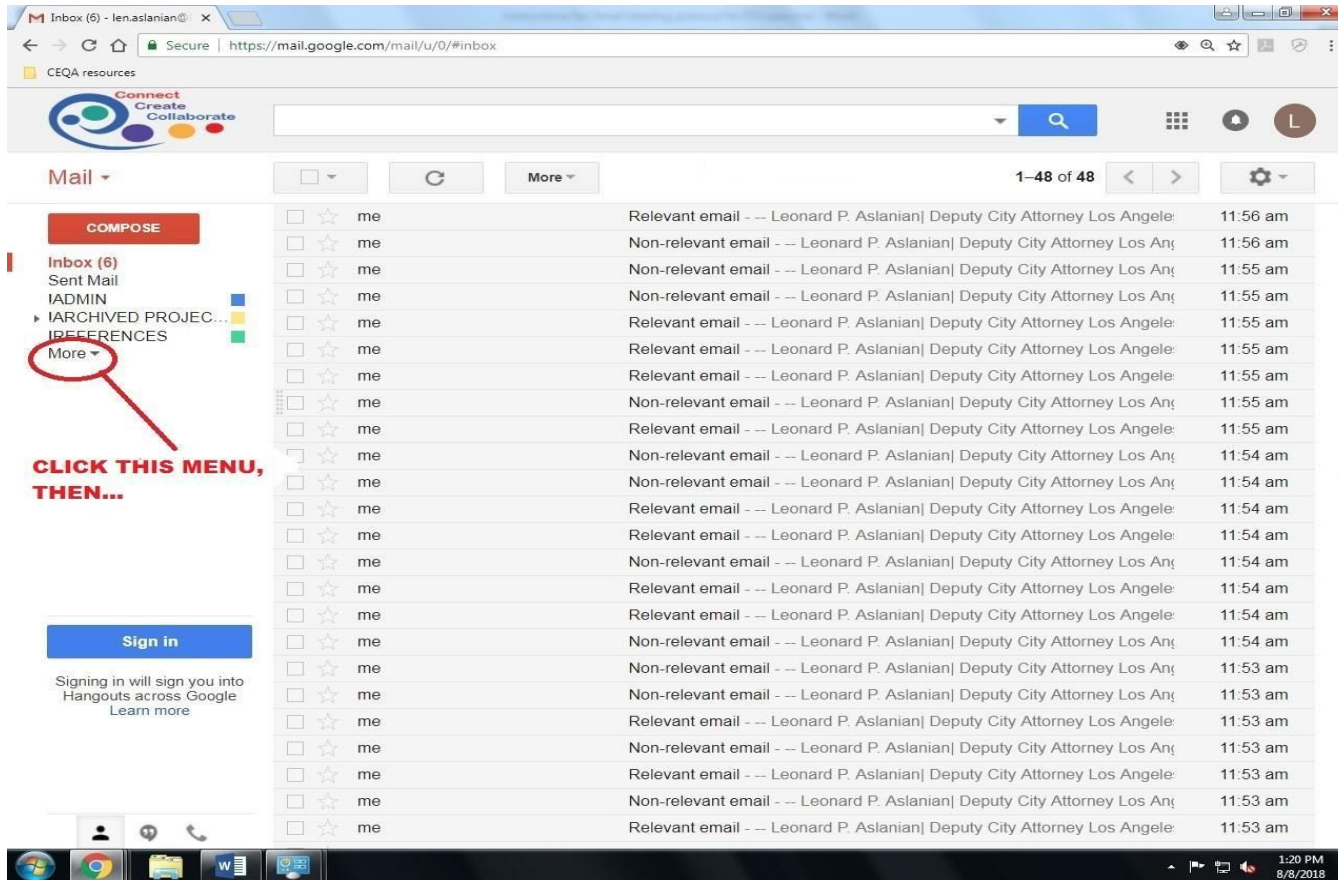
Below are step-by-step Gmail “labeling” instructions for City staff who were meaningfully involved on a project certified as a Environmental Development Leadership Project for which the administrative record must be prepared and made available to the public at the time the Draft EIR is published. Per this email search protocol of the Land Use Division of the City Attorney’s Office, key City staff are requested to label all emails pertaining to the project in their lacity.org email accounts using Gmail’s labeling function. This approach is intended to reduce the number of irrelevant emails in administrative records by having key staff proactively identify and label relevant emails. Department of City Planning (DCP) staff will then download the labeled emails into a folder that will be provided to the Land Use Division to review for privilege and relevance.

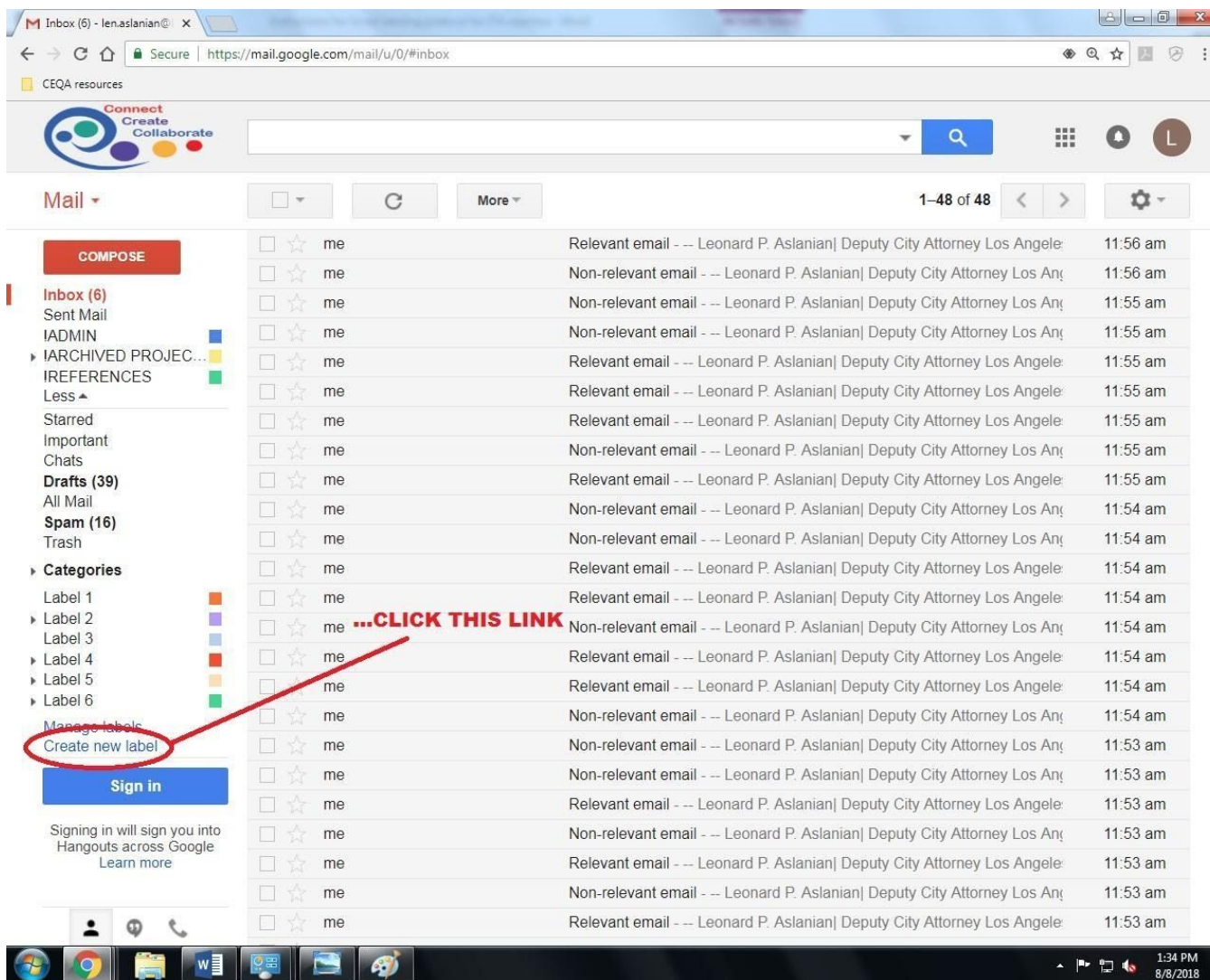
The Lead Planner shall provide City staff with the specific Gmail label they are to use, as well as search terms City staff should use to find relevant, project-related emails. City staff will then apply the provided Gmail label to those emails. Email search terms will generally consist of the ENV, CPC, and/or Council file numbers for the project, project site address(es), and frequently used acronyms and shorthand names. For example, in a recent search related to the Permanent Supportive Housing ordinance the following search terms were used: “Permanent Supportive Housing”, “PSH”, “CPC-2017-3136”, “ENV-2017-3137”, and “17-1422”.

For purposes of uniformity and to avoid any gaps in the email search, please only use the email search terms and Gmail label provided to you by DCP staff. In the below example, relevant emails have already been identified and the Gmail label used is “**MAJOR CEQA PROJECT**”. However, the Lead Planner should identify a label name specific to the project for which the emails are being gathered.

1. STEPS TO LABEL GMAIL EMAILS

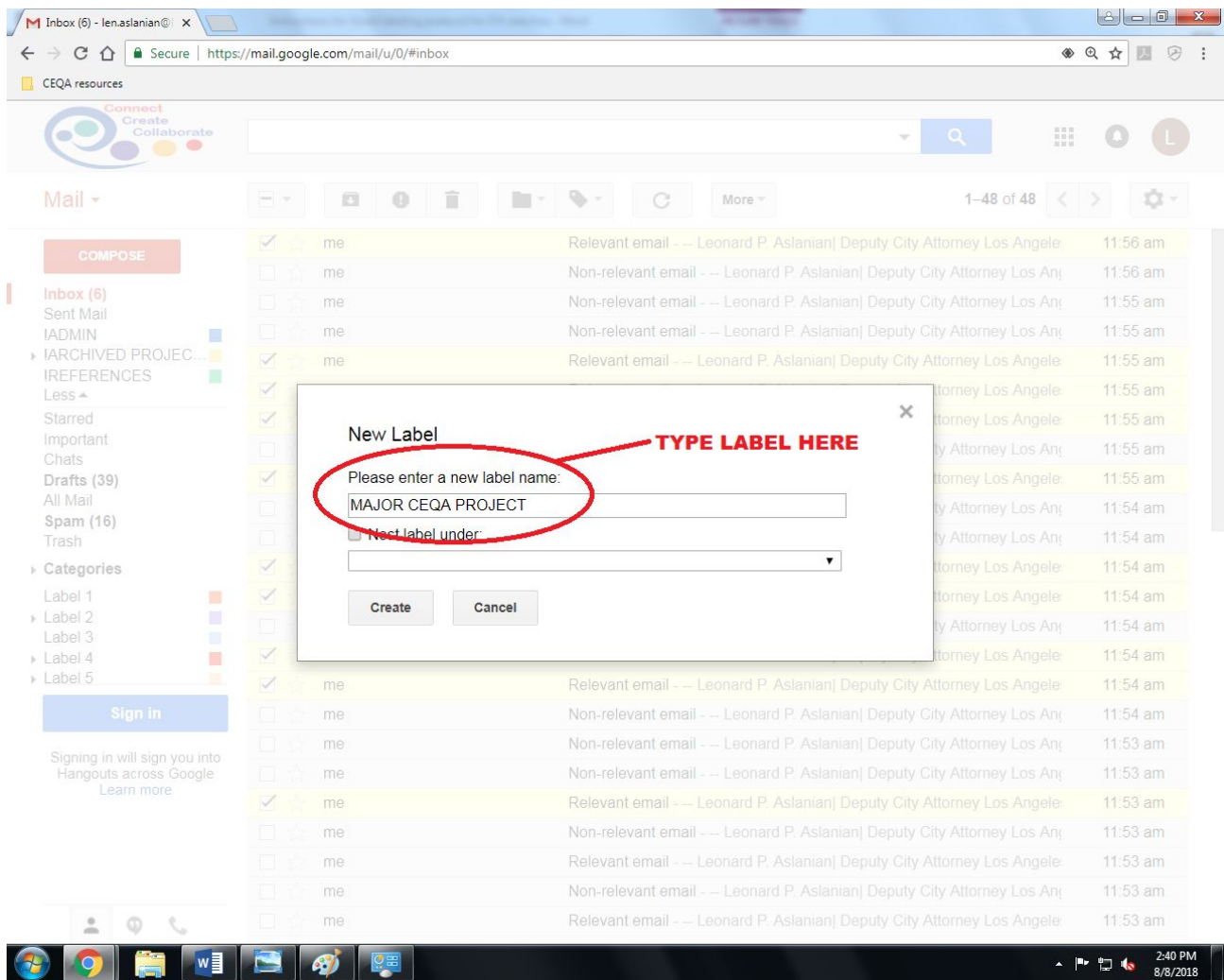
Step 1-1: To create the Gmail label you'll be using, open your lacity.org Gmail account to the main page. In the column on the left hand side (under the red "COMPOSE" button), click on the "More" dropdown menu and then the blue "Create new label" link.



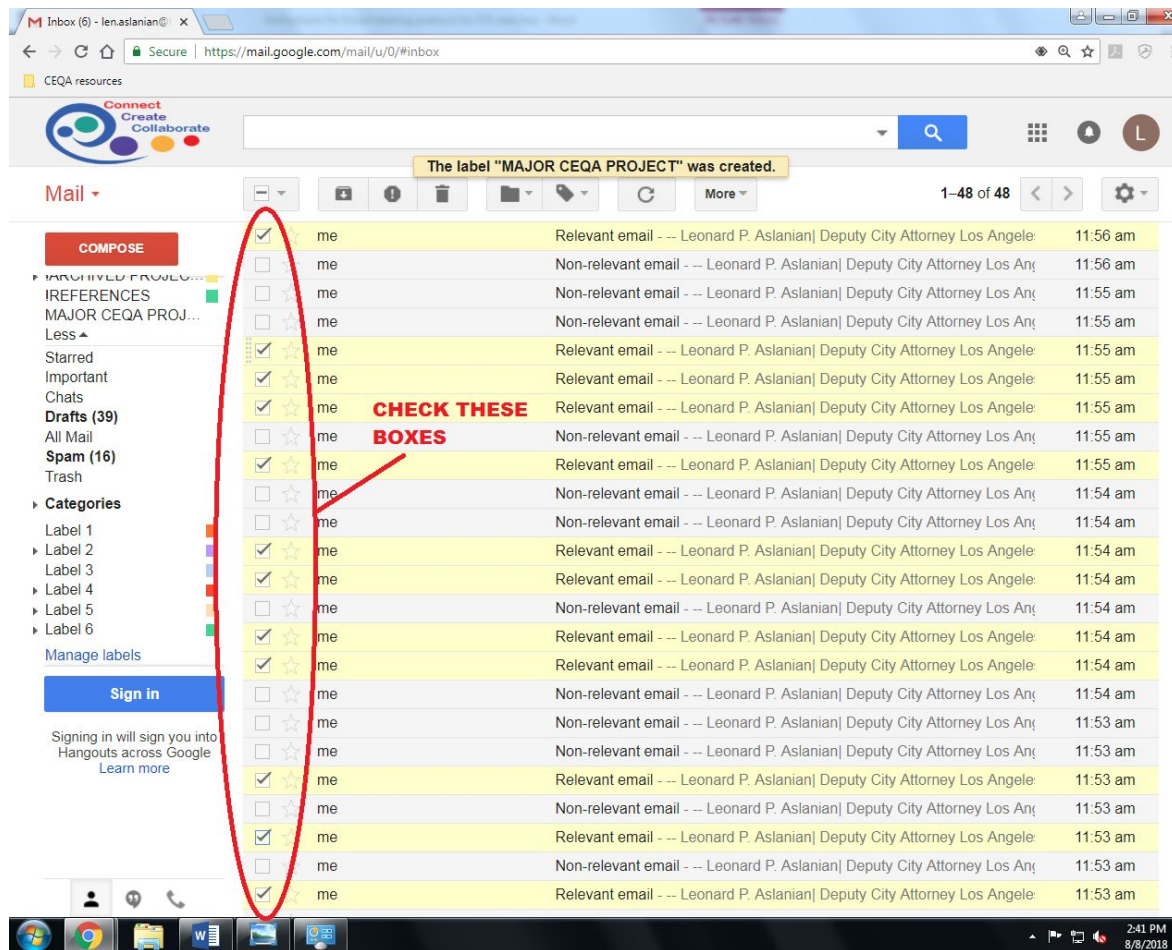


Step 1-2: A pop-up menu titled “New Label” will appear. In the box under “Please enter a new label name:” type the label name provided by your DCP Lead Planner contact (here, “MAJOR CEQA PROJECT”). There is no need to “nest” the label

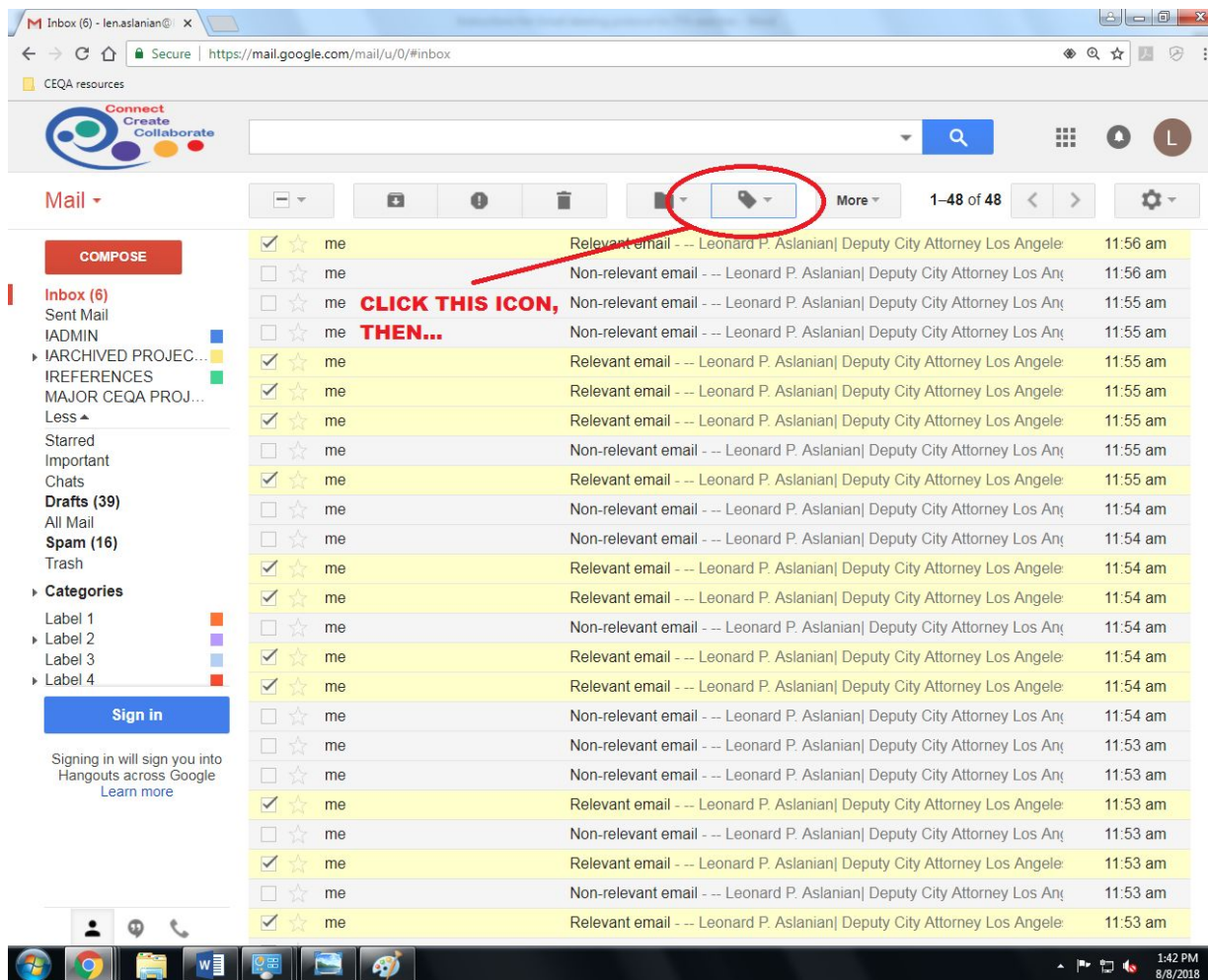
under any other Gmail labels you previously created, although you can do so if it's helpful for your own internal organization.



Step 1-3: Once you've created the new label you can start applying it to specific emails. To do so, return to your Inbox and, using the check mark boxes on the left hand side of the screen, check all emails relevant to the project. (Note: you may need to scroll through multiple pages of your Gmail inbox, or use the search box at the top of the Gmail screen, to find and label all of your project-relevant emails.)

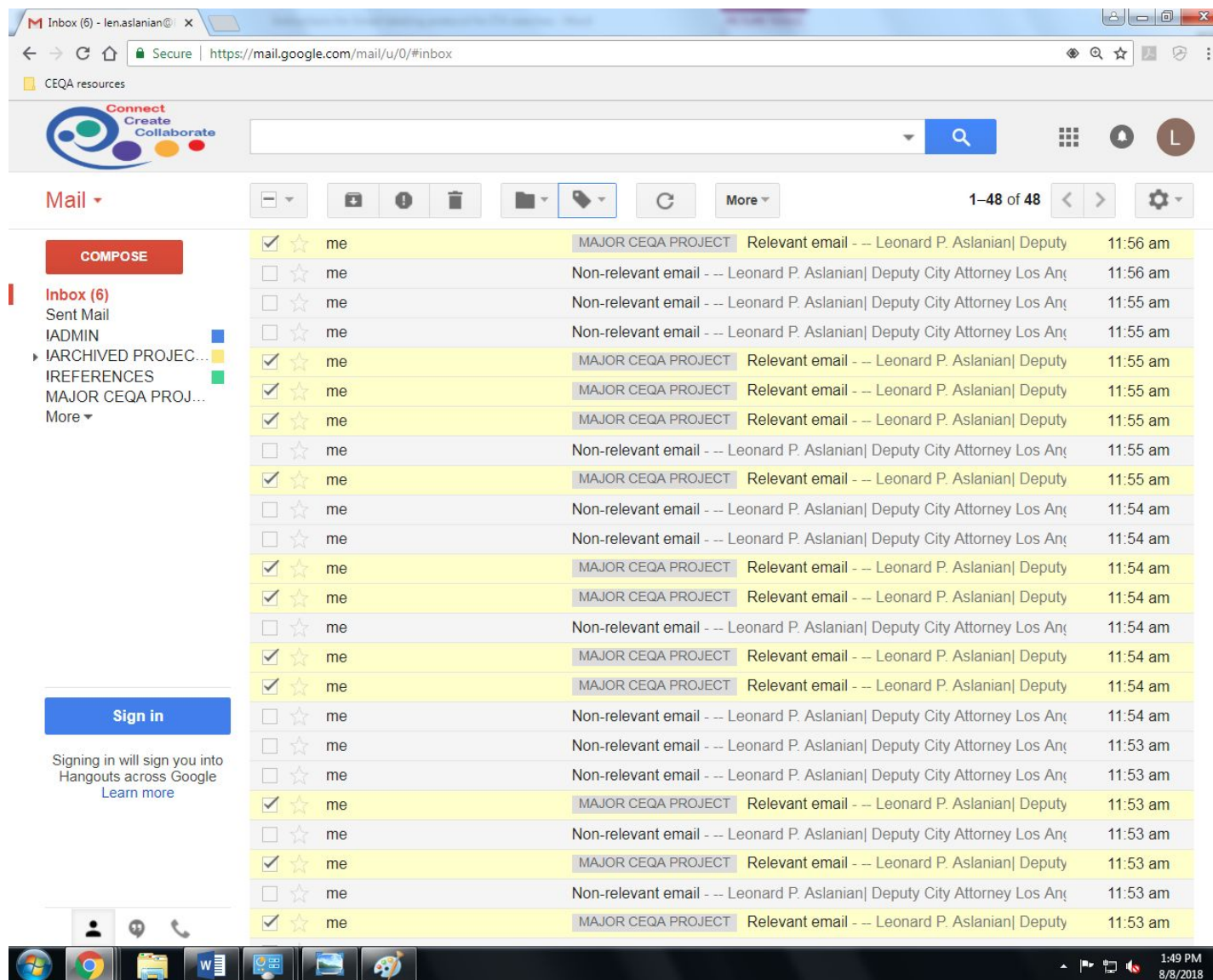


Step 1-4: Once you have checked all the relevant emails, click on the “label” icon at the top of the screen. A dropdown menu titled “Label as:” will appear – in that menu, click the “Major CEQA Project” label you previously created:

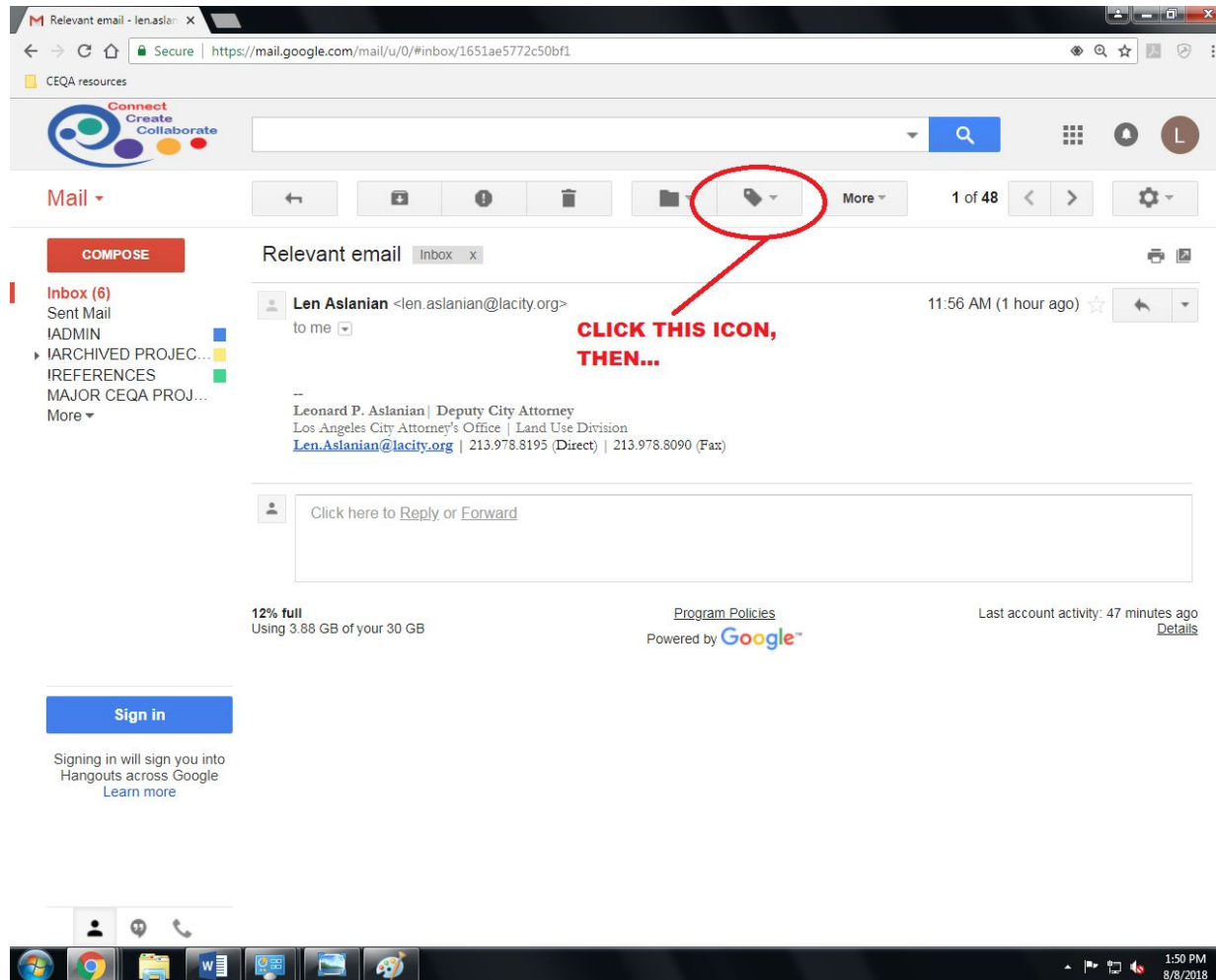


The screenshot shows a Gmail inbox interface. On the left, there is a sidebar with navigation options: 'COMPOSE', 'Inbox (6)', 'Sent Mail', 'ADMIN', 'ARCHIVED PROJEC...', 'REFERENCES', 'MAJOR CEQA PROJ...', and 'More'. Below this is a 'Sign in' button and a message about signing into Hangouts. The main area displays a list of 48 emails, with the first 10 highlighted in yellow. A context menu is open over the first email, showing a search bar for 'Label as:' and a list of labels: 'Label 5/Sub-label 1', 'Label 6', 'Label 6/Sub-label 1', 'MAJOR CEQA PROJECT', 'Social', 'Promotions', 'Updates', and 'Forums'. The 'MAJOR CEQA PROJECT' label is circled in red, and a red arrow points to it with the text '...CLICK THIS LABEL'. Below the label list are options for 'Create new' and 'Manage labels'. The right side of the email list shows sender names like 'Deputy City Attorney Los Angeles' and 'Attorney Los Angeles' with timestamps. At the bottom, the Windows taskbar is visible with icons for Internet Explorer, Chrome, File Explorer, Word, Outlook, and a clock showing 1:45 PM on 8/8/2018.

The relevant emails you selected should now all be labeled "MAJOR CEQA PROJECT":

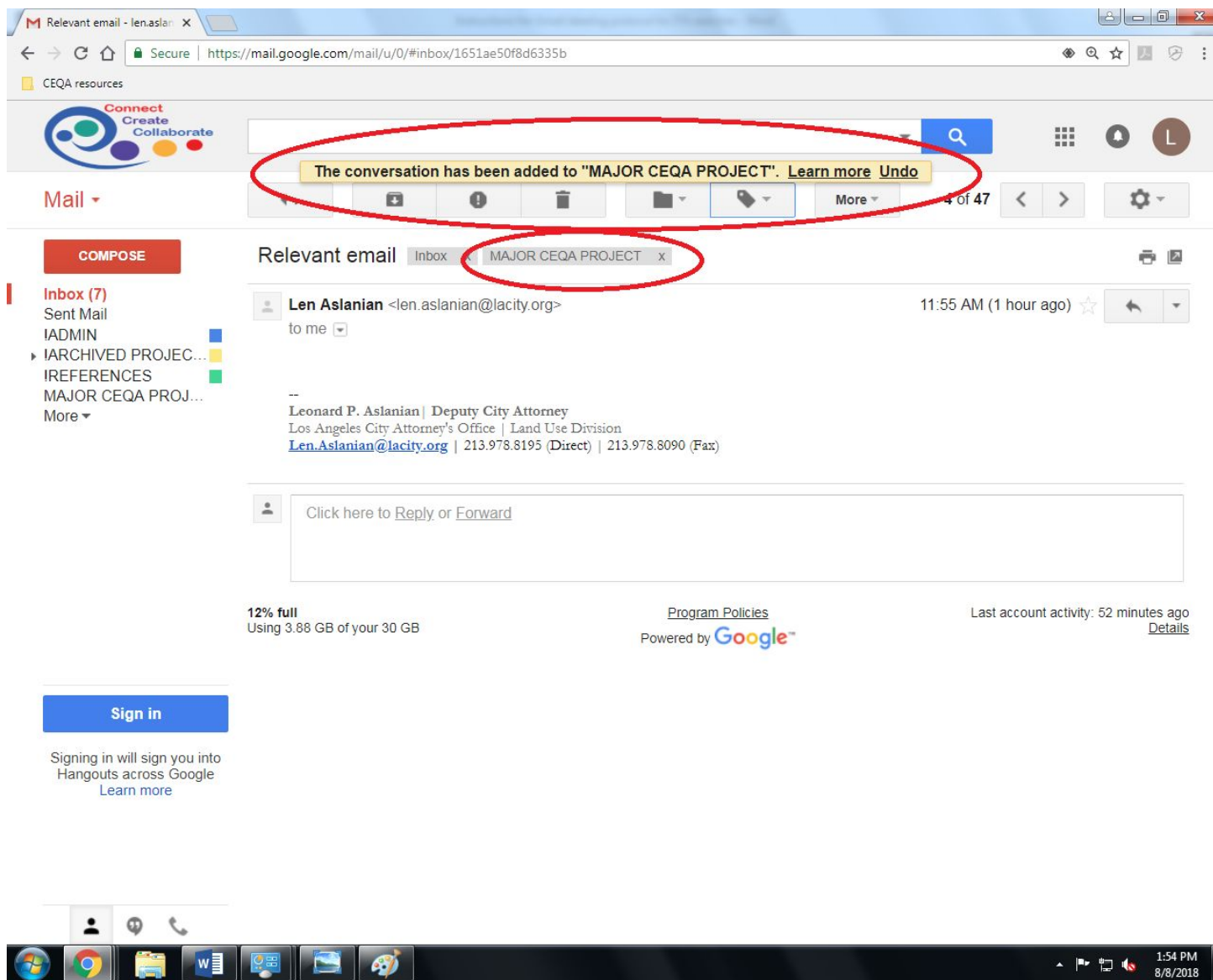


Step 1-5: Alternatively, you can label a relevant email from within the individual email itself. To do so, click on the email you wish to label, then follow the same procedure outlined in Step 4:

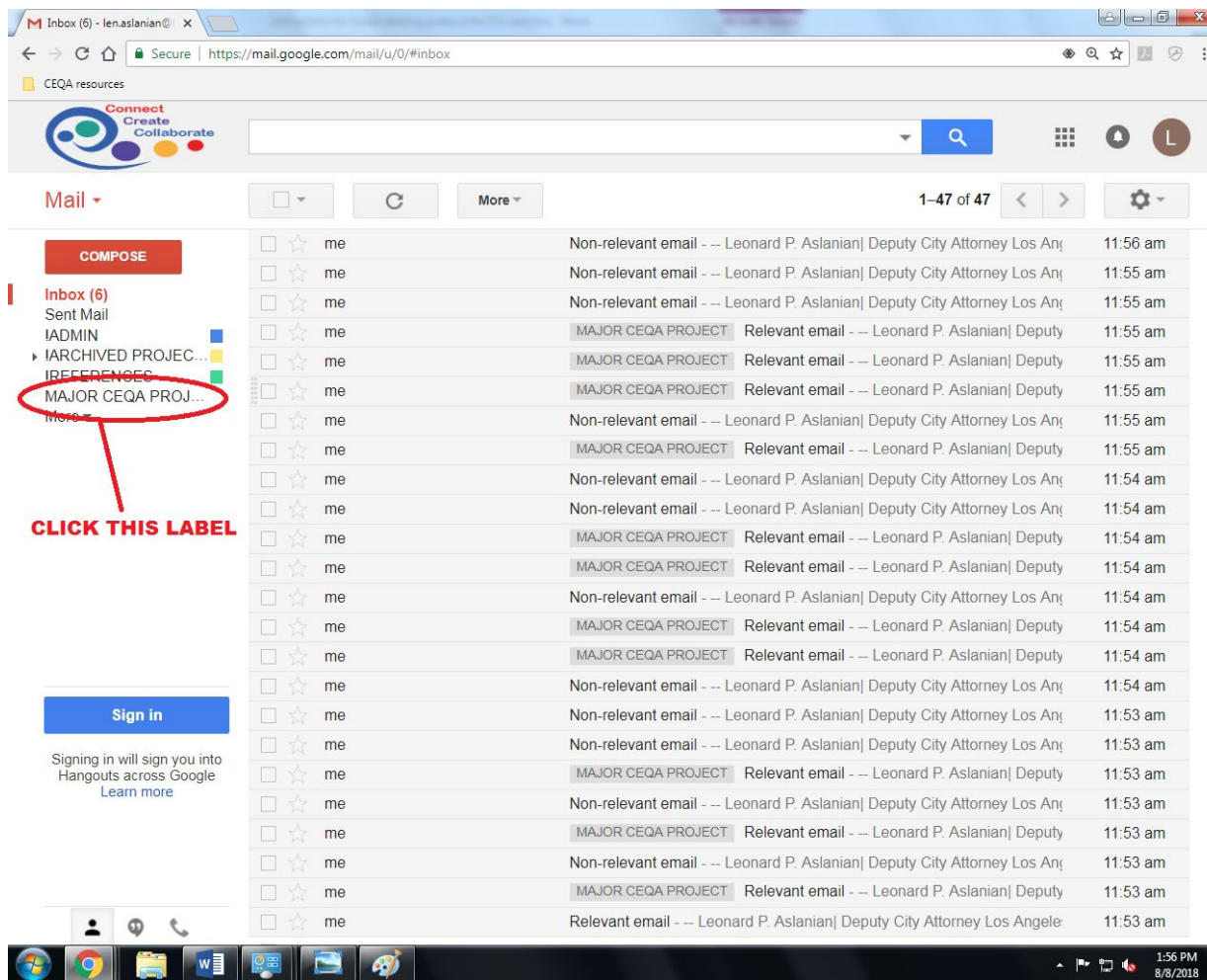


The screenshot shows a Gmail interface in a browser window. The address bar shows a URL from mail.google.com. The page header includes the Google logo and a search bar. The main content area displays an email from Len Aslanian. A dropdown menu is open over the email, showing a list of labels. The label 'MAJOR CEQA PROJECT' is highlighted with a red circle, and a red arrow points to it with the text '...CLICK THIS LABEL'. Other labels in the list include 'Label 5/Sub-label 1', 'Label 6', 'Label 6/Sub-label 1', 'Social', 'Promotions', 'Updates', and 'Forums'. Below the email, there are status indicators for storage usage (12% full), program policies, and account activity. At the bottom, there is a 'Sign in' button and a Windows taskbar with various application icons and a system clock showing 1:52 PM on 8/8/2018.

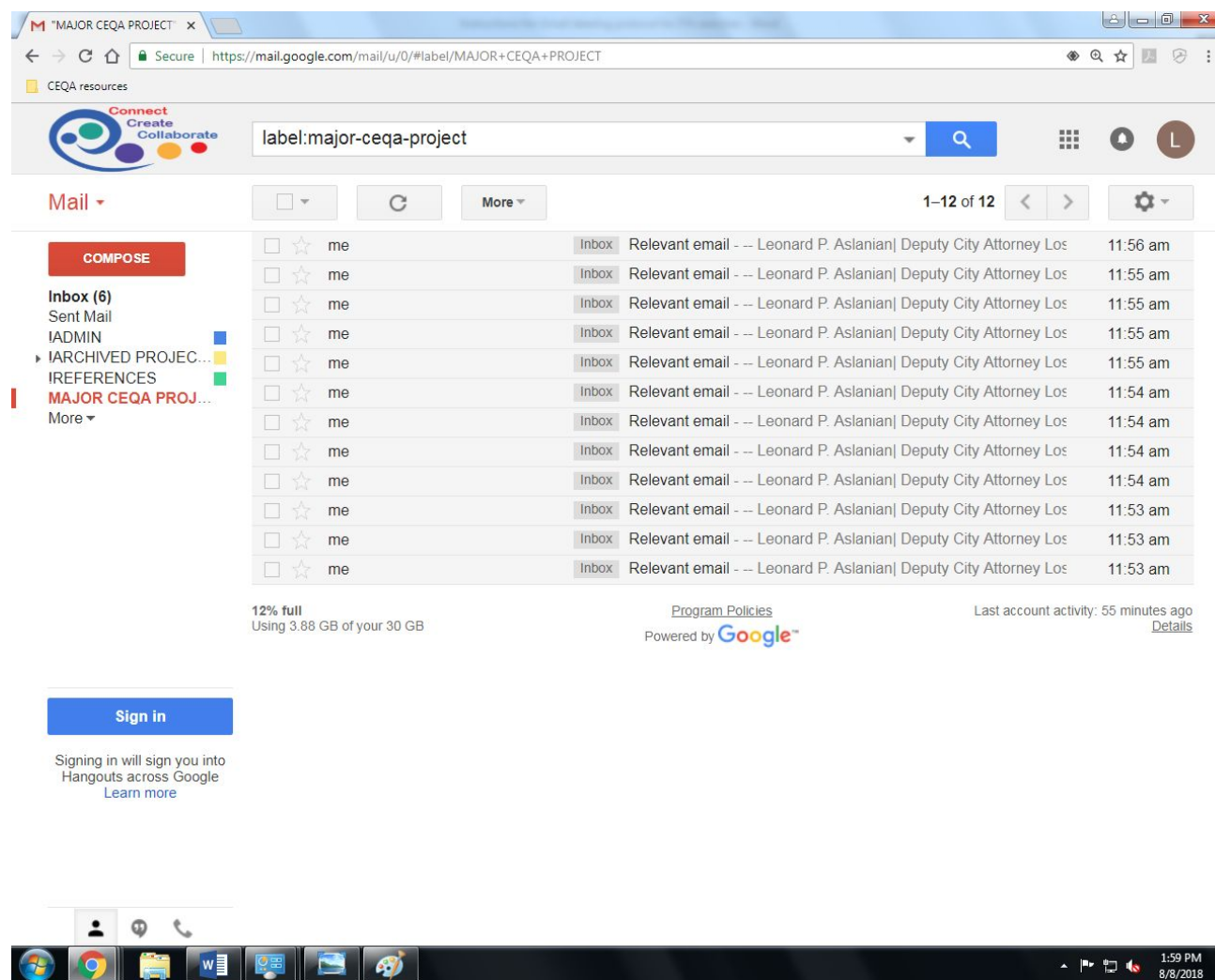
The relevant email you selected should now be labeled “MAJOR CEQA PROJECT”:



Step 1-6: Once you have labeled all project-relevant emails, you can view them all together by clicking on the project label listed on the left hand side of your Gmail account:



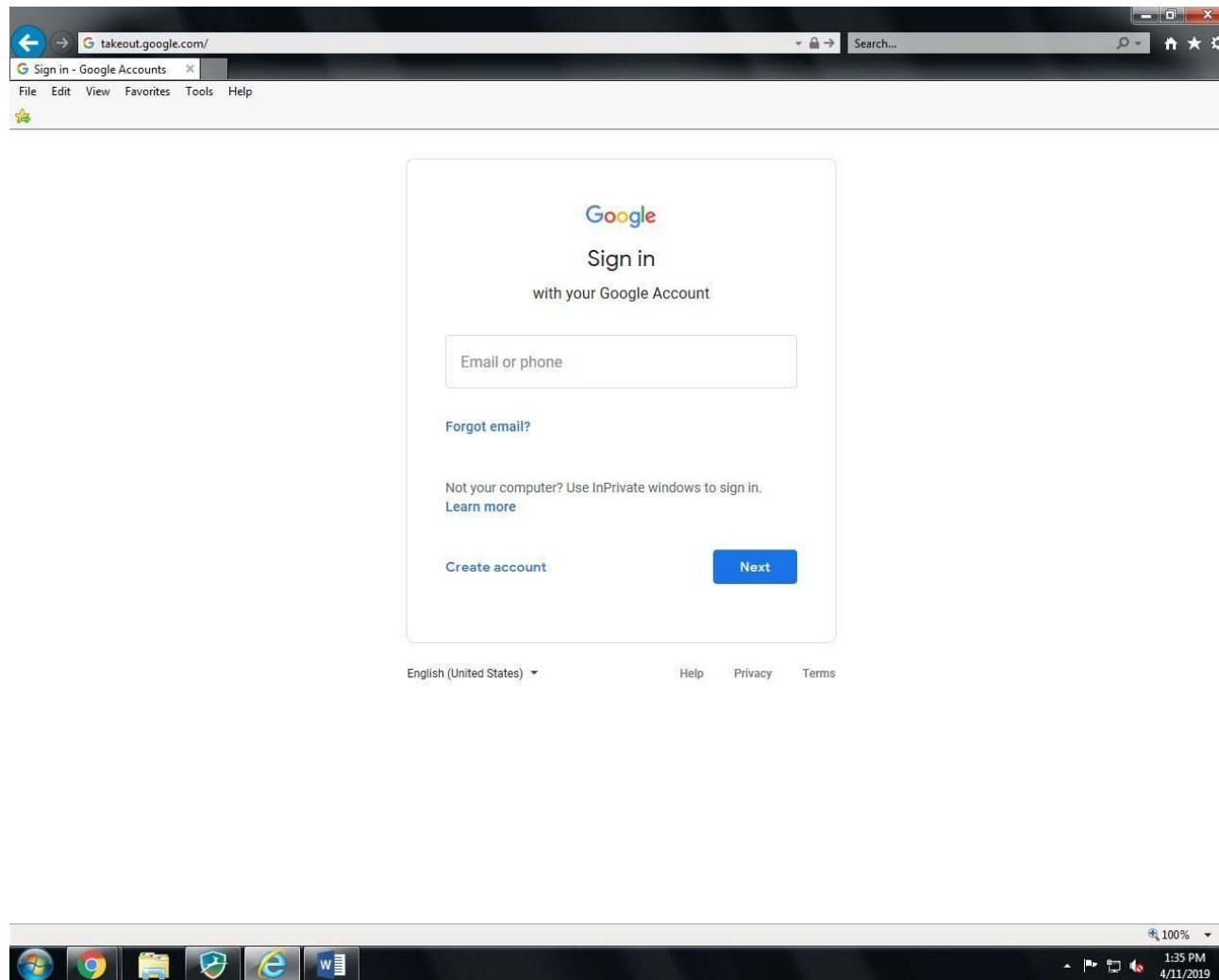
A Gmail screen showing only those relevant emails you have marked with the label will appear:



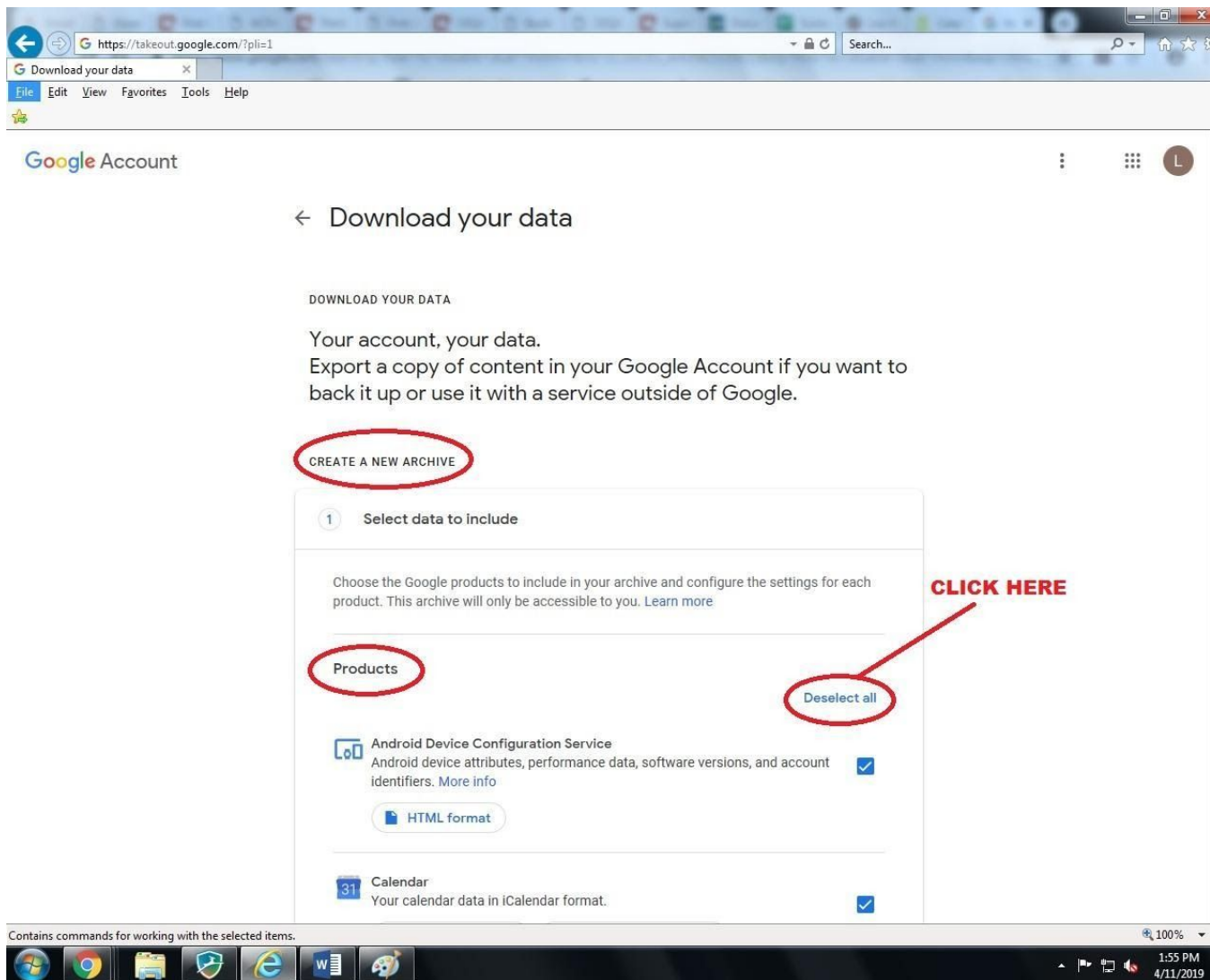
Finally, once you have completed the labeling process as to all relevant emails, follow the steps below to download the labeled emails into a single folder and to provide a link to the folder to the DCP Lead Planner requesting your emails.

2. STEPS TO CREATE AN ARCHIVE FOLDER FOR LABELED GMAIL EMAILS

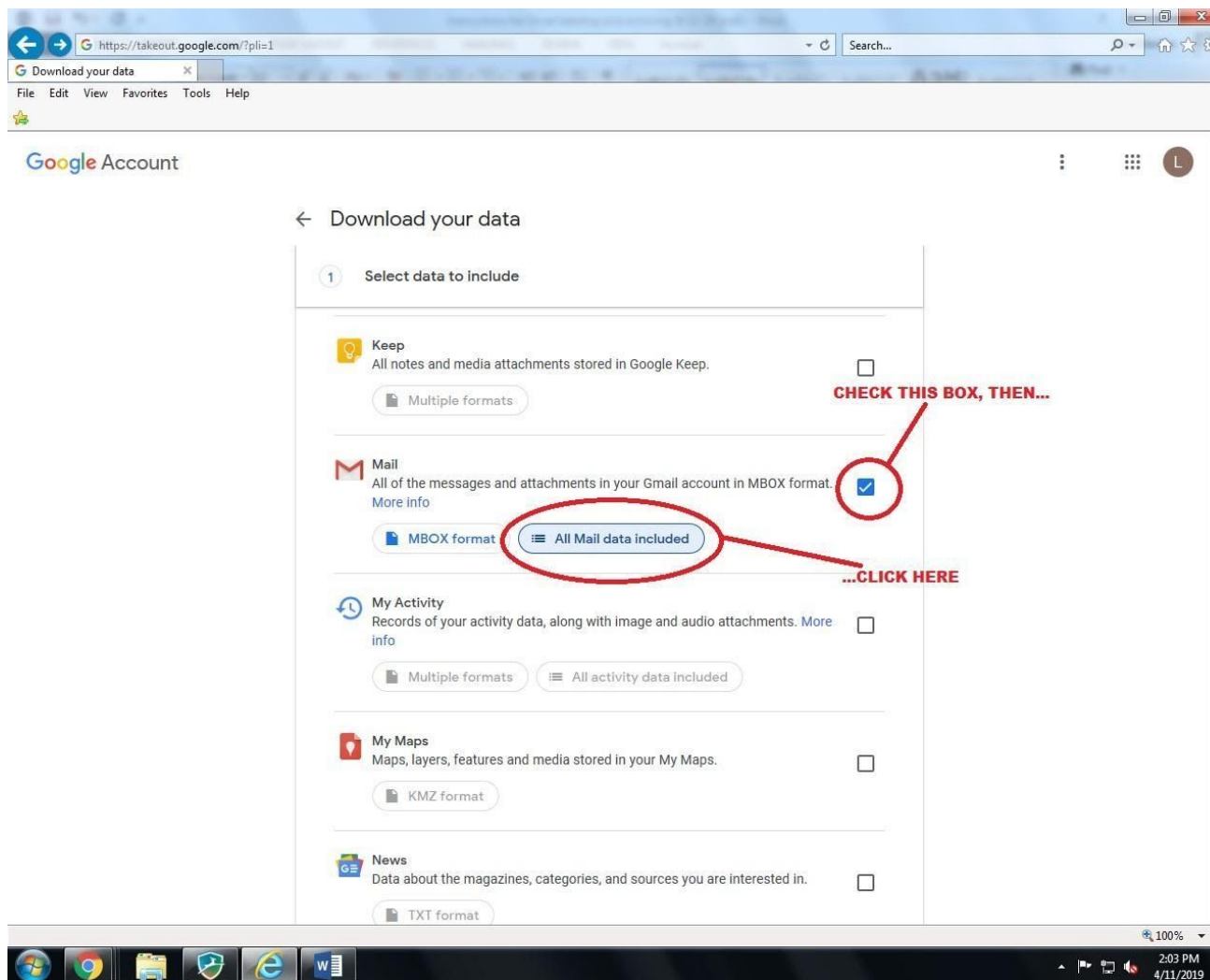
Step 2-1: Go to takeout.google.com. Enter the Google Takeout site using your City email credentials. If you are already logged into Gmail on your internet browser, you should automatically be logged into Google Takeout.



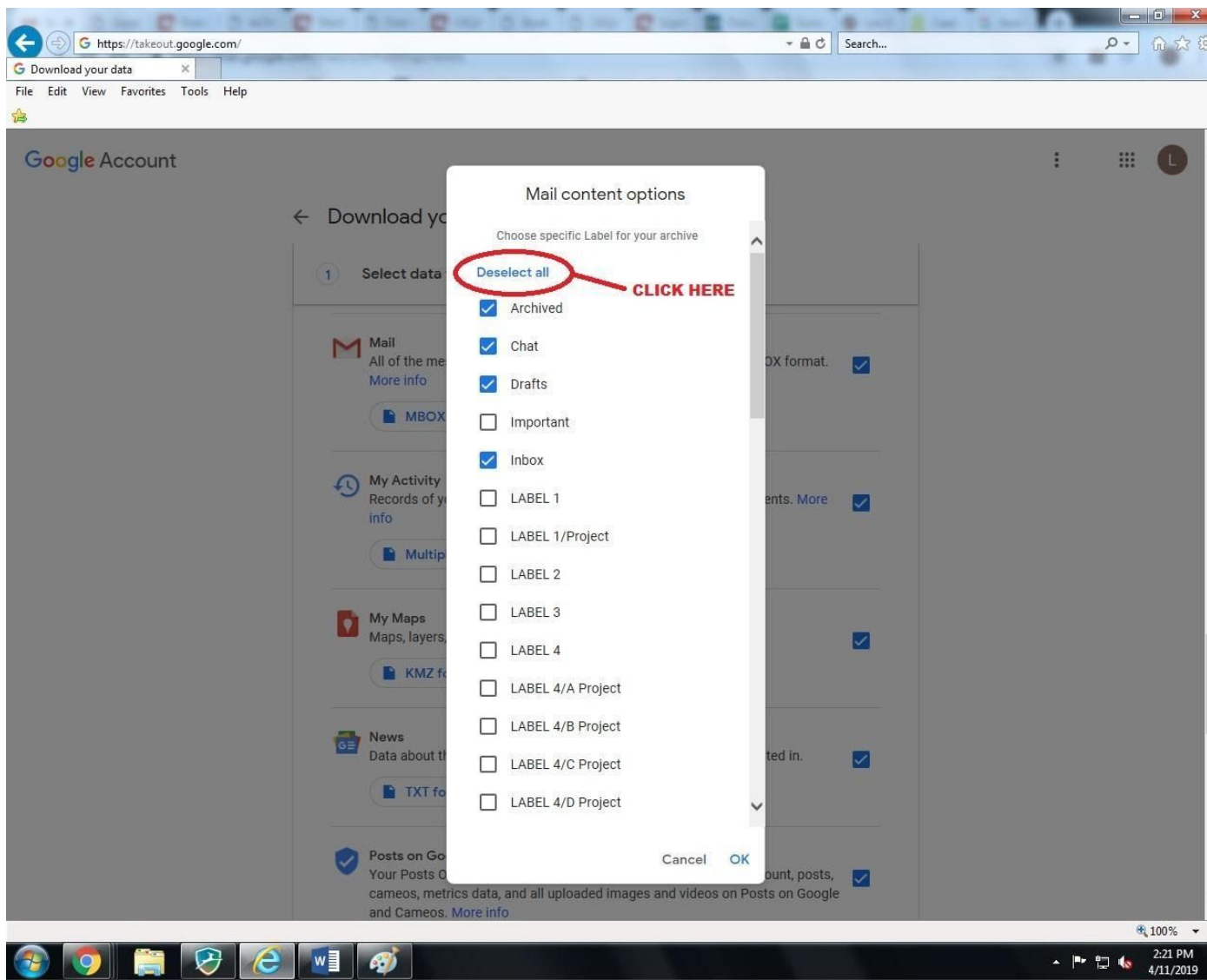
Step 2-2: Under “Create A New Archive,” scroll down to “Products” and on the right hand side of the screen, click “Deselect all.”



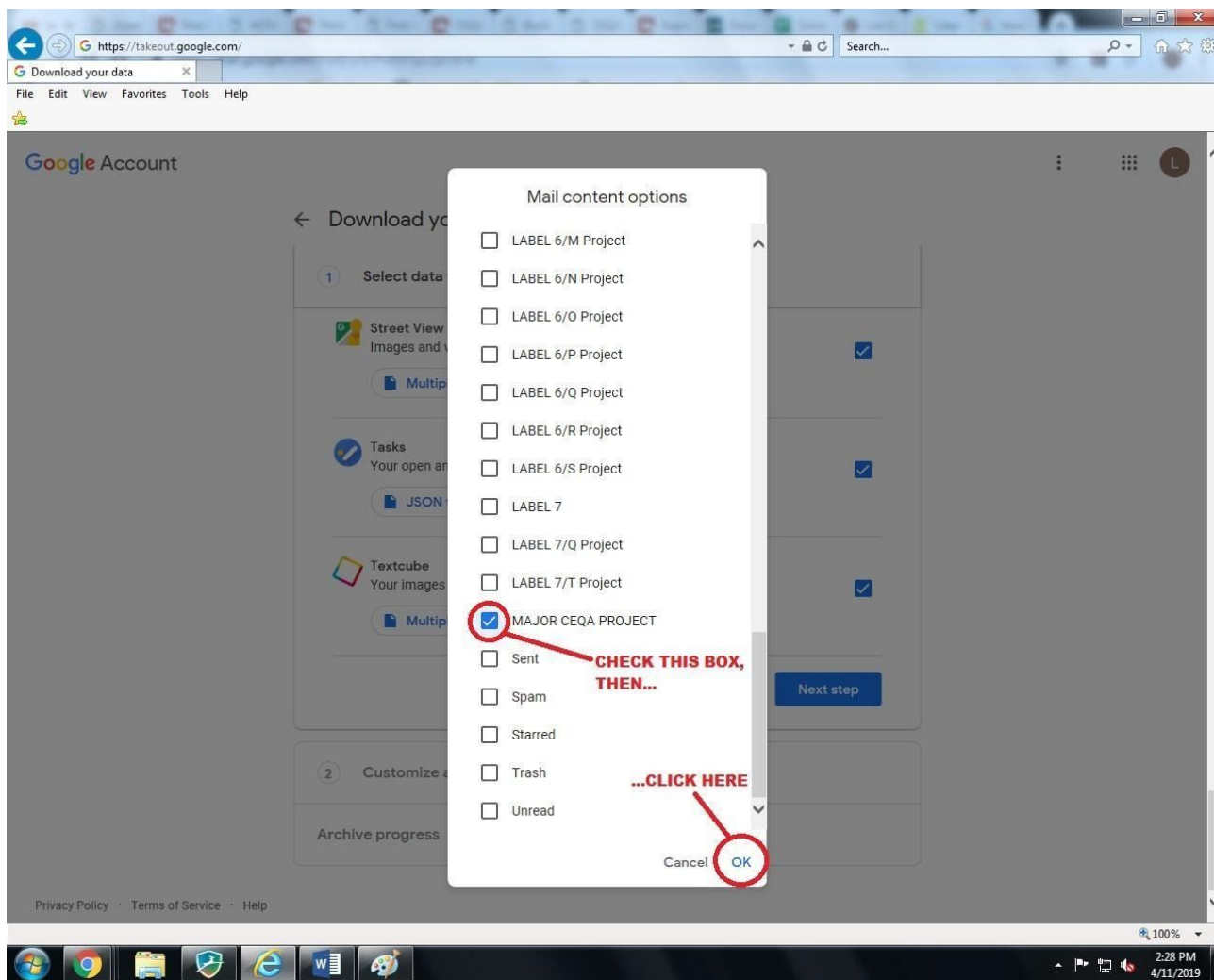
Step 2-3: Scroll down towards the bottom of the page and click the “Mail” checkbox. Then click the “All Mail data included” option.



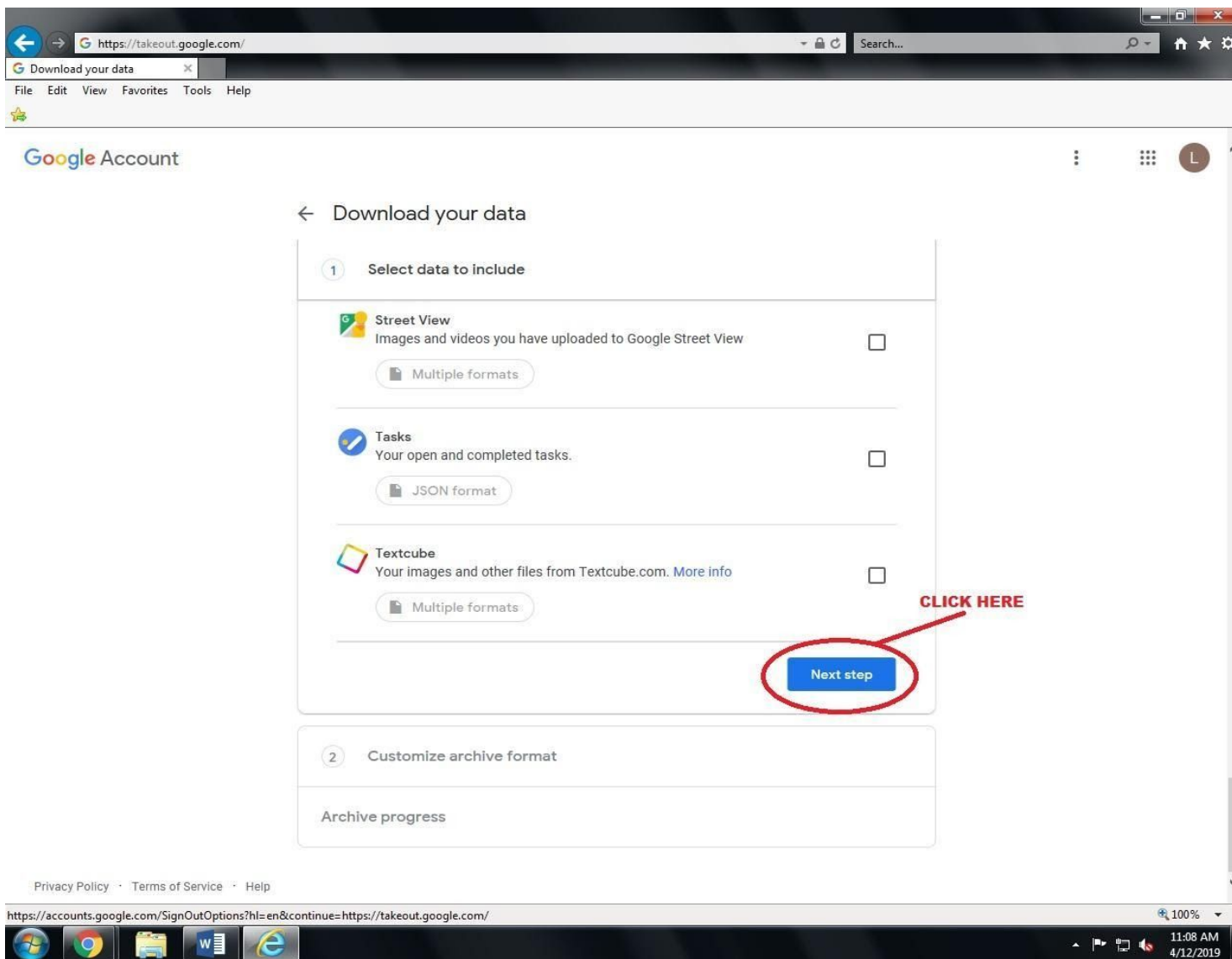
Step 2-4: A pop-up screen will open showing your various “Mail content options,” which includes all of your labels in Gmail. Click “Deselect all” to clear out any pre-selected labels.



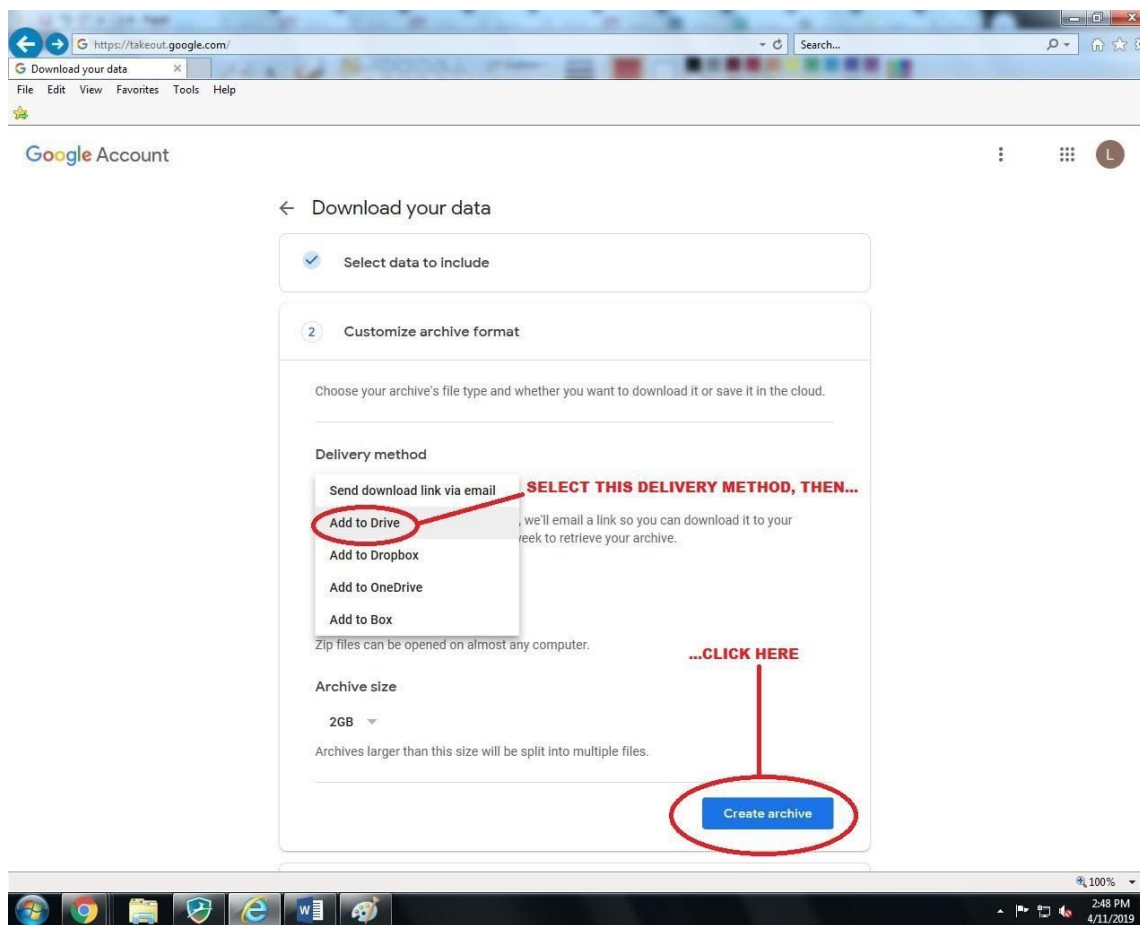
Step 2-5: Click the checkbox next to the related Project label and then click “OK.” This will close the pop-up screen and return you to the “Download your data” page.



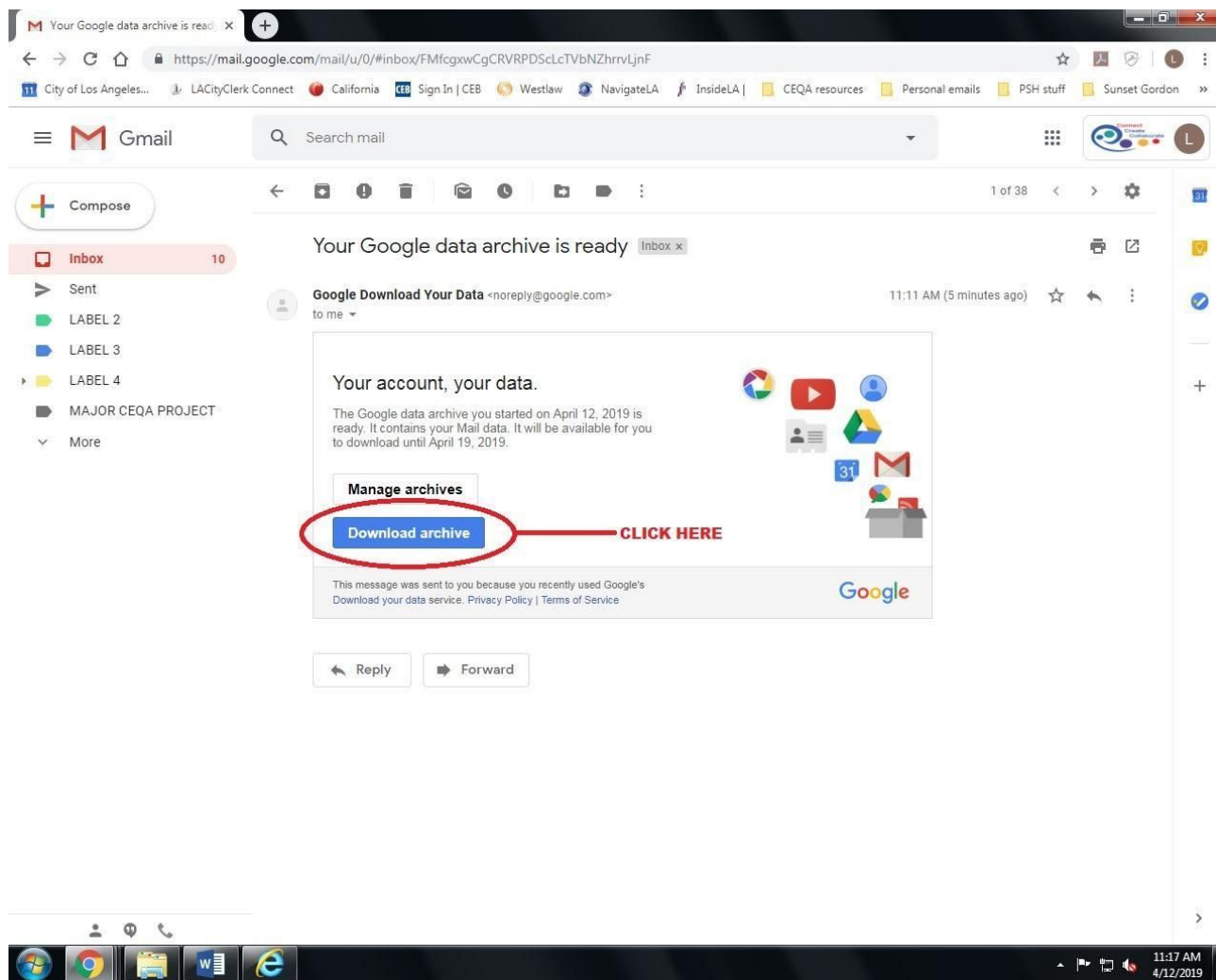
Step 2-6: Scroll down and click on “Next step.”



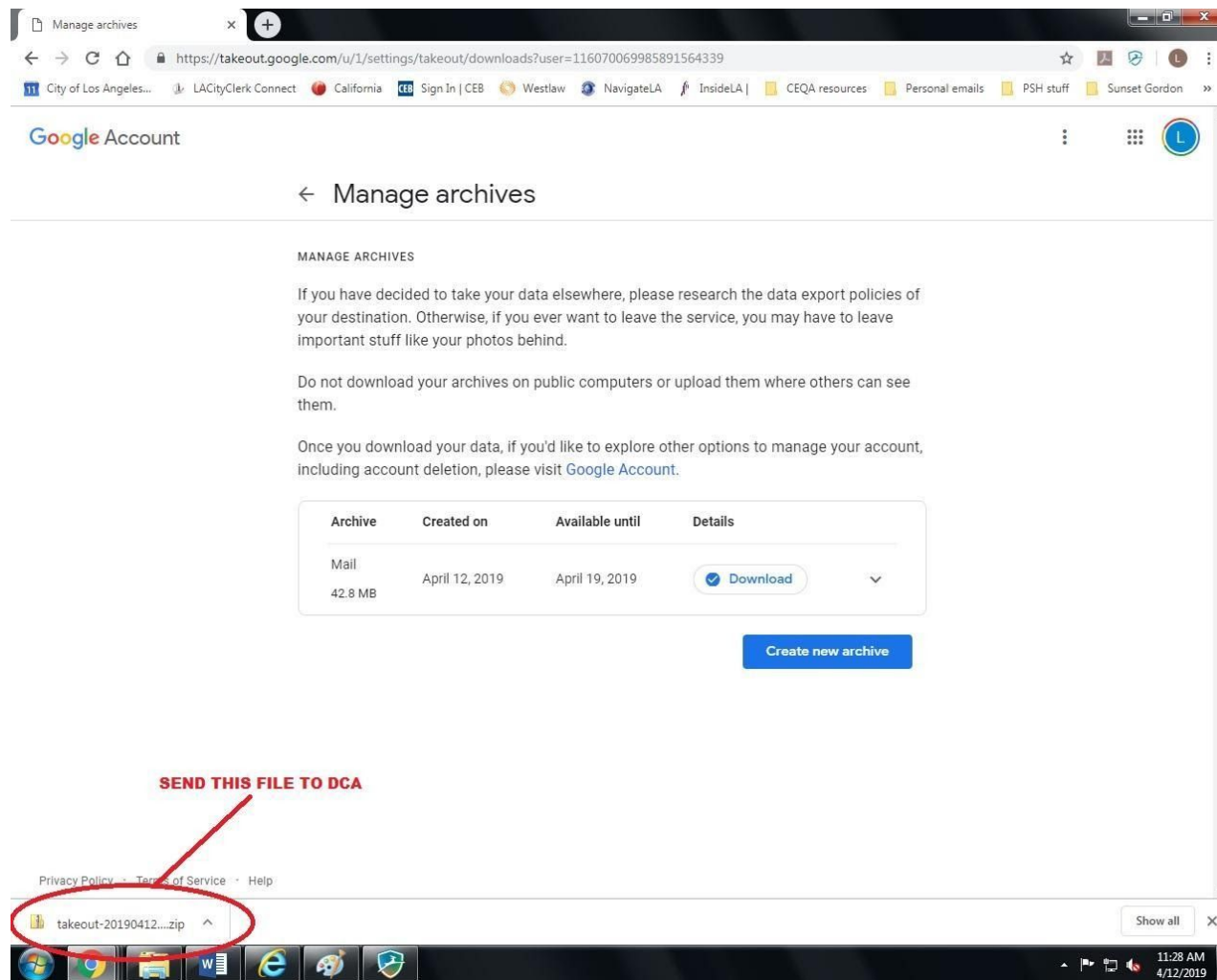
Step 2-7: You should now be at the “Customize archive format” section. Here, you can select the delivery method for your labeled emails. Under “Delivery Method,” click the dropdown menu and then select “Add to Drive.” Then click “Create archive” at the bottom right hand corner of the page. This will allow you to store a copy of the archive file in your City Google Drive account. When the archive is created, Google will email you a link to its location in Google Drive.



Step 2-8: Return to your lacity.org Gmail inbox. Once you receive the email notification that your archive file is ready (titled “Your Google data archive is ready”), open it and click the blue “Download Archive” link.



Step 2-9: You will then be taken to a Google web page titled “Manage Archives”. The project-related emails that you labeled will automatically download as a .zip file. Please send this file to the Lead Planner requesting your emails.



If you have any questions about this process, please do not hesitate to contact the Lead Planner. Thank you!