From:	Mindy Nguyen <Mindy.Nguyen@lacity.org>
Sent time:	09/14/2020 11:00:39 AM
To:	undisclosed-recipients:;
BCc:	laura.duong@lacity.org
Subject:	Hollywood Center Project Correspondence Request
Attachments:	Revised Instructions for Gmail Labeling and Archiving.docx

Hello,

This email is being sent to persons that have been identified as possibly having either email or written correspondence regarding the **Hollywood Center Project**, located at **1720-1770 North Vine Street; 1746-1764 Ivar Avenue; 1733-1741 Argyle Avenue; and 6236, 6270, and 6334 West Yucca Street**.

The Project has been designated by the State as an Environmental Leadership Development Project (ELDP). As part of this process, the City is required to collect and upload all relevant public records of proceedings regarding the Project at the time the Draft EIR is published, and thereafter, including electronic communications, such as emails (including personal emails) and text messages.

Therefore, we'd like to request that you submit any written or email correspondence either **from, to, or between** any City staff relating to the Hollywood Center Project, dating back **from February 4, 2020 to present**.

1. All **email (digital) correspondence** should be submitted via a single **Dropbox or Google Drive link**. Per the Office of the City Attorney's request, emails shall be submitted in the format outlined in the instructions attached to this email.

2. Any **written (non-digital) correspondence** should be submitted via a scanned PDF file.

3. Any **text messages** should be screenshot and forwarded to your "lacity.org" email address and compiled based on the instructions attached to this email.

Please **DO NOT** send PDFs of your emails. Instructions for email collection are attached.

At a minimum, please conduct a search using the following key words/phrases:

- *CPC-2018-2114*
- *CPC-2018-2115*
- *ENV-2018-2116*
- *VTT-82152*
- *Tract Map 82152*
- *Hollywood Center Project*
- *Hollywood Center*
- *HCP*
- *Millennium*
- *1720-1770 North Vine Street (any address in the range)*
- *1746-1760 Ivar Avenue (any address in the range)*
- *1733 and 1741 Argyle Avenue (any address in the range)*
- *6236, 6270, and 6334 West Yucca Street (any address in the range)*
- *MCAF Vine LLC*

Please submit all documents to me no later than **Monday, September 21, 2020**.

If you are aware of other City staff who may have worked on this Project but has not been included in this email, please let me know as soon as possible.

Thank you in advance for your time and cooperation.
--

Mindy Nguyen
City Planner
Los Angeles City Planning
221 N. Figueroa St., Suite 1350
Los Angeles, CA 90012
Planning4LA.org
T: (213) 847-3674

INSTRUCTIONS FOR LABELING AND DOWNLOADING GMAIL EMAILS

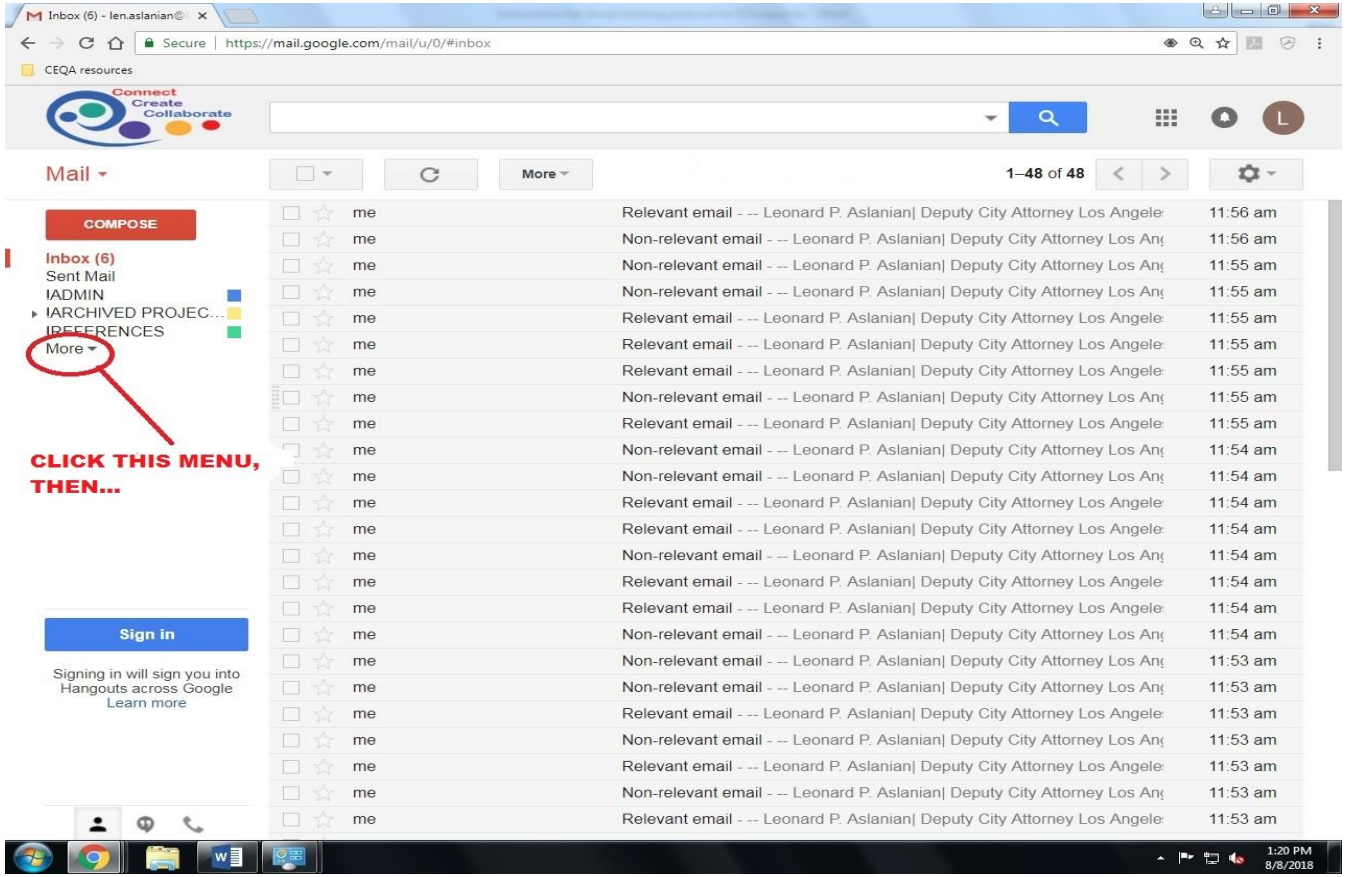
Below are step-by-step Gmail "labeling" instructions for DCP staff who were meaningfully involved on a project certified as an Environmental Development Leadership Project for which the administrative record must be prepared and made available to the public at the time the Draft EIR is published. Per 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 DCP staff proactively identify and label relevant emails, and then download the labeled emails into a folder that is provided to the Land Use Division to review for privilege and relevance. Major Projects should work with the City Attorney's Office request that ITA perform an email search for those custodians who fail to identify, label and download emails pursuant to these instructions.

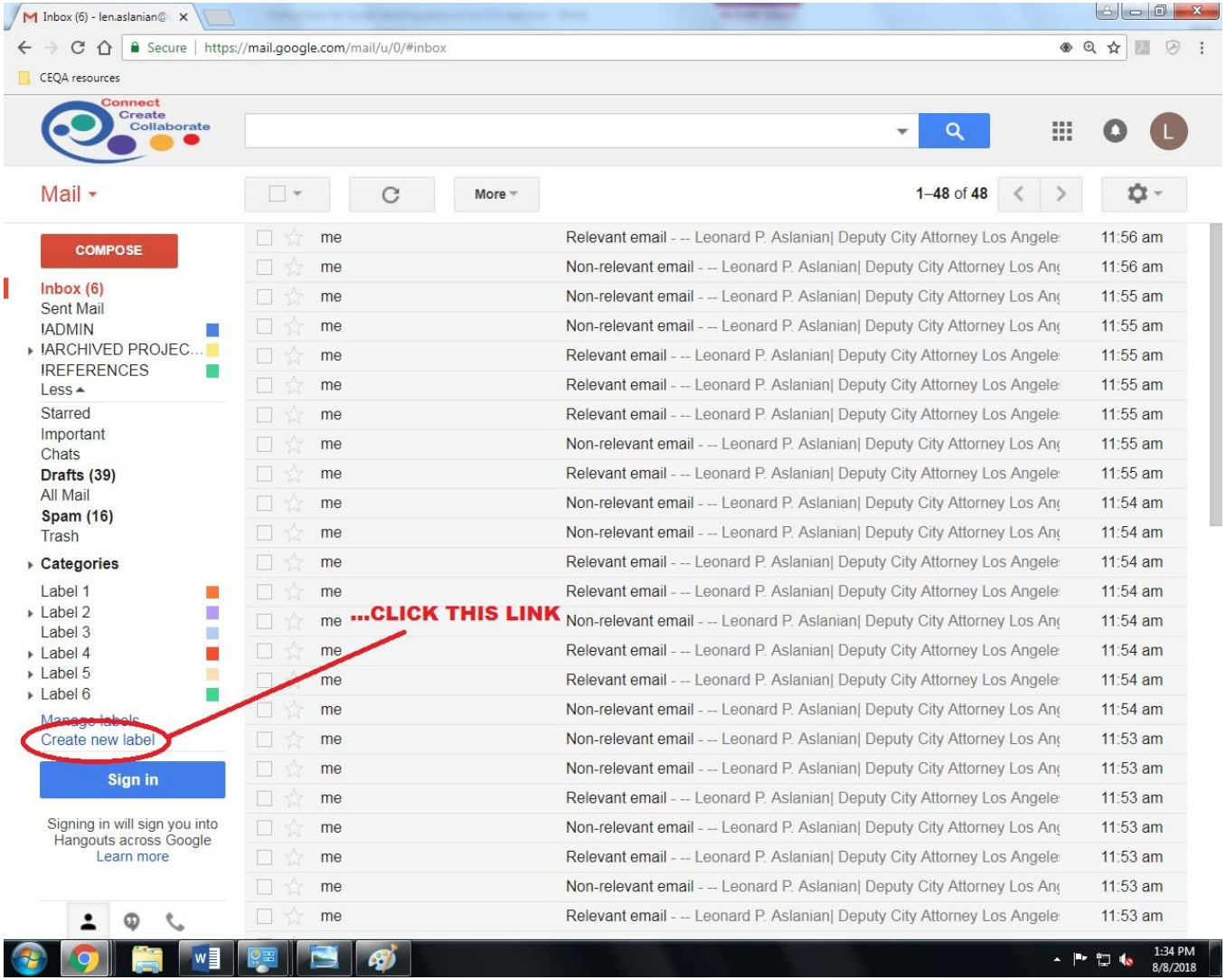
The Lead Planner shall provide City staff with the specific Gmail label they are to use, as well as search terms City staff should use to find relevant, project-related emails. City staff will then apply the provided Gmail label to those emails. Email search terms will generally consist of the ENV, CPC, 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 the City Attorney's Office. 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 lefthand side (under the red "COMPOSE" button), click on the "More" dropdown menu and then the blue "Create new label" link.




Inbox (6) - len.aslanian@
Secure | https://mail.google.com/mail/u/0/#inbox
CEQA resources
Connect Create Collaborate
Mail
More
1–48 of 48
COMPOSE
Inbox (6)
Sent Mail
IADMIN
IARCHIVED PROJEC...
IREFERENCES
Less
Starred
Important
Chats
Drafts (39)
All Mail
Spam (16)
Trash
Categories
Label 1
Label 2
Label 3
Label 4
Label 5
Label 6
Create new label
...CLICK THIS LINK
Sign in
Signing in will sign you into Hangouts across Google
Learn more
me Relevant email - -- Leonard P. Aslanian| Deputy City Attorney Los Angele 11:56 am
me Non-relevant email - -- Leonard P. Aslanian| Deputy City Attorney Los An 11:56 am
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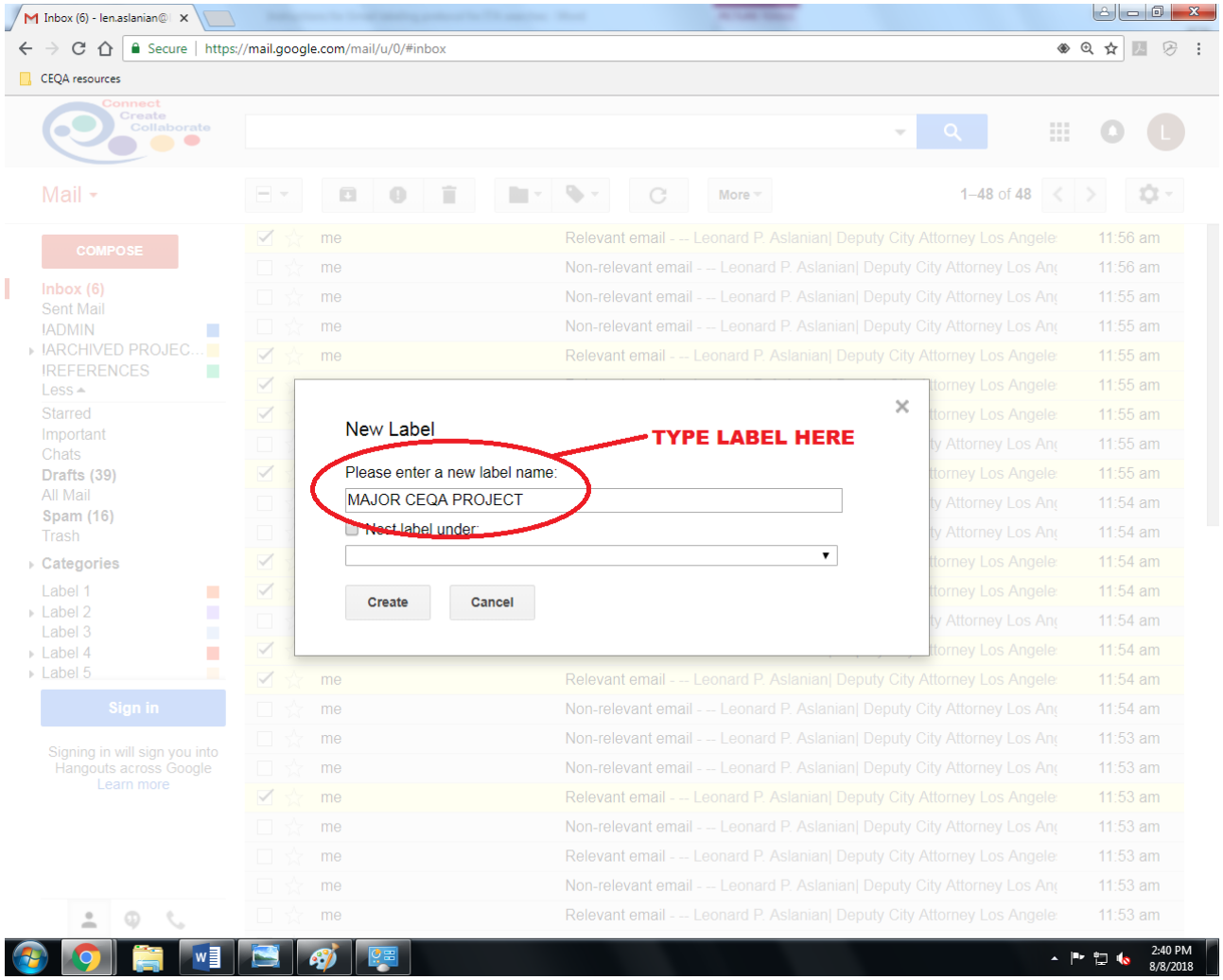
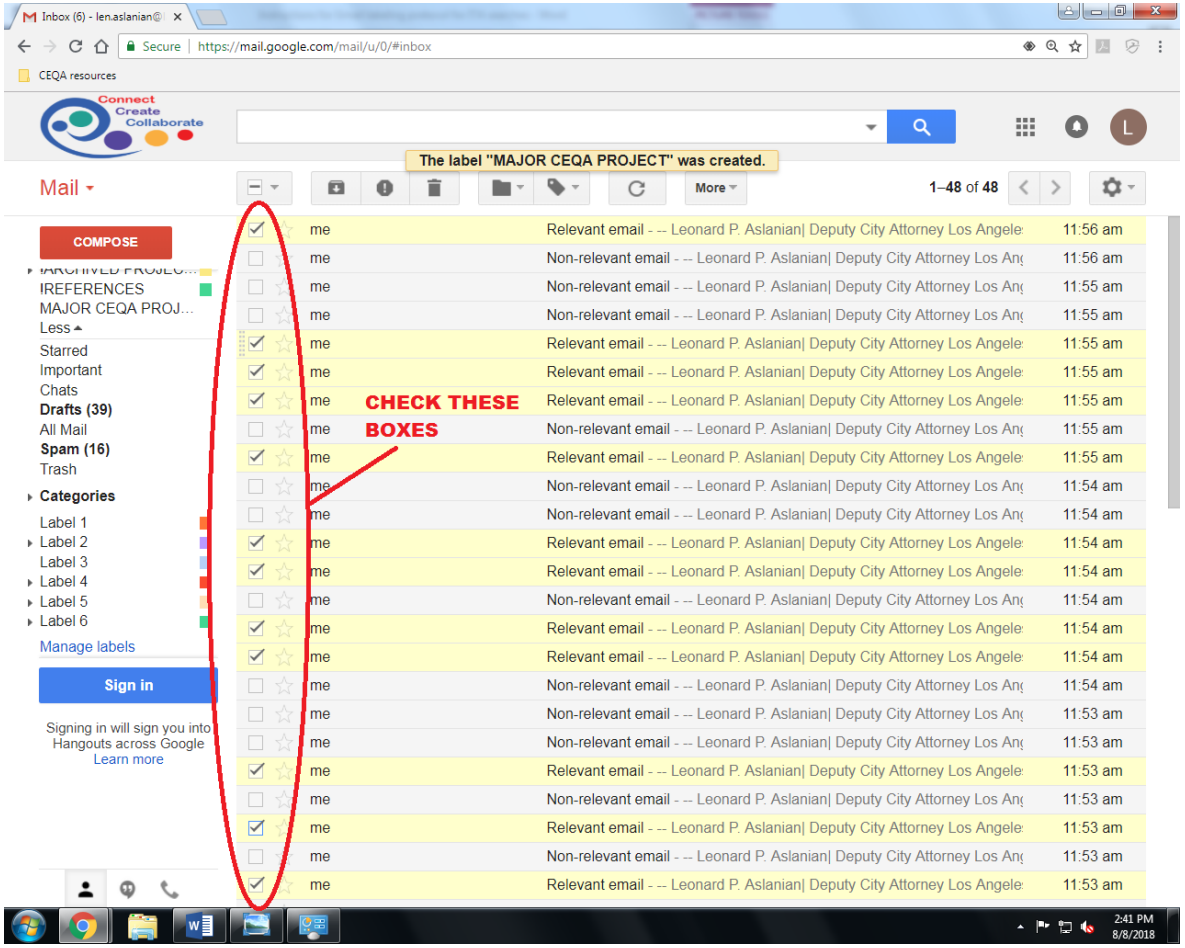
1:34 PM
8/8/2018

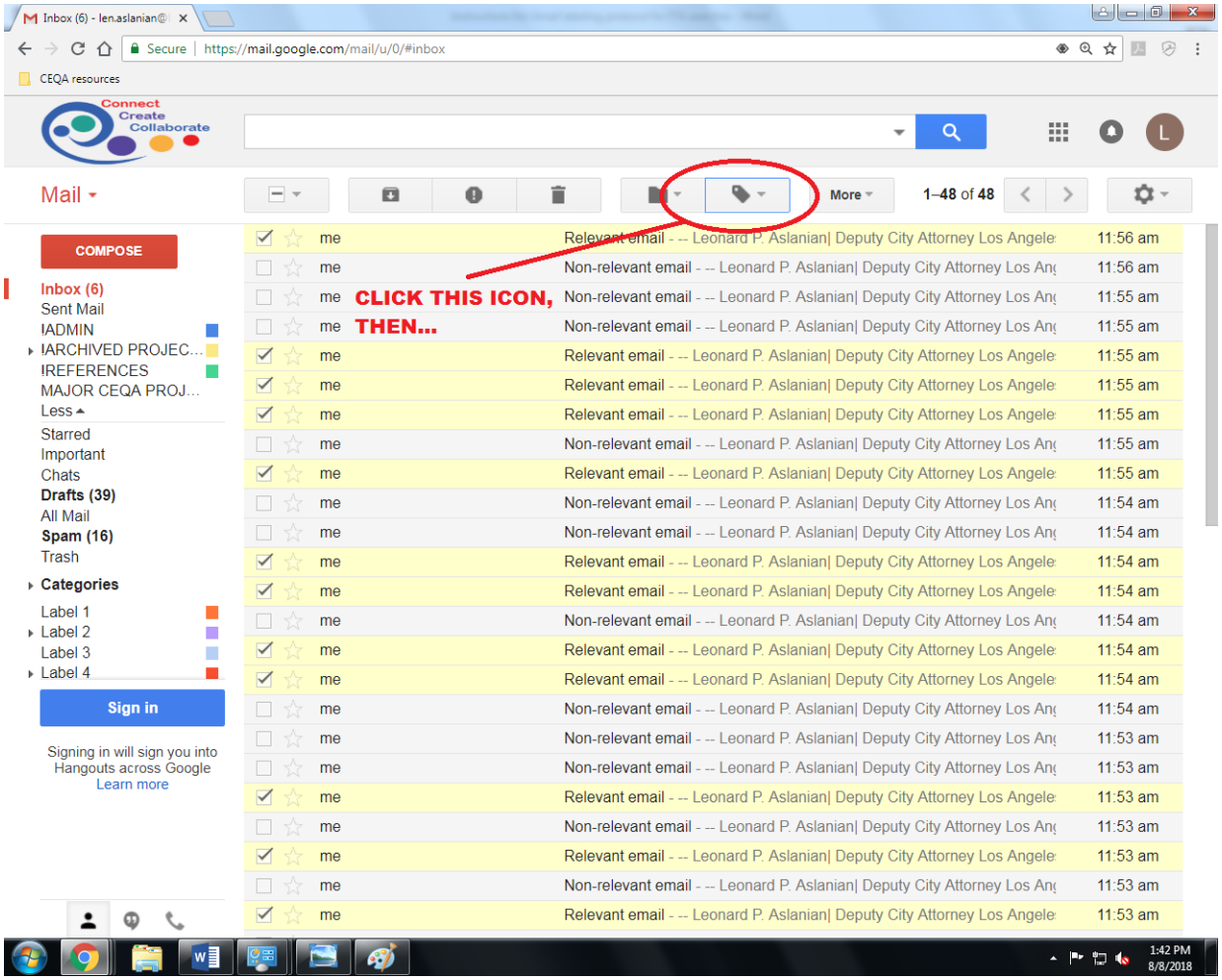
Step 1-2: A pop-up menu titled "New Label" will appear. In the box under "Please enter a new label name:" type the label name provided by your Deputy City Attorney contact (here, "MAJOR CEQA PROJECT"). There is no need to "nest" the label under any other Gmail labels you previously created, although you can do so if it's helpful for your own internal organization.

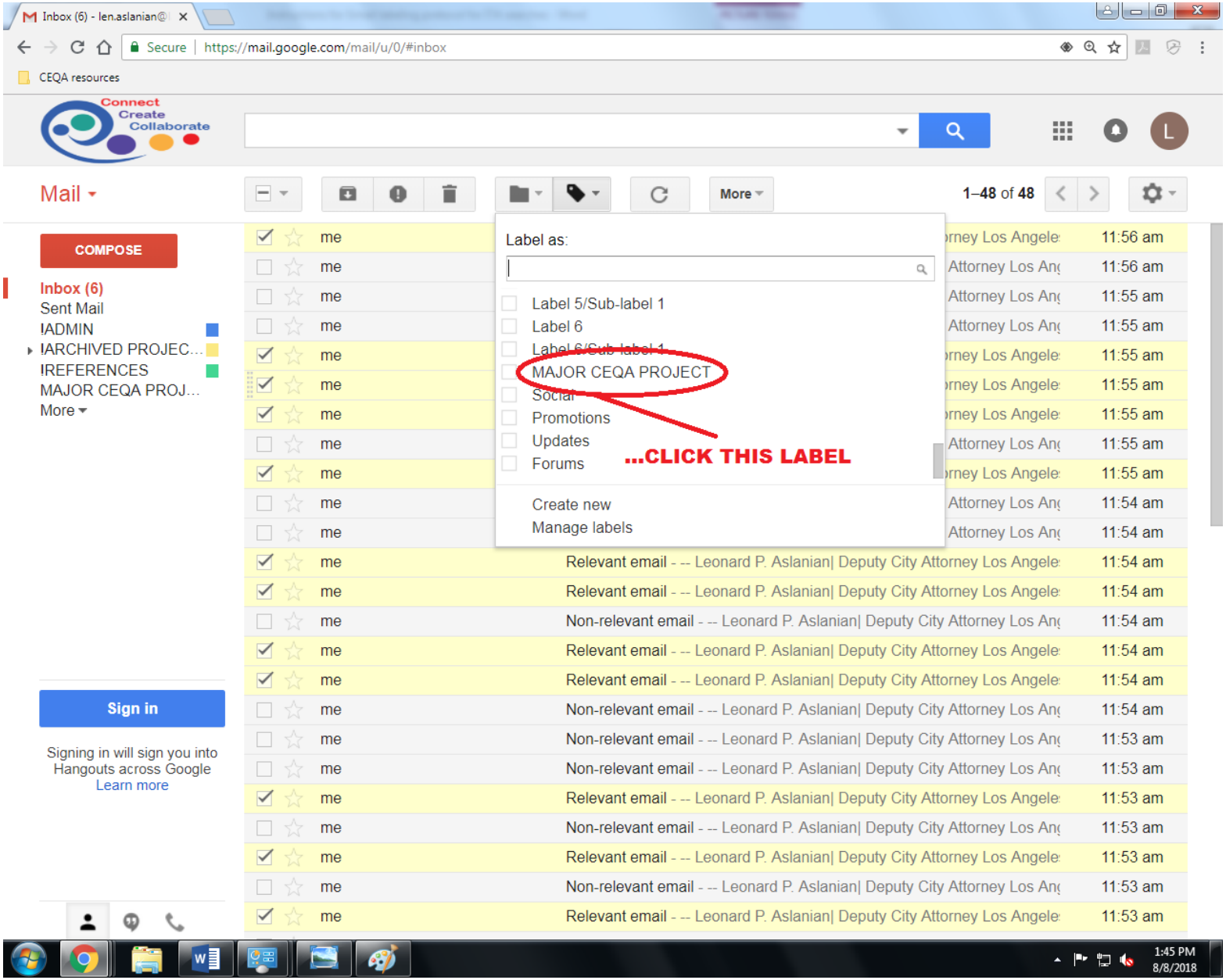


Step 1-3: Once you've created the new label you can start applying it to specific emails. To do so, return to your Inbox and, using the checkmark boxes on the lefthand side of the screen, check all emails relevant to the project. (Note: you may need to scroll through multiple pages of your Gmail inbox,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

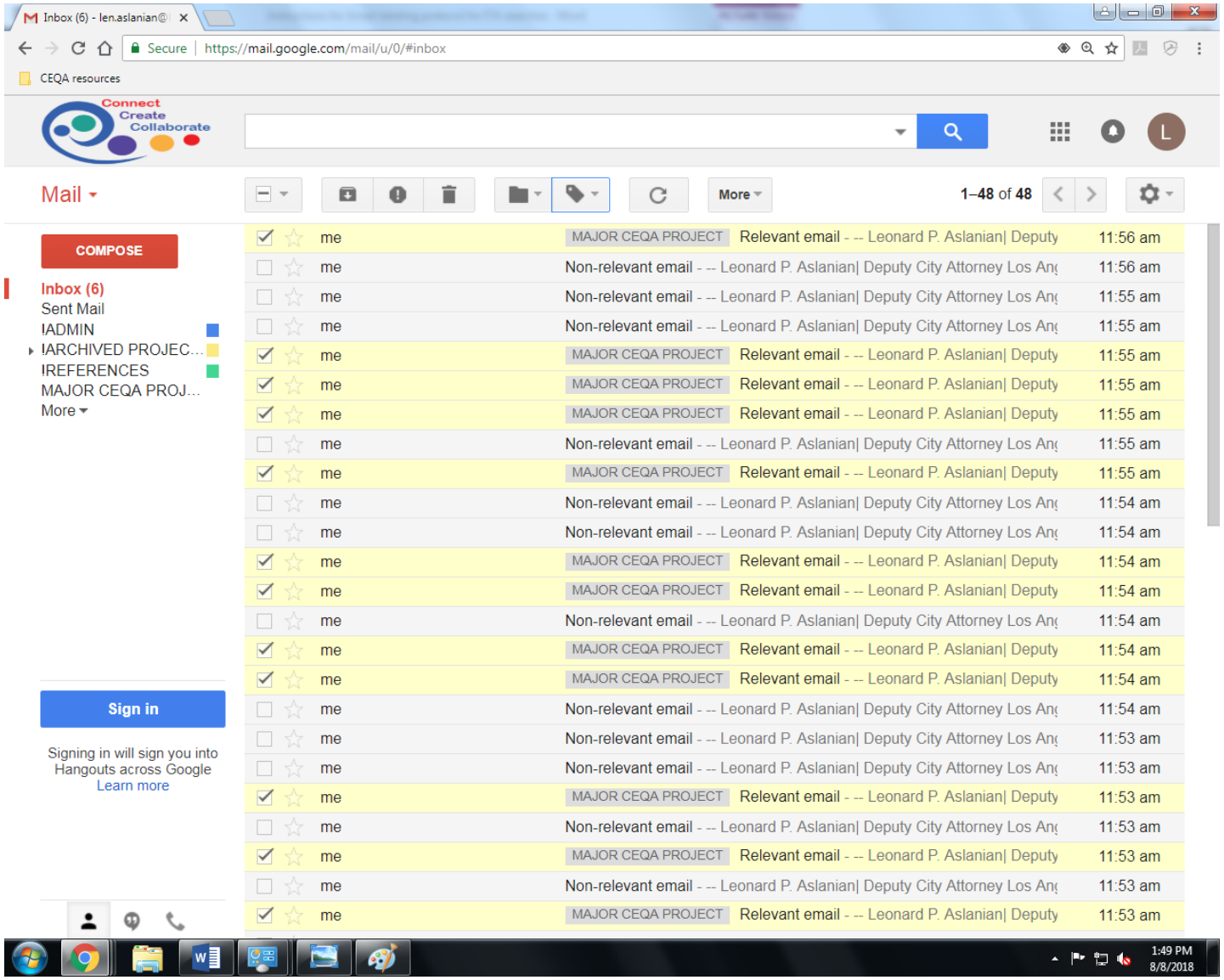


Step 1-4: Once you have checked all the relevant emails, click on the "label" icon at the top of the screen. A dropdown menu titled "Label as:" will appear – in that menu, click the "Major CEQA Project" label you previously created:

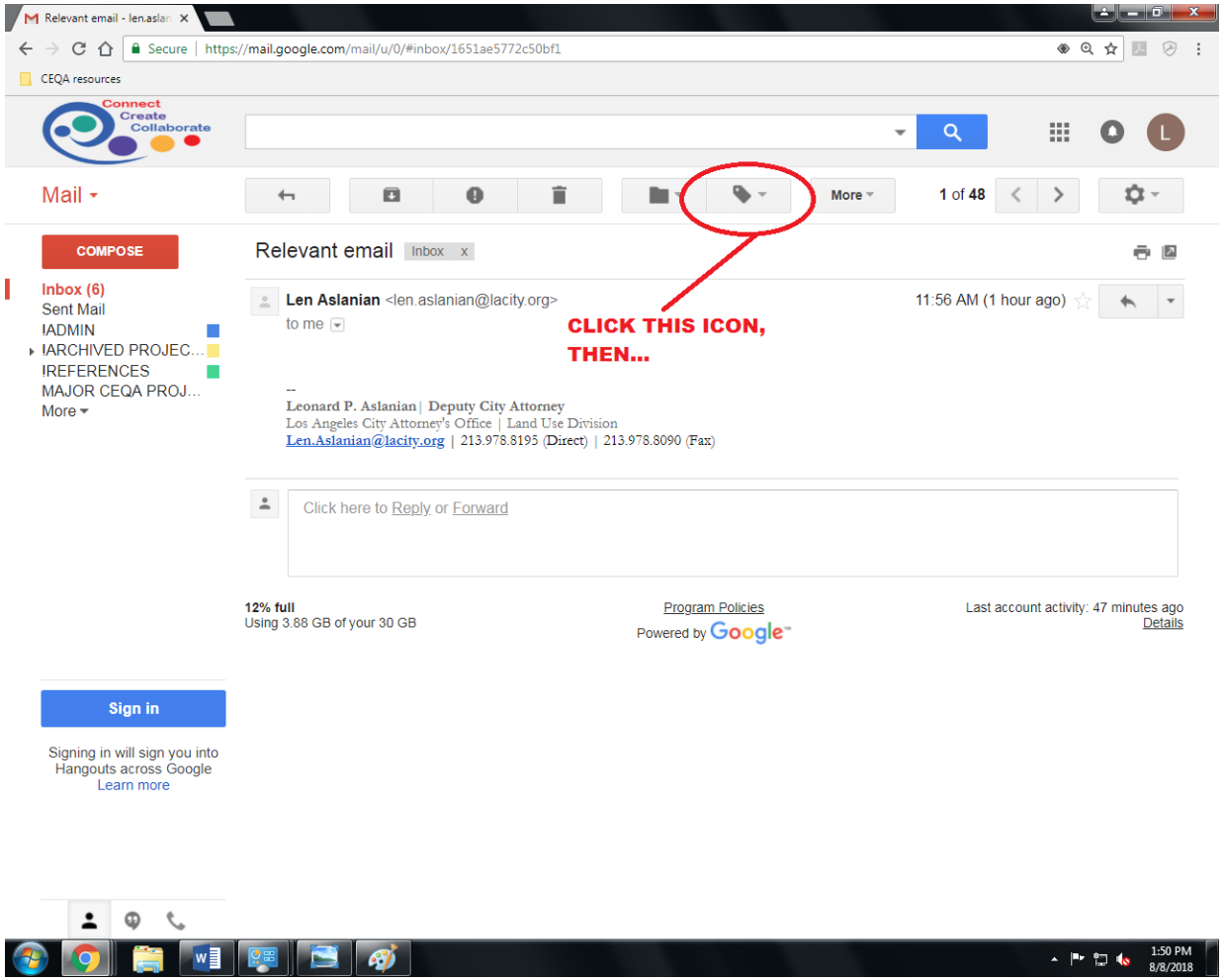


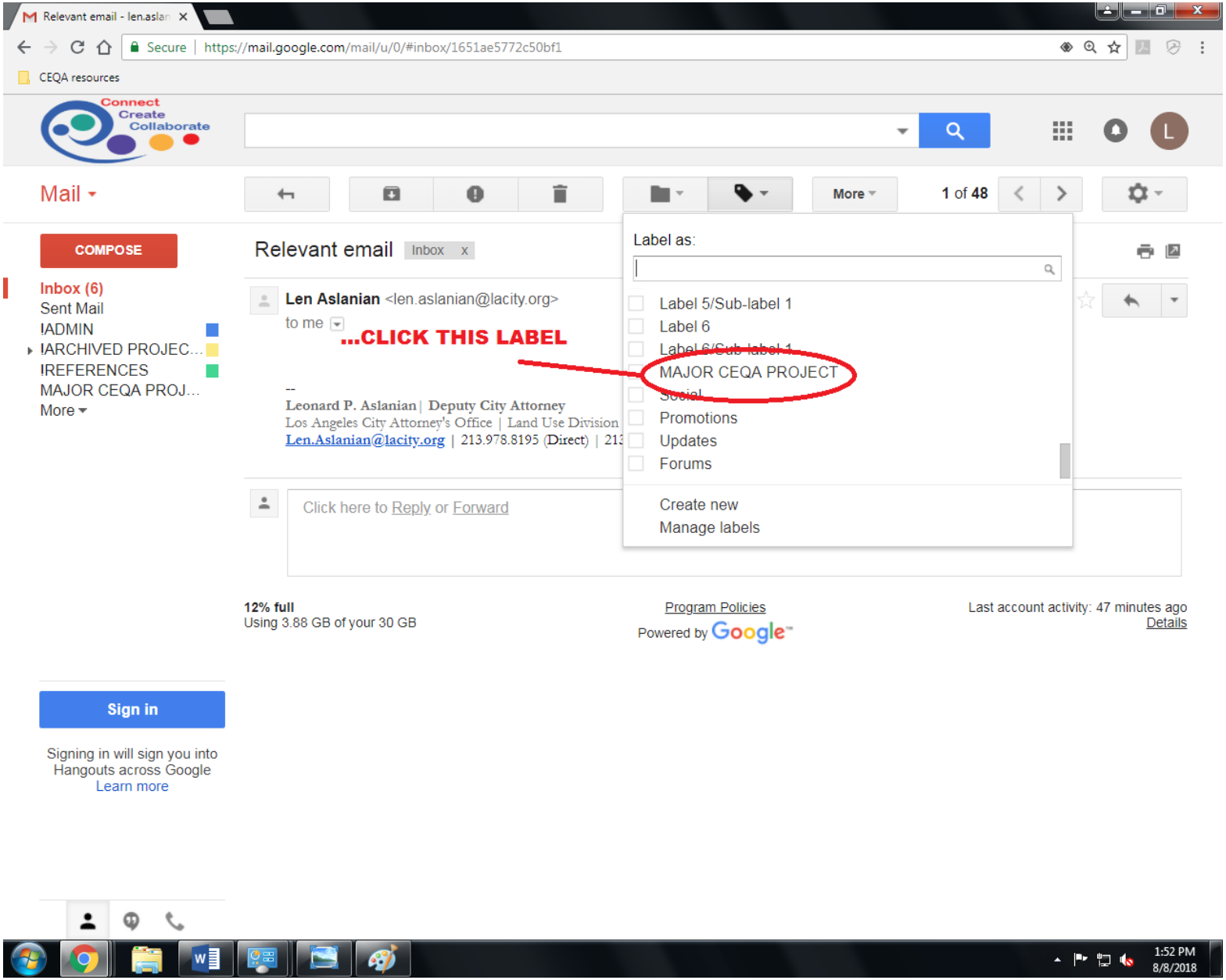

Inbox (6) - len.aslanian@
Secure | https://mail.google.com/mail/u/0/#inbox
CEQA resources
Connect Create Collaborate
Mail
COMPOSE
Inbox (6)
Sent Mail
!ADMIN
!ARCHIVED PROJEC...
!REFERENCES
MAJOR CEQA PROJ...
More
Sign in
Signing in will sign you into Hangouts across Google
Learn more
More
1–48 of 48
Label as:
Label 5/Sub-label 1
Label 6
Label 6/Sub-label 1
MAJOR CEQA PROJECT
Social
Promotions
Updates
Forums
...CLICK THIS LABEL
Create new
Manage labels
me
Relevant email - -- Leonard P. Aslanian| Deputy City Attorney Los Angele
Non-relevant email - -- Leonard P. Aslanian| Deputy City Attorney Los Ang
11:56 am
11:55 am
11:54 am
11:53 am
1:45 PM
8/8/2018

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

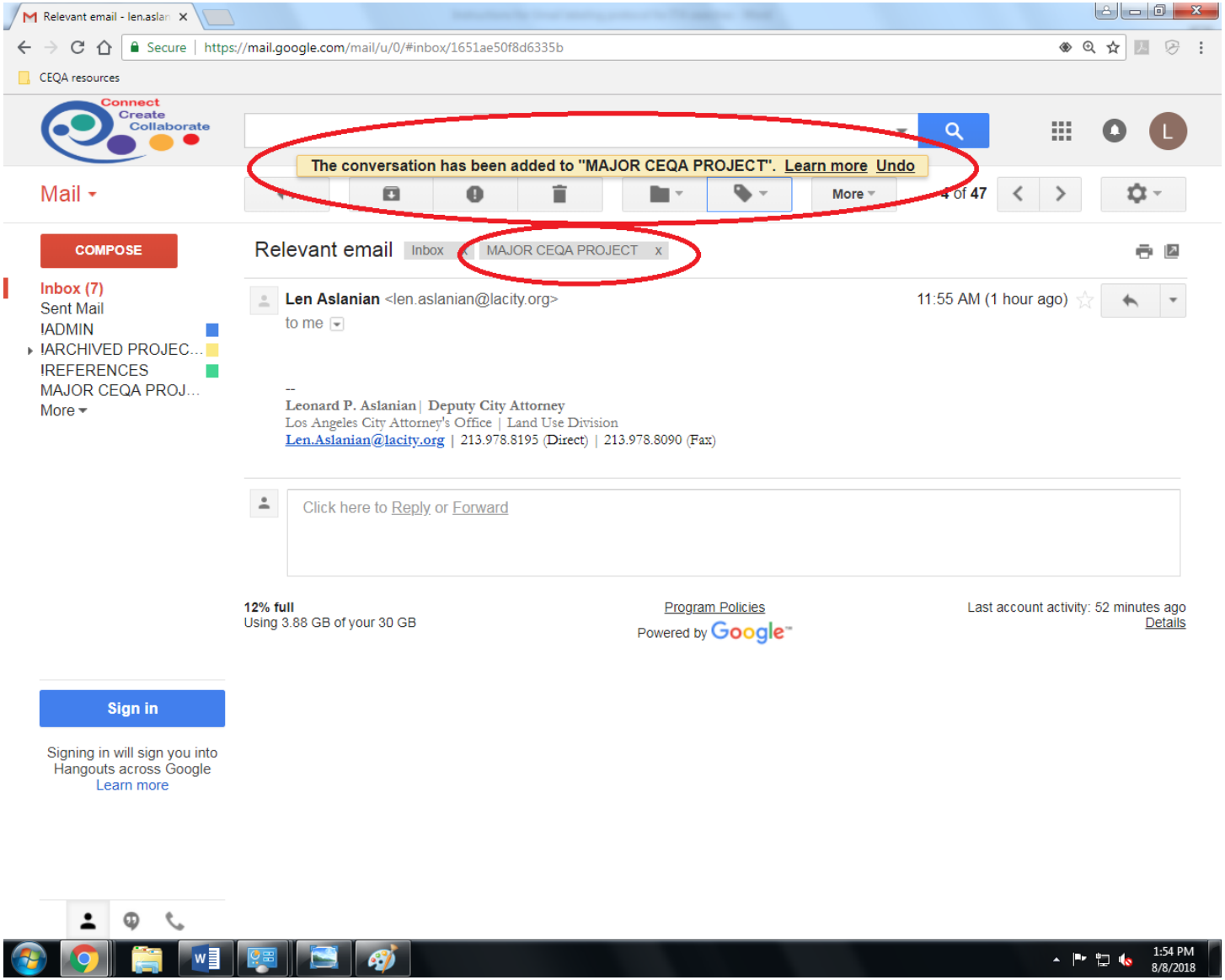


Step 1-5: Alternatively, you can label a relevant email from within the individual email itself. To do so, click on the email you wish to label, then follow the same procedure outlined in Step 4:

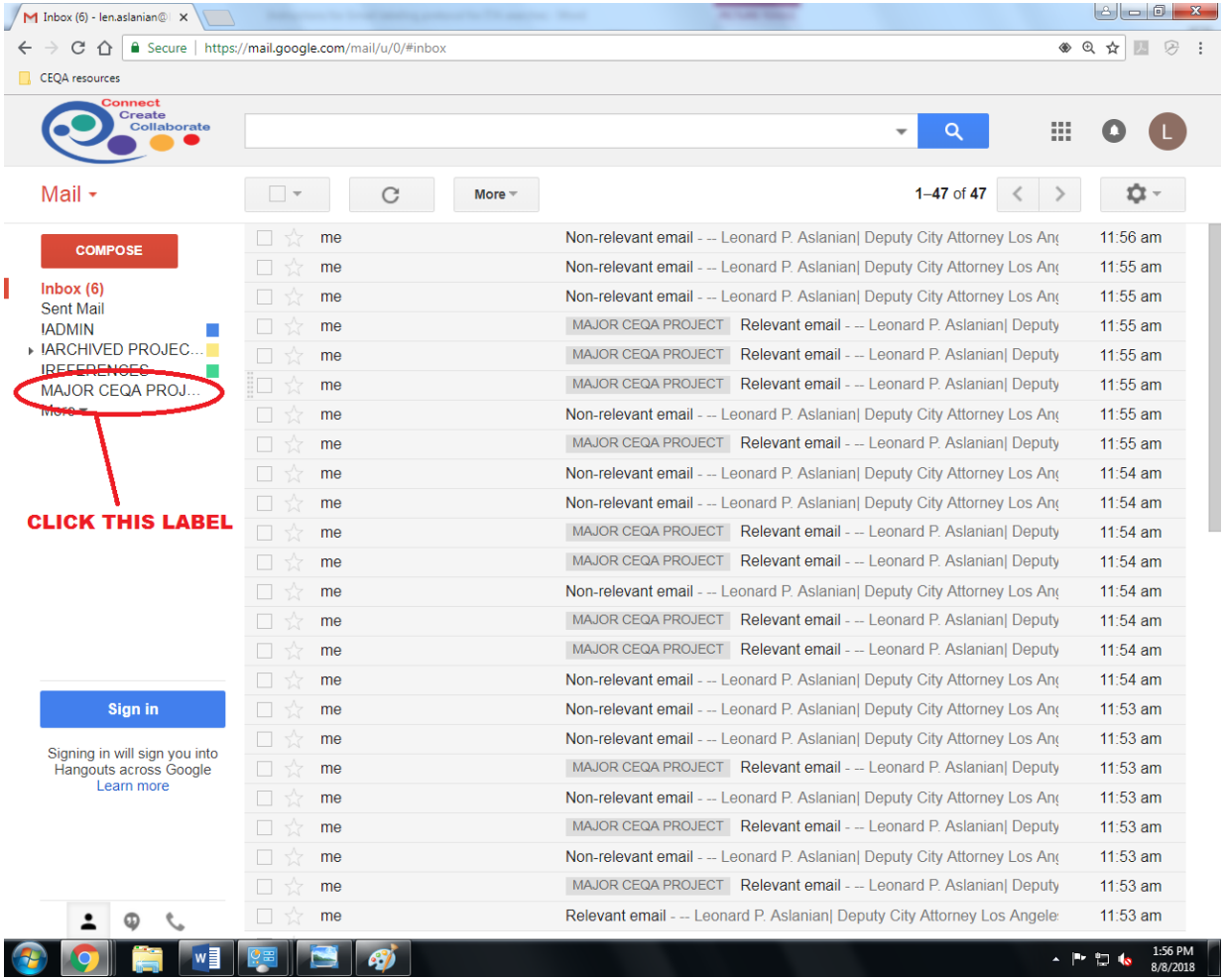



Relevant email - len.aslan
Secure | https://mail.google.com/mail/u/0/#inbox/1651ae5772c50bf1
CEQA resources
Connect Create Collaborate
Mail
COMPOSE
Inbox (6)
Sent Mail
!ADMIN
!ARCHIVED PROJEC...
!REFERENCES
MAJOR CEQA PROJ...
More
More
1 of 48
Relevant email
Inbox x
Len Aslanian <len.aslanian@lacity.org>
to me
...CLICK THIS LABEL
Leonard P. Aslanian | Deputy City Attorney
Los Angeles City Attorney's Office | Land Use Division
Len.Aslanian@lacity.org | 213.978.8195 (Direct)
Click here to Reply or Forward
Label as:
Label 5/Sub-label 1
Label 6
Label 6/Sub-label 1
MAJOR CEQA PROJECT
Promotions
Updates
Forums
Create new
Manage labels
12% full
Using 3.88 GB of your 30 GB
Program Policies
Powered by Google
Last account activity: 47 minutes ago
Details
Sign in
Signing in will sign you into Hangouts across Google
Learn more
1:52 PM
8/8/2018

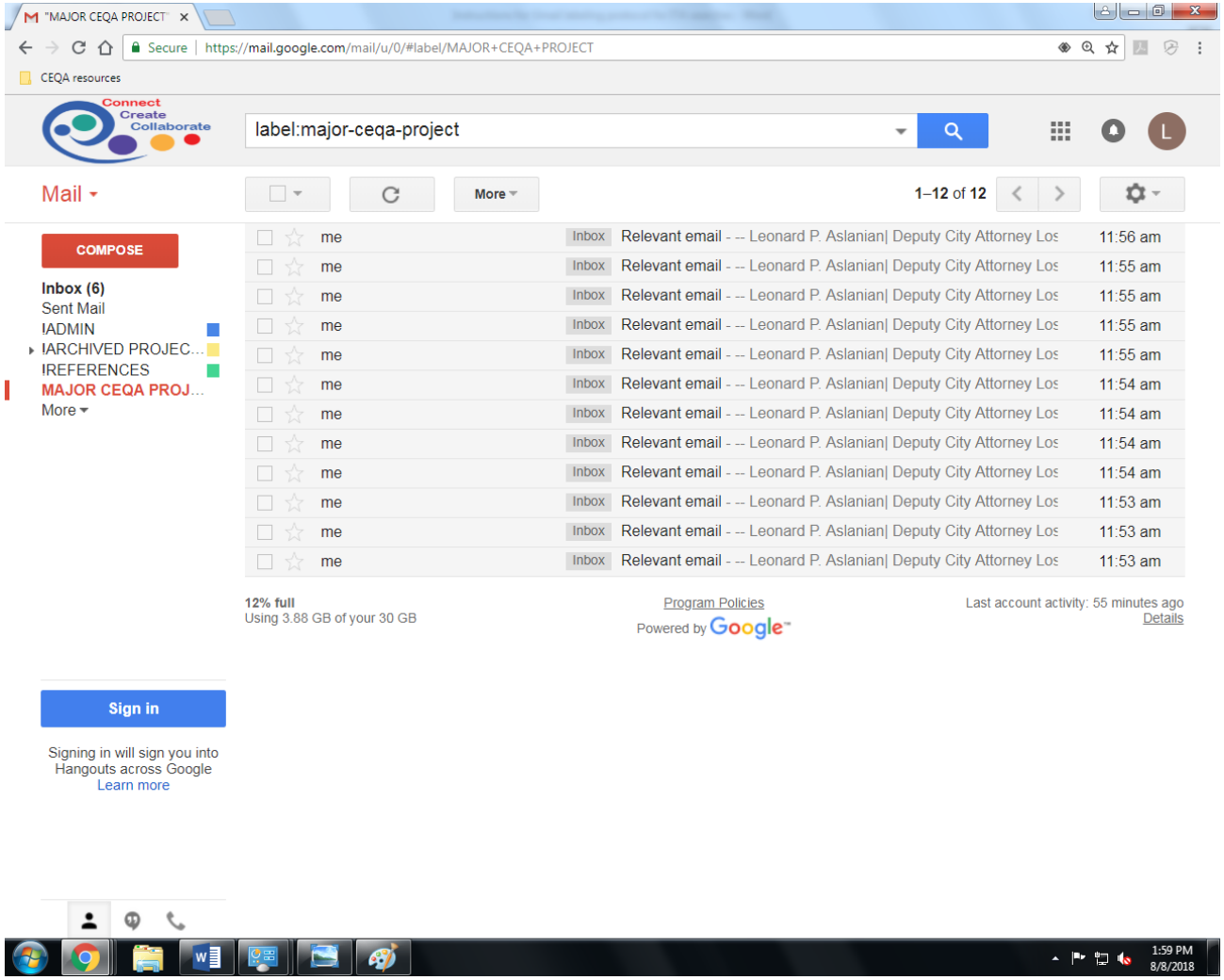
The relevant email you selected should now be labeled “MAJOR CEQA PROJECT”:



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 lefthand side of your Gmail account:



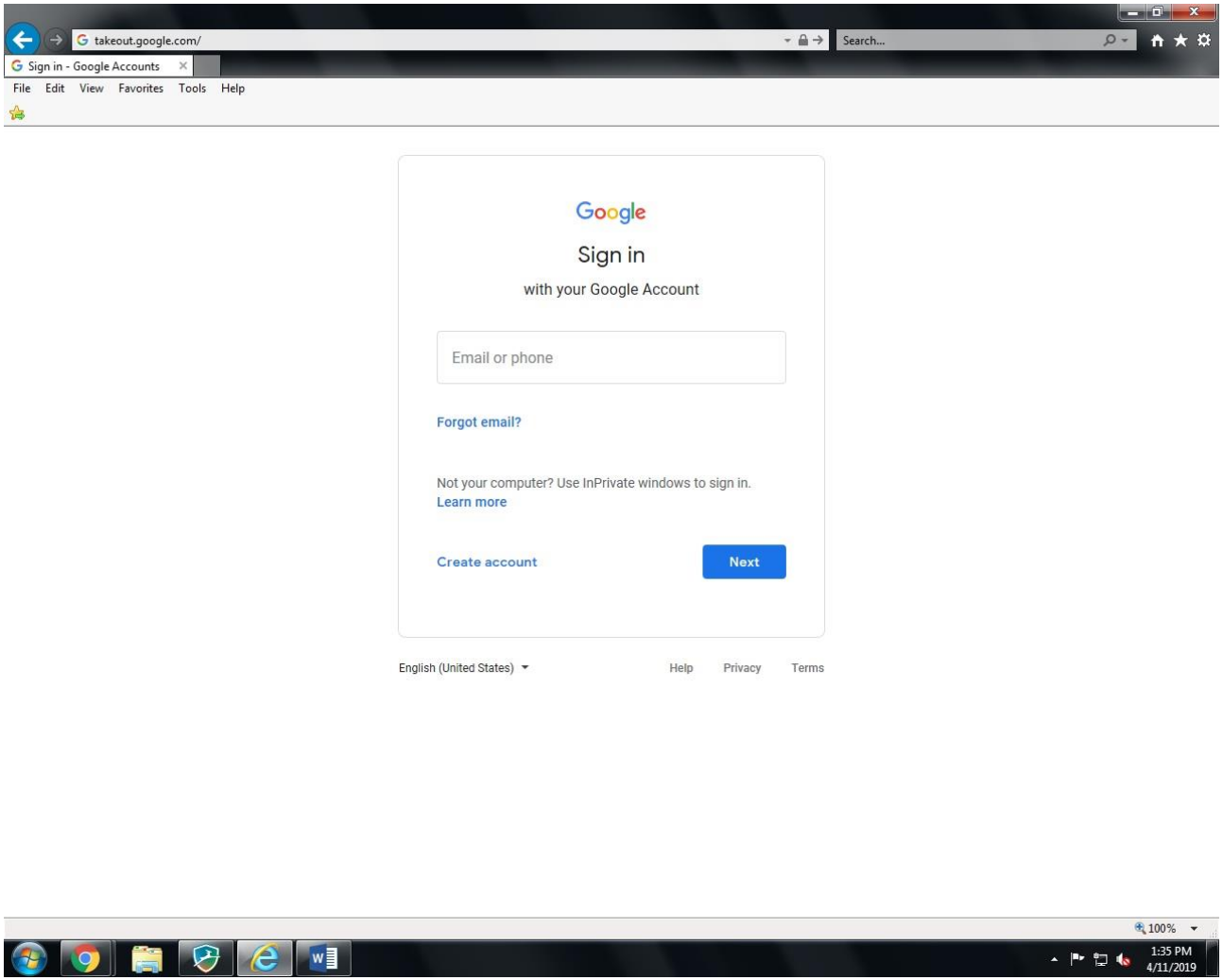
A Gmail screen showing only those relevant emails you have marked with the label will appear:



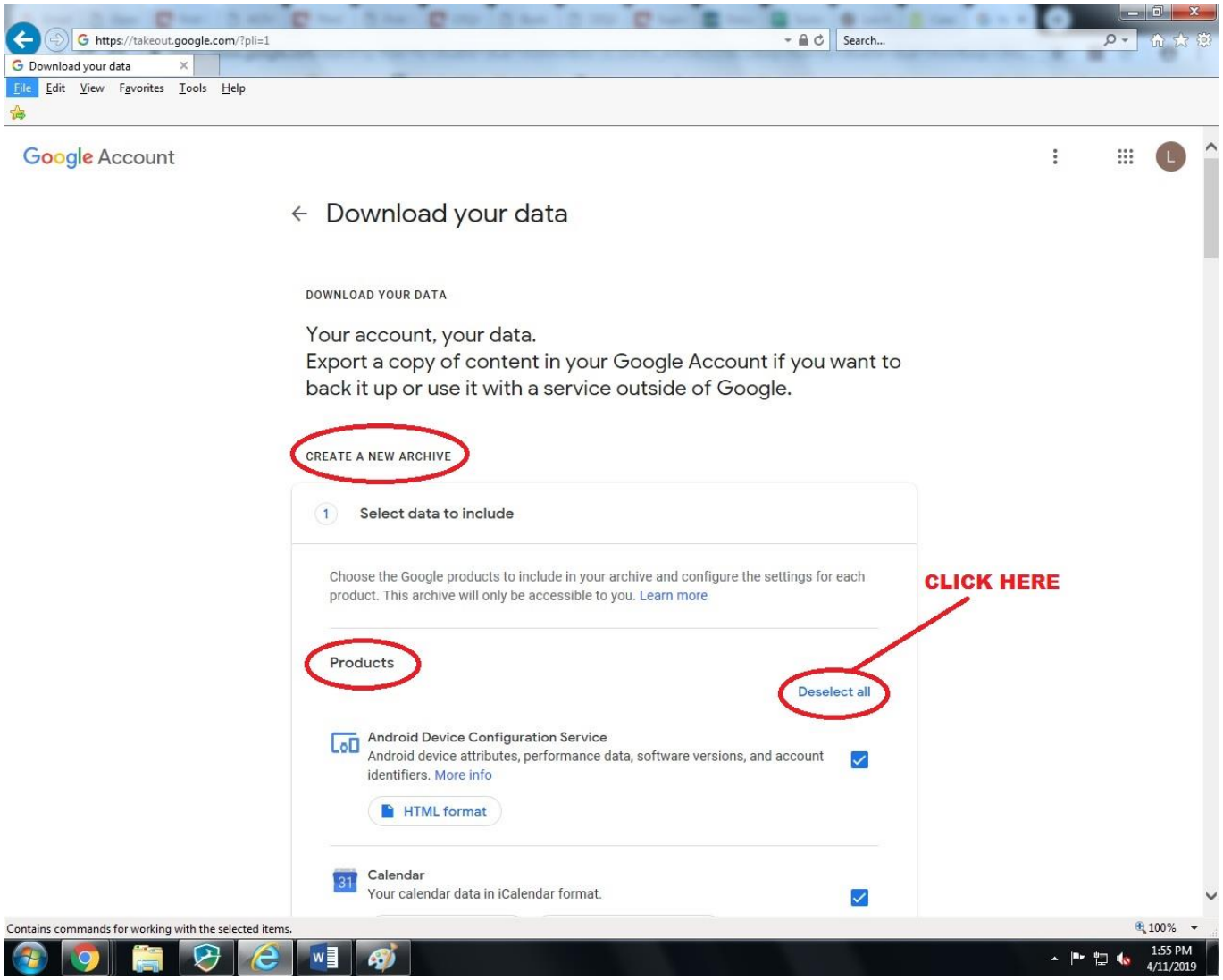
Finally, once you have completed the labeling process as to all relevant emails, follow the steps below to download the labeled emails into a single folder and to provide a link to the folder to the Deputy City Attorney requesting your emails.

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

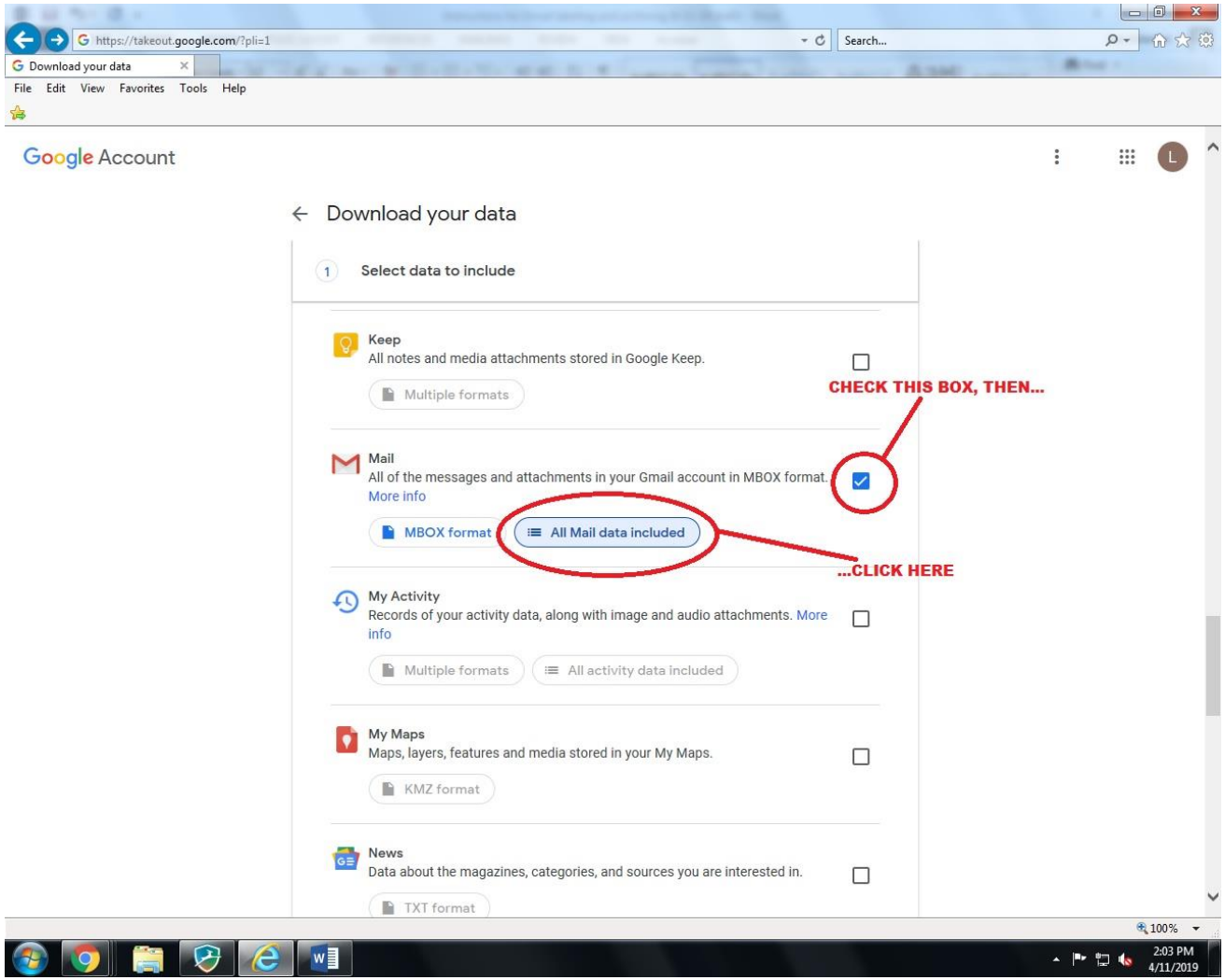
Step 2-1: Go to takeout.google.com. Enter the Google Takeout site using your City email credentials. If you are already logged into Gmail on your internet browser, you should automatically be logged into Google Takeout.



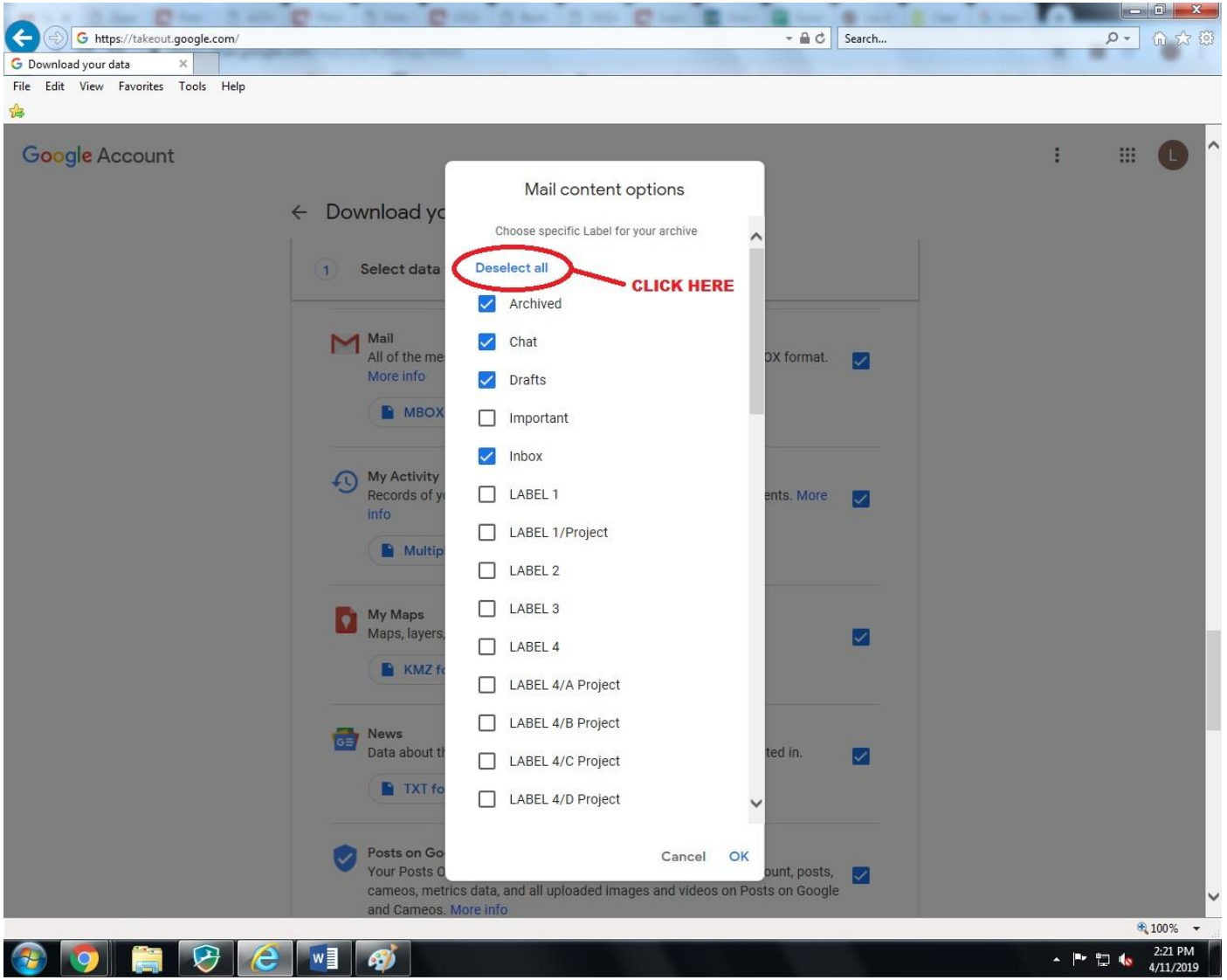
Step 2-2: Under "Create A New Archive," scroll down to "Products" and on the right hand side of the screen, click "Deselect all."



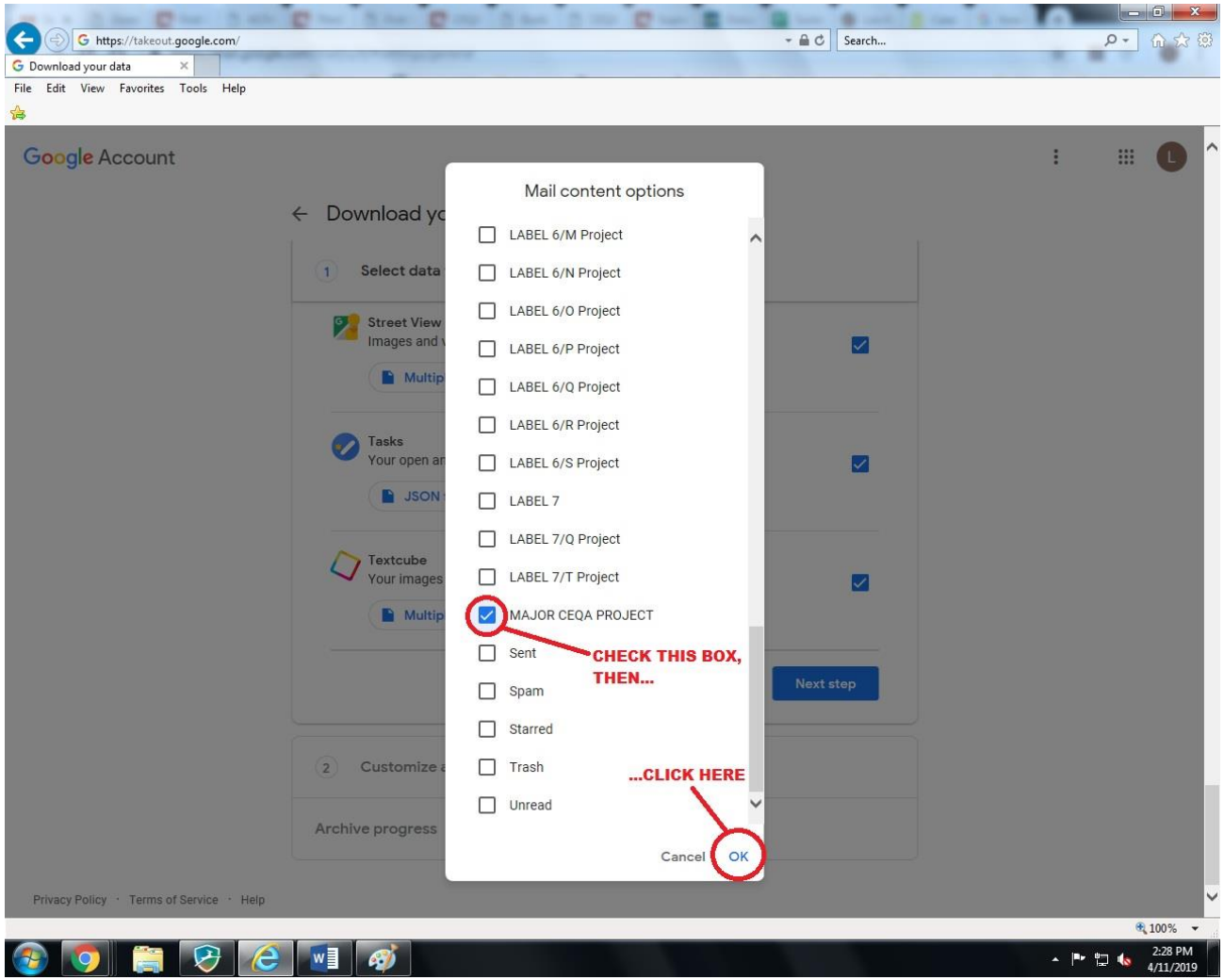
Step 2-3: Scroll down towards the bottom of the page and click the "Mail" checkbox. Then click the "All Mail data included" option.



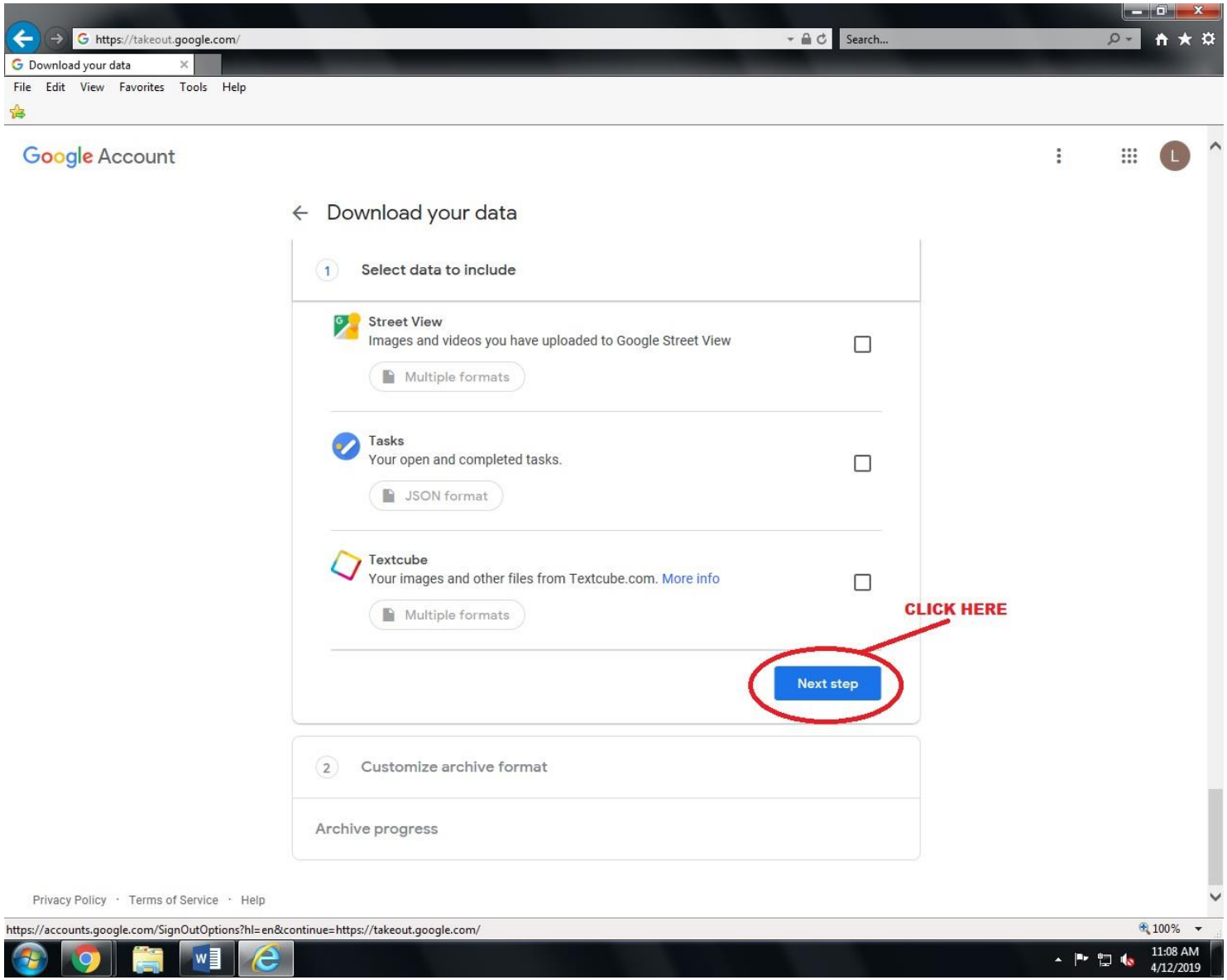
Step 2-4: A pop-up screen will open showing your various "Mail content options," which includes all of your labels in Gmail. Click "Deselect all" to clear out any pre-selected labels.



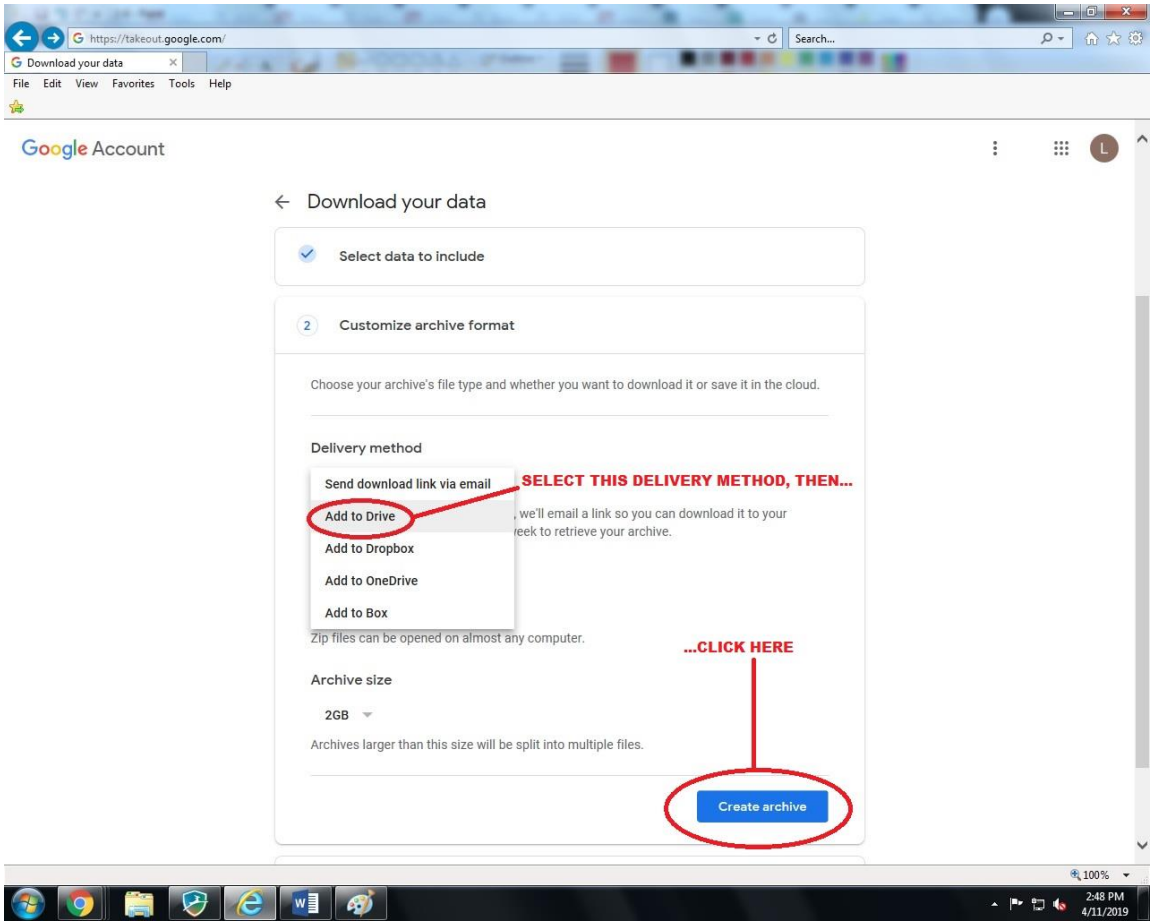
Step 2-5: Click the checkbox next to the related Project label and then click "OK." This will close the pop-up screen and return you to the "Download your data" page.



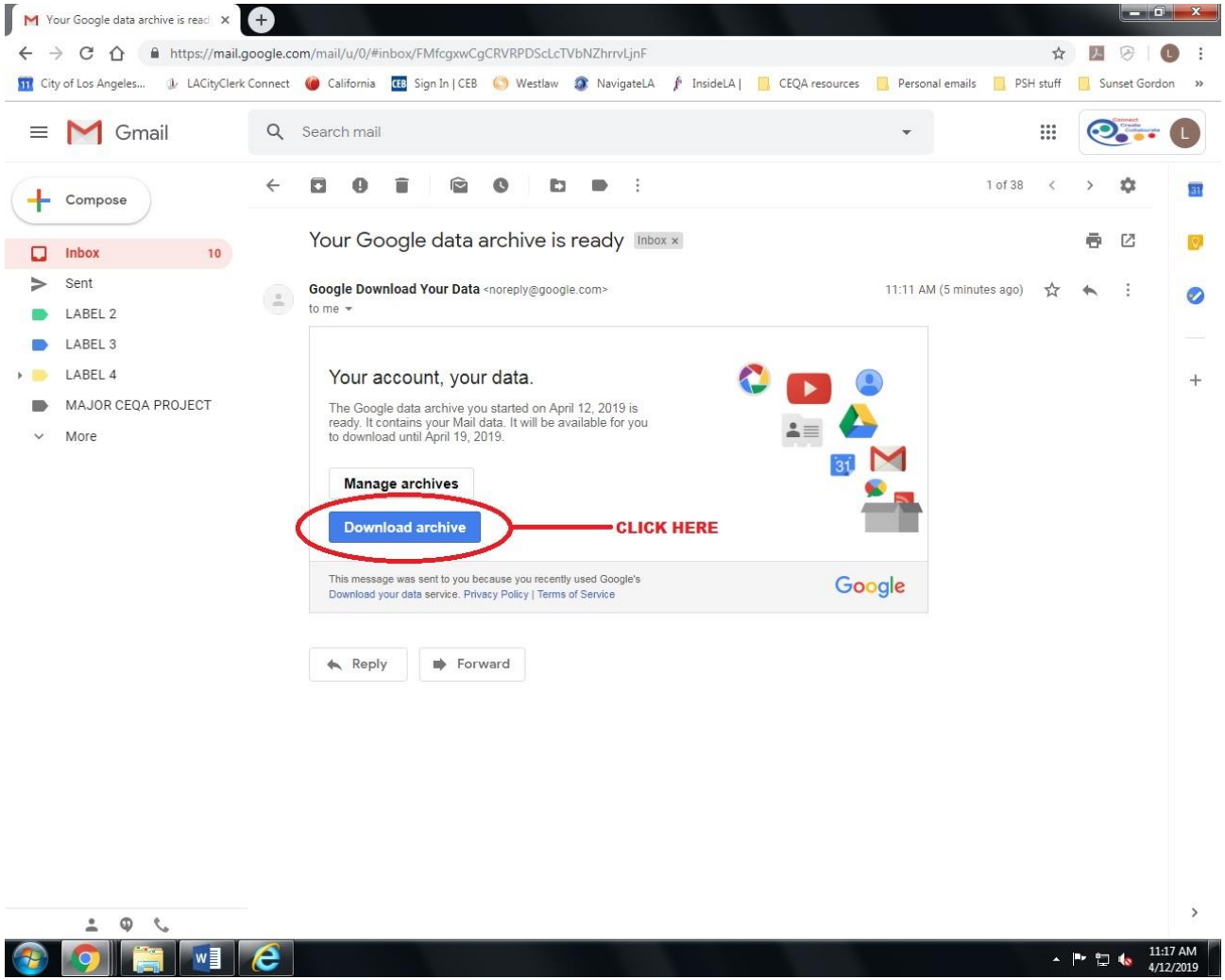
Step 2-6: Scroll down and click on "Next step."



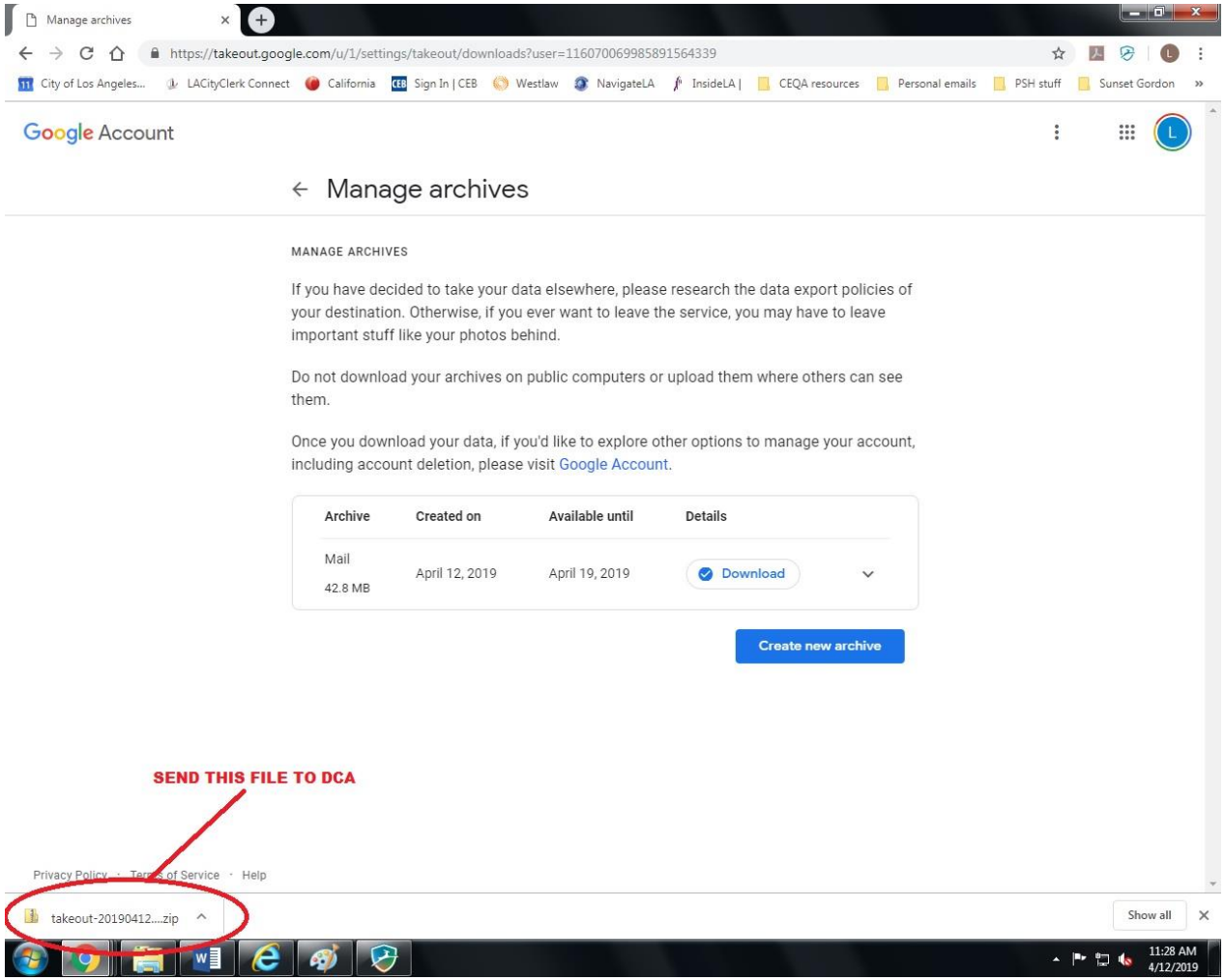
Step 2-7: You should now be at the "Customize archive format" section. Here, you can select the delivery method for your labeled emails. Under "Delivery Method," click the dropdown menu and then select "Add to Drive." Then click "Create archive" at the bottom righthand corner of the page. This will allow 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 webpage titled "Manage Archives". The project-related emails that you labeled will automatically download as a .zip file. Please send this file to the Deputy City Attorney requesting your emails.



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