

**From:** [Hill, Shannon](#)  
**To:** [Adams-Hapner, Kerry](#); [Banwait, Manjit](#); [Benabente, Julie](#); [Brilliot, Michael](#); [Burnham, Nolle](#); [Chang, Chu](#); [Clements, Kristen](#); [Collen, Arian](#); [Do, Ryan](#); [Eidlin, Eric](#); [Ekern, Bill](#); [Estrada, Hector](#); [Fatolahzadeh, Tala](#); [Han, James](#); [Hart, Jared](#); [Heyne, Colin](#); [Horning, Peggy](#); [Joiner, Lisa](#); [Keyon, David](#); [Khattab, Zahi](#); [Klein, Nanci](#); [Lapustea, Florin](#); [Lin, Jackie](#); [Madou, Ramses](#); [Mendez, Zacharias](#); [Mitchell, Lori](#); [O'Connor, Kevin](#); [Ogilvie, Michael](#); [Ortbal, Jim](#); [Provenzano, Jeffrey](#); [Williams, Reginald](#); [Ristow, John](#); [Rood, Timothy](#); [Ruano, Jose](#); [Sadorra, Rey](#); [Severino, Lori](#); [Sinclair, Jeff](#); [Struyk, Zachary](#); [Tam, Wilson](#); [Tom, Vivian](#); [Tu, John](#); [Turnipseed, Tammy](#); [Wessling, Cheryl](#); [Zenk, Jessica](#); [Zsutty, Yves](#); [Neaves, Rosario](#); [Wilcox, Leland](#); [Rios, Angel](#); [Le, Thai-Chau](#); [Handler, Elisabeth](#); [Walesh, Kim](#); [Ruster, Jeff](#); [Romanow, Kerrie](#); [Simpson, Ray](#); [Scott, Jeff](#); [Morales-Ferrand, Jacky](#); [Mawakana, Kemit](#); [VanderVeen, Rachel](#); [Bourne, Jill](#); [Ornat, Michelle](#); [Kline, Kelly](#); [Hughey, Rosalynn](#); [Manford, Robert](#); [Cicirelli, Jon](#); [Rufino, Neil](#); [Ross, Rebekah](#); [Cano, Matt](#); [Loesch, Matthew](#); [O'Connell, Michael](#); [Rivera, Robert](#); [Setiawan, Jessica](#); [Pham, Kieulan](#)  
**Cc:** [Phan, Johnny](#)  
**Subject:** UPDATE: Google Project: AB 900 Admin Record (ALL PROJECT STAFF MUST COMPLY)  
**Date:** Tuesday, April 28, 2020 11:54:24 AM  
**Attachments:** [Admin Record Instructions for AB 900 Compliance v3.pdf](#)  
[image001.png](#)  
**Importance:** High

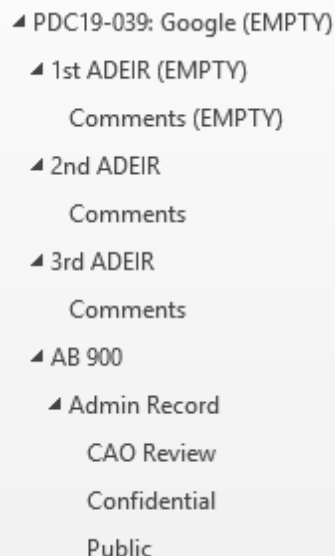
---

Hi All,

Refer to the revised schedule in Table 1 of the attached PDF for processing emails and documents, which reflects the revised schedule for public circulation of the EIR. After taking a look at the OneDrive files and coordinating with the consultant (ESA), it seems that not many staff have started processing emails and documents from May 2019 to present.

The public posting of the administrative record for this project is a legislative requirement and is not optional, so please start this process right away so there is not an influx of emails and documents before public circulation of the EIR in July.

Also, in case it's helpful, below is a screenshot of how I've been organizing my inbox to track email processing. As I process emails according to Table 1 in the attached PDF, I move them into the respective AB 900 Admin Record subfolders. The same can be done for documents on the server. I also suggest including [downtownwest@esassoc.com](mailto:downtownwest@esassoc.com) in the "Bcc" field as clearly public emails are sent as a time saver, in order to avoid having to spend time reviewing a large number of emails at once.



- ▲ PDC19-039: Google (EMPTY)
  - ▲ 1st ADEIR (EMPTY)
    - Comments (EMPTY)
  - ▲ 2nd ADEIR
    - Comments
  - ▲ 3rd ADEIR
    - Comments
- ▲ AB 900
  - ▲ Admin Record
    - CAO Review
    - Confidential
    - Public

Thanks!

Shannon Hill, Planner

Planning, Building & Code Enforcement | Environmental Review Section

City of San José | 200 East Santa Clara Street

[Shannon.Hill@sanjoseca.gov](mailto:Shannon.Hill@sanjoseca.gov) | (408) 535 - 7872

---

**From:** Hill, Shannon

**Sent:** Tuesday, March 3, 2020 10:44 AM

**To:** Adams-Hapner, Kerry <[Kerry.Adams-Hapner@sanjoseca.gov](mailto:Kerry.Adams-Hapner@sanjoseca.gov)>; Banwait, Manjit <[Manjit.Banwait@sanjoseca.gov](mailto:Manjit.Banwait@sanjoseca.gov)>; Benabente, Julie <[Julie.Benabente@sanjoseca.gov](mailto:Julie.Benabente@sanjoseca.gov)>; Brilliot, Michael <[Michael.Brilliot@sanjoseca.gov](mailto:Michael.Brilliot@sanjoseca.gov)>; Burnham, Nicolle <[nicolle.burnham@sanjoseca.gov](mailto:nicolle.burnham@sanjoseca.gov)>; Chang, Chu <[chu.chang@sanjoseca.gov](mailto:chu.chang@sanjoseca.gov)>; Clements, Kristen <[Kristen.Clements@sanjoseca.gov](mailto:Kristen.Clements@sanjoseca.gov)>; Collen, Arian <[Arian.Collen@sanjoseca.gov](mailto:Arian.Collen@sanjoseca.gov)>; Do, Ryan <[ryan.do@sanjoseca.gov](mailto:ryan.do@sanjoseca.gov)>; Eidlin, Eric <[eric.eidlin@sanjoseca.gov](mailto:eric.eidlin@sanjoseca.gov)>; Ekern, Bill <[Bill.Ekern@sanjoseca.gov](mailto:Bill.Ekern@sanjoseca.gov)>; Estrada, Hector <[Hector.Estrada@sanjoseca.gov](mailto:Hector.Estrada@sanjoseca.gov)>; Fatolahzadeh, Tala <[Tala.Fatolahzadeh@sanjoseca.gov](mailto:Tala.Fatolahzadeh@sanjoseca.gov)>; Han, James <[James.Han@sanjoseca.gov](mailto:James.Han@sanjoseca.gov)>; Hart, Jared <[Jared.Hart@sanjoseca.gov](mailto:Jared.Hart@sanjoseca.gov)>; Heyne, Colin <[Colin.Heyne@sanjoseca.gov](mailto:Colin.Heyne@sanjoseca.gov)>; Horning, Peggy <[Peggy.Horning@sanjoseca.gov](mailto:Peggy.Horning@sanjoseca.gov)>; Joiner, Lisa <[lisa.joiner@sanjoseca.gov](mailto:lisa.joiner@sanjoseca.gov)>; Keyon, David <[david.keyon@sanjoseca.gov](mailto:david.keyon@sanjoseca.gov)>; Khattab, Zahi <[Zahi.Khattab@sanjoseca.gov](mailto:Zahi.Khattab@sanjoseca.gov)>; Klein, Nanci <[Nanci.Klein@sanjoseca.gov](mailto:Nanci.Klein@sanjoseca.gov)>; Lapustea, Florin <[Florin.Lapustea@sanjoseca.gov](mailto:Florin.Lapustea@sanjoseca.gov)>; Lin, Jackie <[Jackie.Lin@sanjoseca.gov](mailto:Jackie.Lin@sanjoseca.gov)>; Madou, Ramses <[ramses.madou@sanjoseca.gov](mailto:ramses.madou@sanjoseca.gov)>; Mendez, Zacharias <[Zacharias.Mendez@sanjoseca.gov](mailto:Zacharias.Mendez@sanjoseca.gov)>; Mitchell, Lori <[Lori.Mitchell@sanjoseca.gov](mailto:Lori.Mitchell@sanjoseca.gov)>; O'Connor, Kevin <[Kevin.Oconnor@sanjoseca.gov](mailto:Kevin.Oconnor@sanjoseca.gov)>; Ogilvie, Michael <[michael.ogilvie@sanjoseca.gov](mailto:michael.ogilvie@sanjoseca.gov)>; Ortbal, Jim <[Jim.Ortbal@sanjoseca.gov](mailto:Jim.Ortbal@sanjoseca.gov)>; Provenzano, Jeffrey <[Jeffrey.Provenzano@sanjoseca.gov](mailto:Jeffrey.Provenzano@sanjoseca.gov)>; Reginald Williams <[Reginald.Williams@sanjoseca.gov](mailto:Reginald.Williams@sanjoseca.gov)>; Ristow, John <[John.Ristow@sanjoseca.gov](mailto:John.Ristow@sanjoseca.gov)>; Rood, Timothy <[timothy.rood@sanjoseca.gov](mailto:timothy.rood@sanjoseca.gov)>; Ruano, Jose <[Jose.Ruano@sanjoseca.gov](mailto:Jose.Ruano@sanjoseca.gov)>; Sadorra, Rey <[rey.sadorra@sanjoseca.gov](mailto:rey.sadorra@sanjoseca.gov)>; Severino, Lori <[Lori.Severino@sanjoseca.gov](mailto:Lori.Severino@sanjoseca.gov)>; Sinclair, Jeff <[Jeff.Sinclair@sanjoseca.gov](mailto:Jeff.Sinclair@sanjoseca.gov)>; Struyk, Zachary <[Zachary.Struyk@sanjoseca.gov](mailto:Zachary.Struyk@sanjoseca.gov)>; Tam, Wilson <[wilson.tam@sanjoseca.gov](mailto:wilson.tam@sanjoseca.gov)>; Tom, Vivian <[Vivian.Tom@sanjoseca.gov](mailto:Vivian.Tom@sanjoseca.gov)>; Tu, John <[john.tu@sanjoseca.gov](mailto:john.tu@sanjoseca.gov)>; Turnipseed, Tammy <[Tammy.Turnipseed@sanjoseca.gov](mailto:Tammy.Turnipseed@sanjoseca.gov)>; Wessling, Cheryl <[Cheryl.Wessling@sanjoseca.gov](mailto:Cheryl.Wessling@sanjoseca.gov)>; Zenk, Jessica <[Jessica.Zenk@sanjoseca.gov](mailto:Jessica.Zenk@sanjoseca.gov)>; Zsutty, Yves <[Yves.Zsutty@sanjoseca.gov](mailto:Yves.Zsutty@sanjoseca.gov)>; Neaves, Rosario <[Rosario.Neaves@sanjoseca.gov](mailto:Rosario.Neaves@sanjoseca.gov)>; Wilcox, Leland <[Leland.Wilcox@sanjoseca.gov](mailto:Leland.Wilcox@sanjoseca.gov)>; Rios, Angel <[Angel.Rios@sanjoseca.gov](mailto:Angel.Rios@sanjoseca.gov)>; Le, Thai-Chau <[Thai-Chau.Le@sanjoseca.gov](mailto:Thai-Chau.Le@sanjoseca.gov)>; Handler, Elisabeth <[elisabeth.handler@sanjoseca.gov](mailto:elisabeth.handler@sanjoseca.gov)>; Walesh, Kim <[Kim.Walesh@sanjoseca.gov](mailto:Kim.Walesh@sanjoseca.gov)>; Ruster, Jeff <[Jeff.Ruster@sanjoseca.gov](mailto:Jeff.Ruster@sanjoseca.gov)>; Romanow, Kerrie <[Kerrie.Romanow@sanjoseca.gov](mailto:Kerrie.Romanow@sanjoseca.gov)>; Simpson, Ray <[Ray.Simpson@sanjoseca.gov](mailto:Ray.Simpson@sanjoseca.gov)>; Scott, Jeff <[Jeff.Scott@sanjoseca.gov](mailto:Jeff.Scott@sanjoseca.gov)>; Morales-Ferrand, Jacky <[Jacky.Morales-Ferrand@sanjoseca.gov](mailto:Jacky.Morales-Ferrand@sanjoseca.gov)>; Mawakana, Kemit <[Kemit.Mawakana@sanjoseca.gov](mailto:Kemit.Mawakana@sanjoseca.gov)>; VanderVeen, Rachel <[Rachel.VanderVeen@sanjoseca.gov](mailto:Rachel.VanderVeen@sanjoseca.gov)>; Bourne, Jill <[jill.bourne@sjlibrary.org](mailto:jill.bourne@sjlibrary.org)>; Ornat, Michelle <[Michelle.Ornat@sjlibrary.org](mailto:Michelle.Ornat@sjlibrary.org)>; Kline, Kelly <[Kelly.Kline@sanjoseca.gov](mailto:Kelly.Kline@sanjoseca.gov)>; Hughey, Rosalynn <[Rosalynn.Hughey@sanjoseca.gov](mailto:Rosalynn.Hughey@sanjoseca.gov)>; Manford, Robert <[Robert.Manford@sanjoseca.gov](mailto:Robert.Manford@sanjoseca.gov)>; Cicirelli, Jon <[Jon.Cicirelli@sanjoseca.gov](mailto:Jon.Cicirelli@sanjoseca.gov)>; Rufino, Neil <[Neil.Rufino@sanjoseca.gov](mailto:Neil.Rufino@sanjoseca.gov)>; Ross, Rebekah <[rebekah.ross@sanjoseca.gov](mailto:rebekah.ross@sanjoseca.gov)>; Cano, Matt <[Matt.Cano@sanjoseca.gov](mailto:Matt.Cano@sanjoseca.gov)>; Loesch, Matthew <[Matt.Loesch@sanjoseca.gov](mailto:Matt.Loesch@sanjoseca.gov)>; O'Connell, Michael <[Michael.OConnell@sanjoseca.gov](mailto:Michael.OConnell@sanjoseca.gov)>

**Cc:** Phan, Johnny <[Johnny.Phan@sanjoseca.gov](mailto:Johnny.Phan@sanjoseca.gov)>

**Subject:** Google Project: AB 900 Admin Record (ALL PROJECT STAFF MUST COMPLY)

**Importance:** High

Hi All,

The applicant applied to the State's AB 900 (Jobs and Economic Improvement through Environmental Leadership Act) program, and one of the requirements is that the administrative record for the project must be posted online and made publicly accessible. *It is of utmost importance that all staff comply with the attached instructions and timelines, as it is required by law.*

Please refer to the attached instructions for organizing correspondence and documents to be produced for the administrative record in order to comply with AB 900 requirements. In addition, please discuss this process with the project team lead if you did not attend the training provided on February 20<sup>th</sup>.

Please let me know if you have any questions about this process after reviewing the attached instructions. I will be sending emails granting access to the shared folders on OneDrive shortly. Let me know ASAP if you have any issues accessing the files.

If any staff in your department that have worked on the project are not included in this email, please forward as appropriate.

Thanks!

Shannon Hill, Planner

Planning, Building & Code Enforcement | Environmental Review Section

City of San José | 200 East Santa Clara Street

[Shannon.Hill@sanjoseca.gov](mailto:Shannon.Hill@sanjoseca.gov) | (408) 535 - 7872

## Downtown West Project Environmental Impact Report (EIR) Record of Proceedings

For certified environmental leadership projects, Public Resources Code Section 21186 requires the City to make the EIR record of proceedings available to the public online concurrent with publication of the Draft EIR, keep the record updated throughout the review and approval process, and certify the record within five days of project approval. In order to meet the statutory deadlines for the Downtown West Project, all City staff and consultants working on the project will play a role in maintaining the record of proceedings.

City staff shall provide relevant materials according to the following steps and the schedule in Table 1 of this document.

### **Step 1.** Select which materials need to be included in the EIR record of proceedings

- a. Use existing City guidance related to Public Records Act requests and emails (attached to this guidance document)
  - *San Jose Public Records Policy*
  - *San Jose Email Policy*
- b. Emails and documents should be relevant to the City's compliance with CEQA or to its decision on the merits of the project.

### **Step 2.** Sort materials into one of three categories and deliver to the appropriate recipient

- a. **Category 1:** Clearly Public materials (per City policy; no attorney privilege)
  - Forward these items to [downtownwest@esassoc.com](mailto:downtownwest@esassoc.com) DO NOT PRINT EMAILS TO PDF, PLEASE KEEP AS OUTLOOK MESSAGE FILES
  - Note: Going forward, when sending emails you know would fall into this category, carbon-copy (cc) the [downtownwest@esassoc.com](mailto:downtownwest@esassoc.com) inbox. They will be collected concurrently and you will not need to forward again later.
- b. **Category 2:** Clearly privileged materials
  - When a file is clearly privileged, drag the file into the appropriate subfolder for your department on OneDrive at the following link: [https://sanjoseca-my.sharepoint.com/personal/shannon\\_hill\\_sanjoseca\\_gov/\\_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fshannon%5Fhill%5Fsanjoseca%5Fgov%2FDocuments%2FGoogle%20Admin%20Record%5FPrivileged](https://sanjoseca-my.sharepoint.com/personal/shannon_hill_sanjoseca_gov/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fshannon%5Fhill%5Fsanjoseca%5Fgov%2FDocuments%2FGoogle%20Admin%20Record%5FPrivileged).
- c. **Category 3:** Materials that don't fall into Categories 1 or 2
  - Where it is unclear whether an email or document is privileged or public, drag the file into the appropriate subfolder for your department on OneDrive at the following link for CAO review: [https://sanjoseca-my.sharepoint.com/personal/shannon\\_hill\\_sanjoseca\\_gov/\\_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fshannon%5Fhill%5Fsanjoseca%5Fgov%2FDocuments%2FGoogle%20Admin%20Record%5FCAO%20Review](https://sanjoseca-my.sharepoint.com/personal/shannon_hill_sanjoseca_gov/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fshannon%5Fhill%5Fsanjoseca%5Fgov%2FDocuments%2FGoogle%20Admin%20Record%5FCAO%20Review).

### **Step 3.** For City Attorney office only, send processed Category 3 materials to ESA

- a. If any materials from Category 3 should be in Category 1 (public), either

- Batch reviewed materials into zipped file (or .pst) and send via deliverit to [downtownwest@esassoc.com](mailto:downtownwest@esassoc.com) DO NOT PRINT EMAILS TO PDF, PLEASE KEEP AS OUTLOOK MESSAGE FILES
  1. Deliverit is a file sharing service for files up to 1 GB, available at <https://deliverit.esassoc.com>
- OR*
- Forward individual items to [downtownwest@esassoc.com](mailto:downtownwest@esassoc.com)

## **Using ESA Deliverit**

ESA's Deliverit is a file transfer service for large files up to 1 GB. If you would like to share large files with an esassoc.com email address (such as the [downtownwest@esassoc.com](mailto:downtownwest@esassoc.com) inbox), you can use Deliverit to do so.

1. Navigate to <http://deliverit.esassoc.com> in a web browser (such as Chrome or Internet Explorer).
2. Enter your name and email information into the first entry boxes on the page.
3. Enter the recipient address into the third box.
4. Click the "Upload File" button. This will open a file explorer window. Select the file(s) (up to 1 GB total) that you would like to send.
5. Click "OK." The files may take a minute to upload.
6. Enter a message to accompany your file if desired in the "Message to Recipient" box.
7. Once your files appear listed on the page with green check marks next to the names, click the "Send" button at the bottom of the screen. It may take a few moments for the page to refresh, indicating that your files have been sent.

**TABLE 1: SCHEDULE/PROCEDURES FOR MAINTAINING ONLINE AB 900 RECORD OF PROCEEDINGS**

	Schedule	Responsible Party	Task Description
<b>Prior to Publication of the Draft EIR – Email Correspondence Only</b>			
1a	By May 8, 2020	City staff, ESA staff, applicant	<p><b>For emails generated up through April 30, 2020</b></p> <p>Send Category 1 emails to <a href="mailto:downtownwest@esassoc.com">downtownwest@esassoc.com</a>.</p> <p><u>City staff:</u></p> <ul style="list-style-type: none"> <li>Move Category 2 emails into the shared folder on OneDrive (<i>Google Admin Record_Privileged</i>) in the subfolder for your department.</li> <li>Move Category 3 emails into the shared folder on OneDrive (<i>Google Admin Record_CAO Review</i>) in the subfolder for your department for CAO review.</li> </ul>
	By June 5, 2020	City staff, ESA staff, applicant	<p><b>For emails generated between May 1 through May 31, 2020</b></p> <p>Send Category 1 emails to <a href="mailto:downtownwest@esassoc.com">downtownwest@esassoc.com</a>.</p> <p><u>City staff:</u></p> <ul style="list-style-type: none"> <li>Move Category 2 emails into the shared folder on OneDrive (<i>Google Admin Record_Privileged</i>) in the subfolder for your department.</li> <li>Move Category 3 emails into the shared folder on OneDrive (<i>Google Admin Record_CAO Review</i>) in the subfolder for your department for CAO review.</li> </ul>
	By July 1, 2020	City staff, ESA staff, applicant	<p><b>For emails generated between June 1 through June 30, 2020</b></p> <p>Send Category 1 emails to <a href="mailto:downtownwest@esassoc.com">downtownwest@esassoc.com</a>.</p> <p><u>City staff:</u></p> <ul style="list-style-type: none"> <li>Move Category 2 emails into the shared folder on OneDrive (<i>Google Admin Record_Privileged</i>) in the subfolder for your department.</li> <li>Move Category 3 emails into the shared folder on OneDrive (<i>Google Admin Record_CAO Review</i>) in the subfolder for your department for CAO review.</li> </ul>
	<b>Daily</b> , July 1 through July 14, 2020	City staff, ESA staff, applicant	<p><b>For emails generated between July 1 through July 14, 2020</b></p> <p>Send Category 1 emails to <a href="mailto:downtownwest@esassoc.com">downtownwest@esassoc.com</a>.</p> <p><u>City staff:</u></p> <ul style="list-style-type: none"> <li>Move Category 2 emails into the shared folder on OneDrive (<i>Google Admin Record_Privileged</i>) in the subfolder for your department.</li> <li>Move Category 3 emails into the shared folder on OneDrive (<i>Google Admin Record_CAO Review</i>) in the subfolder for your department for CAO review.</li> </ul>
1b.	<b>Weekly</b> , February 28 through July 14	City Attorney	Send reviewed emails to <a href="mailto:downtownwest@esassoc.com">downtownwest@esassoc.com</a> (do not pdf first). Send as individual emails or as one .pst file.
1c.	Weekly	ESA	Process emails from <a href="mailto:downtownwest@esassoc.com">downtownwest@esassoc.com</a> .
2.	Immediately prior to DEIR publication	City Attorney	Prior to DEIR publication, review/approve entire record for posting. <i>This will also include non-correspondence materials that ESA will have collected and indexed (DEIR references, meeting notes)</i>
3.	DEIR publication	ESA and City	Make website publicly accessible.

Following Publication of the Draft EIR			
For Documents Prepared by Lead Agency or Submitted by Applicant *			
1.	Every day	City staff, ESA staff, applicant	Send public emails to <a href="mailto:downtownwest@esassoc.com">downtownwest@esassoc.com</a> . City staff: <ul style="list-style-type: none"> <li>Move Category 2 emails into the shared folder on OneDrive (<i>Google Admin Record_Privileged</i>) in the subfolder for your department.</li> <li>Move Category 3 emails into the shared folder on OneDrive (<i>Google Admin Record_CAO Review</i>) in the subfolder for your department for CAO review.</li> </ul>
2.	Every Monday by noon	City Attorney	Send reviewed emails to <a href="mailto:downtownwest@esassoc.com">downtownwest@esassoc.com</a> (do not pdf first). Send as individual emails or as one .pst file.
3.	Every Monday, by 5 PM	ESA	Post to website all PDF files received in Item 2.
For Documents Submitted by the Public or non-City Agencies *			
1.	Every day	City staff, ESA staff, applicant	Check for mail and faxes from the public, organizations, and non-City agencies, and format as individual PDFs and send to <a href="mailto:downtownwest@esassoc.com">downtownwest@esassoc.com</a> . Check for email from the public, organizations, and non-City agencies, and forward to the <a href="mailto:downtownwest@esassoc.com">downtownwest@esassoc.com</a> .
2.	Every day	ESA	Post to website all PDF files received in Item 1.

\* All materials prepared by the City or received from the applicant shall be posted within 5 business days. All materials received from the public or non-City agencies/organizations shall be posted within 5 calendar days of receipt, except for any comments received that are not in electronic format, which must be scanned and posted within 7 business days. If ESA's online comment tracker is used, documents received can be uploaded by City staff directly, instead of emailing.