
From: Yoshikawa, Genta (CPC)
Sent: Friday, April 12, 2019 1:40 PM
To: Lyons, Anika (CPC); Jiang, Biling (CPC); Sider, Dan (CPC)
Subject: RE: Compliance email for Balboa Reservoir

Hi Anika and Biling, (Cc: Dan)

Thanks for reaching out. As for Balboa Reservoir project, we won't have a project email address until around June 12. Until then, please keep all billing records regarding this project in accordance to Finance group's standard record retention policy. There will be a batch data submission scheduled on June 12. As for email, it would be a good idea to create a folder for this particular AB900 case now and start saving them in this folder. Alternatively, you can start using a keyword such as "Balboa Reservoir" in the subject line so that it will make it easier to search later on.

Hi Dan,

It appears that Anika and Biling didn't receive the email sent by Leigh regarding the AB900 procedure & meeting. Is it okay for me to forward the email (especially the one with attachments) to Anika and Biling?

Thanks,

Genta Yoshikawa
IS Administrator

San Francisco Planning Department
1650 Mission Street, Suite 400 San Francisco, CA 94103
Direct: 415.558.6269 | www.sfplanning.org
[San Francisco Property Information Map](#)

From: Lyons, Anika (CPC)
Sent: Friday, April 12, 2019 7:34 AM
To: Yoshikawa, Genta (CPC) <genta.yoshikawa@sfgov.org>; Jiang, Biling (CPC) <biling.jiang@sfgov.org>
Subject: FW: Compliance email for Balboa Reservoir

Hi Biling – I'm adding Genta to the email because I'm not sure how the compliance email addresses were set up.

Hi Genta – Biling is ready to submit the first AB900 billing for the Balboa Reservoir project but she doesn't see the compliance email address. Is this something you look into?

Thanks,

Anika Lyons

Finance Operations Manager

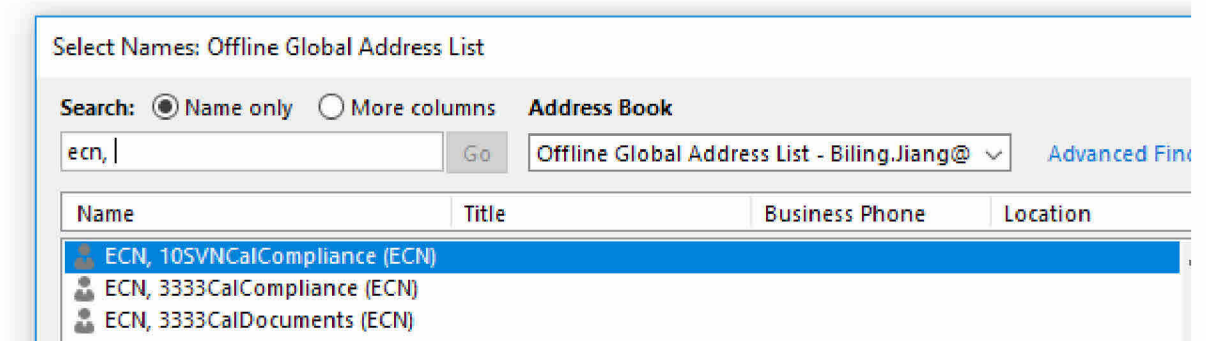
Planning Department, City and County of San Francisco
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-9145 | **Email:** Anika.Lyons@sfgov.org
www.sfplanning.org | [San Francisco Property Information Map](#)

From: Jiang, Biling (CPC)
Sent: Thursday, April 11, 2019 4:37 PM
To: Lyons, Anika (CPC) <anika.lyons@sfgov.org>
Subject: Compliance email for Balboa Reservoir

Anika,

I am ready to send the billing for this new AB900-Balboa Reservoir. However, I noticed the compliance email has not been set up like 3333 California ST and PPS. Sample is below.

Please advise if I need to hold on the billing or proceed the billing.



The screenshot shows a software window titled "Select Names: Offline Global Address List". It features a search bar with the text "ecn," and a "Go" button. To the right, there's an "Address Book" dropdown menu showing "Offline Global Address List - Biling.Jiang@" and a link for "Advanced Find". Below the search bar is a table with columns: Name, Title, Business Phone, and Location. The table contains three entries, each preceded by a person icon:

Name	Title	Business Phone	Location
ECN, 10SVNCalCompliance (ECN)			
ECN, 3333CalCompliance (ECN)			
ECN, 3333CalDocuments (ECN)			

Thank you.

Biling Jiang
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