

**From:** Michelle Chan <michelle.chan@lacity.org>  
**Sent time:** 10/02/2019 10:17:23 AM  
**To:** Mindy Nguyen <Mindy.Nguyen@lacity.org>  
**Cc:** Gina Ginete <gina.ginete@lacity.org>; Rodel Dela Cruz <rodel.delacruz@lacity.org>; Livea Yeh <livea.yeh@lacity.org>; Heather Bleemers <Heather.Bleemers@lacity.org>  
**Subject:** Re: Work Order Request for CPC-2019-4639  
**Attachments:** WORK ORDER C194639C.pdf

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Hi Mindy,

I processed the work order setup for case CPC-2019-4639-CU-DB-SPE-SPP-SPR-MCUP last night. The work order C194639C should be available in PAYSR now. Please make the correction and resubmit the D time accordingly.

This is an exception that we processed the work order request in such a short time notice. At the latest, the work order request should be submitted during the pay period the work starts. It will be best to submit the work order request when you have plan to work on a new billable project.

Thank you for your cooperation and understanding.  
Regards,



**Michelle Chan**  
Dept. Chief Accountant I  
**Los Angeles City Planning**  
200 N. Spring St., Room 570  
Los Angeles, CA. 90012  
Planning4LA.org  
T: (213) 978-1285

On Tue, Oct 1, 2019 at 1:48 PM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Yes, but those were recorded under a generic work order as the new work order number hadn't been requested yet.

On Tue, Oct 1, 2019 at 1:47 PM Michelle Chan <[michelle.chan@lacity.org](mailto:michelle.chan@lacity.org)> wrote:

Hi Mindy,

Did you start working on this project in the pay period ending 9/28/19? Please advise.

Michelle Chan  
Departmental Chief Accountant  
City of Los Angeles  
Department of City Planning  
Administrative Services  
213-978-1285

On Tue, Oct 1, 2019 at 11:26 AM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Hi Gina,

It is only urgent in the sense that I have worked several hours on this project and I would like to bill it accordingly. But if you are ok with me billing it to a generic work order, I can do that.

Thanks!

On Tue, Oct 1, 2019 at 8:35 AM Gina Ginete <[gina.ginete@lacity.org](mailto:gina.ginete@lacity.org)> wrote:

Hi Mindy,

This will be process next week. I have to process payroll this week. If this is urgent, please let us know.

Thank you for your patience.

**Gina** DEPT OF CITY PLANNING  
**Ginete** T 213.978.0169  
Accountant E [gina.ginete@lacity.org](mailto:gina.ginete@lacity.org)  
II **2nd Friday RDO**  
□ 200 N. Spring St., Suite 570  
Los Angeles, CA 90012

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On Tue, Oct 1, 2019 at 8:17 AM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Hi Gina,

Just following up on this request.

Thank you.

On Thu, Sep 26, 2019 at 5:30 PM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Hi Gina,

Please see attached WO Request Forms and Invoice (scanned under one single PDF) for the above-referenced project.

Thanks!

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**Mindy Nguyen I Major Projects**

City of Los Angeles | Department of City Planning  
221 N Figueroa St Suite 1350 I Los Angeles CA 90012  
E: [mindy.nguyen@lacity.org](mailto:mindy.nguyen@lacity.org) I T: 213 847 3674

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**Mindy Nguyen I Major Projects**

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LOS ANGELES  
CITY PLANNING

**Mindy Nguyen**  
City Planner  
**Los Angeles City Planning**

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Planning4LA.org  
T: (213) 847-3674



# WORK ORDER NUMBER REQUEST FORM

CHECK ALL APPLICABLE:  Work Order Number  Task  Subtask

Requested By: Mindy Nguyen

Date: 09/27/19

Division: Major Projects

Phone #: (213) 847-3674

Justification: Full-Cost Recovery EIR Project

*EIR 2015-2448-EIR*

1	Case Number:	CPC-2019-4639-CU-DB-SPE-SPP-SPR-MCUP		
2	Project Code:	-Select-	<i>C 194639C</i>	
3	Work Order Title:			
4	Effective Date:	<u>09/27/19</u>	<i>9/15/19</i>	
5	Community Plan (if applicable):	Hollywood Community Plan		
6	Full Cost Recovery case?	Yes <input checked="" type="checkbox"/>	If yes, enter Application Inv. No.	<u>58034</u>
7	Special Reimbursement Project?	-	If yes, complete 7a or 7b below:	
7a	External Funding Source?	-	-Select-	
7b	City Funding Source?	-		

Specify

<b>8 BILLING INFORMATION - If yes on 6 or 7a</b>	
The billing party is responsible to pay all costs for processing the above development project including any costs accrued during appeal(s) of the subject case(s).	
Applicant Name	Jack Nourafshan; Metropolitan View Properties, LP
Address	6420 Wilshire Blvd, Suite 1500
	Los Angeles, CA 90048

<b>9</b>	<b>Task and Subtask</b> - Most projects will utilize existing Task and Subtask codes. If your project requires a new Task or Subtask please provide the following information:		
9a	Justification:		
9b	Task Description:		
9c	Subtask Description:		

APPROVED BY: \_\_\_\_\_

*[Signature]*  
Supervisor Signature

*9/28/2019*

Date

Please note that in order to process a Full Cost Recovery Work Order Number, a copy of the Master Application and Receipt must accompany the request. Submit this form and supporting documents to Livea Yeh in Accounting and Purchasing, Room 570, or by e-mail to livea.yeh@lacity.org

**FISCAL MANAGEMENT – USE ONLY**

Approved by \_\_\_\_\_

Not Approved Reason \_\_\_\_\_

Office: Downtown  
 Case File Copy  
 Application Invoice No: 58034

City of Los Angeles  
 Department of City Planning



Scan this QR Code® with a barcode reading app on your Smartphone. Bookmark page for future reference.

### City Planning Request

NOTICE: The staff of the Planning Department will analyze your request and accord the same full and impartial consideration to your application, regardless of whether or not you obtain the services of anyone to represent you.

This filing fee is required by Chapter 1, Article 9, L.A.M.C.

Applicant: METROPOLITAN VIEW PROPERTIES LP - NOURAFSHAN, JACK ( 323-6533777 )
Representative: GENSLER - MILLER, JOEL ( 213-3273970 )
Project Address: 5525 WEST SUNSET BOULEVARD

NOTES:

CPC-2019-4639-CU-DB-SPE-SPP-SPR-MCUP			
Item	Fee	%	Charged Fee
Application for Density Bonus (Request for Incentives not included in the Menu of Incentives) *	\$21,227.00	100%	\$21,227.00
Specific Plan Exception (each) *	\$14,350.00	50%	\$7,175.00
Conditional Use by ZA (All other uses, including wireless) *	\$5,660.00	25%	\$1,415.00
Conditional Use by ZA (All other uses, including wireless) *	\$5,660.00	25%	\$1,415.00
Project Permit Compliance or Other Director's Determination (DIR) Cases-Major (New projects adding more than 200 sq ft of floor area) *	\$6,500.00	25%	\$1,625.00
Site Plan Review (Residential Projects of 50 or more dwelling units) *	\$9,014.00	25%	\$2,253.50
<b>Case Total</b>			<b>\$35,110.50</b>

Item	Charged Fee
*Fees Subject to Surcharges	\$35,110.50
Fees Not Subject to Surcharges	\$0.00
<b>Plan &amp; Land Use Fees Total</b>	<b>\$35,110.50</b>
<b>Expediting Fee</b>	<b>\$0.00</b>
<b>Development Services Center Surcharge (3%)</b>	<b>\$1,053.32</b>
<b>City Planning Systems Development Surcharge (6%)</b>	<b>\$2,106.63</b>
<b>Operating Surcharge (7%)</b>	<b>\$2,457.74</b>
<b>General Plan Maintenance Surcharge (7%)</b>	<b>\$2,457.74</b>
<b>Grand Total</b>	<b>\$43,185.93</b>
<b>Total Invoice</b>	<b>\$43,185.93</b>
<b>Total Overpayment Amount</b>	<b>\$0.00</b>
<b>Total Paid</b> (this amount must equal the sum of all checks)	<b>\$43,185.93</b>

RECEIVED  
 DEPARTMENT OF CITY PLANNING  
 100 N. GARDEN STREET, 10TH FLOOR  
 LOS ANGELES, CA 90012  
 RECEIPT # 0100000000

Council District: 13  
 Plan Area: Hollywood  
 Processed by REASER, RICHARD on 08/06/2019

Signature: M Z L A



Case ID: 231360  
 APP ID: 189996  
 Comm Pln Area: Hollywood  
 Cncl Dist No.: 13 view >>  
 Invoice/Payment info associated with this case

Invoice Nbr  
 58034  
 Receipt  
 0103074977

Case No.: CPC-2019-4639-CU-DB-SPE-SPP-SPR-MCUP  
 Primary Address: 5525 W SUNSET BLVD , 90028  
 Project Description: A MIXEDUSE DEVELOPMENT PROJECT CONSISTING OF 412 APARTMENT UNITS, AND ~36,000 SF OF COMMERCIAL

### CPC Case Information

Case Number Renewed From / RV: Case Number Reviewed: [ ]

GEO Team: [ CENTRAL ]

Processing Unit: [ Major Projects ]

Staff Member Info (Add / Reassign / View )  
 Assigned Name: HEATHER BLEEMERS  
 Assigned Date: 08/08/2019

Case Filed On: [ 08/06/2019 ]

CP Review: [ ]

Case File Sent by Counter: [ 08/08/2019 ]

Case File Received from Counter: [ ]

Last Day to Act: [ ]

Acceptance Dt: [ ]

Hearing Dt: [ ]

Hearing Time: [ 12:00 AM ]

Hearing Location: [ ]

Staff Recommendation: [ ]

APC Review & Comment Dt: [ ]

CPC Meeting Dt: [ ]

CPC Meeting Location: [ ]

CPC Continued From Dt: [ ]

Continued By: [ ]

CPC Reconsideration: [ N/A ]

LOD Info Sent to CEA Dt: [ ]

CPC Determination Dt: [ ]

Commission Determination: [ ]

Last Day to Appeal: [ ]

Determination Appealed: [ No ]

Map Requested Date: [ ]

Map Completed Date: [ ]

BOE Reference Number: [ 201900201 ]

EDITS Case Number: [ ]

Council File Number: [ ]

Plum Hearing Dt: [ ]

Plum Recommendation: [ ]

CC Hearing Dt: [ ]

CC Determination: [ ]

CC Adoption: [ ]

Env Case Number: [ ENV-2015-2448-EIR ]

Env Publication End Date: [ ]

Expedited Case: [ NO ]

Exp. Fee Clearance Date: [ ]

Incidental Case to Tract filing: [ NO ]

Full Cost Recovery: [ NO ]

Commission Waived: [ NO ]

Waived Date: [ ]

Sign Off Notes: (1000 characters max)  
 Additional Information:  
 Add New Comment

Ordinance Information  
 Add Ordinance