

From: Gina Ginete <gina.ginete@lacity.org>
Sent time: 10/03/2019 10:15:10 AM
To: Mindy Nguyen <Mindy.Nguyen@lacity.org>
Cc: Heather Bleemers <Heather.Bleemers@lacity.org>; Michelle Chan <michelle.chan@lacity.org>; Rose Duroy <rose.duroy@lacity.org>; Rodel Dela Cruz <rodel.delacruz@lacity.org>; Livea Yeh <livea.yeh@lacity.org>
Subject: Re: Work Order Request for CPC-2019-4639
Attachments: WORK ORDER C194639C.pdf

Hi Mindy,

Attached is the work order request that was processed for case number CPC-2019-4639-CU-DB-SPE-SPP-SPR-MCUP.

C194639C

Thank you.

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

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On Thu, Oct 3, 2019 at 9:40 AM Michelle Chan <michelle.chan@lacity.org> wrote:

Thanks, Mindy,

I have corrected the 1 HW on 9/28 from WPREENTL to C194639C per your request.



LOS ANGELES
CITY PLANNING

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 Thu, Oct 3, 2019 at 9:01 AM Mindy Nguyen <Mindy.Nguyen@lacity.org> wrote:

Yes, that is correct.

On Thu, Oct 3, 2019 at 8:50 AM Michelle Chan <michelle.chan@lacity.org> wrote:

Hi Mindy,

Please confirm if you meant to have 1 hour on 9/26 under WPREENTL change to E194639C.

Michelle

On Thu, Oct 3, 2019 at 8:14 AM Mindy Nguyen <Mindy.Nguyen@lacity.org> wrote:

Hi Michelle,

Anything that has been logged in for the Work Order "WPREENTL" would have been for this case.

Thanks!

On Wed, Oct 2, 2019 at 10:29 AM Michelle Chan <michelle.chan@lacity.org> wrote:

Hi Mindy,

I know you are out of office today. Since it is getting close to the payroll close time, you can e-mail us which D time entries need to be changed to the new work order tomorrow. We will directly correct them in paysr. Thanks,



Michelle Chan
Dept. Chief Accountant I
Los Angeles City Planning
[200 N. Spring St., Room 570](#)
[Los Angeles, CA. 90012](#)
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On Wed, Oct 2, 2019 at 10:17 AM Michelle Chan <michelle.chan@lacity.org> wrote:

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](#)
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On Tue, Oct 1, 2019 at 1:48 PM Mindy Nguyen <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> 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> 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> 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
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> 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> 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](#) | Los Angeles CA 90012
E: mindy.nguyen@lacity.org | T: 213 847 3674

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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-	<u>C194639C</u>	
3	Work Order Title:			
4	Effective Date:	<u>09/27/19</u>	<u>9/15/19</u>	
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

8 BILLING INFORMATION - If yes on 6 or 7a	
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

9 Task and Subtask - 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: 
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
Case Total			\$35,110.50

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

RECEIVED
 DEPARTMENT OF CITY PLANNING
 100 N. GARDEN STREET, 10TH FLOOR
 LOS ANGELES, CA 90012
 RECEIPT # 01001011

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	<input type="text"/>
GEO Team:	<input type="text" value="CENTRAL"/>
Processing Unit:	<input type="text" value="Major Projects"/>
Staff Member Info (Add / Reassign / View)	<input type="text" value="HEATHER BLEEMERS"/>
Assigned Name:	<input type="text" value="HEATHER BLEEMERS"/>
Assigned Date:	<input type="text" value="08/08/2019"/>
Case Filed On	<input type="text" value="08/06/2019"/>
CP Review:	<input type="text"/>
Case File Sent by Counter:	<input type="text" value="08/08/2019"/>
Case File Received from Counter:	<input type="text"/>
Last Day to Act:	<input type="text"/>
Acceptance Dt:	<input type="text"/>
Hearing Dt:	<input type="text"/>
Hearing Time:	<input type="text" value="12:00"/> <input type="text" value="AM"/>
Hearing Location:	<input type="text"/>
Staff Recommendation:	<input type="text"/>
APC Review & Comment Dt:	<input type="text"/>
CPC Meeting Dt:	<input type="text"/>
CPC Meeting Location:	<input type="text"/>
CPC Continued From Dt:	<input type="text"/>
Continued By:	<input type="text"/>
CPC Reconsideration:	<input type="text" value="N/A"/>
LOD Info Sent to CEA Dt:	<input type="text"/>
CPC Determination Dt:	<input type="text"/>
Commission Determination:	<input type="text"/>
Last Day to Appeal:	<input type="text"/>
Determination Appealed:	<input type="text" value="No"/>
Map Requested Date:	<input type="text"/>
Map Completed Date:	<input type="text"/>
BOE Reference Number:	<input type="text" value="201900201"/>
EDITS Case Number:	<input type="text"/>
Council File Number:	<input type="text"/>
Plum Hearing Dt:	<input type="text"/>
Plum Recommend:	<input type="text"/>
CC Hearing Dt:	<input type="text"/>
CC Determination:	<input type="text"/>
CC Adoption:	<input type="text"/>
Env Case Number:	<input type="text" value="ENV-2015-2448-EIR"/>
Env Publication End Date:	<input type="text"/>
Expedited Case:	<input type="text" value="NO"/>
Exp. Fee Clearance Date:	<input type="text"/>
Incidental Case to Tract filing:	<input type="text" value="NO"/>
Full Cost Recovery:	<input type="text" value="NO"/>
Commission Waived:	<input type="text" value="NO"/>
Waived Date:	<input type="text"/>
Sign Off Notes: (1000 characters max)	<input type="text"/>
Additional Information:	<input type="text"/>
Add New Comment	<input type="text"/>
Ordinance Information	<input type="text"/>
Add Ordinance	<input type="text"/>