



SAN FRANCISCO PLANNING DEPARTMENT

April 11, 2019

Office of Economic and Workforce Development
Attn: Thomas Shanahan
City Hall, Room 448
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4653

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

Subject: Balboa Reservoir
Record ID: 2018-007883GEN
Period Covered 01/01/19-03/31/19

Dear Mr. Shanahan,

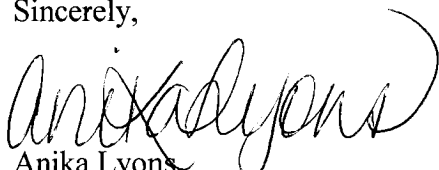
This letter is to inform you that the below outstanding fee is due now. Attached please find Time Accounting Project Detail Report for the staff time spent on Balboa Reservoir Development project. This total outstanding balance is **\$201.26** covered period 1/01/2019-3/31/2019.

Please remit payment to our PeopleSoft account stated below.

Account	Fund	Dept. ID	Authority	Bus Unit	Project	Activity
460194	10000	229235	10000	SFGOV	10001648	0001

If there are any questions in regards to this billing, please contact Biling Jiang at 415-575-9056 or biling.jiang@sfgov.org. Thank you for your prompt response.

Sincerely,


Anika Lyons,
Finance Operations Manager

cc: Jeanie Poling, Planner



SAN FRANCISCO PLANNING DEPARTMENT

Time Accounting Project Detail Report

From January 01, 2019 through March 31, 2019

April 09, 2019

Application Name: BALBOA RESERVOIR DEVELOPMENT
Property Address:
Record Number: 2018-007883GEN
Record Alias: Generic (GEN)

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Staff	Date	Hour	Cost	Comment
Genta Yoshikawa	03/05/2019	0.50	\$68.24	AB900 effort - IT Administration
Sub-total		0.50	\$68.24	
Jeanie Poling	03/05/2019	0.50	\$66.51	Set up record and communicated with staff and sponsor about billing.
	03/06/2019	0.50	\$66.51	Coordination re payment through OEWD.
Sub-total		1.00	\$133.02	
TOTAL		1.50	\$201.26	