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SIGNATURE AUTHORITY

General

Signature authority should be delegated to the lowest level individual with full knowledge of the issue involved. Normally, this would be the same individual that would be expected to handle the matter on a verbal basis (telephone or in a meeting). Signatures may be elevated one or more levels higher than this point for review, approval and signature by a more experienced employee because of one or more of the following considerations:

- The item is for external distribution.
- The more binding nature and permanence of a written document may act as precedent for the Bureau.

City Engineer Signs:

- Communications of policy, controversy or special interest.
- Communications establishing or interpreting new Bureau policy or establishing new procedures.
- Communications addressed directly to the Mayor or Councilmembers.
- Interdepartmental Correspondence (IDC) to Department Heads.
- Communications addressed to Council Committee.
- Non-routine Council reports.
- Communications involving expenditure of large amounts of Bureau resources, heavy expenditure of funds, or commitment of staff or resources of more than one Division or Group.
- All Board Reports.
- All Special Orders.
- Communications addressed directly to the Chief Legislative Analyst (CLA) or the City Administrative Officer (CAO).

Chief Deputy and Deputy City Engineers Sign:

- All matters, reports, and documents of a non-controversial or policy nature being forwarded officially to the City Council, Mayor's Office, or Board of Public Works.
- Non-routine requests made to other City departments or bureaus, or outside agencies.
- Documents or correspondence originating with the Division/Group/Program Manager.
- Correspondence or reports (non-policy nature) to Councilpersons or Board members originating with the Division/Group/Program Manager.
- Non-routine requests, transmittals or letters in reply to requests for information and assistance, to outside agencies, other departments or bureaus, or the public.
- IDC to Department Heads.

Division/Group/Program Managers Sign:

- Communications to Council District Staff members of a routine informational nature.
- Form letters.
- IDC
- Routine requests, transmittals or letters in reply to requests for information and assistance, to outside agencies, other departments or bureaus, or the public.
- Notices originating from their division.

Project Manager/Case Manager Signs:

- Internal correspondence related to their projects.
- Routine external correspondence to other agencies.

Individuals with Specialized Assignments and Working Titles:

- Division/Group/Program Managers at the full Engineer/Architect or equivalent level with specialized assignments for the Bureau will sign items using their special assignment title. Examples would be as Safety Officer.

DOCUMENT FORMATS

FONT

Use Arial 12-point font for the body of the letter or memorandum which includes reference initials, enclosures, copy notations, and continuation pages.

Correspondence to Other Governmental Agencies and the Public:

- In general, all such correspondence should be prepared on letterhead. A Microsoft Word template of the City letterhead with the current names of officials is available on the Bureau of Engineering Intranet Forms Library Application. (<http://boe.ci.la.ca.us/eforms/index.cfm?fuseaction=public.formlist&cid=5>)
- The Modified-Block Style-Standard Format Letterhead (**Figure 1**) is the standard style for the City Engineer letterhead.

Correspondence Directly to City Elected Officials:

- Correspondence addressed directly to a City elected official (Mayor, Member of Council, City Attorney, City Controller) is prepared on letterhead. (**Figure 2**)
- Correspondence addressed directly to an individual in an office headed by an elected official may be sent on City's IDC. (**Figure 3**)

Correspondence to All Other Departments:

All general correspondence sent to City departments, bureaus or offices not headed by an elected official shall utilize the City's IDC. (**Figure 4**)

SIGNATURE BLOCKS

Correspondence signed by the City Engineer:

- City Engineering Letterhead (**Figure 2**).
- Interdepartmental Correspondence (**Figure 3**).

Correspondence Signed by a Division/Group/Program Manager:

Items signed by a Division/Group/Program Manager should include the name on letterhead in the signature block. Both the Division/Group/Program and Bureau name should be on correspondence that is going outside the City.

- Interdepartmental Correspondence (**Figure 4**).
- City Engineer Letterhead (**Figure 5**).

CONTINUATION PAGES

Use plain paper of the same quality as the letterhead for all but the first page of correspondence. Use the same left and right margins used on the first page. Type the name of the addressee as indicated on the first line of page one, the date and the page number.

The Honorable Mary Smith
January 1, 2013
Page 2

COPIES OF CORRESPONDENCE AND CONTACT REFERENCES

Copies of outgoing correspondence should be filed according to each of the Division, District, Group, or Program established filing procedure.

CONTACT REFERENCES IN CORRESPONDENCE

Always include a contact person and phone number in all correspondence. If the correspondence is addressed to an elected official, it should be someone from the Executive Office staff or a Division/Group/Program Manager. If the correspondence is addressed to any other staff member, a lower level employee is appropriate.

THE COUNCIL
OF THE CITY OF LOS ANGELES
JULY 2015-JUNE 2017

Council meets Tuesday, Wednesday, and Friday * in the
John Ferraro Council Chamber, Room 340, City Hall, at 10 a.m.

*1st Friday of every other month at Van Nuys City Hall, Council Chamber, 14410 Sylvan Street, Van Nuys, at 10 a.m.

HERB J. WESSON, JR., President
MITCHELL ENGLANDER, President Pro Tempore
NURY MARTINEZ, Assistant President Pro Tempore

HOLLY L. WOLCOTT, City Clerk
City Hall, Room 395 (213) 978-1059

SHARON TSO, Chief Legislative Analyst
City Hall, Room 255, (213) 473-5713

BROADCAST COVERAGE OF CITY COUNCIL MEETINGS:

AUDIO: (213) 621-CITY (Metro) (310) 547-CITY (Harbor Area)
(310) 471-CITY (Westside) (818) 909-9450 (Valley)

TELEVISION: CityView Channel 35

LIVE AND ON-DEMAND STREAMING VIDEO:

<http://lacity.org/city-government/elected-official-offices/city-council/council-and-committee-meetings/council-meeting>

Address communications to:
City Council, c/o City Clerk, Room 395
City Hall, 200 North Spring Street
Los Angeles, CA 90012-4801

Contact your Councilmember:

District	Councilmember	Telephone (213)	Room
1st	GILBERT A. CEDILLO	473-7001	460
2nd	PAUL KREKORIAN	473-7002	435
3rd	BOB BLUMENFIELD	473-7003	415
4th	DAVID E. RYU	473-7004	425
5th	PAUL KORETZ	473-7005	440
6th	NURY MARTINEZ	473-7006	470
7th	MONICA RODRIGUEZ	473-7007	455
8th	MARQUEECE HARRIS-DAWSON	473-7008	450
9th	CURREN D. PRICE, JR.	473-7009	420
10th	HERB J. WESSON, JR.	473-7010	430
11th	MIKE BONIN	473-7011	475
12th	MITCHELL ENGLANDER	473-7012	405
13th	MITCH O'FARRELL	473-7013	480
14th	JOSE HUIZAR	473-7014	465
15th	JOE BUSCAINO	473-7015	410

COUNCIL COMMITTEE ASSIGNMENTS

						Effective May 5, 2017
COMMITTEE	TIME AND LOCATION	CHAIR	VICE CHAIR	MEMBER(S)	LEGISLATIVE ASSISTANT	ALTERNATE
ARTS, PARKS, AND RIVER	1st, 3rd Mondays	O'FARRELL	PRICE	KORETZ	Eric Villanueva	Maria Espinoza
	11 a.m., Room 1010			BLUMENFIELD	978-1075	978-1078
				RYU		
BUDGET AND FINANCE	Mondays	KREKORIAN	ENGLANDER	MARTINEZ	Richard Williams	Erika Pulst
	2:00 p.m., Room 1010			BLUMENFIELD	978-1071	978-1057
				BONIN		
ECONOMIC DEVELOPMENT	2nd, 4th Tuesdays	PRICE	CEDILLO	KREKORIAN	Adam Lid	John White
	1:00 p.m., Room 1010			O'FARRELL	978-1076	978-1072
				HARRIS-DAWSON		
ENERGY AND ENVIRONMENT	1st, 3rd Wednesdays	MARTINEZ	BLUMENFIELD	KORETZ	Zina Cheng	Sharon Gin
	3:00 p.m., Room 1010			CEDILLO	978-1537	978-1056
				O'FARRELL		
ENTERTAINMENT AND FACILITIES	2nd Tuesday	O'FARRELL	KREKORIAN	BUSCAINO	Michael Espinosa	Erika Pulst
	2:30, Room 1060				978-1064	978-1057
HEALTH, MENTAL HEALTH, AND EDUCATION	2nd, 4th Mondays	RYU	BUSCAINO	ENGLANDER	Zina Cheng	Sharon Gin
	10:30 a.m., Room 1010				978-1537	978-1056
HOMELESSNESS AND POVERTY	2nd, 4th Wednesdays	HARRIS-DAWSON	HUIZAR	BONIN	Eric Villanueva	Michael Espinosa
	3:00 p.m., Room 1050			CEDILLO	978-1075	978-1064
				PRICE		
HOUSING	1st, 3rd Wednesdays	CEDILLO	KORETZ	HUIZAR	John White	Adam Lid
	1:00 p.m., Room 1050			PRICE	978-1072	978-1076
				HARRIS-DAWSON		
INNOVATION, GRANTS, TECHNOLOGY, COMMERCE AND TRADE	1st, 3rd Tuesdays	BLUMENFIELD	BONIN	KREKORIAN	Michael Espinosa	Eric Villanueva
	1:00 p.m., Room 1010			BUSCAINO	978-1064	978-1075
				VACANT		
PERSONNEL AND ANIMAL WELFARE	1st, 3rd Wednesdays	KORETZ	RYU	HARRIS-DAWSON	Adam Lid	Eric Villanueva
	8:30 a.m., Room 1010				978-1076	978-1075
PLANNING AND LAND USE MANAGEMENT	Tuesdays	HUIZAR	HARRIS-DAWSON	ENGLANDER	Sharon Dickinson - 978-1074	
	2:30 p.m., Room 350			CEDILLO	Zina Cheng - 978-1537	
				PRICE		
PUBLIC SAFETY	1st, 3rd Tuesdays	ENGLANDER	BUSCAINO	BONIN	Michael Espinosa	John White
	8:30 a.m., Room 1010			O'FARRELL	978-1064	978-1072
				MARTINEZ		
PUBLIC WORKS AND GANG REDUCTION	2nd, 4th Mondays	BUSCAINO	MARTINEZ	PRICE	John White	Adam Lid
	1:00 p.m., Room 350			O'FARRELL	978-1072	978-1076
				RYU		
RULES, ELECTIONS, INTERGOVERNMENTAL RELATIONS, AND NEIGHBORHOODS	3rd Friday	WESSON	HUIZAR	HARRIS-DAWSON	Richard Williams	Erika Pulst
	9:00 a.m., Room 340				978-1071	978-1057
TRANSPORTATION	2nd, 4th Wednesdays	BONIN	KORETZ	HUIZAR	Adam Lid	Michael Espinosa
	1:00 p.m., Room 1010			MARTINEZ	978-1076	978-1064
				RYU		
BOARD OF REFERRED POWERS		WESSON	KREKORIAN	HUIZAR	Alan Alietti	Erika Pulst
				ENGLANDER	978-1080	978-1057
				VACANT		
AD HOC ON COMMUNITY CARE FACILITIES		ENGLANDER	HUIZAR	BONIN	Erika Pulst	John White
				PRICE	978-1057	978-1072
				VACANT		
AD HOC ON COMPREHENSIVE JOB CREATION PLAN		KREKORIAN	WESSON	ENGLANDER	Maria Espinoza	Michael Espinosa
				BLUMENFIELD	978-1078	978-1064
				PRICE		
AD HOC COMMITTEE ON IMMIGRANT AFFAIRS AND CIVIL RIGHTS		CEDILLO	HUIZAR	MARTINEZ	John White	Adam Lid
				PRICE	978-1072	978-1076
				RYU		
AD HOC COMMITTEE ON POLICE REFORM		WESSON	KORETZ	ENGLANDER	Michael Espinosa	John White
				HARRIS-DAWSON	978-1064	978-1072
				VACANT		
AD HOC ON THE 2024 SUMMER OLYMPICS		WESSON	CEDILLO	BLUMENFIELD	Erika Pulst	Maria Espinoza
				BUSCAINO	978-1057	978-1078
				KREKORIAN		
				O'FARRELL		
				PRICE		

COUNCIL CLERKS Alan Alietti 978-1080 Erika Pulst 978-1057 Sharon Gin 978-1056

