Department of Public Works
BUREAU OF ENGINEERING

FORMAL WRITTEN COMMUNICATIONS

Revised: November 19, 2019
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Bureau of Engineering Home Page: [http://boedata.eng](http://boedata.eng)
Engineering Forms Website: [http://engineering/forms/index.htm](http://engineering/forms/index.htm)
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. (Figure 6)

• 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, District, 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 and Assistant Department Heads.

Division/Group/Program Managers Sign:

- Communications to Council District Staff members of a routine informational nature.
- Form letters.
- IDC to City Managers/Staff not at the level of a Department or Assistant Department Head.
- 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/group/program.

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. An example would be a 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. (Figure 7)

The Honorable Mary Smith
January 1, 2019
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 2017 - DECEMBER 2020
Council meets Tuesday, Wednesday, and Friday * in the
John Ferraro Council Chamber, Room 340, City Hall, at 10 a.m.
* certain Fridays at Van Nuys City Hall, Council Chamber, 14410 Sylvan Street, Van Nuys, at 10 a.m.

HERB J. WESSON, JR., President
NURY MARTINEZ, President Pro Tempore
JOE BUSCAINO, Assistant President Pro Tempore

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

SHARON TSQ, 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:

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:

<table>
<thead>
<tr>
<th>District</th>
<th>Councilmember</th>
<th>Telephone (213)</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>GILBERT A. CEDILLO</td>
<td>473-7001</td>
<td>460</td>
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<tr>
<td>2nd</td>
<td>PAUL KREKORIAN</td>
<td>473-7002</td>
<td>436</td>
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<tr>
<td>3rd</td>
<td>BOB BLUMENTHELV</td>
<td>473-7033</td>
<td>415</td>
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<tr>
<td>4th</td>
<td>DAVID R. RYU</td>
<td>473-7064</td>
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<td>5th</td>
<td>PAUL KORETZ</td>
<td>473-7005</td>
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<td>6th</td>
<td>NURY MARTINEZ</td>
<td>473-7006</td>
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<td>7th</td>
<td>MONICA RODRIGUEZ</td>
<td>473-7007</td>
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<td>MARQUEECE HARRIS-DAWSON</td>
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<td>CURREN D. PRICE, JR.</td>
<td>473-7009</td>
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<td>10th</td>
<td>HERB J. WESSON, JR.</td>
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<td>11th</td>
<td>MIKE BONIN</td>
<td>473-7011</td>
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<td>JOHN S. LEE</td>
<td>473-7012</td>
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<td>MITCH OFARRELL</td>
<td>473-7013</td>
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<td>14th</td>
<td>JOSE HUizar</td>
<td>473-7014</td>
<td>465</td>
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<td>15th</td>
<td>JOE BUSCAINO</td>
<td>473-7015</td>
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<td>COMMITTEE</td>
<td>TIME AND LOCATION</td>
<td>CHAIR</td>
<td>VICE CHAIR</td>
</tr>
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</tr>
<tr>
<td>BUDGET AND FINANCE</td>
<td>Mondays 2:30 p.m., Room 1010</td>
<td>KREKORIAN</td>
<td>PRICE</td>
</tr>
<tr>
<td>ECONOMIC DEVELOPMENT</td>
<td>2nd, 4th Tuesdays 1:00 p.m., Room 1060</td>
<td>PRIDE</td>
<td>BUSCANIO</td>
</tr>
<tr>
<td>ENERGY, CLIMATE CHANGE, AND ENVIRONMENTAL JUSTICE</td>
<td>1st, 3rd Tuesdays 1:00 p.m., Room 1010</td>
<td>MARTINEZ</td>
<td>KORITZ</td>
</tr>
<tr>
<td>HEALTH, EDUCATION, NEIGHBORHOODS, PARKS, ARTS, AND RECREATION</td>
<td>2nd, 4th Wednesdays 1:00 p.m., Room 1060</td>
<td>RYU</td>
<td>OFARRELL</td>
</tr>
<tr>
<td>HOMELESSNESS AND POVERTY</td>
<td>1st, 3rd Wednesdays 2:00 p.m., Room 1010</td>
<td>OFARRELL</td>
<td>RODRIGUEZ</td>
</tr>
<tr>
<td>HOUSING</td>
<td>2nd, 4th Wednesdays 3:00 p.m., Room 1010</td>
<td>CEDILLO</td>
<td>KREKORIAN</td>
</tr>
<tr>
<td>IMMIGRANT AFFAIRS, CIVIL RIGHTS, AND EQUITY</td>
<td>1st Thursday 1:00 p.m., Room 340</td>
<td>CEDILLO</td>
<td>WEISSON</td>
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<tr>
<td>INFORMATION, TECHNOLOGY, AND GENERAL SERVICES</td>
<td>2nd, 4th Wednesdays 1:00 p.m., Room 1060</td>
<td>LEE</td>
<td>BLUMENFIELD</td>
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<tr>
<td>PERSONNEL AND ANIMAL WELFARE</td>
<td>1st, 3rd Wednesdays 2:00 p.m., Room 1010</td>
<td>KORITZ</td>
<td>LEE</td>
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<td>PLANNING AND LAND USE MANAGEMENT</td>
<td>Tuesdays 2:30 p.m., Room 340</td>
<td>HARRIS-DAWSON</td>
<td>BLUMENFIELD</td>
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<tr>
<td>PUBLIC SAFETY</td>
<td>2nd, 4th Wednesdays 3:00 p.m., Room 340</td>
<td>RODRIGUEZ</td>
<td>OFARRELL</td>
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<td>PUBLIC WORKS AND GANG REDUCTION</td>
<td>1st, 3rd Wednesdays 1:00 p.m., Room 350</td>
<td>BLUMENFIELD</td>
<td>RYU</td>
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<td>RELATIONS</td>
<td>3rd Friday 9:00 a.m., Room 340</td>
<td>WEISSON</td>
<td>HARRIS-DAWSON</td>
</tr>
<tr>
<td>TRADE, TRAVEL, AND TOURISM</td>
<td>1st, 3rd Tuesdays 2:00 p.m., Room 1060</td>
<td>BUSCANIO</td>
<td>BONIN</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>2nd, 4th Wednesdays 1:00 p.m., Room 1010</td>
<td>BONIN</td>
<td>MARTINEZ</td>
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<tr>
<td>BOARD OF REFERRED POWERS</td>
<td>WEISSON</td>
<td>KREKORIAN</td>
<td>HUIJZAR</td>
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<tr>
<td>AD HOC ON COMPREHENSIVE JOB CREATION PLAN</td>
<td>KREKORIAN</td>
<td>BLUMENFIELD</td>
<td>HARRIS-DAWSON</td>
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<tr>
<td>AD HOC COMMITTEE ON POLICE REFORM</td>
<td>WEISSON</td>
<td>KORITZ</td>
<td>CEDILLO</td>
</tr>
<tr>
<td>AD HOC COMMITTEE ON THE 2028 OLYMPICS AND PARALYMPIC GAMES</td>
<td>WEISSON</td>
<td>CEDILLO</td>
<td>BUSCANIO</td>
</tr>
</tbody>
</table>

COUNCIL CLERKS: Erika Pinski (978-1057)  Shawn Gin (978-1058)
June 13, 2019

Honorable Mitchell Englander
Councilmember, 12th District
Room 405, City Hall

OVERVIEW OF THE BUREAU OF ENGINEERING

Dear Councilmember Englander:

Sincerely,

Gary Lee Moore, PE, ENV SP
City Engineer

GLM:/gva

D:\Letterhead\BOE_Overview.doc

Enclosure

cc: John Smith, Office of the City Administrative Officer
    Jane Smith, Bureau of Engineering
Date:       June 13, 2019

To:         Honorable John R. Doe, Councilmember
            Council District 12
            Room 405, City Hall, Stop 370

From:       Wesley Tanijiri, District Engineer
            Valley District, Bureau of Engineering
            6262 Van Nuys Blvd., Room 351, Stop 939 (*The full address is optional*)

Subject:    RECOMMENDED PROJECT FOR UPCOMING PRESENTATION

---

Enclosure

cc: John Smith, Bureau of Engineering
Date: June 13, 2019

To: John Doe, Assistant Director
    Bureau of Sanitation, Suite 900, Stop 520

From: Ken Redd, Deputy City Engineer
      Executive Division, Bureau of Engineering
      1149 S. Broadway, Suite 700, Stop 490  (The full address is optional)

Subject: CONFIRMATION OF AGREEMENT

KR/RMK/gva

Q:\IDC\BOS Agreement.doc

Enclosure

cc: Cathy Jones, Office of the Mayor
    John Smith, Office of the Chief Legislative Analyst
    Cindy Brown, Bureau of Sanitation
June 13, 2019

Mr. James Doe, Chief of Staff
Office of Project Implementation
1120 N Street
Sacramento, CA 94274

CANOGA AVENUE BRIDGE OVER LOS ANGELES RIVER

Dear Mr. Doe:

If you have any questions, I can be reached at (213) xxx-xxxx. My mailing address is: 1149 S. Broadway, Suite 800, Los Angeles, CA 90015.

Sincerely,

Jane Doe, PE
Division Engineer
Bridge Improvement Division

JD\:gva

R:\Letterhead\Canoga Ave Bridge.doc

Enclosure

cc: Lisa Green, Council District 3
John Smith, Bureau of Engineering
January 1, 2019

The Honorable John Doe, Chair
Public Works Committee
Los Angeles City Council

c/o Michael Espinosa
City Clerk
City Hall, Room 395

COUNCIL FILE NO. 11-1829 - COLORADO BOULEVARD / FIGUEROA STREET / SINK HOLE

Dear Councilmember Doe:

RECOMMENDATION:

If you have any questions, please contact John Clark, of my staff, at (213) 485-9078.

Sincerely,

Gary Lee Moore, PE, ENV SP
City Engineer

GLM/DJW/:AB

Q:\cja Exec\SAMPLE IDC Council Committee January 2013.doc

cc: Cathy Jones, Office of the Mayor John Smith, Office of the City Administrative Officer Cindy Anderson, Bureau of Engineering
Date: October 8, 2019

To: Barbara Romero, Deputy Mayor
   Office of the Mayor

From: Gary Lee Moore, City Engineer
   Bureau of Engineering

Subject: BUREAU OF ENGINEERING INITIATIVES

Figure 7
If you have any questions, please contact xxxxx-xxxx at (213) 485-1234.

GLM/DW:ab

Q:\Exec\AB\Letter Sample 10082019.doc

Attachment

cc: Deborah Weintraub, Bureau of Engineering