Bureau of Engineering
Special Order

November 15, 2019
Special Order No. 05-1119

To All: Deputy City Engineers
Senior Managers
Division/District Managers
Group Managers

Subject: SIGNATURE AUTHORITY AND FORMATS FOR WRITTEN COMMUNICATIONS
(Supersedes Special Order No. 07-1206)

Purpose

This Special Order establishes the signature authority, including the proper form and format, for outgoing communications from the Bureau of Engineering (BOE) and key internal communications.

Attached is a copy of the revised booklet entitled "Formal Written Communications" that can also be located on the BOE Intranet under the Tech Document Center or by the following link:

http://eng.lacity.org/techdocs/formal written communication.pdf

(RMK)

Attachment

EXE/ADM/RMK/FR/gva
Special Order No. 05-1119

Approved By:

Gary Lee Moore, PE, ENV SP
City Engineer
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Bureau of Engineering Home Page: http://boedata.eng
Engineering Forms Website: 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) (618) 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 BLUMENFIELD</td>
<td>473-7003</td>
<td>415</td>
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<tr>
<td>4th</td>
<td>DAVID E. RYU</td>
<td>473-7004</td>
<td>425</td>
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<tr>
<td>5th</td>
<td>PAUL KORETZ</td>
<td>473-7005</td>
<td>440</td>
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<tr>
<td>6th</td>
<td>NURY MARTINEZ</td>
<td>473-7006</td>
<td>470</td>
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<td>7th</td>
<td>MONICA RODRIGUEZ</td>
<td>473-7007</td>
<td>455</td>
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<tr>
<td>8th</td>
<td>MARQUEECE HARRIS-DAWSON</td>
<td>473-7008</td>
<td>450</td>
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<tr>
<td>9th</td>
<td>CURREN D. PRICE, JR.</td>
<td>473-7009</td>
<td>420</td>
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<td>10th</td>
<td>HERB J. WESSON, JR.</td>
<td>473-7010</td>
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<tr>
<td>11th</td>
<td>MIKE BONIN</td>
<td>473-7011</td>
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<tr>
<td>12th</td>
<td>JOHN S. LEE</td>
<td>473-7012</td>
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<td>13th</td>
<td>MITCH O'FARRELL</td>
<td>473-7013</td>
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<tr>
<td>14th</td>
<td>JOSE HUIZAR</td>
<td>473-7014</td>
<td>465</td>
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<tr>
<td>15th</td>
<td>JOE BUSCAINO</td>
<td>473-7015</td>
<td>410</td>
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### Council Committee Assignments

<table>
<thead>
<tr>
<th>Committee</th>
<th>Time and Location</th>
<th>Chair</th>
<th>Vice Chair</th>
<th>Member(s)</th>
<th>Legislative Assistant</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget and Finance</strong></td>
<td>Mondays 2:30 p.m., Room 1010</td>
<td>Krikorian</td>
<td>Price</td>
<td>Koritz, Blumenfield, Sonin</td>
<td>Mandy Morales 978-1062</td>
<td>Andrew Choi 978-1060</td>
</tr>
<tr>
<td><strong>Economic Development</strong></td>
<td>2nd, 4th Tuesdays 1:00 p.m., Room 1090</td>
<td>Pride</td>
<td>Buscaino</td>
<td>Rodriguez, Krikorian, Cedillo, Ofarrell</td>
<td>Michael Espinosa 978-1078</td>
<td>Adam Li 978-1026</td>
</tr>
<tr>
<td><strong>Energy, Climate Change, and Environmental Justice</strong></td>
<td>1st, 3rd Tuesdays 1:00 p.m., Room 1010</td>
<td>Martinez</td>
<td>Krikorian</td>
<td>Rodriguez, Krikorian, Cedillo, Ofarrell</td>
<td>Leila Campos 978-1078</td>
<td>Michael Espinosa 978-1064</td>
</tr>
<tr>
<td><strong>Health, Education, Neighborhoods, Parks, Arts, and River</strong></td>
<td>2nd, 4th Wednesdays 1:00 p.m., Room 1090</td>
<td>Ryu</td>
<td>Ofarrell</td>
<td>Price, Krikorian, Cedillo, Ofarrell</td>
<td>Eric Villanueva 978-1075</td>
<td>Richard Williams 978-1071</td>
</tr>
<tr>
<td><strong>Homeslessness and Poverty</strong></td>
<td>1st, 3rd Wednesdays 2:00 p.m., Room 1010</td>
<td>Ofarrell</td>
<td>Rodriguez</td>
<td>Bonin, Harris-Dawson, Ryu</td>
<td>Eric Villanueva 978-1075</td>
<td>Leila Campos 978-1078</td>
</tr>
<tr>
<td><strong>Housing</strong></td>
<td>2nd, 4th Wednesdays 3:30 p.m., Room 1010</td>
<td>Cedillo</td>
<td>Krikorian</td>
<td>Harris-Dawson, Cedillo, Ofarrell</td>
<td>Rita Moreno 978-1074</td>
<td>Eric Villanueva 978-1075</td>
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<td><strong>Immigrant Affairs, Civil Rights, and Equity</strong></td>
<td>1st Thursday 1:00 p.m., Room 340</td>
<td>Cedillo</td>
<td>Wiesson</td>
<td>Price, Martinez, Ryu</td>
<td>Rita Moreno 978-1074</td>
<td>Andrew Choi 978-1080</td>
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<tr>
<td><strong>Information, Technology, and General Services</strong></td>
<td>2nd, 4th Wednesdays 1:00 p.m., Room 350</td>
<td>Lee</td>
<td>Blumenfield</td>
<td>Rodriguez, Lee, Ryu</td>
<td>Ria Moreno 978-1074</td>
<td>John White 978-1072</td>
</tr>
<tr>
<td><strong>Personnel and Animal Welfare</strong></td>
<td>1st, 3rd Wednesdays 2:00 p.m., Room 1050</td>
<td>Krikorian</td>
<td>Price</td>
<td>Cedillo, Lee</td>
<td>Adam Li 978-1076</td>
<td>John White 978-1072</td>
</tr>
<tr>
<td><strong>Planning and Land Use Management</strong></td>
<td>Tuesdays 2:30 p.m., Room 340</td>
<td>Harris-Dawson</td>
<td>Blumenfield</td>
<td>Cedillo, Price, Lee</td>
<td>Andrew Choi 978-1080</td>
<td>Rita Moreno 978-1074</td>
</tr>
<tr>
<td><strong>Public Safety</strong></td>
<td>2nd, 4th Wednesdays 3:30 p.m., Room 340</td>
<td>Rodriguez</td>
<td>Ofarrell</td>
<td>Buscaino, Ryu, Lee</td>
<td>Adam Li 978-1076</td>
<td>Mandy Morales 978-1092</td>
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<tr>
<td><strong>Public Works and Gang Reduction</strong></td>
<td>1st, 3rd Wednesdays 1:00 p.m., Room 350</td>
<td>Blumenfield</td>
<td>Ryu</td>
<td>Buscaino, Krikorian, Martinez</td>
<td>Michael Espinosa 978-1064</td>
<td>Richard Williams 978-1071</td>
</tr>
<tr>
<td><strong>Public Nuisance, Elections, and Intergovernmental Relations</strong></td>
<td>3rd Friday 9:00 a.m., Room 340</td>
<td>Wiesson</td>
<td>Harris-Dawson</td>
<td>Martinez</td>
<td>Mandy Morales 978-1082</td>
<td>Richard Williams 978-1071</td>
</tr>
<tr>
<td><strong>Trade, Travel, and Tourism</strong></td>
<td>1st, 3rd Tuesdays 2:00 p.m., Room 1050</td>
<td>Buscaino</td>
<td>Bonin</td>
<td>Krikorian, Martinez, Koritz</td>
<td>John White 978-1072</td>
<td>Richard Williams 978-1071</td>
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<td><strong>Transportation</strong></td>
<td>2nd, 4th Wednesdays 1:00 p.m., Room 1010</td>
<td>Bonin</td>
<td>Martinez</td>
<td>Koritz, Martinez</td>
<td>John White 978-1072</td>
<td>Michael Espinosa 978-1064</td>
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<td><strong>Board of Referred Powers</strong></td>
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<td></td>
<td>Erika Puls 978-1057</td>
<td>Sharon Gin 978-1056</td>
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<td><strong>Ad Hoc on Comprehensive Job Creation Plan</strong></td>
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<td></td>
<td></td>
<td></td>
<td>Krikorian, Blumenfield, Harris-Dawson, Martinez</td>
<td>Richard Williams 978-1071</td>
</tr>
<tr>
<td><strong>Ad Hoc Committee on Police Reform</strong></td>
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<td></td>
<td></td>
<td></td>
<td>Krikorian, Blumenfield, Harris-Dawson, Martinez</td>
<td>Richard Williams 978-1071</td>
</tr>
<tr>
<td><strong>Ad Hoc Committee on the 2028 Olympics and Paralympic Games</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Buscaino, Harris-Dawson, Blumenfield, Ofarrell</td>
<td>John White 978-1072</td>
</tr>
</tbody>
</table>

**Council Clerks**: Erika Puls 978-1057, Sharon Gin 978-1056
**Date Line**: Type the date two lines below the letterhead. The date is positioned in the center below the Mayor’s name.

**Inside address**: Type (1) The name of the person to whom you are writing; (2) the street address or the post office box number; and (3) the city, state, and ZIP Code, or in the case of an elected City official, the City Hall address as shown in the example.

**Attention Line**: If you use an attention line, type it two lines below the inside address and two lines above the Subject. Use capital letters for the A in Attention. Do not abbreviate the Attention. Use a colon after Attention.

**Subject Line**: If you use a subject line, type it between the inside address and the salutation, with 1 blank line above and below. Do not use the term like Subject: to introduce the subject line. Type the subject line in all-capital letters in bold. The subject line is customarily typed without underscoring.

**Salutation**: Type the salutation on the third line below the inside address. (Note: The salutation is always used on Modified-Block Style letters).

**Message**: Type the text of the letter on the second line below the subject line, if used, or on the second line below the salutation. All paragraphs are typed single-spaced with no indents and full justification; leave 1 blank line between paragraphs.

**Complimentary Closing**: Type the complimentary closing on the second line below the last line of the body of the letter. Start the closing at center.

**Signature Block**: Type the signer’s name and title at the same point as the complimentary closing. Leave four blank spaces between the complimentary closing and the first line of the typed signature block to allow for the written signature.

**Reference Initials**: Type the initials of the writer in caps at the left margin on the second line below the typed signature block. Type the document name and typist initials in lower case following the initials of the writer. On the next line, include the Filepath.

**Enclosure Notation**: Type the word Enclosure or Attachment (or an appropriate alternative) at the left margin, on the line below the reference initials.

**Copy Notation**: Type cc: and list the names of those who will receive copies of the letter.

---

**Figure 1**

**Modified-Block Style-Standard Format Letterhead**

---

**Letterhead**

**Date**

**Opening**

**Body**

**Closing**

---

**Board of Public Works Members**

**City of Los Angeles**

**California**

**CITY OF LOS ANGELES**

**CITY OF LOS ANGELES**

**CITY OF LOS ANGELES**

**CITY OF LOS ANGELES**

---

**Letterhead**

**Date Line**: Type the date two lines below the letterhead. The date is positioned in the center below the Mayor’s name.

**Inside address**: Type (1) The name of the person to whom you are writing; (2) the street address or the post office box number; and (3) the city, state, and ZIP Code, or in the case of an elected City official, the City Hall address as shown in the example.

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**Enclosure Notation**: Type the word Enclosure or Attachment (or an appropriate alternative) at the left margin, on the line below the reference initials.

**Copy Notation**: Type cc: and list the names of those who will receive copies of the letter.
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

c: 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

The full address is optional.

JRD/:gva
C:\IDC\CD12_Project IDC.doc
Enclosure
c: 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:

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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

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