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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. (Figures 2)

- Interdepartmental Correspondence (IDC) to Department Heads (Figures 3)

- 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 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 (Figures 3 & 4)

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 4)

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 3)

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 Division/Group/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.
January 1, 2013

The Honorable John Doe
Councilmember, 15th District
Room 425, City Hall

OVERVIEW OF THE BUREAU OF ENGINEERING

Dear Councilmember Doe:

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xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

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

Sincerely,

Gary Lee Moore, P.E.
City Engineer

GLM/DJW/cja
Q:\cja Exec\SAMPLE Letterhead City Engineer January 2013.doc

Enclosure
cc: Cathy Jones, Office of the Mayor
    John Smith, City Administrative Office
    Cindy Anderson, Bureau of Engineering
Date: January 1, 2013

To: John Doe, Director
   Bureau of Sanitation

From: Gary Lee Moore, City Engineer
       Bureau of Engineering

Subject: CONFIRMATION OF MEETING

If you have any questions, please contact xxx at (213) 485-5555.

Attachment
cc: John Smith, Bureau of Engineering
Date: January 1, 2013

To: Sally Jones, Chief of Staff
   Council District 15

From: Michael P. Brown, Division Engineer
   Bureau of Engineering

Subject: RECOMMENDATION OF STAFF

If you have any questions, please contact xxx at (213) 485-5555.

GLM/DW:/cja
Q:CJA Exec\SAMPLE Non Elected January 2013.doc

Attachment
cc: John Smith, Bureau of Engineering
January 1, 2013

Mr. Dennis Courtney, Chief
Office of Project Implementation
1120 N Street
Sacramento, CA 94274

OVERVIEW OF THE BUREAU OF ENGINEERING

Dear Mr. Courtney:

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

Sincerely,

William Jones, AIA
Principal Architect
Architectural Division

GLM/DJW:/cja
Q:\cja Exec\SAMPLE Non Elected from Division Figure 5.doc

Enclosure
cc: Cathy Jones, Office of the Mayor
John Smith, City Administrative Office
Cindy Anderson, Bureau of Engineering
January 1, 2013

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 and Honorable Members:

RECOMMENDATION:

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

Sincerely,

Gary Lee Moore, P.E.
City Engineer

cc:   Cathy Jones, Office of the Mayor
      John Smith, City Administrative Office
      Cindy Anderson, Bureau of Engineering