

Department of Public Works BUREAU OF ENGINEERING

FORMAL WRITTEN COMMUNICATIONS

BOARD OF PUBLIC WORKS
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CALIFORNIA
DEPARTMENT OF PUBLIC WORKS
BUREAU OF ENGINEERING
1152 N STREET
SACRAMENTO, CA 95834
TEL: (916) 445-3700
WWW.CALTRANS.CA.GOV
OFFICE OF PROJECT IMPLEMENTATION
1152 N STREET
SACRAMENTO, CA 95834
TEL: (916) 445-3700
WWW.CALTRANS.CA.GOV

June 13, 2017

Honorable Mark English
Councilmember, 1st District
Room 408, City Hall

OVERVIEW OF THE BUREAU OF ENGINEERING

Dear Councilmember English:

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Sincerely,

Gary Lee Moore, PE, ENV SP
City Engineer

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Enclosure
cc:

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

BOARD OF PUBLIC WORKS
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June 13, 2017

Mr. James Doe
Chief of Staff
Office of Project Implementation
1152 N Street
Sacramento, CA 94274

CANDIGA AVENUE BRIDGE OVER LOS ANGELES RIVER

Dear Mr. Doe:

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If you have any questions, I can be reached at (913) xxx-xxxx. My mailing address is:
1149 S. Broadway, Suite 800, Los Angeles, CA 90015.

Sincerely,

Jane Doe, PE
Division Engineer
Bridge Improvement Division

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File Path
Enclosure
cc:

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

BOARD OF PUBLIC WORKS
MEMBER
ERIC ARCETTI
PRESIDENT
SUSAN GALL
VICE PRESIDENT
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DEPARTMENT OF PUBLIC WORKS
BUREAU OF ENGINEERING
1152 N STREET
SACRAMENTO, CA 95834
TEL: (916) 445-3700
WWW.CALTRANS.CA.GOV

Date: June 13, 2017

To: John R. Doe
Councilmember, Council District 12
Room 305, City Hall, Step 370

From: Neil Lane, District Engineer
Valley District, Bureau of Engineering
6282 Van Ness Blvd., Room 361, Step 109 *(The full address is optional)*

Subject: **RECOMMENDED PROJECT FOR UPCOMING PRESENTATION**

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BOARD OF PUBLIC WORKS
MEMBER
ERIC ARCETTI
PRESIDENT
SUSAN GALL
VICE PRESIDENT
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DEPARTMENT OF PUBLIC WORKS
BUREAU OF ENGINEERING
1152 N STREET
SACRAMENTO, CA 95834
TEL: (916) 445-3700
WWW.CALTRANS.CA.GOV

Date: June 13, 2017

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

From: Ken Racz, Deputy City Engineer
Eastern District, Bureau of Engineering
1149 S. Broadway, Suite 700, Step 400 *(The full address is optional)*

Subject: **CONFIRMATION OF AGREEMENT**

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File Path
Enclosure
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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. **(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 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	JOHN S. LEE	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 August 30, 2019						
COMMITTEE	TIME AND LOCATION	CHAIR	VICE CHAIR	MEMBER(S)	LEGISLATIVE ASSISTANT	ALTERNATE
BUDGET AND FINANCE	Mondays 2:00 p.m., Room 1010	KREKORIAN	PRICE	KORETZ BLUMENFIELD BONIN	Mandy Morales 978-1082	Andrew Choi 978-1080
ECONOMIC DEVELOPMENT	2nd, 4th Tuesdays 1:00 p.m., Room 1060	PRICE	BUSCAINO	RODRIGUEZ	Michael Espinosa 978-1064	Adam Lid 978-1076
ENERGY, CLIMATE CHANGE, AND ENVIRONMENTAL JUSTICE	1st, 3rd Tuesdays 1:00 p.m., Room 1010	MARTINEZ	KORETZ	KREKORIAN CEDILLO O'FARRELL	Leyla Campos 978-1078	Michael Espinosa 978-1064
HEALTH, EDUCATION, NEIGHBORHOODS, PARKS, ARTS, AND RIVER	2nd, 4th Wednesdays 1:00 p.m., Room 1060	RYU	O'FARRELL	PRICE	Eric Villanueva 978-1075	Richard Williams 978-1071
HOMELESSNESS AND POVERTY	1st, 3rd Wednesdays 3:00 p.m., Room 1010	O'FARRELL	RODRIGUEZ	BONIN HARRIS-DAWSON RYU	Eric Villanueva 978-1075	Leyla Campos 978-1078
HOUSING	2nd, 4th Wednesdays 3:00 p.m., Room 1010	CEDILLO	KREKORIAN	HARRIS-DAWSON	Rita Moreno 978-1074	Eric Villanueva 978-1075
IMMIGRANT AFFAIRS, CIVIL RIGHTS, AND EQUITY	1st Thursday 1:00 p.m., Room 340	CEDILLO	WESSON	PRICE MARTINEZ RYU	Rita Moreno 978-1074	Andrew Choi 978-1080
INFORMATION, TECHNOLOGY, AND GENERAL SERVICES	2nd, 4th Wednesdays 1:00 p.m., Room 1050	LEE	BLUMENFIELD	RODRIGUEZ	Leyla Campos 978-1078	Rita Moreno 978-1074
PERSONNEL AND ANIMAL WELFARE	1st, 3rd Wednesdays 2:00 p.m., Room 1060	KORETZ	LEE	PRICE	Adam Lid 978-1076	John White 978-1072
PLANNING AND LAND USE MANAGEMENT	Tuesdays 2:30 p.m., Room 340	HARRIS-DAWSON	BLUMENFIELD	CEDILLO PRICE LEE	Andrew Choi 978-1080	Rita Moreno 978-1074
PUBLIC SAFETY	2nd, 4th Wednesdays 3:00 p.m., Room 340	RODRIGUEZ	O'FARRELL	BUSCAINO RYU LEE	Adam Lid 978-1076	Mandy Morales 978-1082
PUBLIC WORKS AND GANG REDUCTION	1st, 3rd Wednesdays 1:00 p.m., Room 350	BLUMENFIELD	RYU	BUSCAINO O'FARRELL MARTINEZ	Michael Espinosa 978-1064	Richard Williams 978-1071
RULES, ELECTIONS, AND INTERGOVERNMENTAL RELATIONS	3rd Friday 9:00 a.m., Room 340	WESSON	HARRIS-DAWSON	MARTINEZ	Mandy Morales 978-1082	Richard Williams 978-1071
TRADE, TRAVEL, AND TOURISM	1st, 3rd Tuesdays 2:00 p.m., Room 1060	BUSCAINO	BONIN	KREKORIAN	John White 978-1072	Richard Williams 978-1071
TRANSPORTATION	2nd, 4th Wednesdays 1:00 p.m., Room 1010	BONIN	MARTINEZ	KORETZ	John White 978-1072	Michael Espinosa 978-1064
BOARD OF REFERRED POWERS		WESSON	KREKORIAN	HUIZAR HARRIS-DAWSON MARTINEZ	Erika Pulst 978-1057	Sharon Gin 978-1056
AD HOC ON COMPREHENSIVE JOB CREATION PLAN		KREKORIAN	BLUMENFIELD	HARRIS-DAWSON	Richard Williams 978-1071	
AD HOC COMMITTEE ON POLICE REFORM		WESSON	KORETZ	CEDILLO HARRIS-DAWSON LEE	Adam Lid 978-1076	
AD HOC COMMITTEE ON THE 2028 OLYMPICS AND PARALYMPIC GAMES		WESSON	CEDILLO	KREKORIAN BUSCAINO BLUMENFIELD O'FARRELL PRICE	John White 978-1072	
COUNCIL CLERKS	Erika Pulst 978-1057 Sharon Gin 978-1056					

Modified-Block Style-Standard Format Letterhead Figure 1

BOARD OF PUBLIC WORKS MEMBERS... CITY OF LOS ANGELES CALIFORNIA... DEPARTMENT OF PUBLIC WORKS... BUREAU OF ENGINEERING... GARY LEE MOORE, PE, ENV SP CITY ENGINEER... 1149 S. BROADWAY ST., SUITE 700 LOS ANGELES, CA 90015... http://eng.lacity.org... ERIC GARCETTI MAYOR... June 12, 2019... Honorable Mitch O'Farrell... Councilmember, 13 District Room xxx, City Hall... OVERVIEW OF THE BUREAU OF ENGINEERING... Dear Councilmember O'Farrell: ... Sincerely, Gary Lee Moore, PE, ENV SP City Engineer... GLM/:rmk... D:\Letterhead\BOE_Overview.doc... Enclosure... cc: Mr. John Doe... AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Date

Opening

Body

Closing

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.

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 indentions and left 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.

**BOARD OF PUBLIC WORKS
MEMBERS**

KEVIN JAMES
PRESIDENT

CECILIA CABLLO
VICE PRESIDENT

DR. MICHAEL R. DAVIS
PRESIDENT PRO TEMPORE

AURA GARCIA
COMMISSIONER

JESSICA M. CALOZA
COMMISSIONER

DR. FERNANDO CAMPOS
EXECUTIVE OFFICER

**CITY OF LOS ANGELES
CALIFORNIA**



**ERIC GARCETTI
MAYOR**

DEPARTMENT OF
PUBLIC WORKS

BUREAU OF
ENGINEERING

GARY LEE MOORE, PE, ENV SP
CITY ENGINEER

1149 S. BROADWAY ST., SUITE 700
LOS ANGELES, CA 90015-2213

<http://eng.lacity.org>

June 13, 2019

Figure 2

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

OVERVIEW OF THE BUREAU OF ENGINEERING

Dear Councilmember Englander:

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Sincerely,

Gary Lee Moore, PE, ENV SP
City Engineer

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Enclosure

cc: John Smith, Office of the City Administrative Officer
Jane Smith, Bureau of Engineering

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Figure 3

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**

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Enclosure

cc: John Smith, Bureau of Engineering

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Figure 4

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**

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Enclosure

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

Barbara Romero, Deputy Mayor
October 8, 2019
Page 2 of 2

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

GLM/DW:ab

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

Attachment

cc: Deborah Weintraub, Bureau of Engineering