



**Terra Firma, Inc.**

August 28, 2014

PROJECT MEMORANDUM

TO: Ima Y. Student  
Summer Intern

FROM: Vanessa Bateman  
Engineering Geology Section

PROJECT: Homework Assignment #1

SUBJECT: Summary Data for Neighboring City Engineer

Discussion:

Our company has been asked by the Neighboring City engineer to provide a technical opinion on some of the causes of the deaths of the 10 residents of La Conchita, California. Because Neighboring City is located in very similar geology and topography, the city engineer is very concerned with the 10 deaths and wishes to prevent fatalities as well as reduce city exposure. Please provide a “high level” summary to him in a 2 page project memo format in order to aid him in preparing for a hearing with the mayor and planning council.

As part of this summary, be sure to address the following points:

- Explain difference between 1995 slide and 2005 slide. Please include the name of the different types of landslide with a brief discussion of how each type of landslide fails.
- In your opinion, state the major contributing factors to the deaths of 10 people in the 2005 slide.
  - Please include the causes of the landslide.
  - Do you think irrigation was a contributing factor or a primary cause of either slide. Why?
- Discuss the mitigation taken by the City of La Conchita, the efficacy of those measures and additional measures that could have been taken.

- The following resource documents are provided. Additional resources may be used:  
<http://pubs.usgs.gov/of/2005/1067/508of05-1067.html#conchita06>  
<http://www.opl.ucsb.edu/grace/lc/index.html>  
[http://www.geog.ucsb.edu/~jeff/projects/la\\_conchita/apcg2001\\_article/apcg2001\\_article.html](http://www.geog.ucsb.edu/~jeff/projects/la_conchita/apcg2001_article/apcg2001_article.html)  
<http://la-conchita-news.newslib.com/story/3263-3231694/>
- What, in your opinion would be the best option for Ventura County (La Conchita's county) in order to prevent future deaths?

Vanessa C. Bateman  
Engineering Geology - 4040

# Basic Format of Project Memorandum.



Graphic from your business / organization

**Terra Firma, Inc.**

[Date]

## PROJECT MEMORANDUM

TO: [First Name] [Last Name]  
[Title] [Organization]

FROM: [Your name]  
[Title] [Organization]

PROJECT: [Name of Project]

SUBJECT: [Subject of Particular Project Memorandum]

Discussion:

Use 12 point type, single space - Times New Roman or any other serif font is acceptable.

Use a blank line between TO, FROM, PROJECT, SUBJECT and Discussion as shown to the left.

Bullet Points should be offset from paragraphs for clarity.

Signature Line should be included at the bottom.

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[Your Name]  
[Title]