



Memorandum

TO: PUBLIC WORKS EMPLOYEES **FROM:** David Sykes
SUBJECT: SIGNAGE FOR PUBLIC WORKS **DATE:** 11-16-11
DOCUMENTS

This memorandum is to clarify the proper signage for Public Works documents from the Director's Office and supersedes the previous memo dated October 10, 2002. Please note that the required signature blocks for the following documents have been revised as shown below:

1. For *City Council memos* from the Department of Public Works, please type the title and name as listed below: (*Note: name should always be in all CAPS for Council memos*)

DAVID SYKES
Director of Public Works

2. For *joint signature City Council memos* with other Departments, please type the name and title as listed below: (*Note: name should always be in all CAPS for Council memos*)

DAVID SYKES
Director of Public Works

HANS LARSEN
Director, Department of Transportation

3. For *routine memos and letters* that are normally signed by the Director of Public Works or addressed to the Director of Public Works and for *agreements/contracts* where the Director has the authority to execute the documents, please type the name and title as shown below:

David Sykes
Director of Public Works

Note: This applies to major and minor Public Works construction contracts that the Director of Public Works (and former Director of General Services) is authorized to sign.

4. For *parcel maps and tract maps*, type Harry Freitas' name and RCE#, along with "City of San José, California". Use Barry Ng's name when Harry Freitas is not available for signature. No titles are required on these documents. You will have to be sure that

whoever you list on your map is available to sign that particular map. Please list names as shown below:

Harry Freitas
RCE #51498 – Exp Date: 06/30/12
City of San José, California

Barry Ng
RCE #58589 – Exp. Date: 12/31/12
City of San José, California

Note: Barry can also sign as the City Land Surveyor on parcel and tract maps in Patty Cannon's absence. When this occurs, use the following signature block:

Barry Ng
LS #7713 – Exp. Date: 12/31/12
City of San José, California

5. For *plans and specifications* that are approved by the Director of Public Works, please provide a signature block on the cover sheet that list the Director's name and title only (no RCE#) as listed below:

DAVID SYKES
DIRECTOR OF PUBLIC WORKS

Note: In general, the Director of Public Works must approve construction project plans and specifications per Section 14.04.430 of the Municipal Code. This approval does not constitute responsible charge/control of the engineering/architectural work in accordance with State law. A separate memorandum on this subject will follow.

I hope that this memo answers your questions on the proper signage for all Public Works documents. For your convenience and reference, this memo can be found on the PW Intranet → Resources → Forms → Director's Office Procedures → *Signage (document name)*.

Please contact Alice Arevalo at 535-8336 if you have any questions or concerns about these guidelines.



David Sykes
Director of Public Works