

PUBLIC WORKS - DIRECTOR'S OFFICE TRANSMITTAL

After Division Manager approves, forward transmittal and documents to the "Submit To" person specified on the Public Works Approval Matrix. The matrix can be found on the PW intranet web page.

Name	Your Location & Division	Phone No.
Prepared by:		
Subject or Proj ID/Name		
City Attorney <i>(for signature)</i>		
Deliver to:		
City Attorney _____	Matter # _____	Approved _____ Date _____
(if applicable, otherwise check appropriate box below)		
Council Memo		
Council Date _____	Date Due to Director's Office _____	
Draft reviewed by: <i>(provide name)</i>		<i>To be completed by Council Liaison:</i>
<input type="checkbox"/> Attorney _____	Approved: _____	
<input type="checkbox"/> Budget Office _____	Approved: _____	
<input type="checkbox"/> Client Dept(s) _____	Approved: _____	
Attachments:		
<input type="checkbox"/> Memo <input type="checkbox"/> Map <input type="checkbox"/> CEQA Clearance <input type="checkbox"/> Budget Worksheets <input type="checkbox"/> Other _____		
Correspondence <input type="checkbox"/> Info Memo <input type="checkbox"/> Committee Memo Committee _____ Committee Date _____ Date Due to CMO _____ <input type="checkbox"/> Director Award Memo <input type="checkbox"/> Memo <input type="checkbox"/> Letter <input type="checkbox"/> Travel Request or Statement <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <i>Reviewed by Travel Coordinator :</i> _____ Initials Date </div> <input type="checkbox"/> CMO Transmittal <input type="checkbox"/> Other _____	Contracts & Agreements Council Award <input type="checkbox"/> Construction Contract >\$1,000,000 <input type="checkbox"/> Consultant Agreement >\$270,000 <input type="checkbox"/> Amendment # _____ <input type="checkbox"/> Utility >\$100,000 Manager Award <input type="checkbox"/> Construction Contract >\$1,000,000 <input type="checkbox"/> Consultant Agreement ≤\$270,000 <input type="checkbox"/> Amendment # _____ <input type="checkbox"/> Parkland Agreement Director Award <input type="checkbox"/> Director Award, Minor <\$100,000 <input type="checkbox"/> Director Award, Major <\$1,000,000 <input type="checkbox"/> Construction Contract ≤\$1,000,000 <input type="checkbox"/> Parkland Agreement <input type="checkbox"/> Utility Agreement ≤\$100,000 Other _____	Change Orders / Service Orders Council Approval <input type="checkbox"/> Original contract ≤ \$100,000; single CCO >\$10,000 <input type="checkbox"/> Original contract > \$100,000; single CCO >\$100,000 <input type="checkbox"/> Sum of all CCOs exceed contingency amount: Contingency \$ _____ Total CCOs \$ _____ Director Approval <input type="checkbox"/> CCO >\$20,000 & ≤ \$100,000 <input type="checkbox"/> SO > \$20,000 & ≤ Agrmt amount

SECTION MANAGER/
SUPERVISOR:

Signature _____ Print name here _____ Date _____

DIVISION ANALYST
(if applicable)

Signature _____ Print name here _____ Date _____

DIVISION MANAGER

Signature _____ Print name here _____ Date _____

ADMINISTRATION

Signature _____ Print name here _____ Date _____

DEPUTY DIRECTOR

Signature _____ Print name here _____ Date _____

ASSISTANT DIRECTOR

Signature _____ Print name here _____ Date _____

Comments:

INSTRUCTIONS FOR DIRECTOR'S OFFICE TRANSMITTAL

The transmittal is used as a communication tool when presenting documents to the Director's Office for approval. It lets the Director (or designee) know that the documents have received proper review and scrutiny by the Division Manager and Staff. Not all documents will need a transmittal. **If the form already contains individual signature lines for the required approvers, then no need for duplication – a transmittal is not needed.**

Rule of Thumb: *If the document package requires approval by the Deputy Director, Assistant Director, or Director, it will need a transmittal.*

To determine what the final approval level is for your document, refer to the PW Approval Matrix. The Approval Matrix is located on the PW Intranet site. The matrix will specify the **Final Signature** needed and the **Submit To** person for the document once the division manager signs off. The person you submit the documents to will route for final signatures, if required. See example below:

Public Works Approval Matrix – Final Signatures		Last Update: 3/28/14	
The chart below shows the final approval level for the listed document. Most documents need to be approved by the Division Manager prior to submission to the Director's Office. Once the DM has approved the document or transmittal, forward it to the person in the Submit To column. They will get the final signature, if required, and submit for processing or notify you that the document is ready for pick up.			
Item	Muni Code/ City Policy	Final Signature	Submit To
AEA Premium Pay Approval		Principal Accountant ²	Roxanne Cook
Application and Certificate for Payment (contract payment)	Special Provision 9-1.06 (A) & (B)	Division Manager ¹	Melissa Patterson
BAAQMD Permits - Bay Area Quality Management District (Include Transmittal to CMO)	Generally 2.04.4220	Director/CMO	Alice Arevalo
Bereavement Leave		Supervisor	Kayla Do
Bilingual Pay Request		Admin Officer	Felipa Driscoll
Bond Disbursement Requests		Assistant Director/Deputy	Director's Office
Bond Disbursements - Fire & Police		Assistant Director/Deputy	Director's Office
Building Access - Badge/Security Request Form		Assistant Director	Steve McCollum

In this case, the Div Mgr is final approver so **no transmittal** is needed. DM signs document and sends to Melissa Patterson for processing.

In this case, the Deputy Director or Assistant Director signature is required - **Attach transmittal** to document package and route for DM signature. Once DM signs it, send to the Director's Office. The Admin staff will obtain final signature and route for processing or notify sender for pick up.

Please note:

- All of the signature lines on the transmittal may not be required for some documents. In that case, indicate N/A on that signature line or draw a line through it.
- Complete the top section with your name, location, phone number, subject or title of the document. Check off the box or boxes that apply and route for signatures.
- This transmittal replaces the Goldenrod (Contracts & Agreements), Purple (Plans & Specs), Green (Director's Office) and Pink (Council Memos) transmittals by combining them into one comprehensive form.