# Policy

**SFMTA Board of Directors Delegation of Authority**
**Authorized by Resolution No. 240604-061**
**Adopted June 2024, Amended November 2026**

The following policies and requirements shall govern the delegation of the authority of the SFMTA Board to the Director of Transportation, (Director) and the Director's redelegation of authority to SFMTA staff. Where a provision appears to conflict with a requirement of the Administrative Code or Purchaser's Regulations, staff shall confer with SFMTA's Office of Contract Administration and the City Attorney.

## BACKGROUND: BOARD OF SUPERVISORS AUTHORITY UNDER CHARTER SECTION 9.118 – CONTRACT AND LEASE LIMITATIONS

Charter Section 9.118 (set out in full below) requires that the SFMTA obtain Board of Supervisors' approval of certain Revenue Contracts, Expenditure Contracts, and Real Property Contracts, and Amendments to those contracts. It is the policy of the SFMTA Board that, any contract or contract Amendment that must be approved by the Board of Supervisors must first be approved by the SFMTA Board of Directors.

Note that Construction Contracts are exempt from Charter Section 9.118 requirements, but contracts for construction project management, architectural and engineering services, and other consulting contracts for construction projects are Professional Services Expenditure Contracts that are subject to Charter Section 9.118. (See Administrative Code sections 6.40-6.43.)

SECTION 9.118. CONTRACT AND LEASE LIMITATIONS.

(a) Unless otherwise provided for in this Charter, contracts entered into by a department, board or commission having anticipated revenue to the City and County of one million dollars or more, or the modification, amendment or termination of any contract which when entered into had anticipated revenue of one million dollars or more, shall be subject to approval of the Board of Supervisors by resolution.

(b) Unless otherwise provided for in this Charter, and with the exception of construction contracts entered into by the City and County, any other contracts or agreements entered into by a department, board or commission having a term in excess of ten years, or requiring anticipated expenditures by the City and County of ten million dollars, or the modification or amendments to such contract or agreement having an impact of more than $500,000 shall be subject to approval of the Board of Supervisors by resolution.

(c) Unless otherwise provided for in this Charter, any lease of real property for a period of ten or more years, including options to renew, or having anticipated revenue to the City and County of one million dollars or more; the modification, amendment or termination of any lease, which when entered into was for a period of ten or more years, including options to renew, or had anticipated revenue to the City and County of one million dollars or more; and any sale or other transfer of real property owned by the City and County, shall first be approved by resolution of the Board of Supervisors. Leases of property under the jurisdiction of the Port Commission for maritime use shall be exempt from the requirements of this section.

The application of Charter Section 9.118 to a Contract or Amendment may not be obvious. Staff

are strongly encouraged to consult with the City Attorney to confirm whether and how Section 9.118 may apply to a particular agreement.

## DELEGATION OF AUTHORITY

### A. EXPENDITURE CONTRACTS

#### 1. Award of Expenditure Contracts.

The Director may approve award of Expenditure Contracts as follows:

a. The Director may approve an original Expenditure Contract or a Task Order for the procurement of General Services and Commodities where the Total Contract Amount is less than $10,000,000. The procurement must be consistent with applicable Purchaser's Regulations.[1]

b. The Director may approve an original Expenditure Contract or a Task Order for the procurement of goods or services not involving General Services, Commodities, or Construction, where the Total Contract Amount does not exceed $2,000,000 and the Term does not exceed 10 years, except in the case of a competitive procurement where: (1) the SFMTA receives only one proposal or bid; and (2) the Total Contract Amount is between $1,000,000 and $2,000,000.

c. The Director may approve an original Construction Contract in which the Total Contract Amount does not exceed the Threshold Amount.[2] The SFMTA Board of Directors must award Construction Contracts with a value exceeding the Threshold Amount. (Admin. Code § 6.3(b)(2).)

d. The Director may award Job Order Contracts with a maximum amount of $5,000,000, as provided in Administrative Code Section 6.62.

#### 2. Amendments to Expenditure Contracts.

The Director may approve Amendments to Expenditure Contracts as follows:

a. **As Authorized in the Original Contract.** Where the contract authorizes an extension of the Term or an increase the Contract Amount, based on either (i) the exercise of an Option (see Paragraph F.2 below) or (ii) the resolution of a contractor claim (subject to the $25,000 limit in Paragraph G below), the Director may amend the contract as expressly stated in that contract, to the extent described in subparagraphs c. through f. below.

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[1] Capitalized terms are defined in Section J.

[2] As of 2024, the Threshold Amount is $1,000,000. The Controller recalculates the value of the Threshold Amount every five years. (See Admin. Code. § 6.1.)

b. **Limited Authority to Extend Contracts Beyond the Contract Term.** Where the original contract has expired and there is no authorization to extend the Contract Term under Paragraph A.2.a. above, the Director can extend the contract only if the Director determines in writing that the extension meets the requirements for a Sole Source Contract under Administrative Code sections 21.5 or 6.73, as applicable. Only the Director may determine that a proposed contract Amendment meets Sole Source Contract requirements, and that authority cannot be delegated. If the Director determines that a proposed contract Amendment meets those requirements, the Director is authorized to extend the Term to the extent described in subparagraphs c. through f. below.

c. **Non-Construction Contracts**

i. **All Non-Construction Contracts with Amounts over $10,000,000.** The Director's authority is limited to cumulative increases to the Contract Amount up to $500,000, and cumulative increases up to 25 percent of the original Term.

ii. **Contracts for General Services and Commodities with Amounts up to $10,000,000.** The Director's authority is limited to cumulative increases totaling 25 percent of the original Term and 10 percent of the original Contract Amount. Any increase of the cumulative Contract Term to more than 10 years or the cumulative Contract Amount to more than
$10,000,000 requires the approval of the SFMTA Board and the Board of Supervisors under Charter Section 9.118 (see Background above).

iii. **Other Non-Construction Contracts with Amounts up to $2,000,000.** The Director's authority is limited to cumulative increases totaling 50 percent of the original Contract Amount, and cumulative increases up to 25 percent of the original Term.

iv. **Other Non-Construction Contracts with Amounts over $2,000,000, but less than $10,000,000.** The Director's authority is limited to cumulative increases totaling 25 percent of the original Contract Amount, and cumulative increases up to 25 percent of the original Term.

d. **Construction Contracts**

i. **Amounts under $10,000,000.** The Director's authority is limited to cumulative increases totaling 25 percent of the original Contract Amount, and cumulative increases up to 25 percent of the original Term.

ii. **Amounts over $10,000,000.** Except as otherwise provided in the agreement at issue, the Director's authority is limited to cumulative increases up to 10 percent of the original Contract Amount and cumulative increases up to 25 percent of the original Term.

### 3. Redelegation of Approval Authority for Expenditure Contracts

a. **Redelegation of Approval Authority for General Services and Commodities Contracts.** Subject to the certification requirements stated in Section F.1, below, the Director may redelegate authority to approve Expenditure Contracts and Amendments (excepting Sole Source Amendments) for the procurement of General Services and Commodities, provided that such procurements are made consistent with applicable Purchaser's Regulations and Charter Section 9.118, as follows:

i. To the SFMTA's Chief Financial Officer, Contracts and Amendments where the Total Contract Amount does not exceed $10,000,000;

ii. To the SFMTA's Controller, Contracts and Amendments where the Total Contract Amount does not exceed $10,000,000;

iii. To the SFMTA's Manager of Grants Accounting, Contracts and Amendments where the Total Contract Amount does not exceed $10,000,000;

iv. To the SFMTA's Managers of Contracts and Procurement, Contracts and Amendments where the Total Contract Amount does not exceed $10,000,000;

v. To the SFMTA's Materials Coordinators, Contracts and Amendments where the Total Contract Amount does not exceed the Minimum Competitive Amount for Commodities and General Services, as defined in Administrative Code Section 21.02.

b. **Redelegation of Approval Authority for Contracts Other Than General Services and Commodities Contracts.** Subject to the certification requirements stated in Section F.1, below, the Director may redelegate to any Division Director responsible for the contract (or other Authorized Manager listed in Appendix A) the Director's authority to approve original contracts other than General Services and Commodities Contracts, and Amendments (excepting Sole Source Amendments) to those contracts, as follows:

i. Original Construction Contracts with a Contract Amount not to exceed the Threshold Amount, as provided in Administrative Code Section 6.3.

ii. Original Job Order Contracts (to the Director of Capital Programs and Construction) with a Contract Amount not to exceed $750,000.

iii. Task Orders under construction Job Order Contracts;

iv. Original contracts other than General Services, Commodities, or Construction Contracts with a Contract Amount not to exceed $500,000 and a Term not to exceed 3 years.

v. Task Orders for as-needed service contracts (to the Division Director responsible for the contract) with a Contract Amount not to exceed the Threshold Amount, as provided in Administrative Code Section 6.3;

vi. Amendments modifying the Contract Amount up to a maximum of $500,000, provided that the net value of all Amendments does not exceed 50 percent of the Director's authority;

vii. Amendments extending the Term, provided that the aggregate sum of all Amendments does not to exceed 50 percent of the Director's authority.

4. **Quarterly Reporting Requirements.** Every 90 days, the Director shall provide a written report to the SFMTA Board identifying all contracts and Amendments approved by the Director or a redelegated authority in the preceding 90 days, including the name of the contractor, the Contract Amount and Term, and a summary description of the work to be performed.

## B. REVENUE CONTRACTS.[3]

A Revenue Contract is an agreement under which the SFMTA will receive rent, lease payments, advertising revenues, profit-sharing, and other revenue, or compensation.

1. **Revenue Contracts and Amendments.** The Director is authorized to approve Revenue Contracts and Amendments where the aggregate sum of the anticipated revenues the SFMTA will receive under the Revenue Contract and all Amendments does not require Board of Supervisors approval under Charter Section 9.118(a) (that is, where the anticipated revenues from the contract are less than $1,000,000, including all extension periods, and the Term is less than ten years, including all extension periods).

2. **Amendments to Revenue Contract Exceeding $1,000,000.** Where a Revenue Contract is approved by the Board of Supervisors, all Amendments to that contract must also be approved by the Board of Supervisors, unless the original approval provides otherwise. Where an amendment to a revenue contract not originally approved by the Board of Supervisors increases the value of the contract by more than $1 million or the Term by more than ten years, then that amendment must be approved by the Board of Supervisors. (See Background above for further discussion of Charter Section 9.118.)

3. **Redelegation of Approval Authority.** Subject to the certification requirements stated in Section F.1, below, the Director may re-delegate authority to approve Revenue Contracts and Amendments to the director responsible for the contract up to Total Contract Amount not to exceed $1,000,000.

[3] Note that real property contracts (leases and licenses) in which the SFMTA is the landlord and charges rent are also Revenue Contracts, but are subject to different requirements, which are addressed in Section C – Real Property Contracts. Do not apply the requirements stated in this Section B to real property contracts.

# Policy

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## C. REAL PROPERTY CONTRACTS

1. **Leases.** The Director is authorized to approve leases of real property, regardless of whether the SFMTA is acting as the landlord or the tenant, and all Amendments related to such leases, subject to the limitations of Charter Section 9.118. (See Background above for further discussion of Charter Section 9.118.) Subject to the certification requirements stated in Section F.1. below, the Director may redelegate approval of those agreements to the Chief Strategy Officer up to the limits of Charter Section 9.118. (See Appendix A.)

2. **License Agreements.** The Director is authorized to approve agreements related to the non-exclusive right to use real property, such as license agreements or use permits, and all Amendments, subject to the limitations of Charter Section 9.118. (See Background above for further discussion of Charter Section 9.118.) Subject to the certification requirements stated in Section F.1., below, the Director may redelegate approval of those agreements to Chief Strategy Officer or Chief Financial Officer. (See Appendix A.)

3. **Pole License Agreements.** The Director is authorized to approve pole license agreements issued under an approved Master License Agreement permitting telecommunication firms to install equipment on SFMTA poles. Subject to the certification requirements stated in Section F.1. below, the Director may redelegate approval of pole license agreements Chief Strategy Officer. (See Appendix A.)

4. **"Eye-Bolt" License Agreements.** The Director is authorized to approve license agreements with private property owners permitting SFMTA to install on private property equipment and hardware necessary to support overhead traction power cables and other infrastructure. The agreements may indemnify property owners for losses arising from the Agency's negligence related to the installation and maintenance of equipment and hardware up to an amount not to exceed $2,000,000. Subject to the certification requirements stated in Section F.1. below, the Director may redelegate approval of such Eyebolt Agreements to the Chief Strategy Officer or Director of Transit. (See Appendix A.)

## D. GRANT AGREEMENTS AND GIFTS

1. **Receipt of Grants.** The Director is authorized to approve SFMTA applications for grant funds, to approve agreements for the SFMTA to accept grant funds, to expend grant funds, to transfer grant funds to a public agency that will be a sub-recipient of said grant funds, and to indemnify a grantor where the grantor is a public agency and the City Attorney or the City's Risk Manager advise that the potential liability under the indemnity does not pose an undue risk to the SFMTA. Subject to the certification requirements stated in Section F.1, the Director is further authorized to delegate said authority to the Chief Financial Officer. (See Appendix A.)

2. **Issuance of Grants.** The Director is authorized to approve grant agreements in which the SFMTA issues grant funds where the SFMTA has conducted a competitive process to award the grant, as provided Administrative Code section 21G.3. Sole source grant agreements, which include commitments of funds in support of third-party grant applications, must be approved by the SFMTA Board as required by Administrative Code section 21G.8.

3. **Receipt of Gifts**. The Director is authorized to accept gifts to the SFMTA and approve contracts to transfer ownership of those gifts to the SFMTA, in accordance with Administrative Code Section 10.100-305. The Director shall not redelegate this authority. Any gift with a value greater than $10,000 must be submitted to the SFMTA Board for approval. As required by Section 10.100-305, all gifts to the SFMTA must be reported to the Controller within 90 days of receipt, and to the Board of Supervisors annually in first two weeks of July. Said notices must identify the donor, the value of the gift and any business (e.g., contracts, permits or other vested interests) that the donor has with the City. Gifts over $100 must be listed on the SFMTA's website.

## E. MISCELLANEOUS AGREEMENTS

### 1. Sole Source Contracts.

a. The Director is authorized to direct staff to commence sole-source contract negotiations for procurement of Professional Services, software and related services (as provided in Administrative Code Section 21.30), and goods, in accordance with the requirements of Administrative Code Section 21.5, and federal procurement requirements, and consistent with the Purchaser's Regulations, as applicable. The Director may not redelegate this authority.

b. Sole Source Contracts governed by Administrative Code Chapter 6 must be authorized by the SFMTA Board of Directors in accordance with Administrative Code Section 6.73.

c. For each Sole Source Contract, the project manager and contract administration shall prepare a memo to file for the Director's approval explaining the reasons for the Sole Source Contract award with supporting documents.

### 2. Indemnity Agreements.

a. The Director is authorized to approve contracts that provide for mutual indemnity with another public agency, where the City Attorney or the City's Risk Manager advise that the work to be performed by or services to be received from the public agency does not pose undue risk to the SFMTA, and that the SFMTA's potential liability under such indemnity agreement will likely not exceed $3,000,000. Indemnity agreements that, in the opinion of the City Attorney or Risk Manager, have the potential to expose the SFMTA to liability greater than $3,000,000 shall be submitted to the SFMTA Board for approval.

b. Except as provided in Sections C.4 (Eye-Bolt Agreements) and D.1 (Grants) , a contract with a private entity that provides the SFMTA less than full indemnity covering the SFMTA's liability for third party claims shall be submitted to the SFMTA Board for approval.

c. With the exception of real property, lease, and license agreements where SFMTA is the lessee or licensee, the SFMTA shall not indemnify private entities without Board approval.

3. **Waiver or Reduction of Special Damages.** As provided in Administrative Code Section 21.23, the Director is authorized to waive or limit a contractor's liability for consequential damages and incidental damages (sometimes referenced as special damages) in an Expenditure Contract if the Director determines that such waiver or limitation accords with the factors set out in Administrative Code Section 21.23. The Director of Transportation may not redelegate this authority.

4. **Nondisclosure Agreements.** A nondisclosure agreement (NDA) is a legally binding agreement to ensure the confidential treatment of proprietary information held by another party. In accordance with applicable public records laws, the Director is authorized to execute NDAs, for the following purposes:

    a. use of experimental or new technology under a license agreement as part of a pilot project;

    b. participation in studies and projects for development of transit, planning and transportation technologies where nondisclosure is a requirement of participation in the project or of project funding;

    c. entering commercial contracts for software or technology licenses or equipment procurement to the extent necessary to protect proprietary information;

    d. access to sensitive public or private infrastructure; and

    e. access to sensitive construction designs or specifications.

NDAs shall expressly limit the SMFTA's liability to not more than $1,000,000. Subject to the certification requirements stated in Section F.1, below, the Director may redelegate the authority granted under this section to the Division Director responsible for the contract to which the NDA is related. (See Appendix A.)

5. **Taxi Medallion Sales and Taxi Medallion Surrender Agreements.** The Director is authorized to approve contracts for the sale of taxi medallions up to $250,000 and is authorized to sign agreements for the surrender of taxi medallions for a payment by SFMTA to the permit holder not to exceed $200,000, in accordance with Transportation Code Section 1116(b). Subject to the certification requirements stated in Section F.1, below, the Director may redelegate to the Director of Taxis, Access & Mobility Services Division, that authority to approve agreements for the sale and surrender of Taxi medallions. (See Appendix A.)

6. **Media Licenses.** The Director is authorized to approve license agreements for the use of SFMTA vehicles, real property, intellectual property (including trademarks and trade dress) for television, motion picture, advertising and other media purposes. Subject to the certification requirements stated in Section F.1, below, the Director may redelegate the authority granted under this section to the Division Director or Authorized Manager as follows (see also, Appendix A):

a. the Authorized Manager in charge of Real Estate may approved agreements for the use of real property, except as provided in Section 6.b;

b. the Transit Director may approve agreements for licensed activities along a SFMTA right-of-way, in SFMTA facilities or on a transit vehicle where the licensed activities may interfere with the SFMTA's transit operations. This provision shall not apply to the placement of advertising on SFMTA vehicles and/or real property.

7. **Fare Media Procurement.** The Director is authorized to approve agreements for the sale or distribution of fare media and fare cards, where the commissions to be paid under such agreements are not expected to exceed $250,000 in any calendar year, and such agreement is not subject to Charter Section 9.118. (See Background above for further discussion of Charter Section 9.118.) Subject to the certification requirements stated in Section F.1, below, the Director may redelegate the authority granted under this section to the Division Director or Authorized Manager in charge of finance and information technology or to the Division Director or the Senior Manager of Fare Revenue. (See Appendix A.) This section does not impact the Director's, or the Director's designee's, authority to enter into pass-through agreements for the distribution of fare media. Pass- through agreements for the distribution of fare media are not treated as Revenue Contracts.

8. **Contracts Administered by the Arts Commission.** The Director is authorized to approve Expenditure Contracts for artist design services, artwork fabrication, and acquisition of finished art (collectively, "Art Contracts") for SFMTA capital projects where a project funding source requires the SFMTA to approve all contracts related to the project (such as projects funded by FTA grant). An Art Contract that is approved by the Arts Commission does not require SFMTA Board approval, unless the Art Contract is also subject to Board of Supervisors' approval under Charter section 9.118. (See Background above for further discussion of Charter Section 9.118.) Subject to the certification requirements stated in Section F.1, below, the Director may redelegate approval of Art Contracts to the Director of Capital Projects and Construction. (See Appendix A.)

## F. ADDITIONAL DELEGATION AUTHORITY AND REQUIREMENTS

1. **Authorized Managers -** Certification of Redelegated Authority. The Director shall present to the Secretary of the SFMTA Board of Directors a completed original delegation of authority letter for each Authorized Manager to whom the Director redelegates contract approval authority. The SFMTA Board Secretary shall review the redelegation letter and certify conformance with requirements of this Delegation Policy. A redelegation of authority shall be in effect when the SFMTA Board Secretary certifies the redelegation in writing. At the time this policy is approved, the Director shall present to the SFMTA Board Secretary a list of the individuals with certified redelegation of authority letters. The Director shall annually update the list.

2. **Exercise of Options.** Unless otherwise directed in SFMTA Board or Board of Supervisors resolutions approving a contract, the Director is authorized to exercise

Options, provided that the Term and value of the Option(s) to be exercised are expressly set forth in the contract and were approved as part of the original contract. The exercise of an Option shall be memorialized as an Amendment but is not otherwise subject to the requirements and limitations stated for issuance of Amendments in this Delegation Policy. Subject to the certification requirements stated in Section F.1, above, the Director may redelegate authority to exercise Options to the Division Director responsible for the contract.

3. **Parking Authority.** This Delegation Policy shall also apply to the contracts of the Parking Authority of the City and County of San Francisco that the SFMTA administers under the agreement between the SFMTA and the Parking Authority, dated October 18, 2007, approved by SFMTA Board Resolution No. 07-171 and Parking Authority Commission Resolution No. 07-173.

4. **Requests for Proposals and Invitations for Bids.** The Director is authorized to (1) issue Requests for Proposals and Invitations for Bids for contracts that will not require Board of Supervisors approval; (2) reject bids and proposals, and (3) re-advertise for new bids and proposals. For each authorized Request for Proposals or Invitation for Bids, the Director will notify the SFMTA Board of Directors by issuing a Notification of Contracting Activity that informs the Board of the date of advertisement, a brief description, the funding allocation and source, and Local Business Enterprise Opportunities, as well as notifying the Directors that the Board of Director's Communications Policy related to contact with prospective bidders or their representatives, approved by SFMTA Board Resolution No. 07-006, has gone into effect.

5. **Successor Titles – Redelegation of Approval Authority.** The Director's authority to redelegate contract approval authority is limited to the persons and positions listed as Authorized Managers in Appendix A. But if the titles of Authorized Managers change, the Director may redelegate contract approval authority to managers holding similar positions and having similar responsibilities as the Authorized Managers listed in Appendix A. The Director shall annually update the list of Authorized Managers in Appendix A.

6. **Surveillance Technology Policies and Annual Surveillance Reports.** The Director is authorized to (1) seek Board of Supervisors' approval of SFMTA Surveillance Technology Policies required under Admin. Code Section 19B.2, and (2) submit to the Board of Supervisors the Annual Surveillance Reports required annually thereafter under Admin. Code Section 19B.6

## G. SETTLEMENT OF CLAIMS AND LITIGATION.

Consistent with Charter Sections 6.102 and 8A.102 and the Board of Supervisor's delegation to ~~Department Heads and~~ the City Attorney's Office and the City's Director of Human Resources in Administrative Code, Article II~~,~~:

1. Any unlitigated or litigated claim against or in favor of the SFMTA may be compromised and settled with the written approval of the City Attorney or a staff member of the Office of the City Attorney designated by the City Attorney, where the amount of such compromise or settlement does not exceed $100,000 ~~$25,000.00, provided such settlement has been approved by the Director~~. This delegation includes

the ability to make offers of compromise under Civil Code Section 998 for amounts that do not exceed $100,000 ~~$25,000.00~~.

2. Any grievances under memoranda of understanding of up to $100,000 involving service critical employees may be settled by the SFMTA Director of Human Resources with the approval of the City Attorney.

No payment by way of compromise and settlement authorized by this Section shall be made until the Controller certifies that monies are available from the proper funds or appropriations to pay such compromise and settlement. The City Attorney shall submit, on an annual ~~a monthly~~ basis, a report to the Director and the SFMTA Board of Directors listing litigation concerning the SFMTA that the City Attorney has settled under this delegated authority ~~in the preceding month~~.

## I. DEFINED TERMS

For purposes of this Delegation of Authority policy ("Delegation Policy"), the following capitalized words are defined terms whose meanings are stated below. Consult with the City Attorney if a term defined in this document appears to conflict with a term used in the Administrative Code.

**"Amendment"** means a written modification of a contract, executed and approved as required by the Administrative Code, SFMTA policies, and (where applicable) the Purchaser's Regulations, and grant funding requirements (such as FTA contract requirements).

**"Authorized Manager"** means a manager to whom the Director has redelegated contract approval authority, as authorized by this Delegation Policy. Authorized Managers are listed in Appendix A.

**"Charter Section 9.118"** is the provision of the City Charter concerning Contract and Lease Limits that requires Board of Supervisors' approval of non-construction Expenditure Contracts, Revenue Contracts, and Real Property Contracts of certain Term lengths and Contract Amounts. (See Background above for discussion of Charter Section 9.118.)

**"Construction Contract"** means (for purposes of this Delegation Policy) a contract for construction work or professional (engineering, architectural and construction management) services related to or part of a "Public Work or Improvement," as that term is defined by Administrative Code Chapter 6.1.

**"Contract Amount"** is the net value of compensation to be paid a contractor, vendor, or licensor, including the value of all approved contract Amendments.

**"Contract Term" (or "Term")** means the period that a contract is in effect.

**"Director"** means the Director of Transportation.

**"Expenditure Contract"** means a written agreement issued in accordance with the City's Municipal Code in which the SFMTA agrees to compensate a contractor, vendor, licensor, or another public agency (excluding another City department) for goods, services or other benefits received by the SFMTA, and Amendments to such contracts.

**"General Services and Commodities Contracts"** are Expenditure Contracts for the acquisition of goods and certain services as described in Administrative Code section 21.02. General Services are

not Professional Services and include, but are not limited to, janitorial, security guard, pest control, parking lot management, and landscaping services.

**"Job Order Contract"** means a contract for construction work authorized by Administrative Code Section 6.62.

"**Option**" means the authority of the SMFTA stated in a contract to extend a Contract Term for a period and for an amount of compensation stated in the contract, or to acquire additional goods or services under the contract for an amount of compensation stated in the contract.

**"Professional Services"** means those services, as defined in Administrative Code section 21.02: "which require extended analysis, the exercise of discretion and independent judgment in their performance, and/or the application of an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. Professional service providers include, but are not limited to, licensed professionals such as architects, engineers, and accountants, and non-licensed professionals such as software developers and financial consultants."

**"Purchaser's Regulations"** means the regulations referenced by San Francisco Administrative Code section 21.03(k) that are established by the Purchaser for the purpose of implementing the provisions of San Francisco Administrative Code Chapter 21. At the time of the enactment of this resolution, the document was titled: "Chapter 21: Acquisition of Commodities and Services with Applicable Rules And Regulations Incorporated" (Updated 11/18/2022), and could be found at https://sf.gov/reports/november-2022/administrative-code-chapter-21-rules-and-regulations-incorporated.

**"Revenue Contract"** means a contract that generates revenues for the SFMTA, including, but not limited to, advertising placement, profit-sharing, grants, and other revenue or compensation generating agreements. Service contracts in which the contractor acts as an agent to receive or process funds on behalf of the SFMTA, such as parking ticket processing and collection contracts, armored car services, parking meter coin collection contracts, and parking facility management contracts are not Revenue Contracts, but instead are Professional Services contracts.

**"Sole Source Contract"** is a contract for goods or services that are available only from a sole source or acquired other than through full and open competition and that has been approved under the requirements of Administrative Code sections 6.73 or 21.5(b).

**"Task Order"** means an order for services or work under a task order contract for a value within the approved contract amount.

**"Threshold Amount"** means the contract amount determined by the City Controller, as specified in Administrative Code Section 6.2. As specified in Administrative Code Section 6.1 (Award of Contract), the SFMTA Board of Directors must approve the award of contracts valued greater than the Threshold Amount, and the Director of Transportation may award contracts valued less than or equal to the Threshold Amount.

**"Total Contract Amount"** means the sum of the original Contract Amount and the net value of all Amendments. For example, if the original contract amount is $1,000,000, and the value of three Amendments are +200,000, +$200,000, and [-$150,000], the net value of the Amendments is $250,000, and the Total Contract Amount is $1,250,000.

# Policy

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**Adopted June 2024, Amended November 2026**

## APPENDIX A

### AUTHORIZED EXECUTIVES AND MANAGERS

The Director of Transportation redelegates contract approval authority to the persons listed below. The Director will annually update this list of Authorized Managers.

**List is Effective as of June 4th, 2024**

| Position | Type of Contracts and Policy Section Reference |
|---|---|
| Chief Financial Officer | General Services and Commodities<br>(§A.3.a.i) Services Contracts (§A.3.b);<br>Revenue Contracts (§B.3)<br>Receipt of Grants (§D.1)<br>Nondisclosure Agreements (§E.4);<br>Fair Media Procurement (§E.7);<br>Exercise of Options (§F.2) |
| Chief Strategy Officer | Contracts other than General Services and Commodities<br>(§A.3.b) Services Contracts (§A.3.b);<br>Revenue Contracts (§B.3)<br>Commodities (§A.3.b);<br>Nondisclosure Agreements (§E.4);<br>Exercise of Options (§F.2);<br>Real Property Contracts (§C)<br>Media Licenses (§E.6.a) |
| Chief Technology Officer | Contracts other than General Services and Commodities<br>(§A.3.b); Nondisclosure Agreements (§E.4);<br>Fair Media Procurement (§E.7) |
| Chief People Officer<br>(Human Resources Director) | Contracts other than General Services and Commodities (§A.3.b) |
| Streets Division Director | Contracts other than General Services and Commodities<br>(§A.3.b); Nondisclosure Agreements (§E.4);<br>Exercise of Options (§F.2) |
| Transit Division Director | Contracts other than General Services and Commodities<br>(§A.3.b); Nondisclosure Agreements (§E.4);<br>Media Licenses (§E.6.b)<br>Fair Media Procurement (§E.7)<br>Exercise of Options (§F.2) |
| Director of Taxis, Access & Mobility Services Division | Contracts other than General Services and Commodities<br>(§A.3.b); Nondisclosure Agreements (§E.4); |

# Policy

**SFMTA Board of Directors Delegation of Authority**
**Authorized by Resolution No. 240604-061**
**Adopted June 2024, Amended November 2026**

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|---|---|
| | Taxi Medallion Sales and Taxi Medallion Surrender Agreements (§E.5)<br>Exercise of Options (§F.2) |
| Capital Programs & Construction Director | Contracts other than General Services and Commodities (§A.3.b); Nondisclosure Agreements (§E.4); Contracts Administered by the Arts Commission (§E.8); Exercise of Options (§F.2) |
| SFMTA Controller | General Services and Commodities (§A.3.a.ii) |
| Manager of Contracts and Procurement | General Services and Commodities (§A.3.a.iv) |
| Manager of Grants Accounting | General Services and Commodities (§A.3.a.iii) |
| Senior Manager of Revenue Collection & Sales | Fair Media Procurement (§E.7) |
| Section Director of Facilities and Real Property Management | Real Property Contracts (§C)<br>Media Licenses (§E.6.a) |
| Materials Coordinators | General Services and Commodities (§A.3.a.v) |