



METROPOLITAN  
TRANSPORTATION  
COMMISSION  
SERVICE AUTHORITY  
FOR FREEWAYS  
AND EXPRESSWAYS

Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland, CA 94607-4700  
TEL 510.817.5700  
TDD/TTY 510.817.5769  
FAX 510.817.5848  
E-MAIL [info@mtc.ca.gov](mailto:info@mtc.ca.gov)  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## *Memorandum*

TO: Operations Committee

DATE: June 4, 2010

FR: Executive Director

RE: SAFE Resolution 44, Revised: Changes to Executive Director's Signature Authority

In March 2004, the Commission approved SAFE Resolution 44, increasing the Executive Director's (ED) and Deputy Executive Director's (DED) signature authority on SAFE contracts to \$100,000. The resolution also adopted a formula for delegating authority to sign amendments that has proven to be cumbersome and difficult for staff to implement. This proposed change would revise the signature authority of the ED and DED for amendments and make certain other clarifying changes, as follows:

- Total contract value up to \$100,000, including amendments, can be authorized by the ED or DED without Committee approval. There is no limit on the number or size of amendments included in the \$100,000;
- The delegated authority is renewed for any single contract each time the appropriate Commission committee approves a new total contract amount;
- ED may delegate authority to Section Directors to sign contracts or amendments up to \$25,000 cumulatively. (Current procedures limit Section Directors' authority to \$2,500 or less).
- Changes all references to particular committees to "the appropriate authorizing Committee".

Staff recommends that the Operations Committee refer SAFE Resolution No. 44, Revised, to the SAFE Authority for approval.

---

Steve Heminger

SH:TG:MJM  
Attachments