



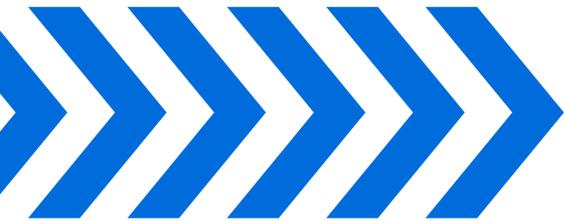
SFMTA

San Francisco Municipal Transportation Agency

Policy & Procedure Reform

SFMTA Board of Directors

May 21, 2024



The SFMTA is dedicated to a continuous review process for its governmental operations.

The SFMTA's commitment to ongoing policy review is a comprehensive approach that **prioritizes efficiency, legal compliance, adaptability, and public trust.**

These elements are all fundamental pillars for a high-performing and successful agency.



The **benefits** of on-going policy reviews are:

Maintaining Legal Compliance:

The legal and regulatory frameworks governing the SFMTA are subject to change. Regular policy reviews ensure the SFMTA remains in compliance with current statutes, thereby mitigating potential legal challenges and associated financial penalties.

Optimizing Efficiency and Cost Savings:

As highlighted, policy and procedure review allow for the identification of areas inclined to improvement. Streamlining procedures can lead to enhanced workflow efficiency, potentially resulting in significant cost savings for the agency. These savings directly translate to a more efficient allocation of the agency's staffing and financial resources.

Enhancing Adaptability:

Transportation demands are constantly evolving. Regular policy assessments ensure the SFMTA remains responsive to these evolving needs, including changing ridership patterns, advancements in technology, and the evolving priorities of the community it serves. This adaptability allows the agency to consistently deliver relevant and effective services.

Promoting Transparency and Fostering Public Trust:

A commitment to ongoing policy review fosters transparency in the agency's operations. The public can be assured that the SFMTA operates ethically and prioritizes their best interests. This fosters trust and strengthens the relationship between the agency and the community it serves.

Today's public hearing provides the SFMTA Board the time to review, inquire and provide direction on these policies and procedures.

These include:

- **SFMTA Board of Directors Rules of Order**
- **SFMTA Delegation Policy**
- **SFMTA Advertising Policy**

Feedback will be taken from this public hearing and will result in modifications and the development of final resolutions of approval.

The SFMTA **Board of Directors Rules of Order** are intended to provide for the orderly conduct of Board meetings and appropriate authority in those procedural matters. They are reviewed by the Board and amended over time to improve the efficiency of meetings and improve the ability of the Board to deliver on its mandate.

Proposed Changes:

Enhanced Board Meeting Interaction

- The order of business for Board meetings is being adjusted.
- Board members will now can raise concerns or request updates from the Director of Transportation after hearing their report and the SFMTA Citizens Advisory Council (CAC) report.
- This allows for more informed discussions and ensures Board members can respond directly to information presented.
- Staff will be responsible for tracking and reporting on these follow-up items.

Simplified Public Notices

- The process for notifying the public about changes to fares, fees, and fines is being streamlined.
- The revisions will ensure adherence to state law and the City Charter, but will also reduce costs and administrative burdens for the SFMTA.

Committee Restructuring & Parental Leave Policy

- A new policy will be implemented to govern standing and select committees of the Board.
- Existing committees will be discontinued, except for the Vision Zero Committee and the Train Control Upgrade Project (TCUP) Committee. These two committees will continue their work.
- Additionally, a new Parental Leave Policy will be established consistent with the City and County of San Francisco's Administrative Code.

The **Delegation Policy** has existed since 2010, with all the various individual delegations consolidated in 2019.

The purpose of the policy is to reduce administrative paperwork and streamline processing of various agreements and low-dollar contracts and commodity purchases.

A completely new policy has been developed.

Proposed Changes:

Enhanced Organization

- The policy now groups delegated authorities into clear categories: Expenditure Contracts, Revenue Contracts, Real Property Contracts (new), Grant Agreements and Gifts Miscellaneous Agreements.

Increased Transparency

- The policy includes relevant City Charter language for each category and definitions of key terms within the document.

Streamlined Approvals

- To improve efficiency and adjust for inflation the policy raises raising spending thresholds for various contracts; the most significant increase is for non-construction expenditure contracts authority would increase from \$1 million to \$2 million.
- Some term extensions for shorter contracts (1-2 years) could be extended by up to 25% (previously 10%).

Consolidation & Efficiency

- The revised policy addresses previously omitted or new items such as: Real Property Contracts subject to specific limitations outlined in the City Charter (Section 9.118) and Litigated Claims aligning SFMTA policy with the rest of the City by allowing the Director (with City Attorney approval) to settle litigated claims up to \$25,000.

Continued Oversight

- The City Attorney's Office will report monthly on litigated claims settled under this provision.
- Quarterly reports from the Director will detail all contracts and amendments approved in the previous 90 days, including contractor names, contract details, and work descriptions.

Major Delegation Adjustments

Type	Detail	Original - 2019	Proposed - 2024
Award of Expenditure Contracts	Original Expenditure Contract or a Task Order for the procurement of General Services and Commodities	max \$10 million	max \$10 million
Award of Expenditure Contracts	Original Expenditure Contract or a Task Order for the procurement of goods or services not involving General Services, Commodities, or Construction	max \$1 million	max \$2 million
Award of Expenditure Contracts	Job Order Contracts	max \$5 million	max \$5 million
Amendments to Expenditure Contracts	All Non-Construction Contracts with Amounts over \$10,000,000 - amount increase	max \$500,000	max \$1 million
Amendments to Expenditure Contracts	All Non-Construction Contracts with Amounts over \$10,000,000 - time increase	max 25%	max 25%
Amendments to Expenditure Contracts	Contracts for General Services and Commodities with Amounts up to \$10,000,000 - amount increase	max 10%	max 10%
Amendments to Expenditure Contracts	Contracts for General Services and Commodities with Amounts up to \$10,000,000 - time increase	max 10%	max 25%
Amendments to Expenditure Contracts	Other Non-Construction Contracts with Amounts up to \$2,000,000 - amount increase	max 50%	max 50%
Amendments to Expenditure Contracts	Other Non-Construction Contracts with Amounts up to \$2,000,000 - time increase	max 25%	max 25%
Amendments to Expenditure Contracts	Other Non-Construction Contracts with Amounts up to \$2 - \$10 million - amount increase	max 25%	max 25%
Amendments to Expenditure Contracts	Other Non-Construction Contracts with Amounts up to \$2 - \$10 million - amount increase	max 25%	max 25%
Construction Contracts	Construction Cotnracts Amounts under \$10 million - amount increase	max 25%	max 25%
Construction Contracts	Construction Amounts under \$10 million - time increase	max 25%	max 25%
Construction Contracts	Construction Amounts over \$10 million - amount increase	max 10%	max 10%
Construction Contracts	Construction Amounts over \$10 million - time increase	max 25%	max 25%
Indemnity Agreements	Mutual indemnity with another public agency	max \$2 million	max \$3 million
Indemnity Agreements	Indemnity Risk Level	max \$2 million	max \$3 million

The **Advertising Policy** has existed since 2004, being amended over time. The purpose of the policy Over time the Advertising Policy has been amended to clarify certain aspects and provide additional requirements and to prohibit advertisements that harmful or disruptive to the SFMTA's transit system or are adverse to the interests of the SFMTA.

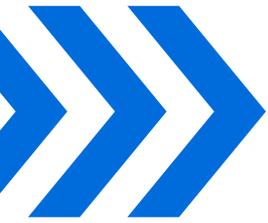
Proposed Changes:

Enhanced Clarity:

- The revised policy aims to remove or clarify previously vague restrictions on advertising content. This will provide both advertisers and the SFMTA with a more consistent and understandable set of guidelines.

Compliance with First Amendment:

- The revisions are tailored to comply with recent court rulings related to free speech. This likely involves removing restrictions on viewpoints expressed in advertisements.



Today's public hearing is to provide the Board with the opportunity to ask questions, discuss and provide direction.

Staff will return to the Board on June 4, 2024 with the legislation and resolutions necessary for approvals of these policies.

Feedback received will be integrated into the final policies for approval.

This item and hearing also serves as the Article 7 Section 4 MTA Board Rules of Order required 10-day notice for amendment to the Rules of Order.





Thank you.