

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 200216-022

WHEREAS, The SFMTA anticipates the need to purchase generic cash value gift cards as compensation for various forms of public outreach and engagement, including serving as an advisory board member or participating in a public outreach event; and

WHEREAS, The SFMTA seeks approval to compensate YTAB members using generic cash value gift cards consistent with the policy for the use of gift cards as compensation, and

WHEREAS, The idea of the SFMTA YTAB originated from San Francisco youth, the San Francisco Youth Commissioners, during a meeting with Director Tumlin on March 2nd, 2020; and

WHEREAS, For the many young people in the San Francisco Bay Area who have limited transportation options, public and active transportation is a key component of their mobility, connecting them to educational, social, and economic opportunities and other critical services; and

WHEREAS, The proposal for a youth-specific advisory board is driven by the recognition that the unique relationship that young people have with transportation makes them particularly sensitive to changes in our services and programs; and

WHEREAS, SFMTA's Youth Transportation Advisory Board (YTAB) intends to explicitly and intentionally elevate the lived experiences of young people from across the city of San Francisco to better inform our policies and practices; and

WHEREAS, By specifically amplifying the perspectives of local youth, the SFMTA is investing in the next generation of transit riders, whose experiences can and should shape the development of the transportation system; and

WHEREAS, On January 25, 2021, the SFMTA, under authority delegated by the Planning Department, determined that the SFMTA's general use and purchase of gift cards to compensate various forms of public outreach and engagement under a policy establishing rules for the purchase and disbursement of gift cards at the discretion of responsible SFMTA Program Managers and approval by the SFMTA's Chief Financial Officer (CFO) or their designee; and authorization by the Director of Transportation to set compensation for the members of the SFMTA YTAB using gift cards consistent with the policy for use and disbursements of gift cards are not defined as "projects" under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15060(c) and 15378(b); and

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors, and is incorporated herein by reference; and

WHEREAS, Funding for generic cash value gift card purchases for the YTAB comes from funds in the SFMTA Operating Budget; and

WHEREAS, Funding for generic cash value gift card purchases for other public outreach and engagement activities will be allocated by the responsible SFMTA Division; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors authorizes the SFMTA's general use and purchase of generic cash value gift cards to compensate various forms of public outreach and engagement under a policy establishing rules that the purchase and disbursement of generic value gift cards will be at the discretion of responsible SFMTA Program Mangers and approved by the SFMTA's Chief Financial Officer or their designee; and, be it further

RESOLVED, That the SFMTA Board of Directors authorizes the Director of Transportation to set compensation for the members of the SFMTA Youth Transportation Board using generic cash value gift cards consistent with the policy for use and disbursements of generic cash value gift cards.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of February 16, 2021.

Caroline Celaya

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency

YTAB Gift Card Policy and Procedures

Background

The Youth Transportation Advisory Board (YTAB) is composed of youth ages 14-18 that will develop, assess and recommend policies, programs and projects to SFMTA staff and the Director of Transportation that support or improve SFMTA services. Members of YTAB are responsible for attending two board meetings per month and for conducting community outreach as necessary.

The YTAB members will be compensated with a generic cash value gift card for each official board meeting or approved event that they attend.

Gift cards are considered equivalent to cash and petty cash funds. Therefore, strict protocols and controls must be developed and implemented to a) maintain accountability for all generic cash value gift cards purchased and distributed, and b) avoid mishandling, misuse, abuse, and theft of gift cards. This document outlines the process and procedures to track, physically secure, and safeguard from unauthorized access, use or theft the gift cards provided to YTAB members.

Allowable Uses

Gift cards will only be used to compensate YTAB members upon attendance at official board meetings and at approved events. Exceptions to this policy must be agreed to by the SFMTA's CFO or authorized designee and YTAB Program Administrators. City employees may not be gift card recipients.

Purchasing Approvals

When generic cash value gift cards are required, Program Administrators of the YTAB will submit a requisition document to the SFMTA's CFO or authorized designee. Upon signed approval by the CFO or authorized designee, a requisition will be submitted in PeopleSoft for SFMTA's Contract & Procurement Division to issue a purchase order to purchase the gift cards.

A reasonable amount of gift cards as determined by Program Administrators will be purchased within 3 months of need.

Purchasing Thresholds

The value of each generic cash value gift card is set at \$25. This amount may change upon agreement from the SFMTA's CFO or authorized designee and Program Administrators to reflect the needs of the YTAB.

Vendor Selection

The SFMTA's Contract & Procurement Division will select an appropriate vendor to purchase the generic value gift cards for the YTAB program.

Delivery of Gift Cards

At least two authorized Program Administrator staff must acknowledge receipt of the gift cards from the Supplier by promptly completing the Gift Card Delivery Form (see Attachment 1). The signatures of the Program Administrator staff acknowledge the quantity and amount of the gift cards received upon delivery from the supplier.

Physical Storage

Program Administrators for the YTAB will secure all gift cards in a non-moveable file cabinet or safe with restricted lock and room access.

Distribution of Gift Cards

Each YTAB member will receive one generic cash value gift card for attending an official YTAB board meeting or approved event. Program Administrators will determine the specific requirements for attendance at board meetings or approved events to receive a gift card. The SFMTA is not responsible for lost or misplaced gift cards received by the YTAB member. Any changes to the distribution of gift cards must be agreed upon by the Program Administrators and the SFMTA's CFO or authorized designee.

Gift Card Inventory Tracker

To distribute the gift cards, a YTAB Program Administrator will complete the Inventory Tracker spreadsheet for each meeting or approved event (see Attachment 2). All information on the spreadsheet will need to be completed in real-time, including when the gift cards are purchased/received and again when they are distributed. It is essential that the YTAB member sign the Inventory Tracker spreadsheet upon receiving the gift card.

Inventory Reconciliation

Access to Inventory records are restricted to authorized staff. Every quarter, appointed staff from the Finance Division will independently review and test the physical inventory count against the Gift Card Delivery Form and YTAB Inventory Tracker to validate and ensure the completeness and accuracy of inventory records. Any discrepancy must be reported immediately and investigated by appropriate staff and Program Administrators.

Segregation of Duties

Proper segregation of duties ensures the same staff person does not purchase, maintain inventory records, and disburse gift cards. Specifically, for each stage in the handling and transfer of gift cards:

- a. Request the order of generic cash value gift cards: Program Administrator
- b. Approve the order of generic cash value gift cards: SFMTA CFO or authorized designee
- c. Purchase the gift cards: SFMTA Contract & Procurement Division
- d. Delivery and receipt of the gift cards from the supplier: at least Two Program Administrators
- e. Distribute the gift cards to YTAB members: Program Administrator
- f. Quarterly physical inventory of gift cards against Gift Card Delivery Form and Inventory Tracker: Finance Division staff

Record Retention

For audit purposes, Program Administrators will retain all documentation for no less than five years.

Adherence to Policy and Procedures

This policy calls for signatures and approvals and receipts throughout the gift card cycle. Program Administrators, supervisors, and gift card recipients have responsibility for card usage accountability throughout this process.