

**THIS PRINT COVERS CALENDAR ITEM NO.: 11**

**SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY**

**DIVISION:** Director of Transportation

**BRIEF DESCRIPTION:**

Adoption of the Racial Equity Action Plan Phase One – Internal Programs and Policies

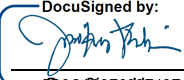
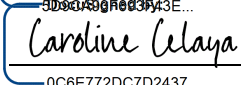
**SUMMARY:**

- The Racial Equity Action Plan Phase One (RE AP) represents a collaborative planning process with employees throughout the SFMTA.
- The City of San Francisco’s Office of Racial Equity (ORE) requires each city agency to submit a Racial Equity Action Plan by December 31, 2020.
- Phase One of the RE AP covers internal policies and programs in the SFMTA. Per the ORE, the focus areas for this action plan are Recruitment and Hiring, Retention and Promotion, Discipline and Separation, Diverse and Equitable Leadership, Mobility and Professional Development, Organizational Culture of Inclusion and Belonging, and Boards and Commissions.
- The RE AP is a fiscally constrained action plan. Progress on the actions in the plan will be reported quarterly. The RE AP is a living document. It must be updated every three years.

**ENCLOSURES:**

1. SFMTAB Resolution
2. SFMTA Racial Equity Action Plan Phase One

**APPROVALS:**

	<b>DocuSigned by:</b>	<b>DATE</b>
DIRECTOR	 _____ <small>DocuSigned by: Jonathan Park</small>	December 8, 2020 _____
SECRETARY	 _____ <small>DocuSigned by: Caroline Celaya 0C6E772DC7D2437...</small>	December 8, 2020 _____

**ASSIGNED SFMTAB CALENDAR DATE:** December 15, 2020

## **PAGE 2**

### **PURPOSE**

Adoption of the Racial Equity Action Plan Phase One – Internal Programs and Policies.

### **STRATEGIC PLAN GOALS AND TRANSIT FIRST POLICY PRINCIPLES**

This action supports the following SFMTA Strategic Plan Goals and Objectives:

Goal 3: Improve the quality of life and environment in San Francisco and the region.

Objective 3.1: Use agency programs and policies to advance San Francisco's commitment to equity.

Goal 4: Create a workplace that delivers outstanding service.

Objective 4.1: Strengthen morale and wellness through enhanced employee engagement, support, and development.

Objective 4.3: Enhance customer service, public outreach, and engagement.

Objective 4.4: Create a more diverse and inclusive workforce.

### **DESCRIPTION**

The Racial Equity Action Plan Phase One – Internal Programs and Policies (RE AP), focuses on the work that must be done to ensure that our worksites are supportive for all employees. It does so by 1) assessing current conditions in seven key focus areas for all employees, especially for Black, indigenous, and other people of color (BIPOC); 2) identifying necessary staffing and resources; 3) holding our agency accountable by setting timely, measurable goals and commitments; and 4) intentionally addressing interpersonal and institutional racism within the SFMTA.

The RE AP is the result of work occurring since 2018, and especially since the City of San Francisco's Office of Racial Equity (ORE) published a framework for required Racial Equity Action Plans in July of 2020. An interdivisional project team was assembled once this framework was published to draft and work with staff to finalize the SFMTA's RE AP. The RE AP collaboratively addresses issues of racial equity throughout the SFMTA. The goal of the plan is to eliminate race as a predictor of who is employed, their rank and status, and how employees experience their employment at the SFMTA; and to ensure that every employee has what they need to succeed.

The ORE requires each city agency to submit a RE AP by the end of the 2020 calendar year. The action plan should be adopted by the SFMTA Board before the ORE's deadline at the end of December 2020.

Quarterly progress updates and annual reports on the RE AP implementation will be delivered to staff and the SFMTA Board. The plan is a living document and must be updated every three years.

## **PAGE 3**

The seven ORE required focus areas in the RE AP are as follows:

- Recruitment and Hiring
- Retention and Promotion
- Discipline and Separation
- Diverse and Equitable Leadership
- Mobility and Professional Development
- Organizational Culture of Inclusion and Belonging
- Boards and Commissions

The actions in the plan are divided into these seven sections.

### **STAKEHOLDER ENGAGEMENT**

The project team reviewed employee experience feedback from the last several years during the first half of 2020. The project team drafted a preliminary RE AP in summer 2020 based on that feedback. That fall, the project team partnered with action leads, staff responsible for implementing the actions, to refine actions and ensure the feasibility of plan implementation. Between October and December 2020, the project team engaged and solicited feedback from the Office of Racial Equity, the SFMTA Board, the SFMTA Citizens' Advisory Council, and from all SFMTA staff via a multipronged in-reach strategy. Using the resulting feedback, the project team finalized the RE AP in early December 2020.

Quarterly progress reports will be made to SFMTA staff and the SFMTA Board to provide transparency around the implementation of the actions in the RE AP. Annual reports on the RE AP implementation will also be submitted. This ensures the ongoing engagement of stakeholders in the living document of the RE AP. The RE AP will be updated in three years.

### **ALTERNATIVES CONSIDERED**

There are no alternatives to the approval and publication of Phase One of the SFMTA Racial Equity Action Plan, as the plan document itself, and its individual stages and components, are required by the City of San Francisco's Office of Racial Equity.

Throughout the outreach process, alternatives and options were consistently worked through with staff by the RE AP project team. The final commitments in the RE AP are the result of this iterative process.

### **FUNDING IMPACT**

The RE AP is a fiscally constrained action plan. For each action, the project team identified if actions would require other work to be de-prioritized or would require new staff or financial resources. The most significant funding impact and constraint for realizing the actions in the plan is existing staff time. Implementation timelines and goals represent reasonable expectations worked out between the RE AP project team and each action lead.

**PAGE 4**

**ENVIRONMENTAL REVIEW**

On October 28, 2020, the SFMTA, under authority delegated by the Planning Department, determined that the SFMTA Racial Equity Action Plan, Phase One is not a “project” under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b).

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

**OTHER APPROVALS RECEIVED OR STILL REQUIRED**

The City of San Francisco’s Office of Racial Equity will both approve and assign a letter grade to the SFMTA’s RE AP based on their evaluation of the quality of the plan. This is expected to occur in January 2021.

No other approvals are required.

The City Attorney has reviewed this item.

**RECOMMENDATION**

SFMTA staff recommend that the SFMTA Board of Directors adopt the SFMTA’s Racial Equity Action Plan Phase One – Internal Programs and Policies.

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION No. \_\_\_\_\_

WHEREAS, Employees of the SFMTA currently experience racially inequitable outcomes. This is reflected in disciplinary practices, recruitment and hiring and promotions; and,

WHEREAS, The San Francisco Municipal Transportation Agency (SFMTA) has prepared the Racial Equity Action Plan Phase One (RE AP), which would improve outcomes for employees of color in the SFMTA; and,

WHEREAS, The RE AP project team acknowledges the contributions of SFMTA employees who worked with the project team in the production of this plan; and,

WHEREAS, The RE AP team has conducted outreach to connect with SFMTA employees regarding this action plan; and,

WHEREAS, The RE AP documents a set of policy commitments, which can be used to pursue broader policy and structural changes to address the most pressing needs of advancing racial equity; and,

WHEREAS, The City of San Francisco's Office of Racial Equity requires that the SFMTA submit the plan before the due date at the end of December 2020; and,

WHEREAS, San Francisco has a long history of social inequity that has inhibited specific populations from being able to advance or even survive and SFMTA and its previous iterations are included in that history; and,

WHEREAS, Every member of the San Francisco community deserves to thrive. Our city should be one where all can reach their full potential regardless of any identity or experience, such as their race, gender, or what neighborhood they grew up in; and,

WHEREAS, The SFMTA has a responsibility to its employees to address any harmful cultures, practices, and policies that reinforce anti-Blackness, structural racism and bias in the workplace; and,

WHEREAS, On October 28, 2020, the SFMTA, under authority delegated by the Planning Department, determined that the SFMTA Racial Equity Action Plan, Phase One is not a "project" under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations 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; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors adopts the SFMTA Racial Equity Action Plan Phase One – Internal Programs and Policies.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of December 15, 2020.

---

Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency