

THIS PRINT COVERS CALENDAR ITEM NO. : 10.7

**SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY**

DIVISION: Board of Directors

BRIEF DESCRIPTION:

Establishing a meeting schedule for the SFMTA Board of Directors/Parking Authority Commission and the Policy and Governance Committee for 2018.

SUMMARY:

- The SFMTA Board has established regular meeting dates on the first and third Tuesday of every month.
- The Board's Policy and Governance Committee (PAG) meets on the third Thursday of each month.
- Traditionally, certain meetings have not been held during the year.
- Should additional meetings need to be scheduled, Article 4, Section 2 of the SFMTA Board's Rules of Order state that special meetings may be called at any time by the Chairman or by a majority of members.

ENCLOSURES:

1. SFMTAB Resolution

APPROVALS:

DIRECTOR



DATE

11/16/2017

SECRETARY



11/14/2017

ASSIGNED SFMTAB CALENDAR DATE: November 21, 2017

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PURPOSE

The purpose of this calendar item is to establish a meeting schedule for the SFMTA Board of Directors/Parking Authority Commission and the Policy and Governance Committee for 2018.

STRATEGIC PLAN GOALS AND TRANSIT FIRST POLICY PRINCIPLES

Adopting a proposed schedule for meetings does not directly forward any of the SFMTA’s Strategic Plan Goals nor Transit First Policy Principles but it supports all goals and principles.

DESCRIPTION

Establishing a meeting schedule will allow staff to manage their work flow in a more time and cost effective manner and will help to ensure smooth approval and delivery of projects.

Pursuant to the SFMTA Board of Directors Rules of Order, the Board has established regular meeting dates on the first and third Tuesday of every month.

Traditionally, certain meetings have been cancelled during the year. For 2018, staff recommends that the meetings of January 2, July 3, August 7, and December 18 not be held.

Should additional meetings need to be scheduled, Article 4, Section 2 of the SFMTA Board’s Rules of Order state that special meetings may be called at any time by the Chairman or by a majority of Board members as long as at least 72 hours advance notice is given.

Once approved by the SFMTA Board of Directors, the meeting schedule will be posted on-line and notice for all meetings will be posted in accordance with public meeting laws.

The proposed schedule of meetings for the Board and the Policy and Governance Committee for 2018 is:

MEETING	NOTES
January 16	Board
January 19	PAG
January 23	Board Workshop
February 6	Board
February 16	PAG
February 20	Board
March 6	Board
March 16	PAG
March 20	Board
April 3	Board
April 17	Board
April 20	PAG

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May 1	Board
May 15	Board
May 18	PAG
June 5	Board
June 15	PAG
June 19	Board
July 17	Board
July 20	PAG
August 17	PAG
August 21	Board
September 4	Board
September 18	Board
September 21	PAG
October 2	Board
October 16	Board
October 19	PAG
November 6	Board
November 16	PAG
November 20	Board
December 4	Board

STAKEHOLDER ENGAGEMENT

None.

ALTERNATIVES CONSIDERED

None.

FUNDING IMPACT

This item has no funding impact to the Agency.

ENVIRONMENTAL REVIEW

On October 25, 2017, the SFMTA, under authority delegated by the Planning Department, determined that the establishment of a meeting schedule is not defined as 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.

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OTHER APPROVALS RECEIVED OR STILL REQUIRED

None.

The City Attorney has reviewed this report.

RECOMMENDATION

Approve the 2018 schedule of SFMTA Board of Directors/Parking Authority Commission and Policy and Governance Committee meetings.

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SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. _____

WHEREAS, Pursuant to the SFMTA Board of Directors Rules of Order, the SFMTA Board of Directors/Parking Authority Commission hold regular meetings on the first and third Tuesdays of every month; and,

WHEREAS, The Policy and Governance Committee will hold regular meetings on the third Friday of every month; and,

WHEREAS, On October 25, 2017, the SFMTA, under authority delegated by the Planning Department, determined that the establishment of a meeting schedule is not defined as a “project” under the California Environmental Quality Act (CEQA) pursuant 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 San Francisco Municipal Transportation Agency Board of Directors/Parking Authority Commission establishes a meeting schedule for 2018 for meetings of the SFMTA Board of Directors/Parking Authority Commission and the Policy and Governance Committee.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of November 21, 2017.

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency