

**THIS PRINT COVERS CALENDAR ITEM NO.:** 10.4

**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 2020.

**SUMMARY:**


- The SFMTA Board has established regular meeting dates on the first and third Tuesday of every month.
- Traditionally, certain meetings have been cancelled 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 Chair or by a majority of members.

**ENCLOSURES:**

1. SFMTAB Resolution

**APPROVALS:**

**DATE**

DIRECTOR 

November 12, 2019

SECRETARY 

November 8, 2019

**ASSIGNED SFMTAB CALENDAR DATE:** November 19, 2019

**PAGE 2.**

**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 2020.

**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. The Policy and Governance Committee (PAG) meets on the fourth Tuesday of each month.

Traditionally, certain meetings have been cancelled during the year. For 2020, staff recommends that the meeting of July 7 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 Chair 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 2020 is:

MEETING	NOTES
January 7	
January 21	
January 28	All-day workshop
February 4	
February 18	
February 25	PAG
March 3	
March 17	
March 24	PAG
April 7	

**PAGE 3.**

April 21	
April 28	PAG
May 5	
May 19	
May 26	PAG
June 2	
June 16	
June 23	PAG
July 21	
July 28	PAG
August 4	
August 18	
August 25	PAG
September 1	
September 15	
September 22	PAG
October 6	
October 20	
October 27	PAG
November 3	
November 17	
November 24	PAG
December 1	
December 15	

**STAKEHOLDER ENGAGEMENT**

None.

**ALTERNATIVES CONSIDERED**

None.

**FUNDING IMPACT**

This item has no funding impact to the Agency.

**ENVIRONMENTAL REVIEW**

On October 30, 2019, the SFMTA, under authority delegated by the Planning Department, determined that the SFMTA Board 2020 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).

**PAGE 4.**

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**

None.

**RECOMMENDATION**

Approve the 2020 schedule of SFMTA Board of Directors/Parking Authority Commission and Policy and Governance Committee meetings.

**PAGE 5.**

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 fourth Tuesday of every month; and,

WHEREAS, On October 30, 2019, the SFMTA, under authority delegated by the Planning Department, determined that the SFMTA Board 2020 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); 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 2020 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 19, 2019.

\_\_\_\_\_  
Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency