

**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 2016.

**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 Chairman or by a majority of members.

**ENCLOSURES:**

1. SFMTAB Resolution

**APPROVALS:**

**DATE**

DIRECTOR \_\_\_\_\_ 11/7/15

SECRETARY \_\_\_\_\_ 11/7/15

**ASSIGNED SFMTAB CALENDAR DATE:** November 17, 2015

**PAGE 2.**

**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 2016.

**GOAL**

Approval of the proposed resolution will support all SFMTA Strategic Plan goals.

**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 2016, staff recommends that the meetings of July 5, August 2, and December 20 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 advanced notice is given.

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

**PAGE 3.**

**PAGE 3.**

The proposed schedule of meetings for 2016 is:

Meeting Date	NOTES
January 5	
January 15	PAG
January 19	
January 26	All-day workshop
February 2	
February 16	
February 19	PAG
March 1	
March 15	
March 18	PAG
April 5	
April 15	PAG
April 19	
May 3	
May 17	
May 20	PAG
June 7	
June 17	PAG
June 21	
July 15	PAG
July 19	
August 16	
August 19	PAG
September 6	
September 16	PAG
September 20	
October 4	
October 18	
October 21	PAG
November 1	
November 15	
November 18	PAG
December 6	

**PAGE 4.**

**PAGE 4.**

**PUBLIC OUTREACH**

None.

**ALTERNATIVES CONSIDERED**

None.

**FUNDING IMPACT**

This item has no funding impact to the Agency.

**ENVIRONMENTAL REVIEW**

SFMTA Environmental Review staff determined that the proposed appointment does not constitute a “project” under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15060(c) and 15378(b). The proposed schedule is an organizational activity of a government agency that would not result in a direct or indirect physical change in the environment. The proposal is therefore not subject to environmental review under CEQA.

**OTHER APPROVALS RECEIVED OR STILL REQUIRED**

None.

**RECOMMENDATION**

Approve the 2016 schedule of SFMTA Board of Directors/Parking Authority Commission and Policy and Governance Committee meetings.

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; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors/Parking Authority Commission establishes a meeting schedule for 2016 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 17, 2015.

---

Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency