



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: February 28, 2018

FR: Executive Director

RE: Monthly Travel Report and International Travel Request

Pursuant to MTC Resolution No. 1058, Revised, this constitutes the monthly travel report to the Administration Committee. As a reminder, the Commission revised the policies governing Commissioner and staff travel to require that three items be approved by, or reported to, this Committee:

1. International travel (outside the United States and Canada) must be approved in advance by this Committee at a regular public meeting.
2. All Commissioner travel must be disclosed in regular monthly reports to this committee.
3. On a quarterly basis, actual vs. budgeted travel expenditures must be reported to this Committee.

International Travel Requests

Dana Brechwald, Associate Planner, is participating in a leadership fellowship, the Housner Fellowship, through the Earthquake Engineering Research Institute. Part of the fellowship includes a research project on long-term earthquake recovery. She has been invited to participate in a research trip to Mexico City, Mexico from March 11 to March 16, 2018. Dana will participate in earthquake recovery research for her fellowship project as well as document lessons learned applicable to the Bay Area. While there, she will also participate in a resilience workshop sponsored by 100 Resilient Cities, which is a philanthropic funder of MTC's Resilience Program. Through this workshop she will engage in meetings with Chief Resilience Officers from around the world, including San Francisco's Brian Strong. All expenses will be covered by the Earthquake Engineering Research Institute. Staff is seeking approval for this no-cost international travel. (See Attachment B - Summary of International Travel Request)

Commissioner Travel

None this month.

Budget Report

As outlined in Attachment A, actual travel expenses for all combined MTC travel funds are below budget at 23% as of January 2018 with 58% of the budget year elapsed.


Steve Heminger

AB:bm
Attachments

TRAVEL REPORT FOR FY 2017-18
(As of January 2018 58.3% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	\$461,819	\$108,969	24%
BATA	\$223,154	\$58,301	26%
SAFE	\$17,000	\$4,335	26%
Clipper	\$50,000	\$4,617	9%
Total	\$751,973	\$176,223	23%

REQUEST FOR COMMITTEE APPROVAL

Summary of International Travel Request

Work Item No.:	1128
Staff:	Dana Brechwald, Associate Resilience Planner
Travel Location:	Mexico City, Mexico
Purpose of Travel	Conduct research and participate in 100RC resilience workshop
Travel Cost Estimate:	none
Funding Source:	none
Fiscal Impact:	No funds are needed from the MTC FY 2017-18 Planning Section Training and Travel budget
Motion by Committee:	That the Executive Director or his designee is authorized to approve Dana Brechwald for international travel as described above and in the Executive Director's memorandum dated February 28, 2018. No funds from the FY 2017-18 Agency Budget are needed.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	Date: March 7, 2018