



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: May 2, 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

The period of performance for the Clipper® contract with Cubic Transportation Systems, Inc. (Cubic), is through November 2024, at which point the next generation Clipper® system (C2) is expected to be operational on all of the transit agencies. Clipper® staff recommend performing an assessment of the Clipper® back office, its useful life in the current state, and what is necessary to keep the back office operational for the remaining term of the contract. This may include new features and functions to bridge the gap until C2 is fully operational. In order to perform this assessment, a series of workshops with the Cubic engineers responsible for the design and operation of the Clipper® back office is being proposed. These workshops would take place over a one-week period in Perth, Australia where the majority of these engineers are based. The goal of the workshops is to gain a full understanding of the status of the current Clipper® back office and gather the necessary information to determine the level of effort (in terms of time and cost) to keep the Clipper® back office in a state of good repair (i.e., operational and relevant to the program) through the term of the contract. Lynn Valdivia, Assistant Director for the Clipper® program, will conduct these workshops. Staff is seeking authorization to set aside up to \$5,000 in FY 2017-18 to cover this 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 31% as of March 2018 with 75% of the budget year elapsed.



Steve Heminger

AB:bm
Attachments

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TRAVEL REPORT FOR FY 2017-18
As of March (75% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	\$461,819	\$146,752	32%
BATA	\$223,154	\$72,419	32%
SAFE	\$17,000	\$4,462	26%
Clipper	\$50,000	\$7,663	15%
Total	\$751,973	\$231,296	31%

REQUEST FOR COMMITTEE APPROVAL

Summary of International Travel Request

Work Item No.:	1221
Staff:	Lynn Valdivia, Assistant Director, Clipper® Operations
Travel Location:	Perth, Australia
Purpose of Travel	Conduct workshops to assess Clipper® back office
Travel Cost Estimate:	\$5,000
Funding Source:	MTC Budget
Fiscal Impact:	Sufficient funds are available in the MTC FY 2017-18 and Electronic Payments Sections' Training and Travel budgets
Motion by Committee:	That the Executive Director or his designee is authorized to approve Lynn Valdivia for international travel as described above and in the Executive Director's memorandum dated May 2, 2018 and that the Chief Financial Officer is authorized to set aside funds in the amount of \$5,000 from the FY 2017-18 BATA Budget for this purpose.
Administration Committee:	
	<hr/> Federal D. Glover, Chair
Approved:	Date: May 9, 2018