



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: July 3, 2018

FR: Executive Director

RE: Monthly Travel Report and International Travel Requests

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

Michael Reilly (Principal Planner) has been invited to present at the Applied Urban Modeling conference. The conference, which is generally attended by academics and urban planners interested in modeling, will be held in Cambridge, United Kingdom from June 27 to 29.

Michael's presentation will discuss the analytical modeling work that informed Plan Bay Area 2040's outreach, development, and environmental work. In addition to offering a forum for sharing our work with peer agencies and academics, the conference's focus on "real-world" applications will allow Michael to learn about innovative modeling applications that may prove useful to his work at MTC. Michael has also been invited to give a lecture at the University College London's urban planning school.

This request was supposed to have been provided to the Committee at the June meeting but due to an oversight, this request for travel is subsequent to the conference. Our apologies for the error.

Peter Lee (Assistant Director in Freeway Operations and Asset Management), Angela Louie (Principal Planner), and Kenneth Brown (Caltrans Supervising Bridge Engineer with Office of Structure Maintenance and Inspections) have been invited to participate at the 2018 International Cable Supported Bridge Operator's Association (ICSBOA) Conference in Nantong, China from October 16 to 19. We propose funding Mr. Brown's travel related to the conference because he is responsible for the inspection and maintenance of the state-owned toll bridges in the Bay Area. ICSBOA is comprised of operators and owners of cable supported bridges worldwide, including the Golden Gate Bridge, New York Metropolitan Transportation Authority, and other long span bridges. At the conference, agencies share their experiences and applications for maintaining and operating bridges, including asset management, health monitoring, and innovations in bridge management. In 2015, ICSBOA representatives assisted BATA with a peer review of the east span of the Bay Bridge. Unlike other similar conferences, there are no conference fees for agency participants. The only cost is travel and lodging.

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 40% as of May 2018 with 92% of the budget year elapsed.



Steve Heminger

AB:bm
Attachments

TRAVEL REPORT FOR FY 2017-18
As of May (91.7% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	\$461,819	\$186,600	40%
BATA	\$223,154	\$97,427	44%
SAFE	\$17,000	\$5,871	35%
Clipper	\$50,000	\$11,940	24%
Total	\$751,973	\$301,838	40%

REQUEST FOR COMMITTEE APPROVAL

Summary of International Travel Request

Work Item No.:	1122
Staff:	Michael Reilly, Principal Planner
Travel Location:	Cambridge, United Kingdom
Purpose of Travel	Present research at Applied Urban Modeling conference
Travel Cost Estimate:	\$3,200
Funding Source:	MTC FY 2017-2018 Planning Section Training and Travel budget
Fiscal Impact:	Funds are available in the MTC FY 2017-18 Planning Section Training and Travel budget
Motion by Committee:	That Michael Reilly is approved for international travel as described above and in the Executive Director's memorandum July 3, 2018. Funds from the FY 2017-18 Agency Budget will be used.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	Date: July 11, 2018

REQUEST FOR COMMITTEE APPROVAL

Summary of International Travel Request

Work Item No.:	1251
Staff:	Peter Lee, Assistant Director Angela Louie, Principal Planner Kenneth Brown, Supervising Engineer
Travel Location:	Nantong, China
Purpose of Travel	To attend the 2018 International Cable Supported Bridge Operator's Association (ICSBOA) Conference in Nantong, China
Travel Cost Estimate:	\$7,500 (\$2,500 per attendee)
Funding Source:	BATA FY 2018-2019 Planning Section Training and Travel budget
Fiscal Impact:	Funds are needed from the BATA FY 2018-19 Planning Section Training and Travel budget
Motion by Committee:	That Peter Lee, Angela Louie, and Kenneth Brown are approved for international travel as described above and in the Executive Director's memorandum July 3, 2018. Funds from the FY 2018-19 Agency Budget will be used.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	Date: July 11, 2018