



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: February 6, 2019

FR: Executive Director

RE: Monthly Travel Report

Pursuant to MTC Resolution No. 1058, Revised, this memorandum 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

Andrew Fremier, Deputy Executive Director, serves on the Board of ITS America; and Carol Kuester, Director of Electronic Payments, serves on the ITS World Congress organizing committee and the ITS California Board of Directors. The 26th ITS World Congress will take place in Singapore from October 21-25, 2019. Mr. Fremier and Ms. Kuester are slated to facilitate and present in technical sessions and to engage in meetings regarding the implementation of technological change in transportation in American and European cities. Staff is seeking authorization to set aside up to \$6,500 in FY 2019-20 to cover this international travel. (See Attachment B - Summary of International Travel Request.)

Additionally, Carol Kuester has been invited to speak at the Volvo Research and Educational Foundations (VREF)/K2 Seminar on Governance of Metropolitan Transport from April 8-10, 2019 in Lund, Sweden. This seminar aims to inform decision makers and academics of both possibilities and limitations of comparative studies on governance and politics. Costs for travel and accommodation will be covered entirely by the host. (See Attachment C - Summary of International Travel Request.)

Commissioner Travel

The following MTC commissioners and Association of Bay Area Government board members traveled to New York to meet with city officials about housing strategies related to the CASA Compact, a ten-point plan to address the housing crisis in the Bay Area: Commissioners Alfredo Pedroza, Dave Cortese, Nick Josefowitz, Jake Mackenzie, Julie Pierce and Libby Schaaf; and Association of Bay Area Government board members Julie Combs, David Rabbitt and Pradeep Gupta.

Budget Report

As outlined in Attachment A, actual travel expenses for all combined MTC travel funds are below budget at 34% as of December 2018 with 50% of the budget year elapsed.



Steve Heminger

SH:bm
Attachment

REQUEST FOR COMMITTEE APPROVAL

Summary of International Travel Request

Work Item No.:	1252
Staff:	Andrew Fremier and Carol Kuester
Travel Location:	Singapore
Purpose of Travel	Attend and present at 26 th ITS World Congress
Travel Cost Estimate:	\$6,500
Funding Source:	BATA Budget
Fiscal Impact:	Sufficient funds are available in the MTC FY 2019-20 BATA and Electronic Payments Sections' Training and Travel budgets
Motion by Committee:	That Andrew Fremier and Carol Kuester are authorized for international travel as described above and in the Executive Director's memorandum dated February 6, 2019 and that the Chief Financial Officer is authorized to set aside funds in the amount of \$6,500 from the FY 2019-20 BATA Budget for this purpose.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	Date: February 13, 2019

REQUEST FOR COMMITTEE APPROVAL

Summary of International Travel Request

Work Item No.:	1252
Staff:	Carol Kuester
Travel Location:	Lund, Sweden
Purpose of Travel	Speaker at the Volvo Research and Educational Foundations (VREF)/K2 Seminar on Governance of Metropolitan Transport
Travel Cost Estimate:	\$0
Funding Source:	BATA Budget
Fiscal Impact:	Sufficient funds are available in the MTC FY 2019-20 BATA and Electronic Payments Sections' Training and Travel budgets
Motion by Committee:	That Carol Kuester is authorized for international travel as described above and in the Executive Director's memorandum dated February 6, 2019 and that the Chief Financial Officer is authorized to set aside funds in the amount of \$300 from the FY 2019-20 BATA Budget for this purpose.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	Date: February 13, 2019

Attachment A

TRAVEL REPORT FOR FY 2018-19
As of December 2018 (50% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	\$461,819	\$143,491	31%
BATA	\$186,200	\$80,523	43%
SAFE	\$12,000	\$3,454	29%
Clipper	\$23,608	\$7,408	31%
Total	\$683,627	\$234,876	34%