

# Metropolitan Transportation Commission Administration Committee

February 12, 2020

Agenda Item 2d

## Monthly Travel Report and International Travel Request

---

**Subject:** Monthly Travel Report and International Travel Request for the five-month period ending November 30, 2019.

**Background:** 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 MTC-funded 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:**

BATA and Caltrans toll bridge staff have been invited to participate at three international bridge conferences to discuss best industry practices on bridge asset management, safety, maintenance and rehabilitation that can be applied to BATA's portfolio of bridges. The conferences are as follows:

- Big Bridges Workshop in Brisbane, Australia from May 5 through May 6, 2020;
- 2020 Structural Faults & Repair/European Bridge Conference from June 16 through June 18, 2020 in Edinburgh, United Kingdom; and
- Tenth International Conference on Bridge Maintenance, Safety, and Management 2020 in Sapporo, Japan from June 28 through July 2, 2020.

The conferences bring together academics, researchers, and practicing professionals to share experiences and bridge the gap between theory and practice on bridge repair and rehabilitation issues, bridge management systems, needs of bridge owners, financial planning, whole life costing and investment for the future, bridge related safety and risk issues, and economic and other implications.

Staff is seeking authorization for BATA and Caltrans staff to attend to the conferences and to set aside up to \$15,000 in available BATA FY 2019-20 Training and Travel Budget 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 17%.

**Issues:** None.

**Recommendation:** Staff recommends that the Committee approve the BATA Toll Bridge senior staff international travel described in this Summary Sheet and Attachment B.

**Attachments:** Attachment A – Travel Report for FY 2019-20 (as of November 30, 2019)  
Attachment B – Summary of International Travel Request



---

Therese W. McMillan

**TRAVEL REPORT FOR FY 2019-20  
As of November, 2019 (41.7% of year)**

<b>FUND</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
MTC	\$439,819	\$69,269	16%
BATA	\$198,200	\$39,773	20%
SAFE	\$12,000	\$4,676	39%
Clipper	\$42,508	\$4,163	10%
<b>Total</b>	<b>\$692,527</b>	<b>\$117,881</b>	<b>17%</b>

REQUEST FOR COMMITTEE APPROVAL

Summary of International Travel Request

Work Item No.: 1251

Staff: BATA and Caltrans Toll Bridge Staff

Travel Location:

- Brisbane, Australia  
Big Bridges Workshop (May 5-6, 2020)
- Edinburgh, United Kingdom  
Structural Faults & Repair/European Bridge Conference (June 16-18, 2020)
- Sapporo, Japan  
Tenth International Conference on Bridge Maintenance, Safety, and Management 2020 (June 28-July 2, 2020)

Purpose of Travel: Discussing current and best industry practices on long-span bridge management, safety, maintenance and rehabilitation

Travel Cost Estimate: Authorization for staff to attend the conferences and to set aside up to \$15,000 for associated travel expenses

Funding Source: BATA Budget

Fiscal Impact: Sufficient funds are available in the BATA FY 2019-20 and the FY 2020-21 (subject to Commission approval) Field Operations and Asset Management Section Training and Travel budgets.

Motion by Committee: That BATA senior staff is authorized for international travel as described above and in the Administration Committee Summary Sheet dated February 12, 2020 and that the Chief Financial Officer is authorized to set aside funds in the amount of \$15,000 from the FY 2019-20 and the FY 2020-21 (subject to Commission approval) BATA Budgets for this purpose.

Administration Committee:

---

Federal D. Glover, Chair

Approved: Date: February 12, 2020