

STATE OF CALIFORNIA



MEMO

**To: FISCAL COMMITTEE
VICTORIA PEARSON, CHAIR
TOM FLESH, MEMBER**

Date: February 27, 2012

**From: WILLIAM BRENNAN
DAWN KINDEL**

**Subject: CONSIDERATION OF OUT-OF-STATE TRAVEL PLANS FOR
FISCAL YEAR 2012/2013**

BACKGROUND

It is the policy of the Board to review and approve all out-of-state travel plans.

As a cost cutting measure and in order to provide an additional review of the Board's travel needs and expenses, the Board implemented a procedure whereby actual attendance at the approved trips would be reviewed during the first and second half of the year.

CONSIDERATIONS

Board staff is prepared to submit travel proposals for five trips in FY 12/13.

Three trip requests are for the Executive Director, Chief of Staff, and one public Board member to attend the National Association of Motor Vehicle Boards and Commissions Fall Workshop, in Washington D.C. The dates and exact location of the workshop have not yet been finalized.

One trip request is for the Executive Director to attend the Recreational Vehicle Industry Association's 50th National Trade Show in November 2012, in Louisville, Kentucky.

One trip request is for the Executive Director to attend the National Automobile Dealers Association Convention and Expo in February 2013, in Orlando, Florida.

Assuming all five trips are taken, staff estimates the expense will be approximately \$12,000, which is within our expected allocation of \$12,800.

Once these requests have been approved by the Board, they will go to the Department

of Motor Vehicles, the Business, Transportation and Housing Agency, the Department of Finance and the Governor's office for final approval. Once final administration approval is received, the Executive Committee will authorize which individuals will actually attend these trips. This final approval will be agendized for the first and second half of the fiscal year at regularly scheduled Board meetings.

RECOMMENDATION

It is recommended that the Board approve submission of these travel requests.

If you have any questions concerning this matter, please contact me at (916) 324-6197 or Dawn Kindel at (916) 323-7201.

cc: Ramon Alvarez C., President