

STATE OF CALIFORNIA



MEMO

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

Date: January 8, 2013

**From: WILLIAM BRENNAN
DAWN KINDEL**

**Subject: CONSIDERATION OF OUT-OF-STATE TRAVEL PLANS FOR
FISCAL YEAR 2013/2014**

BACKGROUND

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

In the current fiscal year of 12/13, all of the Board's out-of-state trip requests were denied and the Board was not allocated any funds for this type of travel. Staff expects the same to occur in 13/14. Should that not be the case, staff needs to be prepared to submit the requests on short notice. In order to do that, Board approval must be secured now. The requests will not be submitted until the Administration lifts the current restrictions on out-of-state travel.

CONSIDERATIONS

Board staff is prepared to submit travel proposals for five trips in FY 13/14.

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 Baltimore, Maryland in the fall of 2013. The exact dates of the workshop have not yet been finalized.

One trip request is for the Executive Director to attend the Recreational Vehicle Industry Association's 51st National Trade Show in Louisville, Kentucky in November 2013.

One trip request is for the Executive Director to attend the National Automobile Dealers Association Convention and Expo in New Orleans, Louisiana in January 2014.

Assuming all five trips are taken, staff estimates the expense will be approximately \$9,000.

If travel restrictions are eased for 13/14, staff will submit the requests 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 agendaized for the first and second half of the fiscal year at regularly scheduled Board meetings.

RECOMMENDATION

It is recommended that the Board approve 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