

STATE OF CALIFORNIA



MEMO

To: FISCAL COMMITTEE
ANTHONY A. BATARSE, JR., CHAIR
VICTORIA RUSNAK, MEMBER

Date: November 6, 2014

From: WILLIAM BRENNAN
DAWN KINDEL

Subject: CONSIDERATION OF OUT-OF-STATE TRAVEL PLANS FOR
FISCAL YEAR 2015/2016

BACKGROUND

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

In the current fiscal year of 14/15, all of the Board's out-of-state trip requests were denied since they were not mission critical. The Board was not allocated any funds for this type of travel. Staff expects the same to occur in fiscal year 15/16. Should that not be the case, staff needs to be prepared to submit travel approval 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 six trips in FY 15/16.

- Two trip requests are for the Executive Director and one Board member to attend the National Association of Motor Vehicle Boards and Commissions Fall Workshop in September 2015. The dates and exact location of the workshop have not yet been finalized.
- Two trip requests are for the Executive Director and one Board member to attend the Recreational Vehicle Industry Association's 53rd National Trade Show in December 2015, in Louisville, Kentucky,
- Two trip requests are for the Executive Director and one Board member to attend the National Automobile Dealers Association Convention and Expo in March 2016, in Las Vegas, Nevada.

Assuming all six trips are taken, staff estimates the expense will be approximately \$10,200.

If travel restrictions are eased for 15/16, staff will submit the requests to the Department of Motor Vehicles, the California State Transportation 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. This final approval will be agendized for the first half of the fiscal year at a regularly scheduled Board meeting.

RECOMMENDATION

It is recommended that the Board approve these travel requests.

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

cc: Glenn Stevens, President