



Staff Report

TO: Board of Harbor Commissioners

FROM: James B. Pruett, General Manager

DATE: January 15, 2025

SUBJECT: CMANC Washington Week 2025 Conference Pre-Approval for General Manager and Commissioners

Requested Action/Issue:

Approve travel to attend CMANC conference in Washington DC the week of February 11th, 2025.

Recommendation/Motion:

Motion: Approve travel and per diem for the General Manager James Pruett, Commissioner Virginia Chang Kiraly, Commissioner Tom Mattusch and Commissioner Kathryn Slater-Carter to attend the CMANC Washington Week 2025 being held on Monday, February 11th, 2025 – Friday, February 14th in Washington D.C.

Policy:

District Policy 4.2.1- Expense Accounting and Expenditure Reimbursement for Employees.

Fiscal Implications/Budget Status:

Specifically, staff estimates costs for four individuals attending the CMANC Conference of approximately \$10,000, including conference registration, hotel, ground transportation and other expenses.

Background:

Pursuant to District Policy 4.2.1, Paragraph 2.1.1, Out-of-State travel and expenses requires prior approval by the Board of Harbor Commissioners, in writing, which shall verify that budgeted funds are available prior to approving the travel and expenses.

Staff has conferred with the Director of Finance and Administrative Services for the Harbor District and confirmed there are sufficient funds in the adopted budget to accommodate reasonable travel, training, and conference attendance expenditures.

As has occurred in the past, and will continue to occur, all reimbursements and expenses will be included in the Bills and Claims, and this Commission will receive a report following the meeting.

Recommendation/Motion:

Motion: Approve travel and per diem for the General Manager James Pruett, Commissioner Virginia Chang Kiraly, Commissioner Tom Mattusch and Commissioner Kathryn Slater-Carter to attend the CMANC Washington Week 2025 being held on Monday, February 11th, 2025 – Friday, February 14th in Washington D.C.