



AGENDA NO: 7.h

MEETING DATE: March 12, 2024

Staff Report

TO: Honorable Mayor and City Council

DATE: March 6, 2024

FROM: Yvonne Kimball, City Manager

SUBJECT: Authorization to reimburse Council Member Travel Expenses to attend C-MANC Washington Week Meetings

RECOMMENDED ACTION

Approve reimbursement of travel expenses of approximately \$2,500 submitted by Mayor Pro Tempore Landrum to be paid from grant funds received from the Central Coast Joint Cable Fisheries Liaison Committee

ALTERNATIVES

Don't approve reimbursement.

FISCAL IMPACT

The City received grant funding from the Joint Cable Fisheries Liaison Committee in the amount of \$8,000.00. Total travel expenses exceeding that amount will be paid from the Harbor Fund.

BACKGROUND/DISCUSSION

In December 2023, the City Council authorized a 3-person delegation including the Mayor, City Manager and Harbor Director to travel to Washington D.C. to attend the 2024 C-MANC Washington Week meetings. The attendance is largely funded by the Central Coast Joint Cable Fisheries Liaison Committee with a grant amount up to \$8,000. The total budget estimate for the trip is \$12,000. The purpose of the trip has been to advocate city interests at federal level, securing funding for harbor dredging, pier maintenance, and other critical needs with national implications.

Travel plans were made weeks in advance, including registrations to the C-MANC meetings. However, the day before the departure date, the Harbor Director fell ill and was unable to fly.

Mayor Pro Tempore Landrum is the Council liaison to the Harbor Advisory Committee, and a member of the council Offshore Wind Subcommittee. She was able to join the delegation (literally) at a moment's notice. As a result, Landrum traveled to Washington DC in place of the Harbor Director, She attended all scheduled meetings, made good connections with elected officials from other harbors and ports, and CMANC colleagues. Detailed reports were included in a separate agenda item. The delegation returned with sufficient information and some critical fund has been secured.

City Council Policy 2.3.1.1 covering Business Travel Expense and Conference Registration requires Mayor and Council Member's out-of-state travel requires prior approval by the City Council. Given the fact that Mayor Pro Tempore's travel took place the night before the departing flight, it was

Prepared By: YK

Dept Review: _____

City Manager Review: YK

City Attorney Review: _____

impossible to schedule a special meeting. Additionally, her travels replaced the originally approved Harbor Director. The difference primarily lies in the air fare cost, which could be up to a few hundreds.

Should council approve the travel expense, any total expense exceeding the grant amount would be paid out of Harbor Fund.

ATTACHMENT(S)

None