



**DATE: JULY 31, 2024**  
**FROM: COMMUNITY RELATIONS**  
**SUBJECT: RESOLUTION NO. \_\_\_\_\_ - AUTHORIZATION OF EXPENDITURE FOR ANNUAL CAPA MEMBERSHIP DUES FY 2024-2025**

**SUMMARY:**

Staff requests that the Board of Harbor Commissioners (Board) authorize the dues expenditure for the Harbor Department's membership in the California Association of Port Authorities (CAPA). The dues amount is determined annually at the CAPA Budget Committee meeting in July for the coming year and is based on each of the eleven California state port's percentage of total tonnage. The 2024-2025 annual dues for the Harbor Department exceeds the \$150,000 expenditure authority held by the Executive Director; therefore, Board approval is required. Staff requests that the Board approve authorization of payment for the CAPA dues in the amount of \$190,902.76 for the period of July 2024 - June 2025. The Harbor Department is financially responsible for payment of the CAPA membership dues.

**RECOMMENDATION:**

It is recommended that the Board of Harbor Commissioners:

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Approve the authorization of expenditures in the amount of \$190,902.76 for CAPA dues for the July 2024 – June 2025 period; and
3. Adopt Resolution No. \_\_\_\_\_.

**DISCUSSION:**

Background/Context – The Harbor Department is a member of the California Association of Port Authorities. CAPA is comprised of the 11 major deep-water ports across the state. The organization’s mission is promoting the interests of California’s ports, maintaining the state’s leading role in U.S.-global seaborne trade, and advocating to advance the public policy objectives of the CAPA ports at the state and federal levels of government. The Harbor Department has worked closely with CAPA on a variety of legislative matters, including the annual Ports Day activities in Sacramento. The other member ports of CAPA are Hueneme, Humboldt Bay, Long Beach, Oakland, Redwood City, Richmond, San Diego, San Francisco, Stockton, and West Sacramento.

Each July, the CAPA Budget Committee meets to review the coming year’s operation budget and to assess percentages of the overall budget in the form of membership dues on each port. Dues are assessed based on the overall tonnage moving through the state the year prior and are calculated based on the percentage of the overall tonnage moving through each member port. The Port of Los Angeles dues for 2024-25 are \$190,902.76 which is down 1.54% relative to the \$193,891.60 in dues paid the year prior. The Port of Los Angeles’ total percentage of tonnage decreased from 53.02% in 2023-24 to 52.16% for 2024-25 calculations (Transmittal 1). Total membership dues are broken into four quarterly payments with the CAPA fiscal year running from July 1 – June 30.

Since the annual amount exceeds the Executive Director’s expenditure approval authority of \$150,000, Board approval is required to authorize payment of \$190,902.76 in CAPA membership dues for the period of July 2024 – June 2025.

**ENVIRONMENTAL ASSESSMENT:**

The proposed action is the approval for the authorization of the expenditure of funds for the Harbor Department’s CAPA membership, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

**FINANCIAL IMPACT:**

Approval of the proposed authorization will enable the Harbor Department to pay aggregate CAPA dues in the amount of \$190,902.76 for the period of July 1, 2024 – June 30, 2025. The payment of these dues will occur on a quarterly basis with spending anticipated to occur as follows:

Quarterly Payment Schedule			
July – September	October – December	January – March	April – June
\$47,725.69	\$47,725.69	\$47,725.69	\$47,725.69

Fiscal Year (FY) 2025 funds in the amount of \$190,902.76 are available within Account 59210 (Memberships), Center 0220, Program 000.

**CITY ATTORNEY:**

The Office of the City Attorney has reviewed this board report, and the proposed action raises no legal issues at this time.

**TRANSMITTALS:**

1. Calculation of CAPA Dues Assessment - 2024-25

FIS APPROVAL: JS  
CA APPROVAL: SO



CECILIA MORENO  
Community Relations Director



DAVID LIBATIQUE  
Deputy Executive Director of  
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APPROVED:

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