

*We are a welcoming, active and business-friendly rural  
foothill community built on California's rich gold rush history*



**City Manager's Report**  
**March 14, 2023, City Council Meeting**  
**Prepared by: Cleve Morris, City Manager**  
**Item #: 12.9**

**Subject:** Authorize one or more councilmembers and/or staff to attend the El Dorado County Chamber Study Mission 2023, to Austin, Texas, and approving any necessary budget appropriations from the General Fund undesignated fund balance to cover the cost.

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**Purpose:** Approve the attendance of a councilmember(s) or staff for the El Dorado County Chamber Study Mission 2023.

**Background:** Each year the El Dorado County Chamber of Commerce in conjunction with Folsom, El Dorado Hills, and Shingle Springs/Cameron Park Chambers of Commerce, sponsor a study Mission for Business Leaders and Chamber Members.

The Study Mission Series is a business immersion program, dedicated to broadening the chamber members' horizon while promoting business and political relations between regions. Each El Dorado County Study Mission is focused on key topics such as agri-tourism, sustainability, economic development, transportation, education, revitalization and government issues. Each Study Mission selects a destination region with similar experience to share their past solutions and best-known-methods to address key challenges.

**Discussion:** The EDC Chamber of Commerce is encouraging the City to send one or more members on the Study Mission. In the past other Councilmembers have attended the Study Mission. Last year the council sent the City Manager on the trip. Participants from other cities include councilmembers and staff from other cities. As El Dorado County Chamber is one of the main sponsors of the program, they are requesting a representative of the City attend.

The Study Mission takes place from July 6 – 10, 2023. The cost for individual booking in 2022 was \$2,950 which includes airfare, hotel and sponsored meals. It is anticipated that this cost could increase by up to \$3200. The attached brochure provides additional details from the Study Mission in 2022. This brochure for 2023 in Austin has not yet been completed.

**Options:**

1. Authorize the attendance of a Councilmember or Staff member on the EDC Chamber Study Mission 2023.
2. Authorize a Councilmember and a staff member to attend the Study Mission.
3. Do not approve attendance at the Study Mission.

**Cost:** The cost of the study mission in 2022 was \$2,950 which included airfare, hotel, and some meals. Staff anticipates a minimal increase this year but we do not have the final cost yet. We estimate it will be under \$3,200. It should be noted that some of the other cities send both council and staff for this event. If a second member is approved, the cost would be approximately \$6,400.

**Budget Impact:** This program was not budgeted for. However, the current Council Conference Training and Travel budget has a balance of \$5,641.35. However, there may be other programs that Councilmembers may want to use that funding for. If it is determined that this funding is sufficient to cover this cost plus any other expenses for the year, no other budget action would be necessary. If there are other trainings that the Council feels they will attend this fiscal year, then a budget amendment allocating funds from the Undesignated fund balance in the General Fund would be necessary. If approved for more than one person, Council or staff, to attend the study mission, the total amount would be approximately \$6,400 less any amount identified in existing travel budgets for Council and the City Manager.

**Recommendation:** Authorize one or more councilmembers and/or staff to attend the El Dorado County Chamber Study Mission 2023, to Austin, Texas, and approving any necessary budget appropriations from the General Fund undesignated fund balance to cover the cost.



M. Cleve Morris, City Manager

Attachments:

Attachment A: 2022 Study Mission Brochure