

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: March 17, 2016

FROM: Laura Fischer, General Manager

SUBJECT: Approve Out of State Travel to Attend Tyler Technology Training in Phoenix Arizona

ISSUE:

Shall the Board of Directors approve the out of state travel to Phoenix, Arizona by the Finance Manager and Bookkeeper to attend the Tyler Technology training?

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the Board of Directors approve the out of state travel.

FISCAL IMPACT:

Not to exceed \$3,500. This amount is included in the FY 2015-16 budget and will not exceed the budgeted amount.

DISCUSSION:

According to the newly adopted Policy Manual, all out of state travel must be approved by the Board of Directors. The FY 2015-16 budget includes funds for staff to attend the Tyler Technology training.

The training will be attended by the Finance Manager and Bookkeeper. The training is regarding the software that we use for our accounts payable, accounts receivable, personnel, and utility billing. The classes will be held in Phoenix, Arizona on May 1st through May 4th. The budgeted amount for Tyler Technology training is \$5,650 and the not to exceed cost for the training in Phoenix is \$3,500, which is within the budgeted amount.

CONCLUSION:

As all out of state travel must be approved by the Board of Directors this item is before you. As the training for Tyler Technologies was specifically budgeted in the FY 2015-16 this item was placed on the consent agenda.

ALTERNATIVES:

- 1) Do not authorize the out of state travel, and provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer,
General Manager