

**2J. Consideration of authorizing the finance manager to attend the 2023 Springbrook Activate conference in Las Vegas, Nevada from 10/25/2023 through 10/27/2023 at an estimated cost of \$1,900**

<b>Prepared by:</b> Finance Manager	<b>Meeting Date:</b> 6/26/2023	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b>
<b>Reviewed by:</b> Finance Director	<b>Approved by:</b> City Administrator	

**ACTION REQUESTED**

Motion to authorize the finance manager to attend the 2023 Springbrook Activate conference in Las Vegas, Nevada from 10/25/2023 through 10/27/2023 at an estimated cost of \$1,900.

**REFERENCE AND BACKGROUND**

Springbrook software is used by the finance department to process and report on all financial aspects of the City. Council approved an update to the software at its meeting on December 12, 2022. As the finance department researched the upgrade, other cities who use Springbrook as their software had positive feedback for Springbrook’s annual Activate conference.

The finance manager is responsible for overseeing and reviewing all transactions processed within Springbrook, so department staff feel she is the best person to attend the conference. The finance manager will bring back valuable information on ways to best utilize the new functionality in the various modules of the software. The estimated cost of attendance is \$1,900, including airfare (\$300), conference fee including meals (\$795), hotel (\$600), and other costs including ground transportation, MSP airport parking, and baggage (\$205).

Being this conference is out of state, Council approval is required before registering per the City’s personnel policy.

- I. **Budget Impact:** The 2023 travel/training budget in the finance department of the General Fund includes \$2,750 for staff training, which anticipated this as the only conference attended this year.
- II. **Staff Workload Impact:** The finance manager will be out of the office during the conference, but the conference will provide valuable information about efficiently using the newly updated software.
- III. **Comprehensive Plan Impact:** N/A

**STAFF RECOMMENDED ACTION**

Staff recommends authorizing the finance manager to attend the 2023 Springbrook Activate conference to facilitate understanding and functionality of the software upgrade and ongoing use of the system for the benefit of the organization.

**SUPPORTING DATA**

- Conference Information



# ACTIVATE 2023



## Citizens and the Cloud

Activate 2023 Agenda Here:

Springbrook's third annual user conference  
October 25-27, 2023: Vdara Hotel & Spa – Las Vegas, NV



Day	Time	Room	Room	Room	Room	Room	Room	Finance track
		Silk Road Pre Function	Pre reg room	Main Room/Silk Road 1	Silk 2	Raphael 1	Raphael 2	UB track
Day 1: 10/25 Wednesday	15:00	Reg/ EXP 1-1	SB 1-1 (2-3)	Main room tracks applicable for all users *CPE Classes	All 1 -1 training must be booked in advance	*CPE Classes	*CPE Classes	
	16:00	Reg/ EXP 1-1	SB 1-1 (2-3)					
	17:00	Reg/ EXP 1-1	SB 1-1 (2-3)					
	18:00	Reg/ EXP 1-1	SB 1-1 (2-3)					
	19:00	Reg/ EXP 1-1	SB 1-1 (2-3)					
	20:00	Reg/ EXP 1-1	SB 1-1 (2-3)					

Day 2: 10/26 Thursday	8:00 - 8:30 AM	Reg		<b>Breakfast</b>				8:00 - 8:30 AM
	8:30-9:00 AM	Reg		CEO address/Technology Roadmap				8:30-9:00 AM
	9:00-9:30 AM	Reg	SB 1-1 (2-3)	*Cybersecurity 101	Springbrook Express 1-1			9:00-9:30 AM
	9:30 - 10:00 AM	Reg	SB 1-1 (2-3)	Risk Awareness	Springbrook Express 1-1			9:30 - 10:00 AM
	10:00 - 10:30 AM	Reg/ EXP 1-1	SB 1-1 (2-3)	*Reporting & Analytics: Tableau	Springbrook Express 1-1	*Springbrook Payroll	*Springbrook UB Overview / Nav	10:00 - 10:30 AM
	10:30 - 11:00 AM		SB 1-1 (2-3)		Springbrook Express 1-1			10:30 - 11:00 AM
	11:00 - 11:30 AM		SB 1-1 (2-3)	*Cybersecurity: You've been breached	*Springbrook Express: Cash Receipting Best Practices	*Springbrook Timesheets	*Springbrook UB - Adjustments & Past Due	11:00 - 11:30 AM
	11:30-12:00		SB 1-1 (2-3)			*Springbrook Project Management		11:30-12:00
	12:00-12:30 PM		SB 1-1 (2-3)	<b>Lunch</b>				12:00-12:30 PM
	12:30-1:00 PM		SB 1-1 (2-3)	Keynote: TBA				12:30-1:00 PM
	1:00-1:30 PM		SB 1-1 (2-3)	*Communicating in a Crisis		*Springbrook Finance Director Training	*Springbrook UB - Meter Mgmt / Billing	1:00-1:30 PM
	1:30-2:00 PM		SB 1-1 (2-3)	*Maximizing your Support relationship	*Springbrook Express: Payroll Deep Dive	Springbrook Integration	*Springbrook Cash Receipts	1:30-2:00 PM
	2:00-2:30 PM		SB 1-1 (2-3)	TBA				2:00-2:30 PM
	2:30-3:00 PM		SB 1-1 (2-3)	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	2:30-3:00 PM
	3:00-3:30 PM		SB 1-1 (2-3)	*Overview of Federal Grant Compliance	*Springbrook Express - Utility Billing Setup, Changes, Adjustments & More	*Security & Internal Controls	*Springbrook Building Blocks of UB Set-Up	3:00-3:30 PM
	3:30-4:00 PM		SB 1-1 (2-3)	Property Tax Demo	*Springbrook Express - Bank Recon Best Practices & Balancing the Treasurer Report	*Springbrook Bank Rec	*Building Imports / Exports Configurables (Fin & UB)	3:30-4:00 PM
	4:00-4:30 PM		SB 1-1 (2-3)	Mobile Work Order Demo		Payroll Round Table	*Springbrook - PO/Workflow	4:00-4:30 PM
4:30-5:00 PM		SB 1-1 (2-3)	Advanced Capital budgeting demo	Springbrook Express 1-1		*Springbrook - AP/Workflow	4:30-5:00 PM	
5:00-5:30 PM		SB 1-1 (2-3)		Springbrook Express 1-1		Tips and Tricks	5:00-5:30 PM	
5:30-6:00 PM		SB 1-1 (2-3)		Springbrook Express 1-1			5:30-6:00 PM	
6:00-6:30 PM			<b>Cocktail Reception</b>				6:00-6:30 PM	
6:30-7:00 PM							6:30-7:00 PM	
7:00-7:30 PM							7:00-7:30 PM	
7:30-8:00 PM							7:30-8:00 PM	

Day 3: 10/27 Friday	8:00-8:30 AM			<b>Breakfast</b>				
	8:30-9:00 AM			Keynote: TBA				
	9:00-9:30 AM		SB 1-1 (2-3)	*The Importance of Cash Flow Forecasting	*Springbrook Express: New and existing Clerk Fundamentals & Cash Basis Accounting	*Springbrook Reporting and Filtering	Property Tax Demo	SB 1-1 (2-3)
	9:30-10:00 AM		SB 1-1 (2-3)			*Springbrook Budgeting - New/Period/Multi Year	Mobile Work Order Demo	SB 1-1 (2-3)
	10:00-10:30 AM		SB 1-1 (2-3)	*Are your Business Payments Safe?	*Springbrook Express - Reports, Reports and More Reports for Councils and Management		Advanced Capital budgeting demo	SB 1-1 (2-3)
	10:30-11:00 AM		SB 1-1 (2-3)			Finance Round Table	UB Round Table	SB 1-1 (2-3)
	11:00-11:30 AM		SB 1-1 (2-3)	Customer Forum: Innovative Ways to Enhance Springbrook	Springbrook Express 1-1			SB 1-1 (2-3)
	11:30-12:00 AM		SB 1-1 (2-3)		Springbrook Express 1-1		Intro to Allocation Billing	SB 1-1 (2-3)
	12:00-12:30 PM			<b>Lunch</b>				
	12:30-1:00 PM							