



City of Olathe

COUNCIL AGENDA ITEM

MEETING DATE: 3/19/2024

FOCUS AREA: City Manager's Office

STAFF CONTACT: Cathy Marks

SUBJECT: Consideration of Travel Request Authorization for City Manager Michael Wilkes to attend a Transforming Local Government conference.

TITLE:

Consideration of Travel Request Authorization for City Manager Michael Wilkes to attend a Transforming Local Government conference April 7 to April 13, 2024.

SUMMARY:

The city Council is asked to consider travel authorization for the City Manager Michael Wilkes to travel to the TLG conference. These Travel Request Authorization forms are presented for City Council to review and approve in accordance with Administrative Guideline F-01, which requires that all overnight travel and/or registration expenses for City employees and officials be approved in advance.

FINANCIAL IMPACT:

Funding is included in the 2024 budget.

ACTION NEEDED:

Approve the attached travel request and authorization as part of the Consent Agenda.

ATTACHMENT(S):

Michael TRA for TLG
