



# City of Olathe

## COUNCIL AGENDA ITEM

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**MEETING DATE:** 4/2/2024

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**FOCUS AREA:** City Manager's Office

**STAFF CONTACT:** Cathy Marks

**SUBJECT:** Consideration of Travel Request Authorization for City Manager Michael Wilkes to attend two League of Kansas Municipalities meetings.

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**TITLE:**

Consideration of Travel Request Authorization for City Manager Michael Wilkes to attend two League of Kansas Municipalities meetings, April 5 and June 7, 2024.

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**SUMMARY:**

The City Council is asked to consider travel authorization for the City Manager Michael Wilkes to travel to Topeka and Concordia Kansas to attend the LKM meetings. He is the Board President. These Travel Requisition Authorization forms are presented for city council review and approval 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.

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**FINANCIAL IMPACT:**

Funding is included in the 2024 budget.

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**ACTION NEEDED:**

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

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**ATTACHMENT(S):**

LKM 4-4 and 6-6-24 TRA Michael