



# City of Olathe

## COUNCIL AGENDA ITEM

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**MEETING DATE:** 2/6/2024

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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 and Councilmembers LeEtta Felter, Matthew Schoonover and Dean Vakas to attend the National League of Cities conference.

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**TITLE:** Consideration of Travel Request Authorization for City Manager Michael Wilkes and Councilmembers LeEtta Felter, Matthew Schoonover and Dean Vakas to attend the National League of Cities conference in Washington, DC from March 10 to March 13.

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**SUMMARY:**

The city Council is asked to consider travel authorization for the City Manager and Councilmembers to travel to Washington, DC for the NLC conference from March 10 to the 13th. These Travel Requestion 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.

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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):**

Michael TRA NLC March

Councilmembers TRA NLC March