



# City of Olathe

## COUNCIL AGENDA ITEM

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**MEETING DATE:** 1/8/2019

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**DEPARTMENT:** City Manager's Office

**STAFF CONTACT:** Brenda Long

**SUBJECT:** Consideration of authorization for Mayor Copeland, Council Members and City Manager to attend National League of Cities Congressional Conference in Washington, DC, March 11 - 14, 2019

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**ITEM DESCRIPTION:**

Consideration of authorization for Mayor Copeland, Council Members and City Manager to attend National League of Cities Congressional Conference in Washington, DC, March 11 - 14, 2019

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**SUMMARY:**

The City Council is asked to consider travel authorizations for Councilmembers and City Manager for the National League of Cities Congressional City Conference in Washington, DC. This year's conference is scheduled for March 11 - 14, 2019.

These Travel Request and 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 2019 budget.

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**ACTION NEEDED:**

Consider approval of the attached Travel Request and Authorization form for the Mayor, Councilmembers and the City Manager as part of the Consent Agenda.

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**ATTACHMENT(S):**

- A. Travel Request and Authorization form