



# Memorandum

**TO:** CITY COUNCIL  
**FROM:** Mayor Matt Mahan  
**SUBJECT:** REQUEST TO TRAVEL  
**DATE:** December 19, 2023

Approved: *Matt Mahan*

Date: 12/19/23

**RECOMMENDATION:** Authorize travel for Mayor Mahan to Washington, DC from January 16 – 19, 2024, to attend the United States Conference of Mayors (USCM) Annual Winter Meeting.

**Location:** Washington, D.C.

**Meeting Dates:** January 17-19, 2024

**Source of Funds:** Mayor/Council Travel Budget

**Anticipated Costs:** \$4,100

**Purpose:**

The Conference will hold its 92nd Annual Winter Meeting from January 17-19, 2024 in Washington, D.C., and will be followed by an Annual Meeting each June in a different U.S. city. Additional meetings, including this Leadership Meeting, and events are held as directed by the Conference leadership.

Through these convenings, mayors contribute to the development of national urban policy by serving on one or more of the conference's standing committees. Conference policies, programs, and opportunities for shared advocacy in the advancement of the needs of cities in the U.S. are developed and guided by an Executive Committee and Advisory Board.

Pursuant to Council Policy 9-5, Travel by Elected and Appointed City Officials, this travel falls as an allowable use under the Mayor/Council Travel Budget under F.4.d, Trips to represent the City at the U.S. Conference of Mayors when appointed by the Council or otherwise officially appointed to serve on such boards or committees.