



Agenda Memo

Crest Hill, IL

Meeting Date:	June 22, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	IML Conference Discussion

Summary: At the October 6, 2025, City Council meeting it was requested that the recent IML Conference expenses be discussed. We then had the discussion on October 13th. That meeting concluded with Council requesting that before the next IML Conference, that agreement is obtained before registering for the 2026 IML Conference.

I recommend for discussion the following policy points for elected officials (Mayor, Council, Clerk, and Treasurer) and Commissioners (Planning, Civil Services, etc.) regarding registering, attendance, reimbursement, stipends, expenditures, etc.

- As of July 6, 2026, the policy would have ALL registrations for trainings and conferences run through the Administrative Assistant position (currently Marybel). Marybel will register all of the above persons for conferences and trainings, hotels, and parking, per their emailed request to register or cancel.
- All transportation (train, bus, uber, taxi, uber, and mileage; up to \$100 per day) would be by reimbursement.
- Instead of collecting food, snack, and incidental expenses receipts, staff recommend using the IRS and GSA for Chicago rates. Specifically, per day \$18.40 for breakfast, \$27.60 for lunch, and \$46.00 for dinner (\$92.00 total possible per day; not to exceed \$276 for the IML Conference). If someone only wants to get reimbursed, receipts will be accepted instead of the per-diem.
- If someone needs to cancel, for a non-emergency reason, they will reimburse the City for all expenses. (The City will attempt to cancel without incurring expenses.)
- If someone chooses not to attend a training or conference for at least one (1) day, that person would need to reimburse the City.
- If someone left the conference or training early (not meeting the minimum one (1) day, except for an emergency), they would reimburse the City for the conference or training, hotel, and parking costs, on a pro rata basis.
- A final report of all expenses will be created by the Finance Department and presented to City Council within 45 days of the training or conference.
- Any requests for exceptions would be discussed and voted on (approved or not) by City Council.

Recommended Council Action: Discussion only.

Financial Impact: Not yet finalized.

Funding Source: General Fund

Budgeted Amount: \$10,000.00

Cost: Not yet finalized.

Attachments: No attachments