



Memo

Crest Hill, IL

Meeting Date: September 14, 2026
Submitter: Blaine Wing, City Administrator
Department: Administration
Agenda Item: Employee Attendance at Conferences

Summary: The annual budget includes appropriations for employee education, training, professional conferences, seminars, and association meetings. It is my recommendation that the approval of the annual budget by the City Council shall constitute authorization for employees to attend conferences and training programs that:

- Relate directly to the employee's assigned duties
- Are within the department's adopted budget
- Comply with the City's Travel Expense Ordinance and Personnel Policies
- Receive advance approval from the Department Head and City Administrator, following budget approval.

Individual City Council approval would not be required for employee attendance at conferences or training events when expenditure remains within the adopted budget and established travel limits. However, any request that exceeds the approved departmental budget or exceeds reimbursement limits established by ordinance or requires a budget amendment shall be submitted to the City Council for approval.

In my experience working with Illinois local governments, the most common approach is:

1. Include training/conference funds in each departmental budget.
2. Council approves the budget annually.
3. Department Heads and the Administrator/City Manager approve specific attendance.
4. Only out-of-budget requests or unusual expenditures go back to the Council.

This is generally consistent with the intent of the Illinois Local Government Travel Expense Control Act while avoiding unnecessary Council agenda items.

Attachment:

List of common annual conference by department