

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, APRIL 20, 2021 AT 6:00 P.M. (VIA ZOOM) IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

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Disclaimer: While the Township meeting is open to the public and public comments are welcomed, in light of concerns related to the spread of Coronavirus Disease (COVID-19), the meeting will be streaming live online and can be found on the Zoom Link platform below and the Township very strongly encourages residents and participants to submit written comments to the Township Clerk prior to the meeting if they wish to participate at the meeting. Persons will be allowed to make in-person comments if they desire to do so, however individuals will be brought into the meeting room one at a time and all federal, state and local protocols currently in place to alleviate the spread of COVID-19, including social distancing requirements, including the wearing of masks, will be observed. Thank you for understanding this temporary change in procedure for the health, safety and welfare of our residents.

Please click the link below to join the webinar:

<https://zoom.us/j/99143947455>

Or iPhone one-tap :

US: +13126266799,,99143947455# or +16468769923,,99143947455# Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 Webinar ID: 991 4394 7455

International numbers available: <https://zoom.us/j/99143947455>

1. Call to order
2. Roll call
3. Pledge of Allegiance to the Flag
4. Agenda Changes
5. Approval of Minutes of a Regular Meeting held on March 16, 2021 at 6:00 p.m.
6. Citizen Comments
7. Authorize bills for payment

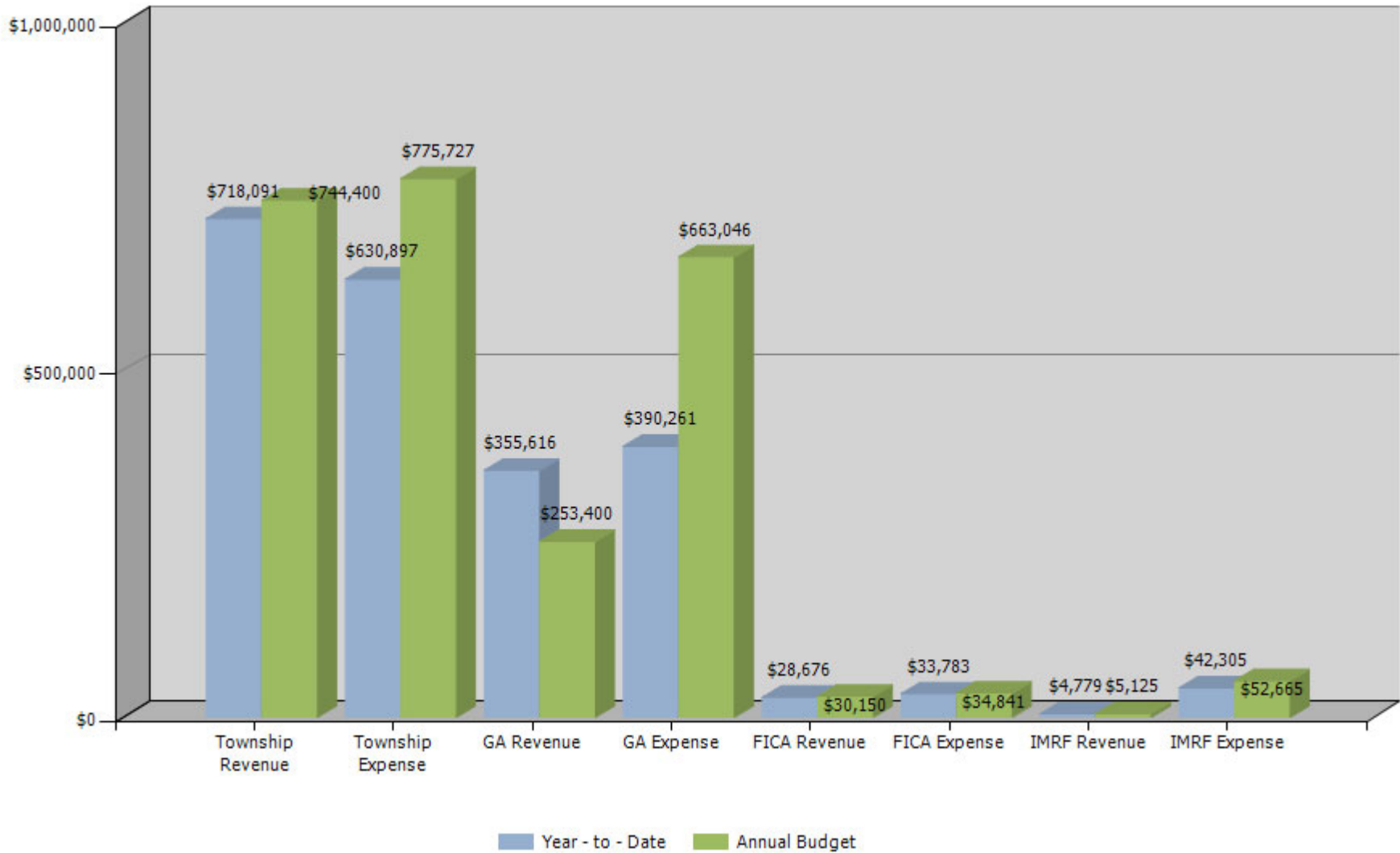
Township Fund

Assessor’s Office	\$16,054.88
Community Support	\$800.00
Youth Services	\$0

Senior Services	\$1019.10	
Operating Expenses	\$30,198.04	
Township Fund Total Expenses		\$48,072.02
 <u>General Assistance Fund</u>		
Public Support	\$3,655.98	
Operating Expenses	\$15,411.93	\$19,067.91
General Assistance Fund Total Expenses		
 <u>FICA</u> Total Expenses		\$2,623.17
<u>IMRF</u> Total Expenses		\$3,497.87
	 TOTAL Bills:	\$73,260.97

8. Discussion regarding the Budget for Fiscal Year 2021/22 (May 1, 2021 – April 30, 2022)
9. Discussion regarding the FERA Grant
10. Discussion regarding Employee Benefits
10. Assessor's Report
11. Supervisor's Report/Announcements
12. Adjourn

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 11 Months Ended March 31, 2021**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of March 31, 2021**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining Budget</u>
Township Fund					
Revenues	\$ 20,524.48	\$ 718,091.18	\$ 744,400.00	\$ 26,308.82	3.53%
Operating Expenses					
Personnel	23,381.93	273,837.03	310,973.00	37,135.97	11.94%
Contractual Services	8,085.90	68,855.07	100,017.00	31,161.93	31.16%
Other Operating Expenses	(1,269.79)	26,015.73	45,974.00	19,958.27	43.41%
Capital Outlay	0.00	53,297.50	57,708.00	4,410.50	7.64%
Total Operating Expenses	<u>30,198.04</u>	<u>422,005.33</u>	<u>514,672.00</u>	<u>92,666.67</u>	<u>18.00%</u>
Community Support	800.00	22,657.11	23,000.00	342.89	1.49%
Youth Services:					
Total Youth Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Senior Services:					
Senior Meals	0.00	48.59	3,300.00	3,251.41	98.53%
Senior Transportation	1,019.10	7,070.54	17,500.00	10,429.46	59.60%
Senior Support	0.00	434.00	5,750.00	5,316.00	92.45%
Total Senior Services	<u>1,019.10</u>	<u>7,553.13</u>	<u>26,550.00</u>	<u>18,996.87</u>	<u>71.55%</u>
Assessor's Office:					
Personnel	10,098.70	145,302.98	180,160.00	34,857.02	19.35%
Contractual Services	5,506.16	19,743.14	15,060.00	(4,683.14)	-31.10%
Other Operating Expenses	450.02	13,635.40	16,285.00	2,649.60	16.27%
Total Assessor's Office	<u>16,054.88</u>	<u>178,681.52</u>	<u>211,505.00</u>	<u>32,823.48</u>	<u>15.52%</u>
Total Expenses	<u>48,072.02</u>	<u>630,897.09</u>	<u>775,727.00</u>	<u>144,829.91</u>	<u>18.67%</u>
Excess Revenues less Expenses	<u>\$ (27,547.54)</u>	<u>\$ 87,194.09</u>	<u>\$ (31,327.00)</u>	<u>\$ (118,521.09)</u>	
General Assistance Fund					
Revenues	\$ 4.85	\$ 355,616.37	\$ 253,400.00	\$ (102,216.37)	-40.34%
Expenses					
Personnel	13,264.03	166,796.00	203,970.00	37,174.00	18.23%
Contractual Services	1,527.26	21,175.87	29,071.00	7,895.13	27.16%
Other Operating Expenses	620.64	15,690.77	22,055.00	6,364.23	28.86%
Public Support	3,655.98	186,598.63	407,950.00	221,351.37	54.26%
Total Expenses	<u>19,067.91</u>	<u>390,261.27</u>	<u>663,046.00</u>	<u>272,784.73</u>	<u>41.14%</u>
Excess Revenues less Expenses	<u>\$ (19,063.06)</u>	<u>\$ (34,644.90)</u>	<u>\$ (409,646.00)</u>	<u>\$ (375,001.10)</u>	
FICA Fund					
Revenues	\$ 0.58	\$ 28,675.92	\$ 30,150.00	\$ 1,474.08	4.89%
Expenses	<u>2,623.17</u>	<u>33,782.65</u>	<u>34,841.00</u>	<u>1,058.35</u>	<u>3.04%</u>
Excess Revenues less Expenses	<u>\$ (2,622.59)</u>	<u>\$ (5,106.73)</u>	<u>\$ (4,691.00)</u>	<u>\$ 415.73</u>	
IMRF Fund					
Revenues	\$ 0.10	\$ 4,779.31	\$ 5,125.00	\$ 345.69	6.75%
Expenses	<u>3,497.87</u>	<u>42,305.44</u>	<u>52,665.00</u>	<u>10,359.56</u>	<u>19.67%</u>
Excess Revenues less Expenses	<u>\$ (3,497.77)</u>	<u>\$ (37,526.13)</u>	<u>\$ (47,540.00)</u>	<u>\$ (10,013.87)</u>	

Zion Township

Updates – 4/20/21

Mission: *We lead. We empower. We advocate. We connect residents to resources, services and solutions.*

Vision: *We make Zion better.*

Core Values: *Humility ~ Encouragement ~ Appreciation ~ Reverence ~ Tenacity*

ZION TOWNSHIP UPDATES

- Monthly Report Attached.
- We had 52 screenings completed w/ residents, referring them to the appropriate programs. Services provided to residents included, Mother Trust Foundation 2 applications were submitted and approved, 1 Salvation Army application was submitted and approved. 3 families were approved for Emergency Assistance and we have 16 current General Assistance participants.
- Thank you to the Zion City Council for passing the resolution to make Zion Monarch City USA! The Zion Park District will be unveiling the signs during their Earth Day event on Thursday, April 22nd at 10am at 23rd and Galilee on the Robert McClory Bike Path.
- Zinnia and Milkweed seeds have been packaged for distribution by our Queen Bees of Zion Red Hat Society. FREE Milkweed and Zinnia seeds can be picked up at many Zion restaurants, thanks to the Zinnias for Zion Committee. Zinnia seed donations are coming in from PanAmerican Seed Company, Joyful Butterfly and Applewood Seed Company. Planting will begin the last weekend in May for the 3rd Annual 'Color Zion with Zinnias' Initiative.
- Applications are now being taken at www.lakecountyjobcenter.com to fill 20 positions in the Zion Township Summer Work Program for 14 and 15 yea-olds.
- The Senior Resource Day will be a little different this year, as we will instead host a drive-by event. Agencies will contribute information to a Senior Resource Guide along with other items that will be given out to seniors on Wednesday, April 21st from 11am til 2pm at the Zion Park District, 2400 Dowie Memorial Dr., Zion.
- The summer issue of the Zion Quarterly will be mailed 6/1.

BOARD SPECIFIC ISSUES

- Zion Township is open to walk-ins! Staff will be back in the office full time beginning May 1, 2021.
- The budget has been submitted to the board and is available for review, to be approved at the May meeting.
- Discussion on employee benefits: sick/personal time, birthday off and vacation days.
- Discussion in regards to FERA Grant.
- The ZT Team was recognized by the Mothers Trust Foundation with the Founders Service Partner Award for our partnership during Covid-19.
- The 2020 Annual Report is available in print and on our website.
- The Zion Township Supervisor's Office was honored by the Mother's Trust Foundation with the Service Partner of the Year Award for partnering with them to serve so many families during Covid-19 and for assisting them in receiving a United Way grant to help all townships across Lake County.

COVID 19 – KEY RESOURCES

- ❖ Covid-19 Vaccines for those over 65 at CTCA – call 847-746-4013.
- ❖ FREE Covid-19 Testing – Daily from 8am – 5pm at the corner of 27th St and Emmaus Ave.
- ❖ Anyone needing financial assistance due to Covid-19, sign up for the Financial Capabilities Class through Community Partners for Affordable Housing at: <http://www.cpahousing.org/class-registration/> as it is a prerequisite for receiving assistance.
- ❖ Abiding Love Food Pantry: Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion.
- ❖ North Point Church Food Pantry: Each Monday from 1:30-6pm at 900 N Lewis Ave., Winthrop Harbor.
- ❖ Lake County Complaint Line for Landlord and Business Issues: 847-377-8130.
- ❖ Mental Health Help:
 - ❖ Lake County Crisis Line Open 24/7: 847-377-8088
 - ❖ Nicasa – substance abuse, mental health or gambling problem: 847-546-6450 or <https://nicasa.org>
 - ❖ Text "TALK" to 552020

Board Memo

Re: Employee Benefits: sick/personal time, birthday, vacation days

Date: April 16, 2021

Assessor Davis and Supervisor Neal were reviewing the benefits provided to Township Employees and would appreciate you weighing in on the matter. There are 3 items to discuss:

1. Vacation days: The current manual provided employees who worked more than 15 years at Zion Township with 5 weeks of vacation. Both Assessor Davis and Supervisor Neal would like to reduce that to a maximum of 4 weeks.

Calendar Years of Credited Service	Vacation Hours Awarded	In Terms of 8-hour workdays
1 – 5	80	10
5 – 10	120	15
10 – 15	160	20
15+	200	25

Old vacation chart here

Calendar Years of Credited Service	Vacation Hours Awarded	In Terms of 8-hour workdays
1 – 5	80	10
6 – 14	120	15
15+	160	20

New vacation chart here

There are currently two employees who will be negatively impacted by this change. The Township Attorney, Scott Nemanich stated it is fully in our purview to do whatever we like in this regards. We would like to honor the current benefit this year and move to the new vacation guidelines beginning next year.

2. Employees currently receive 1 personal day each month to be used as necessary. For any unused days at the end of the year, they are allowed to turn them in for ½ pay. Supervisor Neal believes this is a win-win for all and would like it to remain the policy. Assessor Davis would prefer to move to 4 personal days and 8 sick days with no reimbursement for unused sick days and no roll-over for personal days.
3. Currently, employees get their birthday off, which Supervisor Neal approves of. Assessor Davis does not and would like to eliminate this benefit.

We would appreciate your input on these items at our April board meeting. We will then bring all Employee Manual changes we recommend to the May board meeting.



ZION TOWNSHIP

LEADERSHIP • ADVOCACY • RESOURCES

Cheri L. Neal - Supervisor