

# Zion Township

**“We lead. We empower. We advocate. We connect residents to resources, services and solutions.”**

**REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, DECEMBER 17, 2019 AT 6:15 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS**

1. Call to order
2. Roll call
3. Agenda Changes
4. Approval of Minutes of a Regular Meeting held on November 19, 2019 at 6:15 p.m.
5. Citizen Comments
6. Authorize bills for payment

Assessor’s Office	\$ 12,354.22	
Community Support	\$ 381.37	
Youth Services	\$ 35.00	
Senior Services	\$ 1,298.12	
Operating Expenses	\$ 26,585.96	
Township Fund Total Expenses		\$ 40,654.67

General Assistance Fund

Public Support	\$ 12,935.76	
Community Support	\$ 0	
Operating Expenses	\$ 10,583.72	
General Assistance Fund Total Expenses		\$ 23,519.48

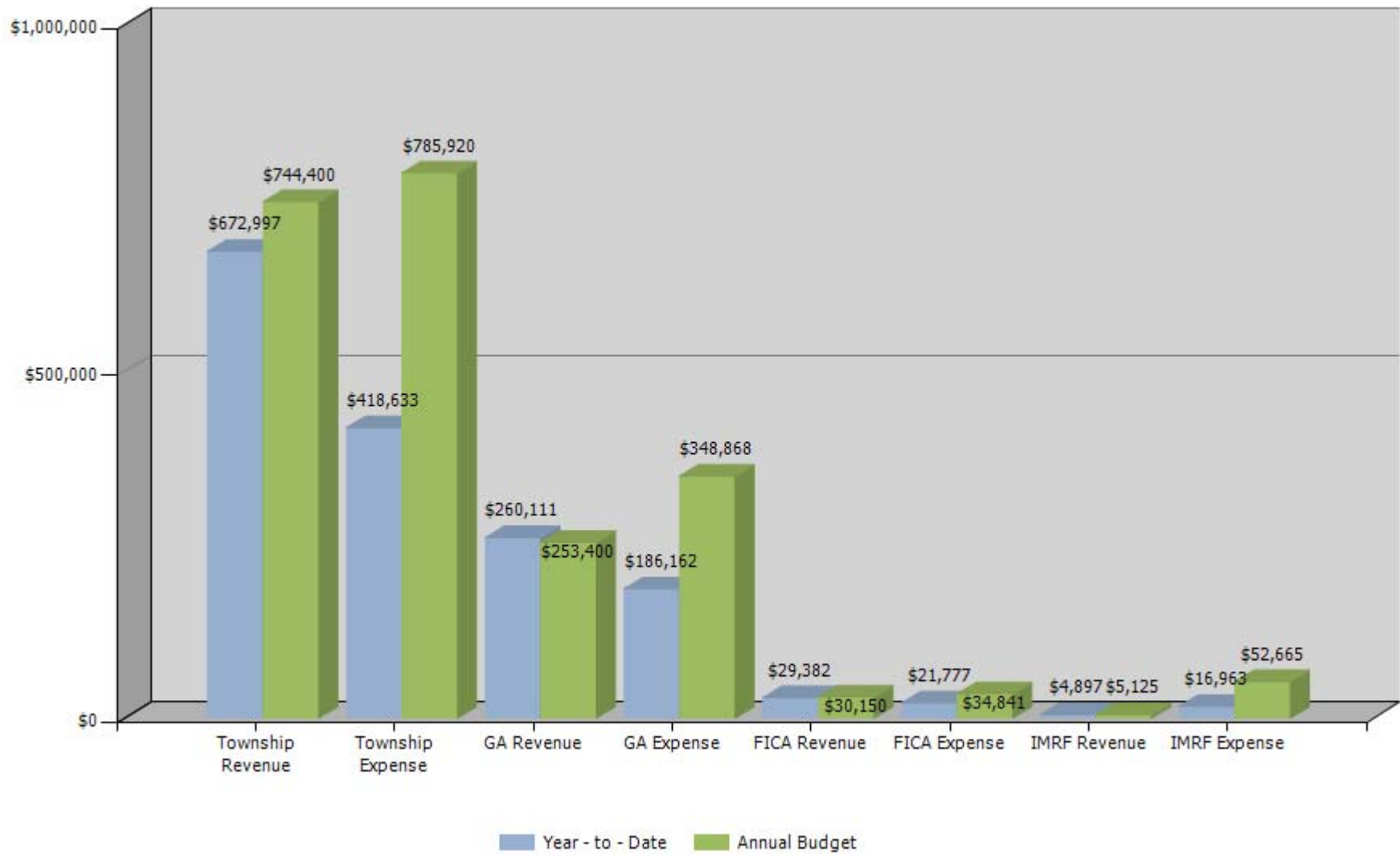
FICA Total Expenses \$ 2,920.49

IMRF Total Expenses \$ 2,537.36

**TOTAL BILLS: \$ 69,632.00**

7. **PUBLIC HEARING** - Proposed Property Tax Levy Ordinance
8. Consider passing Ordinance, levying taxes for all town purposes for Zion Township, Lake County, Illinois, for the tax year 2019, collectible in 2020
9. Consider approval of amended October, 2019 Financial Report
10. Receive and place on file amended 2018-19 Treasurer’s Report
11. Consider approval of nepotism policy
12. Consider approval of annual Township calendar
13. Assessor’s Report
14. Supervisor’s Report/Announcements
15. Adjourn

**Zion Township  
Revenue & Expense  
Actual vs. Budget  
For the 7 Months Ended November 30, 2019**



**Zion Township  
Income Statement  
Summary Actual vs. Budget  
As of November 30, 2019**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining Budget</u>
<b><u>Township Fund</u></b>					
<b>Revenues</b>	\$ 6,164.04	\$ 672,996.96	\$ 744,400.00	\$ 71,403.04	9.59%
<b><u>Operating Expenses</u></b>					
Personnel	19,558.21	169,462.83	301,798.00	132,335.17	43.85%
Contractual Services	5,220.41	45,748.93	100,419.00	54,670.07	54.44%
Other Operating Expenses	1,807.34	20,137.83	39,760.00	19,622.17	49.35%
Capital Outlay	0.00	7,392.50	52,708.00	45,315.50	85.97%
<b>Total Operating Expenses</b>	<u>26,585.96</u>	<u>242,742.09</u>	<u>494,685.00</u>	<u>251,942.91</u>	<u>50.93%</u>
<b>Community Support</b>	381.37	11,687.27	14,750.00	3,062.73	20.76%
<b>Youth Services:</b>					
Summer Work Program	35.00	47,286.10	53,330.00	6,043.90	11.33%
<b>Total Youth Services</b>	<u>35.00</u>	<u>47,286.10</u>	<u>53,330.00</u>	<u>6,043.90</u>	<u>11.33%</u>
<b>Senior Services:</b>					
Senior Meals	113.20	3,179.19	3,300.00	120.81	3.66%
Senior Transportation	955.00	9,378.50	16,000.00	6,621.50	41.38%
Senior Support	229.92	616.60	5,650.00	5,033.40	89.09%
<b>Total Senior Services</b>	<u>1,298.12</u>	<u>13,174.29</u>	<u>24,950.00</u>	<u>11,775.71</u>	<u>47.20%</u>
<b>Assessor's Office:</b>					
Personnel	11,503.49	93,757.43	166,860.00	73,102.57	43.81%
Contractual Services	365.35	3,547.85	15,060.00	11,512.15	76.44%
Other Operating Expenses	485.38	6,437.53	16,285.00	9,847.47	60.47%
<b>Total Assessor's Office</b>	<u>12,354.22</u>	<u>103,742.81</u>	<u>198,205.00</u>	<u>94,462.19</u>	<u>47.66%</u>
<b>Total Expenses</b>	<u>40,654.67</u>	<u>418,632.56</u>	<u>785,920.00</u>	<u>367,287.44</u>	<u>46.73%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (34,490.63)</u>	<u>\$ 254,364.40</u>	<u>\$ (41,520.00)</u>	<u>\$ (295,884.40)</u>	
<b><u>General Assistance Fund</u></b>					
<b>Revenues</b>	\$ 2,383.13	\$ 260,110.92	\$ 253,400.00	\$ (6,710.92)	-2.65%
<b><u>Expenses</u></b>					
Personnel	8,992.59	97,822.25	193,008.00	95,185.75	49.32%
Contractual Services	1,048.38	18,112.97	27,066.00	8,953.03	33.08%
Other Operating Expenses	542.75	8,126.74	17,514.00	9,387.26	53.60%
Public Support	12,935.76	62,100.06	111,280.00	49,179.94	44.19%
<b>Total Expenses</b>	<u>23,519.48</u>	<u>186,162.02</u>	<u>348,868.00</u>	<u>162,705.98</u>	<u>46.64%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (21,136.35)</u>	<u>\$ 73,948.90</u>	<u>\$ (95,468.00)</u>	<u>\$ (169,416.90)</u>	
<b><u>FICA Fund</u></b>					
<b>Revenues</b>	\$ 285.98	\$ 29,381.50	\$ 30,150.00	\$ 768.50	2.55%
<b>Expenses</b>	<u>2,920.49</u>	<u>21,776.77</u>	<u>34,841.00</u>	<u>13,064.23</u>	<u>37.50%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (2,634.51)</u>	<u>\$ 7,604.73</u>	<u>\$ (4,691.00)</u>	<u>\$ (12,295.73)</u>	
<b><u>IMRF Fund</u></b>					
<b>Revenues</b>	\$ 47.66	\$ 4,896.92	\$ 5,125.00	\$ 228.08	4.45%
<b>Expenses</b>	<u>2,537.36</u>	<u>16,962.77</u>	<u>52,665.00</u>	<u>35,702.23</u>	<u>67.79%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (2,489.70)</u>	<u>\$ (12,065.85)</u>	<u>\$ (47,540.00)</u>	<u>\$ (35,474.15)</u>	

# Zion Township Updates – 12/17/19

**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*

## UPDATES ON OFFICE OPERATIONS

- Monthly Report Attached.
- The second collaborative taxing body magazine - *The ZB Quarterly* was mailed out Thanksgiving Weekend. Please complete the survey on the link located inside the cover of the magazine.
- LIHEAP (Low Income Home Energy Assistance Program) enrollment for all lower income residents (1 person \$1561 per month) has begun. Walk-ins are seen each Tuesday from 1-3pm (closed for Christmas and New Year's Eve).
- The Elf Network Dinner will be on Thursday, December 19<sup>th</sup> at Christ Community Church at 6pm, serving 50 Zion families a three-course meal, gifts, groceries, a gift card, handmade blanket and more!
- Become a Zion Together Love Thy Neighborhood! Go to [ZionTogether.com](http://ZionTogether.com) for a packet.
- Congratulations to Sandra Usher, Zion Township Business Manager, for graduating from NorthPark University with her Bachelor of Arts in Business Management.
- The Staff retreat was very productive with the team beginning a strategic planning process with a thorough SWOT analysis, as well as reviewing current programs and services for their further enhancement.
- Work is under way for Zion's 2020 Vision! A Homeownership Initiative Group is working on a roadmap to homeownership. We are also creating a *Zion Resource Guide to Achieving Your 2020 Vision*. Information will be available at [ZionTogether.com](http://ZionTogether.com).
- Savoring the remainder of 2019 and establishing a clear vision for 2020!

## BOARD SPECIFIC ISSUES

- Approve updated Financial Statement for October, 2019.
- Receive and replace on file the 2018-19 Treasurer's Report.
- Discussion regarding nepotism policy.
- Levy presented and voted on after the public hearing.
- Zion Township will be closed for the holiday on December 24<sup>th</sup>, 25<sup>th</sup> and 31<sup>st</sup>, 2019 and January 1, 2020.
- Assessor Wickett's retirement – begin discussing plan for transition.

## COMMUNITY – KEY RESOURCES

- ❖ SHIP – Senior Health Insurance Program is now at Zion Township every second Tuesday of the month from 1:00 – 4:00 pm. Call 847-740-6710 to schedule an appointment.
- ❖ Abiding Love Food Pantry: Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion (Closed 5<sup>th</sup> Wednesdays).
- ❖ Zion Township assists with the application process for Passports, provide Notary service, faxing, voter registration, as well as processing Benefit Access and RTA passes.
- ❖ FREE counseling services are now being provided at Zion Township thanks to Princesses and Ladies, Inc and Cynthia Lincke. Call Zion Township for more information.
- ❖ FREE ESL Classes each Tuesday and Thursday from 8:30-11:30am at Zion Township. Walk-ins welcome!

# Zion Township Monthly Report

November 2019

## Programs & Services

### ■ Community

- Incoming Calls: 327
- Walk-In Clients: 170
- Passports: 2
- Notary: 0
- Medical Equipment Pantry: 0

### ■ Senior

- Senior Half-Fare Taxi Tickets: 6
- Senior Birthday Cards: 92

### ■ Youth

- Summer Work Program (June/July):

## Referrals & Other Agency Application Processing

### ■ RTA Free or Reduced Ride Program Processing: 9

### ■ Benefit Access Online Applications Processing: 18

### ■ Initial Screenings Total: 35

### ■ Resource Referrals

- Resource Appointments: 44
- Total People Referred: 76
- Total Referrals Made: 138

### ■ Zion Township Directly Assisted: 65

### ■ Referrals to Partner Agencies

- Catholic Charities: 2
- Community Action Partnership of Lake County: 44
- Community Partners for Affordable Housing: 7
- IDES: 2
- Lake County Job Center: 1
- Love INC: 9
- Nicasa: 1
- St. Vincent De Paul: 1
- Twice As Nice: 4

### ■ LIHEAP Application Processing (July & Sept. – May)

- Applicants: 42
- Applications Completed: 42
- Total Funds Accessed for Zion: Not yet available

## Assistance Programs

### ■ Case Manager Appointments: 77

(Sum of Resource, GA, and EA)

### ■ General Assistance

- Participants: 16
- Appointments: 27
- Application Pick-ups: 7
- Submitted Applications: 5
- New Recipients: 4
- Denials: 0
- Flat Grant Approvals: 16/\$5,237.51
  - Transportation:
  - Prescriptions: 0
  - GED: 0
  - Substance Abuse: 0
    - Drug Testing: 0
    - Counseling: 0
    - Evaluations: 0
  - Record Expungement: 0
- Completions (terminations): 5
  - Employed: 5
  - SSI Approved: 0
  - Deceased: 0
  - Relocation: 0
- Suspended: 0

### ■ Emergency Assistance

- Appointments: 7
- Total People: 7
- Approved Applications: 7/\$2,120.99
  - Housing: 2
  - Utilities: 5
  - Work Related: 0
  - Other: 0
  - Substance Abuse Counseling: 0
- EA Denials: 0
- EA Incomplete Applications: 1

### ■ Financial Counseling Certificates: 6

### ■ Emergency Transportation Assistance

- Gas Vouchers: 1
- 1-Day Bus Pass:
- Train/Other: 0
- Total Funds Spent: \$

Submitted by: ZT Staff

T. Supervisor: 