

Zion Township

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

Agenda

REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, MAY 21, 2018 AT 6:15 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

* * * * *

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 April 16, 2019 at 6:15 p.m.
6. Citizen Comments
7. Authorize bills for payment

Assessor’s Office	\$ 14,705.18	
Community Support	\$ 1,076.68	
Youth Services	\$ 2,731.97	
Senior Services	\$ 2,605.02	
Operating Expenses	\$ 30,207.04	
Township Fund Total Expenses		\$ 51,325.89
<u>General Assistance Fund</u>		
Public Support	\$ 11,661.61	
Community Support	\$ 0	
Operating Expenses	\$ 40,432.50	
General Assistance Fund Total Expenses		\$ 52,094.11
<u>FICA</u> Total Expenses		\$ 2,534.19
<u>IMRF</u> Total Expenses		\$ 1,797.01
TOTAL BILLS:		\$107,751.20

8. Consider approval of 2019/2020 Zion Township Budget (May 1, 2019 through April 30, 2020) per Chairman Neal
9. Consider approval of Social Media Policy per Chairman Neal
10. Consider approval of Township involvement in Zion Together Days per Chairman Neal

11. Consider approval of changes to part-time employee benefits and raise structure per Chairman Neal
12. Marketing update per Chairman Neal
13. Assessor's Report
14. Supervisor's Report/Announcements
15. Adjourn

Zion Township

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

Agenda

PUBLIC HEARING OF THE TOWN OF ZION TO BE HELD TUESDAY, MAY 21, 2019 AT 6:15 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

* * * * *

1. Meeting called to order by the Town Clerk
2. Town Clerk declares nominations in order for Moderator
3. Town Clerk swears in the Moderator
4. Supervisor to present Budget for Fiscal Year 2019/20 (May 1, 2019 – April 30, 2020)
5. Assessor to present Budget for Fiscal Year 2019/20 (May 1, 2019 – April 30, 2020)
6. Refer Budget to Town Board for final action at the regular meeting to be held Tuesday, May 21, 2019 at 6:15 p.m.
7. Public Comments
8. Adjourn

**MINUTES OF A PUBLIC HEARING OF THE TOWN OF ZION HELD TUESDAY, MAY 21, 2019,
AT 6:02 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS**

Town Clerk Spooner called the Public Hearing to order.

The Town Clerk declared nominations in order for the position of Moderator of the Public Hearing. It was moved by Elector/Supervisor Cheri Neal, seconded by Elector/Trustee Mike McDowell and unanimously approved that W. C. Bremner serve as Moderator of the Public Hearing. Mr. Bremner was sworn in as Moderator.

BUDGET/APPROPRIATION ORDINANCE/FISCAL YEAR MAY 1, 2019 – APRIL 30, 2020

Supervisor Neal presented the Fiscal Year May 1, 2019 through April 30, 2020 Township Supervisor's budget & appropriation ordinance, a copy of which is appended to these minutes. She stated that total expenses were \$864,512 in the Township Fund, \$383,755 in the General Assistance Fund, \$38,322 in the Social Security (FICA) Fund, and \$57,931 in the IMRF Fund, totaling \$1,344,520. She stated in the Town Fund the breakdown for Personnel is \$301,798 which is a decrease of \$14,000 from last year due to reallocated funds to the General Assistance Fund. In Contractual Services there was an increase in copier services of \$1,419.17 due to the transfer of the item from office supplies. There was also an increase in Legal Services and Marketing. She stated they will be reimbursed for the marketing funds. Elector/Trustee Frierson asked what the reimbursement will be. Supervisor Neal stated they will receive \$9,000 - \$10,000 from other taxing bodies for the magazine. Operating expenses are up slightly to \$39,760. Capital Outlay and Community Support remained the same. Youth Services increased from \$21,280 to \$53,330 due to the purchase of the Township van. My Father's Business will contribute \$15,000. Transportation is down and Senior Support stayed the same. In the General Assistance Fund personal increased from \$175,941 to \$193,008.38. Contractual Services increased slightly from \$26,201 to \$27,066.96 and Operating Expenses and Public Assistance basically stayed the same. Elector/Trustee Frierson asked what the \$47,500 covered under the Health/Dental expense. Supervisor Neal stated the amount is coverage for two full time employees. The Township is responsible for paying the deductibles. She stated insurance costs have increased.

Assessor Wicketts presented the Fiscal Year May 1, 2019 through April 30, 20120 Township Assessor's budget in the amount of \$198,205, a copy of which is appended to these minutes. There has been an increase in personnel as he has added a new part time employee. There is also an increase in the computer software from \$1,000 to \$3,000 due to Lake County changing over to a new system.

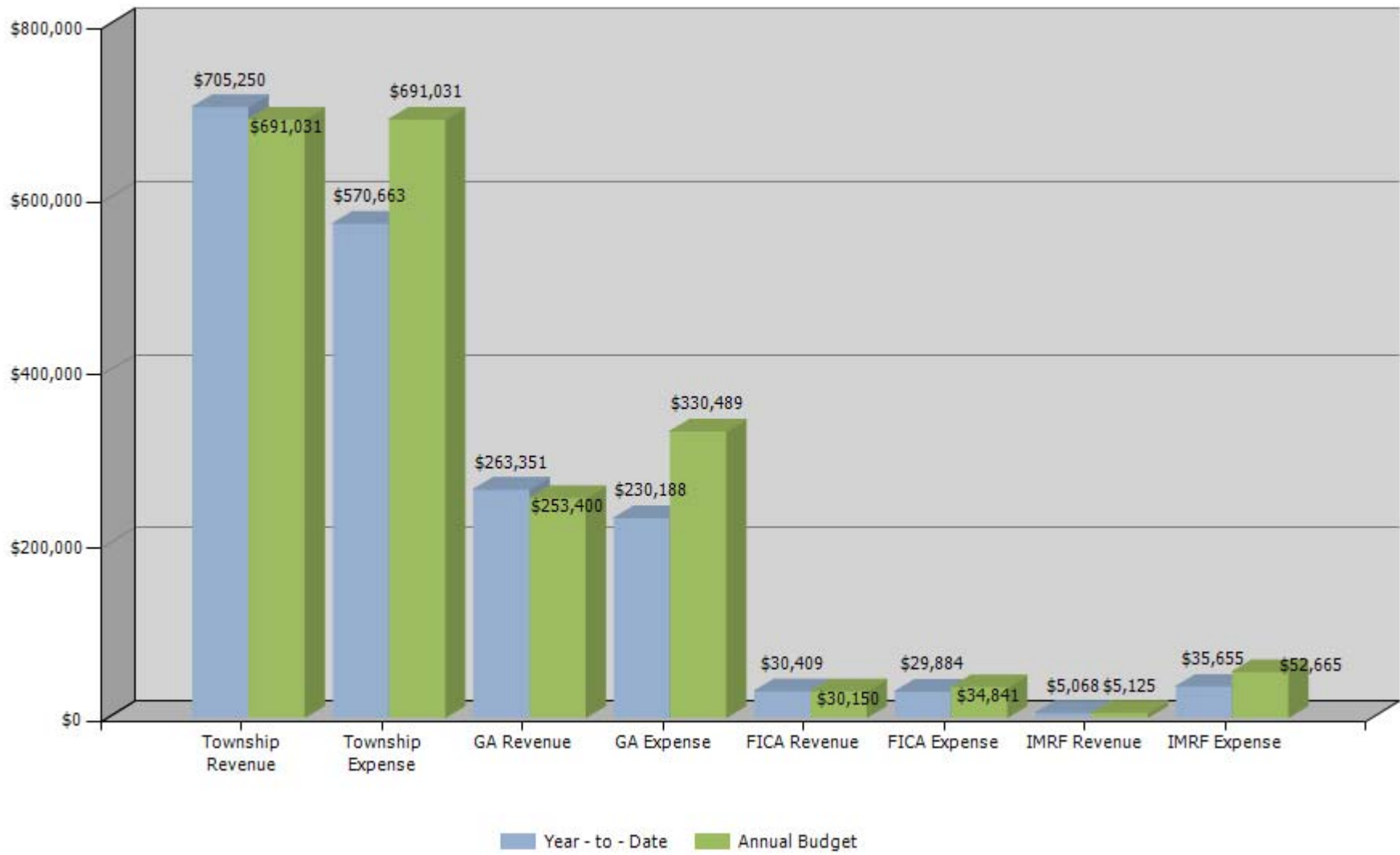
It was moved by Elector/Trustee Richard Frierson, seconded by Elector/Trustee Christopher Fischer and unanimously approved to refer the Budget for the Fiscal Year beginning May 1, 2019 and ending April 30, 2020 to the Town Board of Trustees for discussion at their regular meeting scheduled for Tuesday, May 21, 2019, at 6:15 P.M. Upon voice vote, all answered aye. Motion carried.

ADJOURN

It was moved by Elector/Trustee Richard Frierson, seconded by Elector/Trustee Mike McDowell and unanimously approved the Public Hearing be adjourned at 6:20 P.M. Motion carried.

Town Clerk

**Zion Township
Revenue & Expense
Actual vs. Budget
For the 11 Months Ended March 31, 2019**



**Zion Township
Income Statement
Summary Actual vs. Budget
As of March 31, 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>
<u>Township Fund</u>					
Revenues	\$ 700.14	\$ 705,250.39	\$ 691,031.00	\$ (14,219.39)	-2.06%
<u>Operating Expenses</u>					
Personnel	23,591.62	274,050.31	314,734.00	40,683.69	12.93%
Contractual Services	6,620.85	55,689.95	68,634.00	12,944.05	18.86%
Other Operating Expenses	2,250.16	31,495.01	37,270.00	5,774.99	15.50%
Capital Outlay	0.00	51,246.25	52,708.00	1,461.75	2.77%
Total Operating Expenses	<u>32,462.63</u>	<u>412,481.52</u>	<u>473,346.00</u>	<u>60,864.48</u>	<u>12.86%</u>
Community Support	104.49	10,763.11	14,750.00	3,986.89	27.03%
<u>Youth Services:</u>					
Summer Work Program	3.62	15,493.73	21,280.00	5,786.27	27.19%
Total Youth Services	<u>3.62</u>	<u>15,493.73</u>	<u>21,280.00</u>	<u>5,786.27</u>	<u>27.19%</u>
<u>Senior Services:</u>					
Senior Meals	0.00	3,207.89	6,300.00	3,092.11	49.08%
Senior Transportation	655.00	11,462.70	17,000.00	5,537.30	32.57%
Senior Support	24.00	965.22	2,650.00	1,684.78	63.58%
Total Senior Services	<u>679.00</u>	<u>15,635.81</u>	<u>25,950.00</u>	<u>10,314.19</u>	<u>39.75%</u>
<u>Assessor's Office:</u>					
Personnel	9,610.79	101,119.09	127,360.00	26,240.91	20.60%
Contractual Services	355.63	10,676.48	14,060.00	3,383.52	24.06%
Other Operating Expenses	174.72	4,493.62	14,285.00	9,791.38	68.54%
Total Assessor's Office	<u>10,141.14</u>	<u>116,289.19</u>	<u>155,705.00</u>	<u>39,415.81</u>	<u>25.31%</u>
Total Expenses	<u>43,390.88</u>	<u>570,663.36</u>	<u>691,031.00</u>	<u>120,367.64</u>	<u>17.42%</u>
Excess Revenues less Expenses	<u>\$ (42,690.74)</u>	<u>\$ 134,587.03</u>	<u>\$ 0.00</u>	<u>\$ (134,587.03)</u>	
<u>General Assistance Fund</u>					
Revenues	\$ 270.68	\$ 263,351.23	\$ 253,400.00	\$ (9,951.23)	-3.93%
<u>Expenses</u>					
Personnel	15,031.00	136,927.23	175,941.00	39,013.77	22.17%
Contractual Services	1,631.49	24,605.23	26,201.00	1,595.77	6.09%
Other Operating Expenses	597.98	12,992.96	17,067.00	4,074.04	23.87%
Public Support	3,937.13	55,662.45	111,280.00	55,617.55	49.98%
Total Expenses	<u>21,197.60</u>	<u>230,187.87</u>	<u>330,489.00</u>	<u>100,301.13</u>	<u>30.35%</u>
Excess Revenues less Expenses	<u>\$ (20,926.92)</u>	<u>\$ 33,163.36</u>	<u>\$ (77,089.00)</u>	<u>\$ (110,252.36)</u>	
<u>FICA Fund</u>					
Revenues	\$ 32.48	\$ 30,408.92	\$ 30,150.00	\$ (258.92)	-0.86%
Expenses	<u>2,665.18</u>	<u>29,884.46</u>	<u>34,841.00</u>	<u>4,956.54</u>	<u>14.23%</u>
Excess Revenues less Expenses	<u>\$ (2,632.70)</u>	<u>\$ 524.46</u>	<u>\$ (4,691.00)</u>	<u>\$ (5,215.46)</u>	
<u>IMRF Fund</u>					
Revenues	\$ 5.41	\$ 5,068.15	\$ 5,125.00	\$ 56.85	1.11%
Expenses	<u>1,873.99</u>	<u>35,654.52</u>	<u>52,665.00</u>	<u>17,010.48</u>	<u>32.30%</u>
Excess Revenues less Expenses	<u>\$ (1,868.58)</u>	<u>\$ (30,586.37)</u>	<u>\$ (47,540.00)</u>	<u>\$ (16,953.63)</u>	

Zion Township Updates – 5/21/19

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.
- ALL 31 Zinnia locations have been adopted by community groups and residents! Zinnias for Zion planting begins on Wednesday, May 22nd from 2:30-7:30pm and on Saturday, May 25th from 9am til noon.
Thanks to donations from Ball Horticultural Company and Joyful Butterfly, FREE Zinnia seeds are available to all residents! Stop by Zion Township during the times listed above for your FREE Zinnia seeds!
- The Senior Resource Day was a HUGE success with 47 vendors and over 200 seniors in attendance. Thanks to all who participated, and especially to The Zion Park District, Benton Township and The Grove at the Lake! Special thanks to the ZBTHS students who helped set up and the Zion Central Middle School National Honor Society students who served the seniors lunch!
- The 2019 Summer Work Program is ready to launch! 150 Zion youth applied and 35 were chosen via lottery system by The Job Center of Lake County. The Job Center visited Zion Township and processed paperwork for youth on Saturday, May 4th. Interviews were held on May 13 and 14. Anyone who needs help with yard work, etc. NOT involving power equipment, contact Zion Township.
- LIHEAP applications are coming to an end for the year! The last day is May 28th from 1-3pm. Residents struggling to pay their Com Ed and North Shore Gas bills, contact Zion Township TODAY!
- Zion Together Days: August 1-4th to include a Zion's Got Talent Show and much more. Check out ZionTogether.com for information.
- 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.
- Zion Township has processed 26 passports in its first year.

BOARD SPECIFIC ISSUES

- Approval of the 2019-2020 budget.
- Senior Resource Day Guide shared.
- All staff became certified in CPR. Special thanks to Sarah Soto, Zion Fire Department.
- RING cameras have been installed.
- The next Church Secretary Networking event will be on Friday, May 31st at Zion Township. All church secretaries and administrators and pastors' wives are encouraged to attend!
- The Township van has been ordered. Delivery expected in July.
- The first collaborative taxing body magazine will be mailed to all residents in early September.
- The Upper Midwest Blacksmith Association, led by John Biewer, has graciously offered to build and donate a trellis on the east side of Zion Township to support the perennial Passion Flower, donated by Ellen Buntrock.

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 5th Wednesdays)
- ❖ Zion Township processes Passport applications, provides Notary service, faxing, voter registration, as well as processes Benefit Access and RTA passes.

Zion Township Monthly Report

April 2019

Programs & Services

- **Community**
 - Incoming Calls: 560
 - Walk-In Clients: 292
 - Notary: 1
 - Medical Equipment Pantry: 0
- **Senior**
 - Senior Half-Fare Taxi Tickets: 13
 - Senior Birthday Cards: 60

Referrals & Other Agency Application Processing

- **RTA Free or Reduced Ride Program Processing: 10**
- **Benefit Access Online Applications Processing: 30**
- **Initial Screenings Total: 51**
- **Resource Referrals**
 - Resource Appointments: 44
 - Total People Referred: 79
 - Total Referrals Made: 150
- **Zion Township Directly Assisted: 71**
- **Referrals to Partner Agencies**
 - Arden Shore: 1
 - Brand Schneider's Office: 1
 - Catholic Charities: 6
 - Christian Assembly of God: 1
 - Community Action of Lake County: 54
 - Community Partners for Affordable Housing: 1
 - Cynthia Lincke: 2
 - Joyce Mason's Office: 1
 - Lake County Job Center: 1
 - Lions Club: 1
 - Love INC: 3
 - PADS: 1
 - Prairie State Legal: 2
 - Salvation Army: 1
 - Sleep in Heavenly Peace: 1
- **LIHEAP Application Processing (July & Sept. – May)**
 - Applicants: 30
 - Applications Completed: 30
 - Total Funds Accessed for Zion: No report yet

Assistance Programs

- **Case Manager Appointments: 75**
(Sum of Resource, GA, and EA)
- **General Assistance**
 - Appointments: 19
 - Application Pick-ups: 4
 - Submitted Applications: 3
 - New Recipients: 3
 - Denials: 0
 - Flat Grant Approvals: 17/\$3,982.03
 - Transportation: 8
 - Prescriptions: 0
 - GED: 0
 - Substance Abuse: 0
 - Drug Testing: 0
 - Counseling: 0
 - Evaluations: 0
 - Record Expungement: 0
 - Completions (terminations): 0
 - Employed: 2
 - SSI Approved: 2
 - Deceased: 1
 - Relocation: 0
 - Suspended: 0
- **Emergency Assistance**
 - Appointments: 12
 - Total People: 10/\$3,797.72
 - Approved Applications: 10
 - Housing: 4
 - Utilities: 6
 - Work Related: 0
 - Substance Abuse Counseling: 0
 - EA Denials: 0
 - EA Incomplete Applications: 0
- **Financial Counseling Certificates: 7**
- **Emergency Transportation Assistance**
 - Gas Vouchers: 0
 - 1-Day Bus Pass: 1
 - Train/Other: 0
 - Total Funds Spent: \$4

Submitted by: ZT Staff

T. Supervisor:

