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## Agenda Memo

Crest Hill, IL

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<b>Meeting Date:</b>	May 18, 2026
<b>Submitter:</b>	Blaine Wing, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Lockport Township Back-to-School Fair Program

**Summary:** The City received a request (see attachments) from the Lockport Township Supervisor, Alex Zapien to be a co-sponsor of their Back-to-School Fair. Depending on the # of participants, the space would be in the Community Room, the Council Chambers, and/or the rooms together. Staff would work with Supervisor Zapien on a specific date in July. Based on the info from Supervisor Zapien, the City has sufficient money budgeted in our events budget for this sort of partnership, if City Council chooses to partner.

Supervisor Zapien will be attending Monday's City Council meeting to discuss the program and discuss a partnership and his request. He is looking for answers sooner than later, so he can appropriately advertise the location and if the City is participating or not.

Based on past outreach and general observation, Supervisor Zapien would estimate about 20 kits would likely be requested by Crest Hill residents outside the Township, though planning for up to 30 kits would provide a safe buffer. That would place the City's contribution between \$497 and \$745.50, respectively. There is some flexibility depending on the level of outreach. For example, if outreach outside the Township is extensive, demand could trend closer to 30 kits. Historically, the Township received around 10-15 calls from non-Township residents with minimal outreach beyond Township borders, so the final number could land closer to that range. If the City prefers to commit to a specific number of kits or funding level, Lockport Township can also cap participation at that amount and maintain a private waitlist if demand exceeds the cap.

**Recommended Council Action:** Discuss and answer questions with City Council on Monday night.

### Attachments:

- Lockport Township Back-to-School Program
- Edu Kit Information