

Village of Oak Park, IL Finance Department

Unaudited Quarterly Financial and Performance Report

December 31, 2020

Completed in January 2021

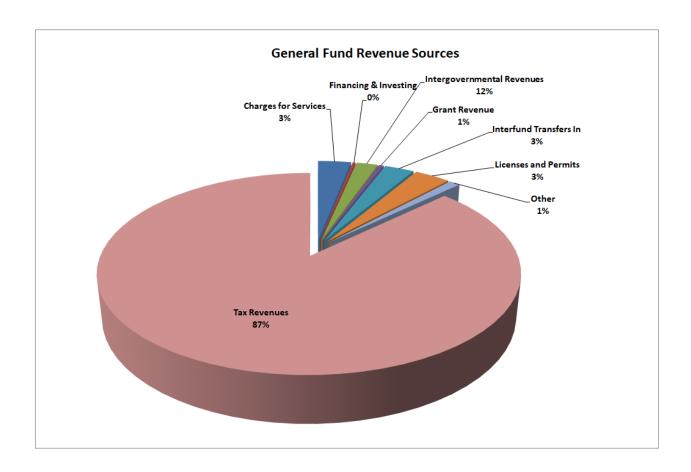
QUARTERLY REPORT RATING LEGEND

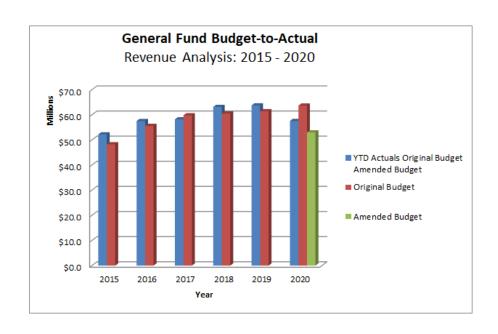
| No significant concerns. Revenues should meet or exceed budget while expenditures fall at or below budget. | |
|---|--|
| Minor (immaterial) variations to budget can be expected. | |
| Major (material) variations are expected. Revenue will either come in well below budget or expenditures will far exceed budget. | |
| Undetermined (typically used in 1st and 2nd quarters) | |

General Fund Revenue Analysis

Brief Description: General Fund Revenues are the taxes, fees, and charges that the Village assesses to provide the majority of services to its citizens. General Fund Revenues are managed within the Village's General Fund, and are comprised the following revenue streams:

- Tax revenues (e.g.- property taxes)
- Licenses and permits (e.g.- business licenses)
- Intergovernmental revenues (e.g.- state shared income taxes)
- Charges for services (e.g.- police reports)
- Fines (e.g.- parking tickets)
- Other financing sources (transfer of resources from other funds)





General Fund Revenues by Category

| | | | | Amended |
|-----------------------------|-------------|---------------|---------------|-------------|
| | 12/31/20 | Amended | Original | Remaining |
| Description | YTD Actuals | Annual Budget | Annual Budget | Goal |
| Charges for Services | 1,759,031 | 1,743,900 | 2,238,400 | (15,131) |
| Financing & Investing | 151,420 | 52,500 | 602,500 | (98,920) |
| Fines | 1,139,313 | 1,275,000 | 2,590,000 | 135,687 |
| Grant Revenue | 265,890 | 190,250 | 21,250 | (75,640) |
| Interfund Transfers In | 1,580,000 | 1,580,000 | 2,080,000 | - |
| Licenses and Permits | 1,908,665 | 711,100 | 2,114,073 | (1,197,565) |
| Other | 590,843 | 862,000 | 1,012,000 | 271,157 |
| Tax Revenues | 50,184,566 | 46,597,129 | 53,024,743 | (3,587,437) |
| | 57,579,728 | 53,011,879 | 63,682,966 | (4,567,849) |

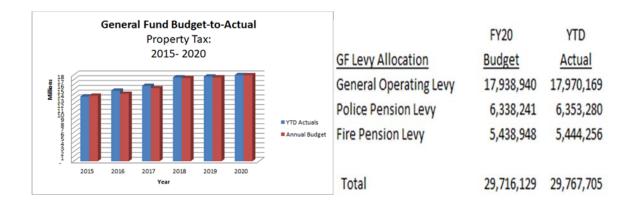
Property Tax Revenues

Brief Description: Property tax revenues are proceeds that the Village levies or assesses on real estate. Each year, the Village Board adopts an exact amount for the County to assess on real estate and this levy is used for general operations, debt service payments, and contributions into the police and fire pension funds. In order to account for unpaid property taxes, the County further increases the Village levy by an additional 3% (slightly more for the debt service levy) to account for any potential loss in collections and/or large appeals. In typical years, the Village collects between 98-100% of the amount levied.

Property Tax Revenue Drivers: The following are the drivers that impact property taxes:

- Equalized Assessed Valuation (EAV)
- Local tax rates
- Timing of the assessment and collections process

Comments: As illustrated below, property tax revenue usually comes in at the amount budgeted. Some years there may be a variance of approximately 1% due to appeals but if the appeal is ultimately rejected, the Village would receive that revenue subsequent to the appeals decision. Please note, the bar chart below reflects only the general operating levy. Detail on the other Village levies is in the table below. The first installment every year is always an estimate calculated at 55% of the prior year's levy. There may be some residual taxes that continue to come in through the end of February 2021 for tax year 2019 (fiscal year 2020).



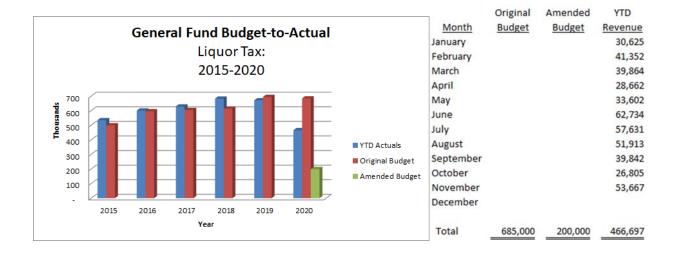
Liquor Tax Revenues

Brief Description: Liquor Tax Revenues are the revenues that the Village collects from vendors who sell liquor within the Village. The current liquor tax rate is 3% of the liquor purchase price and is a pass thru to the customer.

Liquor Tax Revenue Drivers: The following are the drivers that impact liquor taxes:

- Number of liquor-selling establishments within the Village
- Customer volume
- Price of liquor at retail

Comments: Liquor tax is remitted to the Village for the liability period of the prior month and is therefore reported in arrears by one month throughout the course of the fiscal year. It is projected that this revenue will come at slightly over \$500,000 for the year which will be about \$185,000 under original budget but \$300,000 greater than amended budget. Considering the extent of bar and restaurant closures, this should actually be considered a decent result for the year.



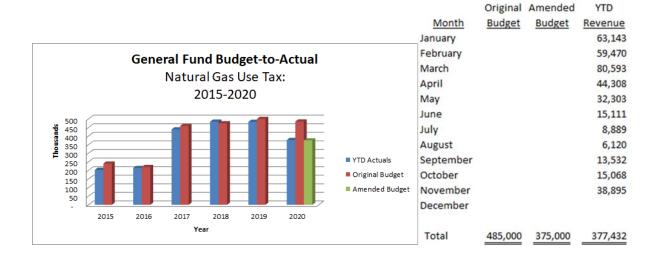
Natural Gas Use Tax Revenues

Brief Description: The natural gas use tax is a tax that the Village charges to users based upon the purchase of natural gas from out-of-State suppliers. This should not be confused with the natural gas tax which is a percent rather than a fixed dollar amount charged on the purchase of natural gas from in-State suppliers.

Natural Gas Use Tax Revenue Drivers: The following are the drivers that impact natural gas use taxes:

- Number of therms consumed
- Weather conditions

Comments: Natural gas use tax is remitted to the Village for the liability period of the prior month and is therefore reported in arrears by one month throughout the course of the fiscal year. There is still one more month outstanding for 2020 but the full year estimate for this tax is \$430,000 which is better than the amended budget of \$375,000 but \$55,000 below the original budget.



Sales and Use Tax Revenues

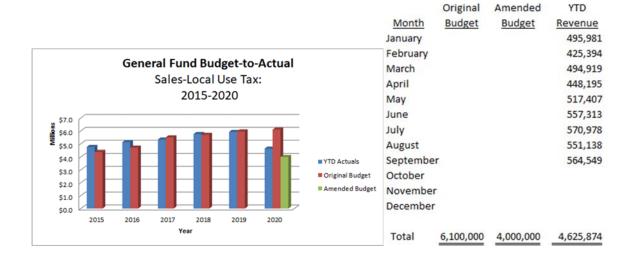
Brief Description: In Illinois, there is a base $6.25\,\%$ sales tax on general merchandise. It is administered and collected by the Illinois Department of Revenue. One percent (1%) of this Sales Tax is distributed to the municipality where the sale occurred. This tax, formally referred to as the Retailer's Occupation Tax (ROT) is captured in the Village's General Fund and is used for basic Village operations.

The Village also imposes a 1% Home Rule Occupation Tax (HROT). While approved locally, this tax is still administered and collected at the state level. This tax is dedicated for Village capital projects and is accounted for separately in the Capital Improvement Project (CIP) Fund.

Sales and Use Tax Revenue Drivers: The following are the drivers that impact Sales and Use Tax revenue performance:

- Retail sales
- Retail establishments

Comments: Sales tax revenue is remitted to the Village three months in arrears and the full year will not be collected until March 2021. Surprisingly, the combined sales tax and use tax is expected to hit the original budget target of \$6.1 million. This is fantastic news and should result in a drastic reduction in reliance for drawing down on fund balance.

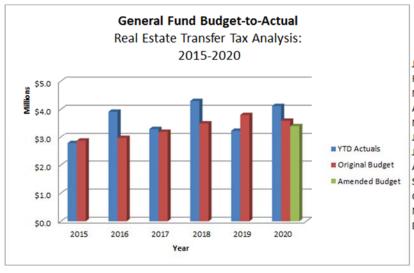


Real Estate Transfer Tax Revenues

Brief Description: The Real Estate Transfer Tax (RETT) is a tax on the seller of property within the Village. The tax is assessed at \$8 for every \$1,000 (or .8%) of the sale or "transfer" price. In addition, there is a flat fee for exempt real estate transfers when no consideration changes hands. **Real Estate Transfer Tax Revenue Drivers:** The following are the drivers that impact Real Estate Transfer Tax revenues:

- Number of transactions
- Price of transactions

Comments: Real Estate Transfer Tax is a fixed percentage on the value of every non-exempt property sale within the Village. This revenue beat both original and amended budgets. This is based both on stable property values and a large volume of transactions.



| | Original | Amended | YTD |
|--------------|---------------|---------------|-----------|
| Month | Budget | Budget | Revenue |
| January | | | 265,848 |
| February | | | 150,392 |
| March | | | 513,798 |
| April | | | 235,118 |
| May | | | 878,576 |
| June | | | 242,074 |
| July | | | 290,984 |
| August | | | 366,926 |
| Septembe | r | | 347,830 |
| October | | | 323,430 |
| November | • | | 237,516 |
| December | | | 267,597 |
| Total | 3,594,008 | 3,400,000 | 4,120,089 |

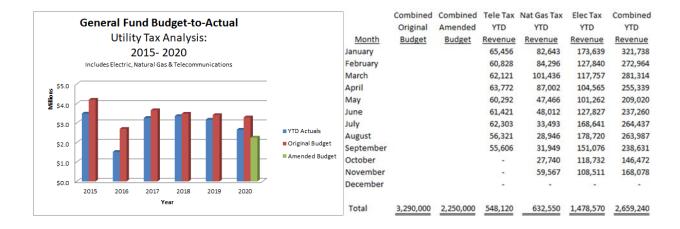
Utility Tax Revenues

Brief Description: The Utility Tax is composed of three taxes: the Electricity Tax, the Natural Gas Tax and the Telecommunication Tax. These taxes are assessed based upon user consumption within the Village. The Electricity Tax is calculated on a sliding scale, based upon usage, of the number of kilowatt hours (kWh) consumed and runs between \$0.0030 and \$0.0061 per kWh. The Natural Gas Tax is assessed at 5.15% on the gross amount of natural gas billed by NICOR, less a 0.15% Nicor administrative fee. The municipal portion of the telecommunication tax is 6% of the bill.

Utility Tax Revenue Drivers: The following are the drivers that impact Utility Taxes:

- Energy consumption
- Weather conditions
- Landline use

Comments: Telecommunications tax revenue has been trending downward every year, as more and more consumers cancel landlines and solely utilize cell phones. The Natural Gas and Electric utility taxes are largely dependent on the weather in any given year and are therefore challenging to forecast. It is projected that the sum of telecommunications, natural gas, and electric utility taxes should come in at slightly over \$3 million for the year which is significantly better than the amended budget and only approximately \$200,000 below the original budget.



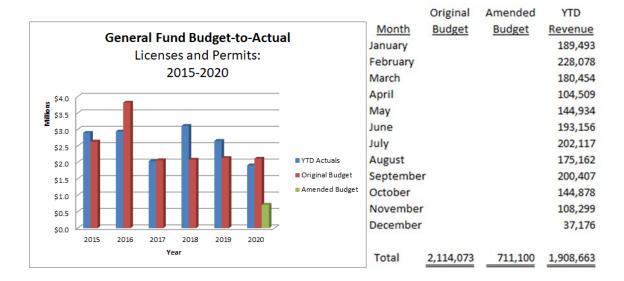
Licenses and Permits

Brief Description: The Village charges fees to individuals, businesses and other entities to conduct certain activities within the Village. Such fees include business/liquor licenses, vehicle stickers, elevator inspection fees, zoning applications, etc.

Licenses and Permits Drivers: The following are the drivers that impact licenses and permits:

• Economic conditions in real estate and retail markets

Comments: There will be some year-end adjustments to this revenue so even though a full twelve months are shown below, the total will likely change between now and the final audit. However, given all the challenges experienced during the year, the result for this revenue is much better than expected and should actual end the year extremely close to the targeted original budget.



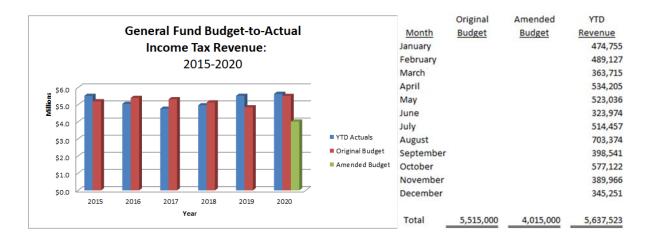
Income Tax Revenue

Brief Description: This particular tax is a share of individual and corporate income taxes paid to the Illinois Department of Revenue with a portion of it redistributed to municipalities on a per capita basis pursuant to the most recent census figures.

Intergovernmental Revenue Drivers: The following are the drivers that impact income tax revenues:

• Individual income and taxable corporate profits

Comments: Pending any year-end or auditor adjustments, not only did this revenue exceed the amended budget but it surpassed the original budget by about \$100,000. This is a bit surprising given the fairly high unemployment rate in the service industry (lower overall wages earned usually translate to lower income tax paid to the government). However, due to an extremely strong economy going into the pandemic, the adverse effect of the pandemic appears to have been minimalized, at least for this revenue source.



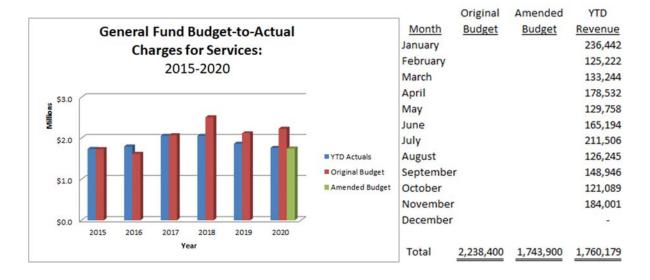
Charges for Services

Brief Description: The Village provides a number of services for which it charges fees directly to customers. Such services include: drafting of police reports, property sales inspections, ambulance services, intergovernmental services, and environmental health services.

Drivers for Charges for Services: The following are some the drivers that impact Charges for Services:

- Public Safety:
 - Vehicular accidents
 - Traffic and other insurance-related claims
- Health
 - o Number of health-related inspections
- Info Tech support:
 - o Reimbursement for services provided to other taxing bodies
- Public works
 - o Services volume and maintenance service related to the public way
- Buildings
 - Condo inspection fees
- Cable TV
 - Number of cable subscribers
 - Cost of cable service
- Other
 - o Miscellaneous demands for services

Comments: This revenue should end the year at approximately \$2 million which is in the approximate midpoint between the original and amended budget.



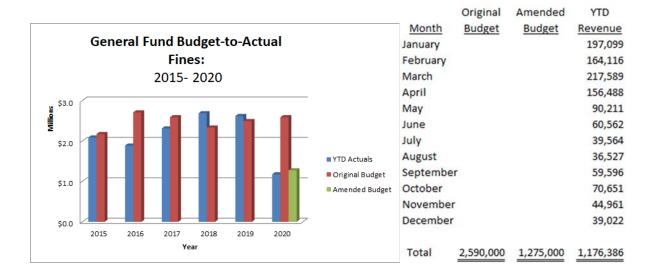


Brief Description: The Village assesses fines and penalties to individuals and businesses when there is non-compliance with Village rules and regulations. A parking citation is an example of such a fine for which the Village charges a fee directly to an offender.

Drivers of Fines: The following are the drivers that impact fine proceeds:

- Number of tickets issued
- o Village Parking Policy
- o Number of parking enforcement officers
- Degree of enforcement by Parking Enforcement Officers
- o Adjudication findings
- o Resident bankruptcies
- o Reductions in vehicles
- Collection rates

Comments: Fine revenue is mostly related to parking tickets and with the downtown area being closed for most of the year, this revenue did suffer, as expected. Pending any year-end adjustments, it should end the year at about \$100,000 below amended budget and \$1.4 million under original budget.



General Fund Expenditure Analysis

General Fund Expenditures

Brief Description: General Fund Expenditures are related to the performance of direct Village services, such as police, fire, public works and administrative services. These expenditures are allocated among four broad categories:

- Personnel & Benefits
- Materials & Supplies
- Contractual Services
- Capital Outlay

Personnel and benefits comprise the majority of the expense within the General Fund and include salaries (regular pay, contractual payouts, overtime, allowances, etc.) and benefits (health/life insurance, FICA, Medicare, pensions (IMRF, police/fire), etc.).

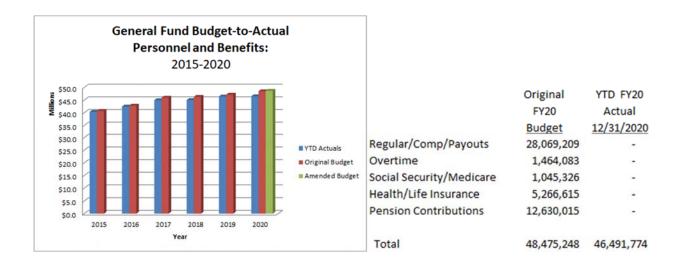
Personnel and Benefits Expenditures

Brief Description: Personnel and Benefit expenditures cover compensation to Village staff. Given the labor-intensive nature of government services, personnel and benefit expenditures typically make up the largest portion of the general fund budget.

Personnel and Benefits Drivers: The following are the drivers that impact personnel and benefits expenditures:

- Changes to labor agreements
- Vacancies
- Health and pension costs

Comments: Personnel and benefits is projected to come in below budget and vacancies are expected to result in approximately \$1.5 to \$1.8 million in savings for the year. Please note that year-end accrual adjustments (a portion of the 1st payroll in January 2021 was for FY20) will need to be done by finance staff which are not reflected in the numbers below.



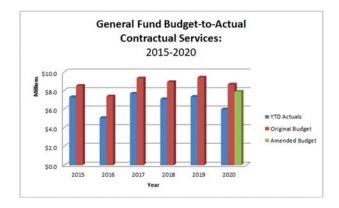
Contractual Services Expenditures

Brief Description: Contractual service expenditures are for independent contractors who have specific expertise or for those contracted as a supplemental to Village staff.

Professional and Technical Services Drivers: The following are the drivers that impact professional and technical services expenditures:

- Availability and ability of Village staff to perform specialized activities
- o Skillset of Village staff

Comments: Overall, the budget for contractual services has been reduced by approximately \$900,000. The actual expenditures for the year are expected to come in at below budget. Please note that the numbers below do not reflect FY20 invoices that may still be submitted and paid through the end of February.



| | YTD Actuals | Original Budget An | nended Budget |
|------|-------------|---------------------------|---------------|
| 2015 | 7,296,553 | 8,518,779 | |
| 2016 | 5,044,851 | 7,380,167 | |
| 2017 | 7,682,248 | 9,321,993 | |
| 2018 | 7,080,655 | 8,925,961 | |
| 2019 | 7,339,017 | 9,409,033 | |
| 2020 | 5.968.092 | 8.668.818 | 7.885.197 |

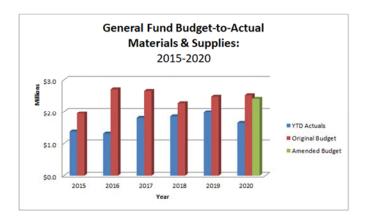
Materials & Supplies

Brief Description: Material and supply expenditures are related to such items as commodities, cleaning supplies, clothing, subscriptions, office supplies, equipment rentals, fuel, routine utility expense, equipment maintenance, etc.

Materials & Supplies Drivers: The following are the drivers that impact material and supply expenditures:

- Usage of village-owned properties
- o Maintenance of village-owned facilities and infrastructure

Comments: Expenditures in this category will likely come in at or slightly below the amended budget for the year.



| | YTD Actuals | Original Budget An | nended Budget |
|------|-------------|--------------------|---------------|
| 2015 | 1,371,758 | 1,947,936 | |
| 2016 | 1,306,983 | 2,703,050 | |
| 2017 | 1,800,391 | 2,652,564 | |
| 2018 | 1,846,987 | 2,269,041 | |
| 2019 | 1,985,661 | 2,474,431 | |
| 2020 | 1,643,464 | 2,519,602 | 2,407,732 |

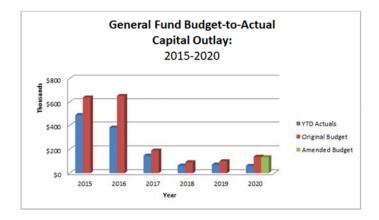
Capital Outlay

Brief Description: Capital Outlay expenditures within the operating budget are typically for smaller ticket office/computer equipment and software purchases which do not meet the capital dollar or useful life thresholds for inclusion in the Capital Improvement Fund budget. These smaller purchases are therefore funded by general operating revenues rather than bond or other debt issuances.

Capital Outlay Drivers: The following are the drivers that impact capital outlay expenditures:

o Routine replacement of computer and office equipment

Comments: This category is a relatively small amount because the majority of capital is expensed out of the designated capital improvement funds. Thus far, this account category appears to be running well under budget and should end the year below the \$134,000 amended amount.



| | YTD Actuals | Original Budget Amended Budget | |
|------|-------------|--------------------------------|--|
| 2015 | 487,304 | 640,117 | |
| 2016 | 382,460 | 652,849 | |
| 2017 | 147,460 | 189,700 | |
| 2018 | 63,252 | 91,500 | |
| 2019 | 72,046 | 100,267 | |
| 2020 | 61,512 | 138,190 133,755 | |

Enterprise Funds

Brief Description: This section provides summaries for the following Enterprise Funds:

- Water and Sewer Fund
- Parking Fund
- Environmental Services Fund

Water and Sewer Fund

Water and Sewer Fund Revenues

Brief Description:

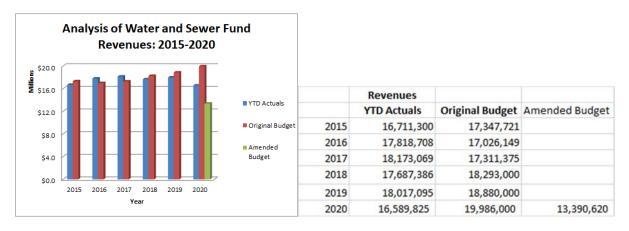
Water Description: The Village purchases water from the City of Chicago and re-sells it to customers throughout the Village using its own infrastructure. The Water Fund accounts for the revenues and expenses of operating the water system, including capital costs.

Sewer Description: The Village maintains the system that carries sewage to the Metropolitan Water Reclamation District's system. The sewer charge is based on the amount of water consumed per account.

Water and Sewer Fund Revenue Drivers: The following are drivers that impact Water Fund revenues:

- Water Revenue Drivers
 - Cost of water purchased from the City of Chicago
 - Amount of gallons used by customers
- Sewer Revenues Drivers
 - Sewer charges imposed by local ordinance
 - o Amount of gallons used by customers

Comments: With many residents and businesses being cognizant of their expenses and using less water or not having the ability to pay for water, this revenue is expected to come in well below budget. Due to the timing of water billing cycles, the actual 2020 water revenue will not be completely determined until early March. It is estimated that this revenue will come in between \$1 to \$1.5 million below original budget for the year but on a positive note, this should be about \$5 million over the \$13.4 amended budget.



Water and Sewer Fund Expenditures

Brief Description:

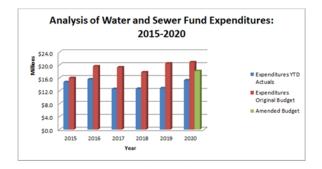
Water: The Water Fund maintains the infrastructure required to deliver water to Village residences and businesses throughout the community. Expenditures within the Water Fund reflect the costs related to the labor and equipment that are required to operate the pumping stations and to repair broken water mains.

Sewer: The Sewer Fund maintains the infrastructure required to transport sewage from residences and businesses to treatment plants. Sewer Fund expenditures reflect the labor and equipment necessary to repair broken sewer lines.

Water and Sewer Fund Expenditure Drivers: The following are the drivers that impact Water and Sewer Fund expenditures:

- Water Fund Expenditure Drivers
 - o Cost of water
 - Personnel costs
 - Outside contractor costs
 - o Bill-to-pump ratio
- Sewer Fund Expenditure Drivers
 - o Capital requirements
 - o Personnel costs
 - Outside contractor costs

Comments: Almost \$3 million has been cut from the budget and actual expenses should come in at or below the amended total. Since 2020 invoices will continue to be paid through the end of February, the \$15.3 million actual amount will likely increase for the final audited numbers.



| Expenditures | | | | |
|--------------|------|-------------|------------------------|-----------------------|
| | | YTD Actuals | Original Budget | Amended Budget |
| | 2015 | 14,717,489 | 15,982,633 | |
| | 2016 | 15,586,815 | 19,620,257 | |
| | 2017 | 12,585,494 | 19,287,111 | |
| | 2018 | 12,654,199 | 17,755,171 | |
| | 2019 | 12,824,964 | 20,495,992 | |
| | 2020 | 15,285,552 | 20,879,995 | 18,152,487 |

Parking Fund

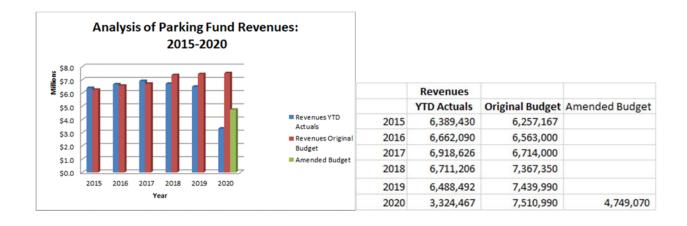
Parking Fund Revenues

Brief Description: The Village owns and operates the majority of public parking throughout the Village. This includes on-street meters, parking garages located in Downtown Oak Park, as well as a large number of off-street lots.

Parking Fund Revenue Drivers: The following are drivers that "fuel" Parking Fund revenues:

- Parking rates
- Volume of parkers

Comments: In conjunction with parking citations (which are credited to the General Fund), Parking Fund revenue has been extremely problematic due to the pandemic. Major budget reductions were made earlier in the year in anticipation of the extremely weak revenue stream for this Fund. If the COVID-19 vaccine continues to be effective even as the virus mutates and people once again feel comfortable shopping and dining out, it is the hope and expectation that parking revenue will gradually recover during the course of 2021.



Parking Fund Expenditures

Parking Fund Expenditure Drivers: The following are the drivers that impact Parking Fund expenditures:

- Personnel costs
- Capital costs

Comments: Several capital projects have been deferred in order to offset the downturn in parking revenues. Overall parking expenditures are expected to come in at or below the amended budget.



| | Expenditures | | |
|------|--------------|-------------------------------|----|
| | YTD Actuals | Original Budget Amended Budge | et |
| 2015 | 2,639,472 | 3,602,863 | |
| 2016 | 4,631,300 | 6,371,564 | |
| 2017 | 6,027,018 | 8,232,878 | |
| 2018 | 6,235,277 | 8,484,190 | |
| 2019 | 6,715,695 | 8,413,071 | |
| 2020 | 4,386,449 | 8,747,983 7,161,19 | 8 |

Environmental Services Fund

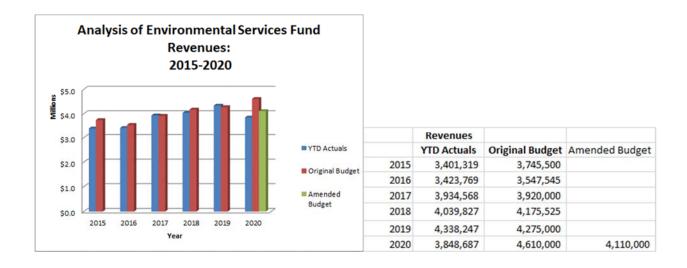
Environmental Services Fund Revenues

Brief Description: The Environmental Services Fund accounts for the Village's trash removal and recycling programs. As an enterprise fund, the costs are charged to users of the system via charges on utility bills.

Parking Fund Revenue Drivers: The following are the drivers that impact Environmental Service Fund revenues:

- Garbage collection rates
- Sale of yard waste stickers

Comments: It appears that this revenue should hit the amended budget target after all billing cycles are complete for 2020.

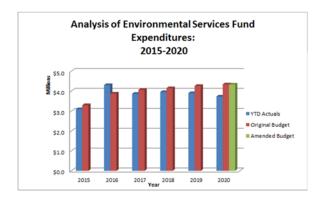


Environmental Services Fund Expenditures

Environmental Services Fund Expenditure Drivers: The following are the drivers that impact Environmental Services Fund expenditures:

- Personnel costs
- Contractual costs of waste disposal

Comments: Expenditures are expected to come in at or slightly below the amended budget for the year.



| | Expenditures | | |
|------|--------------|--------------------|--------------|
| | YTD Actuals | Original Budget Am | ended Budget |
| 2015 | 3,106,241 | 3,296,995 | |
| 2016 | 4,304,540 | 3,875,976 | |
| 2017 | 3,863,407 | 4,062,623 | |
| 2018 | 3,953,734 | 4,148,081 | |
| 2019 | 3,898,002 | 4,261,832 | |
| 2020 | 3,728,290 | 4,339,342 | 4,331,822 |

Main Capital Improvement Fund Revenue Analysis

Brief Description: The Main Capital Improvement Fund generates revenue through a dedicated 1% home rule sales tax, a six cent per gallon gasoline tax, an allocated 1% telecommunications tax as well as grants and bond proceeds. This section will analyze the performance of the following key revenue sources:

- 1% home rule sales tax
- Six cent per gallon gasoline tax

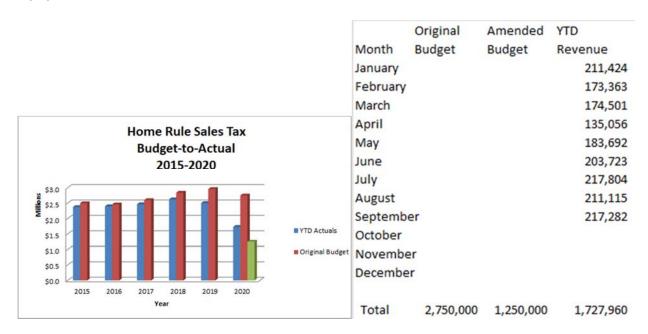
Home Rule Sales Tax Revenue

Brief Description: The Village imposes a 1% Home Rule Occupation Tax (HROT). While approved locally, this tax is also administered and collected at the state level. This tax is dedicated for Village capital projects and is accounted for separately in the Capital Improvement Project (CIP) Fund.

Home Rule Sales Tax Revenue Drivers: The following are drivers that impact Home Rule Sales Tax revenue performance:

- Retail sales
- Retail establishments

Comments: With nine months collected thus far, it is projected that home rule sales should end the year at approximately \$2.4 million which is far better than the \$1.25 million amended budget and only about \$300,000 short of the original budget. This is not a bad result given the circumstances in 2020.



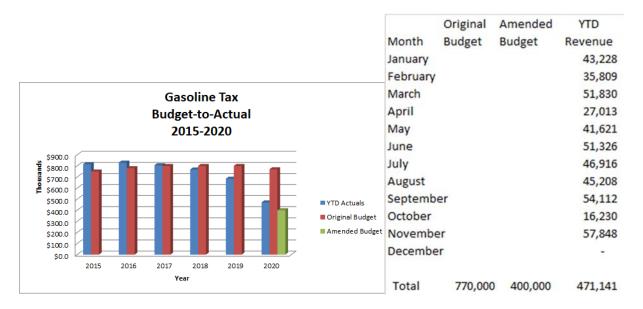
Gasoline Tax Revenue

Brief Description: The Village imposes a tax upon the retail purchase of motor fuel at the rate of six cents (\$0.06) per gallon. This tax is dedicated for Village capital projects and is accounted for separately in the Capital Improvement Project (CIP) Fund.

Gasoline Tax Revenue Drivers: The following are the drivers that impact Gasoline Tax revenue performance:

Gasoline sales

Comments: This revenue is projected to end the year at approximately \$525,000 which would be \$125,000 over amended budget but \$245,000 below original budget. With the business shut downs and remote working prevalent during the year, people had less reason to drive which adversely effected this revenue stream. Nonetheless, actual revenue is doing better than anticipated from earlier year projections.

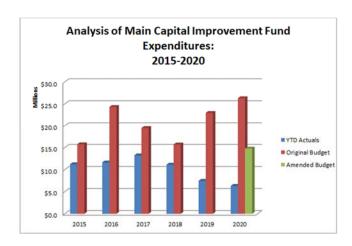


Main Capital Improvement Fund Expenditures

Main Capital Improvement Fund Expenditure Drivers: The following are drivers that impact Capital Improvement Fund expenditures:

- Contract costs
- Large equipment bids

Comments: Significant reductions to capital project budgets have been made due to the pandemic and it is expected that actual expenditures will come in at or below this reduced amount.



| | YTD Actuals | Original Budget | Amended Budget |
|------|-------------|------------------------|----------------|
| 2015 | 11,228,142 | 15,752,794 | |
| 2016 | 11,635,970 | 24,327,307 | |
| 2017 | 13,253,862 | 19,449,876 | |
| 2018 | 11,127,240 | 15,713,219 | |
| 2019 | 7,475,191 | 22,975,484 | |
| 2020 | 6,327,603 | 26,317,493 | 14,787,143 |