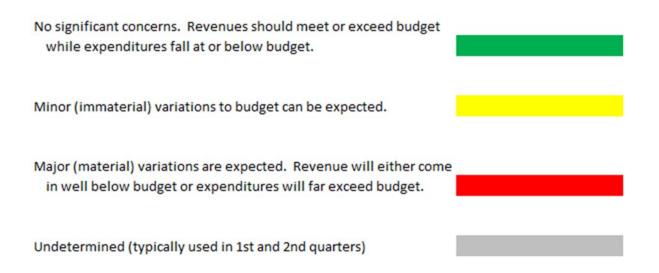


Village of Oak Park, IL Finance Department

Unaudited Quarterly Financial and Performance Report September 30, 2020

Completed in October 2020

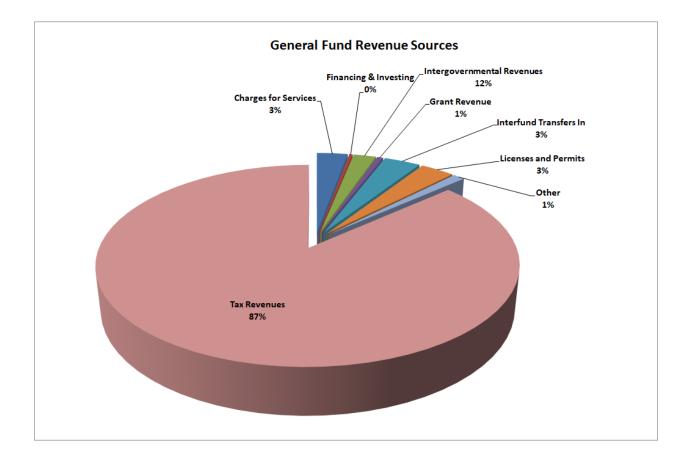
QUARTERLY REPORT RATING LEGEND

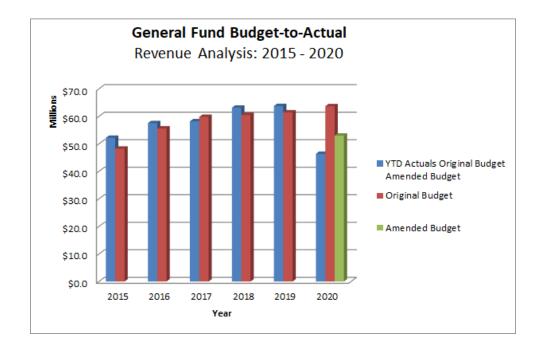


General Fund Revenue Analysis

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
	9/30/20	Amended	Original	Remaining
Description	YTD Actuals	Annual Budget	Annual Budget	Goal
Charges for Services	1,320,172	1,743,900	2,238,400	423,728
Financing & Investing	143,754	52,500	602,500	(91,254)
Fines	961,610	1,275,000	2,590,000	313,390
Grant Revenue	265,890	190,250	21,250	(75,640)
Interfund Transfers In	1,560,000	1,580,000	2,080,000	20,000
Licenses and Permits	1,461,570	711,100	2,114,073	(750,470)
Other	507,291	862,000	1,012,000	354,709
Tax Revenues	40,173,918	46,597,129	53,024,743	6,423,211
	46,394,205	53,011,879	63,682,966	6,617,674

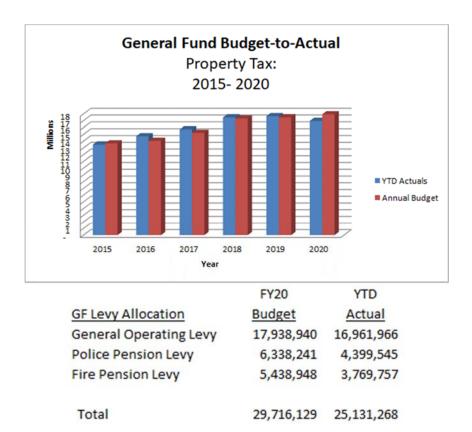
Property Tax Revenues

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 <u>only</u> 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.



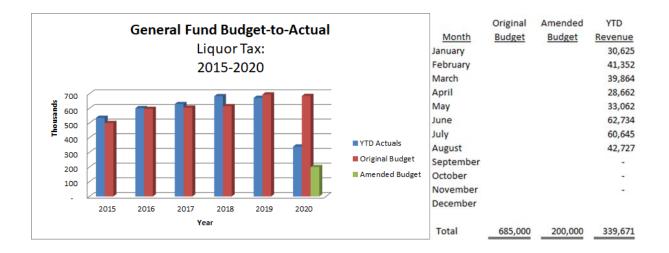
Liquor Tax Revenues

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 approximately \$500,000 for the year which is \$185,000 under original budget but \$300,000 greater than amended budget. Considering the extent of closures of bars and restaurants, this actually is not a bad result for the year.



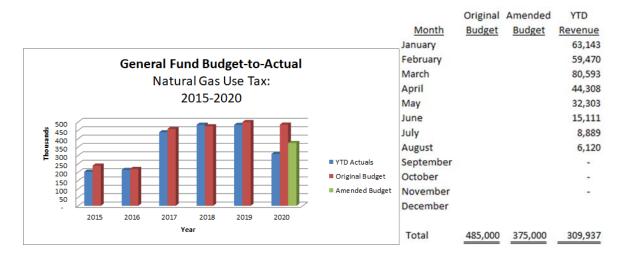
Natural Gas Use Tax Revenues

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. The projection for this revenue will ultimately depend on how cold or mild the weather is from October-December. A conservative annual projection is \$400,000 which is \$85,000 less than original budget and \$25,000 more than amended budget.



Sales and Use Tax Revenues

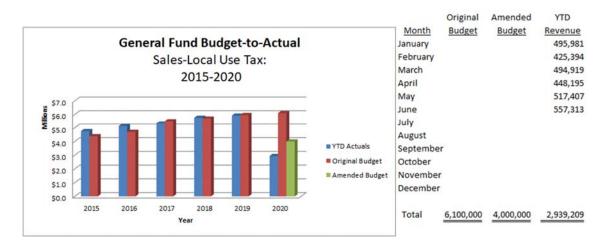
Brief Description: In Illinois, there is a base 6.25 % sales tax on general merchandise. It is administered and collected by the Illinois Department of Revenue. One percent (1%) of this Sales Tax is distributed to the municipality where the sale occurred. This tax, formally referred to as the Retailer's 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. Based on the first half of the year, it appears that sales and use tax for the year should reach at least \$5.5 million for the year which would be \$600,000 less than original budget but significantly greater than the \$4.0 million amended budget.

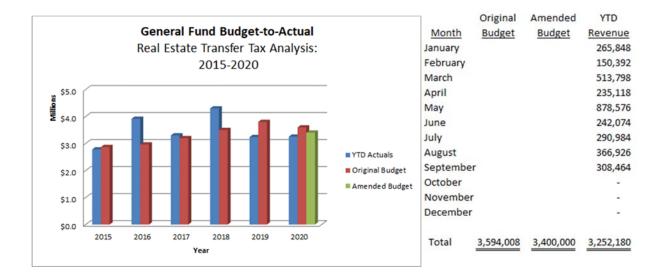


Real Estate Transfer Tax Revenues

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 is doing quite well and is actually expected to exceed the original budget by year end. It is very possible that this revenue could hit \$4 million by year end which would be approximately \$400,000 over original budget.



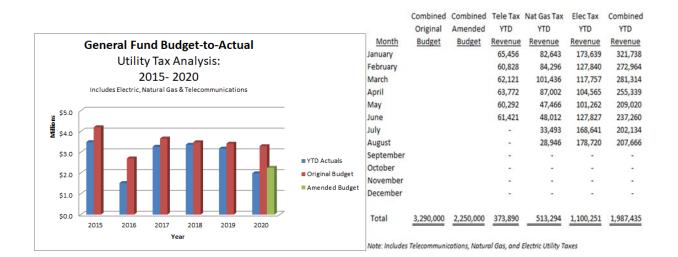
Utility Tax Revenues

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 appears that these combined revenues will end the year very close to the original budget at a projected \$3.1 million which is \$800,000 greater than the amended budget.



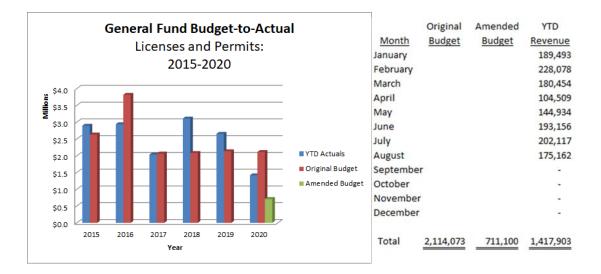
Licenses and Permits

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: This revenue is doing much better than amended budget and may only miss original budget by about \$200,000. A projection of \$1.9 million is reasonable at this time.



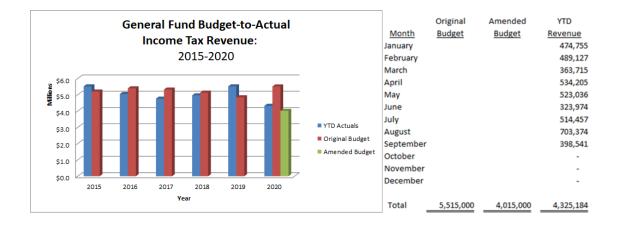
Income Tax Revenue

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: This revenue appears to be on track to meet original budget expectation of \$5.5 million and it is actually \$53,000 ahead of collections compared to this time last year. This is somewhat surprising given the high employment due to the pandemic.



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.

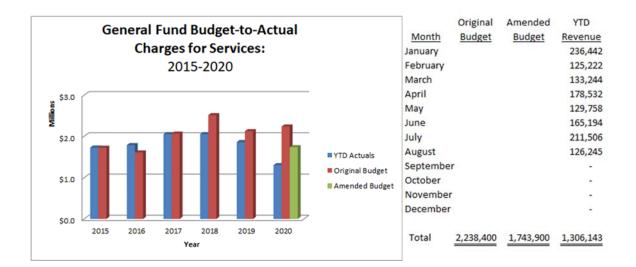
Drivers for Charges for Services: The following are some the drivers that impact Charges for Services:

- Public Safety:
 - o 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
 - o Number of cable subscribers
 - o Cost of cable service
- Other

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o Miscellaneous demands for services

Comments: It is projected that this revenue should exceed the amended budget by approximately \$200,000 but this would be about \$300,000 below the original budget. This forecast is unchanged from the prior quarter report.



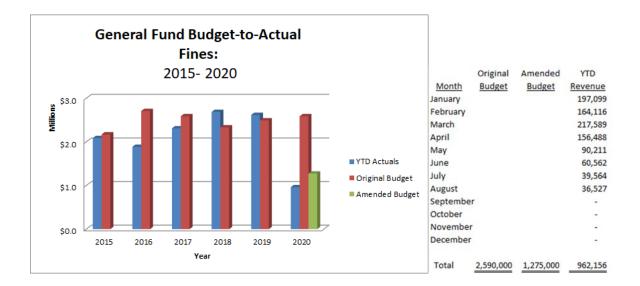
Fines

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:

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

Comments: Fine revenue is expected to decline, as adjudication hearings have been deferred during the pandemic. A reasonable annual projection for this revenue is in the \$1.2M- \$1.4M range which matches the amended amount and is approximately \$1.1M below original budget. The one bright spot this year regarding this revenue is the collection of \$387,000 to date under the IDROP program (State garnishments). This projection is unchanged from the prior quarter.



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.).

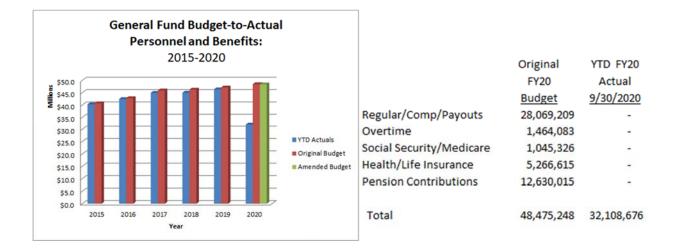
Personnel and Benefits Expenditures

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:

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

Comments: Personnel and benefits is projected to come in below budget and vacancies are expected to result in approximately \$2 million in savings for the year which slightly exceeds the \$1.8 million dollar estimate used and budgeted as "turnover" savings.



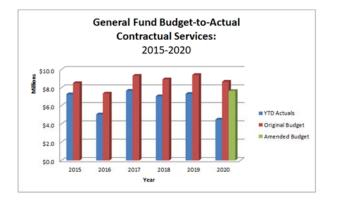
Contractual Services Expenditures

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:

- o 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 and year to date actual is on track to match this amount. It is important to keep in mind that even though only \$4.5 million has been spent to date, invoices are often paid until March of the following year.



YTD Actuals Original Budget Amended 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	4,474,211	8,668,818	7,653,914

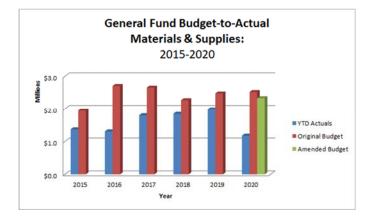
Materials & Supplies

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:

- o 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. This projection is unchanged from the prior quarter.



	YTD Actuals	Original Budget Amended Bud	get
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	1,176,493	2,519,602 2,330,3	732

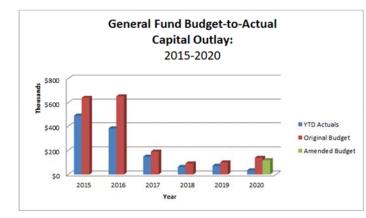
Capital Outlay

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 \$118,000 amended amount.



	YTD Actuals	Original Budget Amende	ed 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	34,745	138,190	118,255

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:

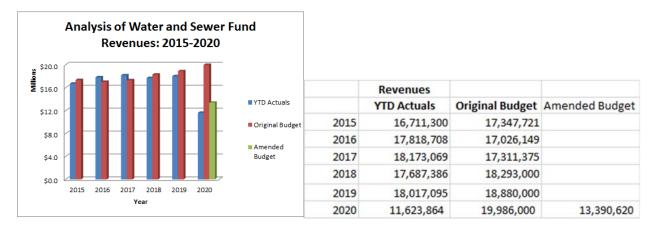
Water Description: The Village purchases water from the City of Chicago and re-sells it to customers throughout the Village using its own infrastructure. The Water Fund accounts for the revenues and expenses of operating the water system, including capital costs.

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

Comments: Due to many residents and businesses using less water or not having the ability to pay for water, this revenue is expected to come in well below budget. However, it should not be as dire as indicated by the amended budget. Conservatively, this revenue is projected to come in at approximately \$18 million for the year. As of the first week of October, past due accounts totaled about \$600,000. In all probability, most of this past due revenue should eventually be collected. Therefore, the negative variance in revenue is only a collection timing issue.



Water and Sewer Fund Expenditures

Brief Description:

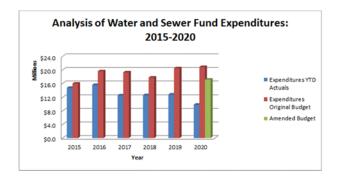
Water: The Water Fund maintains the infrastructure required to deliver water to Village residences and businesses throughout the community. Expenditures within the Water Fund reflect the costs related to the labor and equipment that are required to operate the pumping stations and to repair broken water 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
 - o Personnel costs
 - o Outside contractor costs
 - o Bill-to-pump ratio
- Sewer Fund Expenditure Drivers
 - o Capital requirements
 - o Personnel costs
 - o Outside contractor costs

Comments: Almost \$4 million has been cut from the budget and it appears that actual expenditures are on track to come in at or below this reduced amount. The reason for the low expense to date is only the result of normal delay/timing paying invoices.



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	9,843,234	20,879,995	17,141,487

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: Of all the Village's Funds, it is the opinion of the CFO that this is the one to be most concerned about. Revenue has understandably been lagging due to the pandemic while at the same time parking garages in general require a lot of maintenance and capital improvement to keep them safe and secure. To make matters worse, this Fund has almost depleted its liquid reserves. Large capital expenditures have been deferred in FY21 but this is only a temporary fix. Projected revenue this year is estimated to come in at about \$4 million which is \$3.5 million below original budget and \$700,000 below amended budget.



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 An	mended Budget
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	2,619,899	8,747,983	7,511,865

Environmental Services Fund

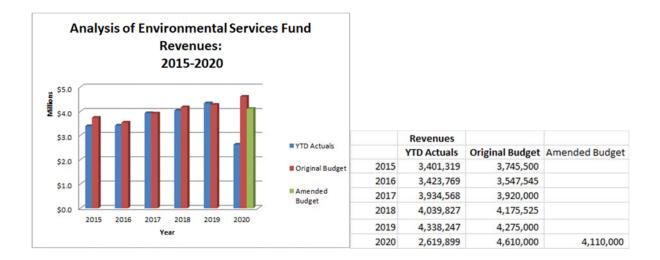
Environmental Services Fund Revenues

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 meet or slightly exceed the reduced amended budget and end the year at approximately \$4.2 million. This projection remains unchanged from the prior quarter.

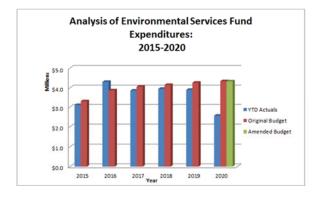


Environmental Services Fund Expenditures

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.



I	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	2,566,715	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

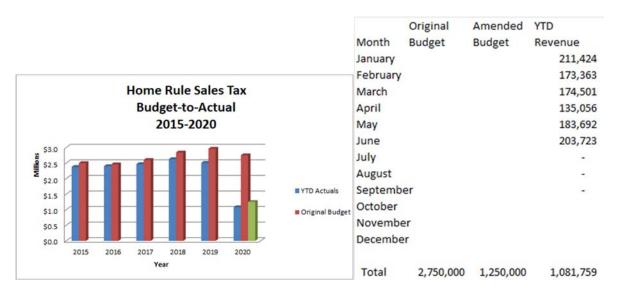
Home Rule Sales Tax Revenue

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: Conservatively, it is projected that this revenue will hit at least \$2,100,000 for the year which would be about \$600,000 less than original budget but \$900,000 greater than amended budget.



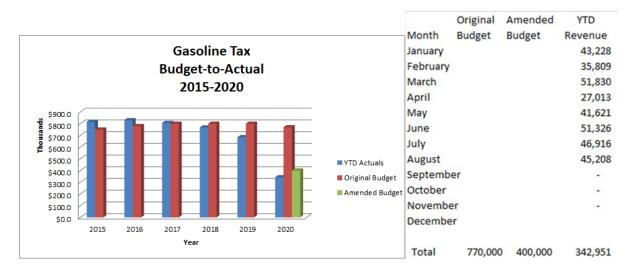
Gasoline Tax Revenue

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.



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.

