



Village of Oak Park, IL
Finance Department

Quarterly Unaudited Financial and Performance Report December 31, 2017















Completed February 18, 2018


Village of Oak Park
Unaudited Quarterly Financial Report
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2017 Financial Report Summary

The Quarterly Financial Report Summary provides a high level summary and highlights for key revenues and expenditures compared to the Village's approved operating budget.

	<u>RATING</u>
<u>GENERAL FUND REVENUES</u>	
Property Tax	
Liquor Tax	
Natural Gas Use Tax	
Sales Tax	
Real Estate Transfer Tax	
Utility Tax (Electric, Natural Gas, Telecommunications)	
Licenses & Permits	
Income Tax Revenues	
Charges for Services	
Fines	
	<u>RATING</u>
<u>GENERAL FUND EXPENDITURES</u>	
Personnel & Benefits	
Contractual Services	
Materials & Supplies	
Capital Outlay	

Water and Sewer Fund Revenue 

Water and Sewer Fund Expenditures 

PARKING FUND

Parking Fund Revenue 





Parking Fund Expenditures 

ENVIRONMENTAL SERVICES FUND

Environmental Services Fund Revenue 

Environmental Services Fund Expenditures 

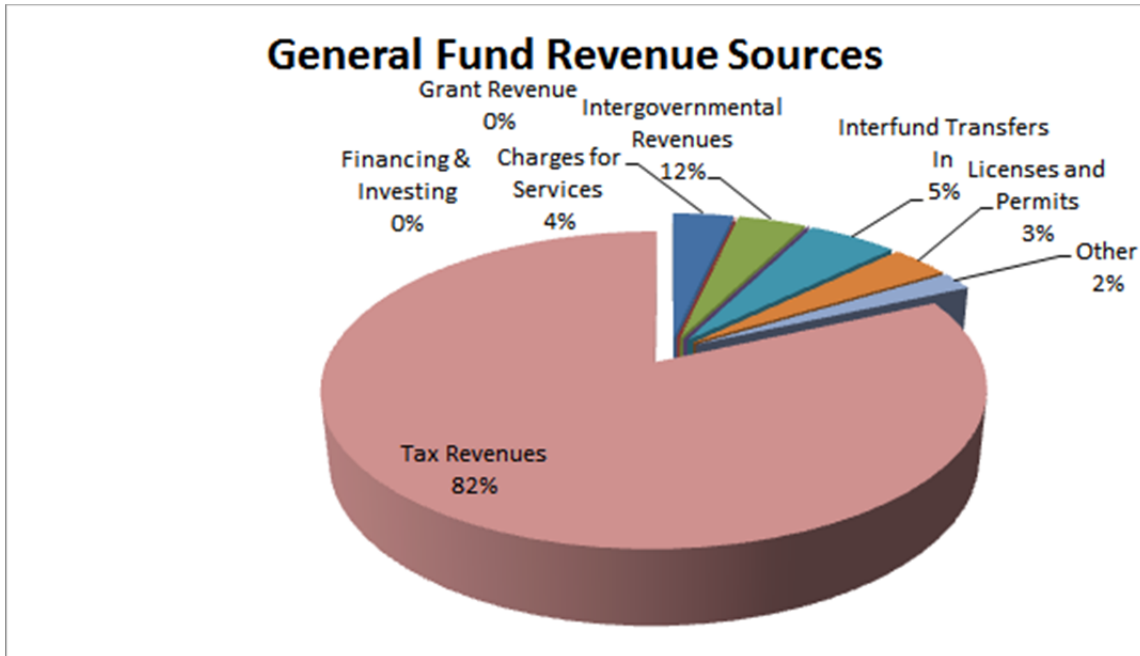
RATING LEGEND

No significant concerns. Revenue expected to meet or exceed budget while expenditures are expected to fall at or below budget.	
There may be some minor negative variations although nothing significant.	
Major negative variances have been noted which may adversely affect fund balance.	
Insufficient data to comment (primarily in the 1st or 2nd calendar quarter).	

General Fund Revenue Analysis

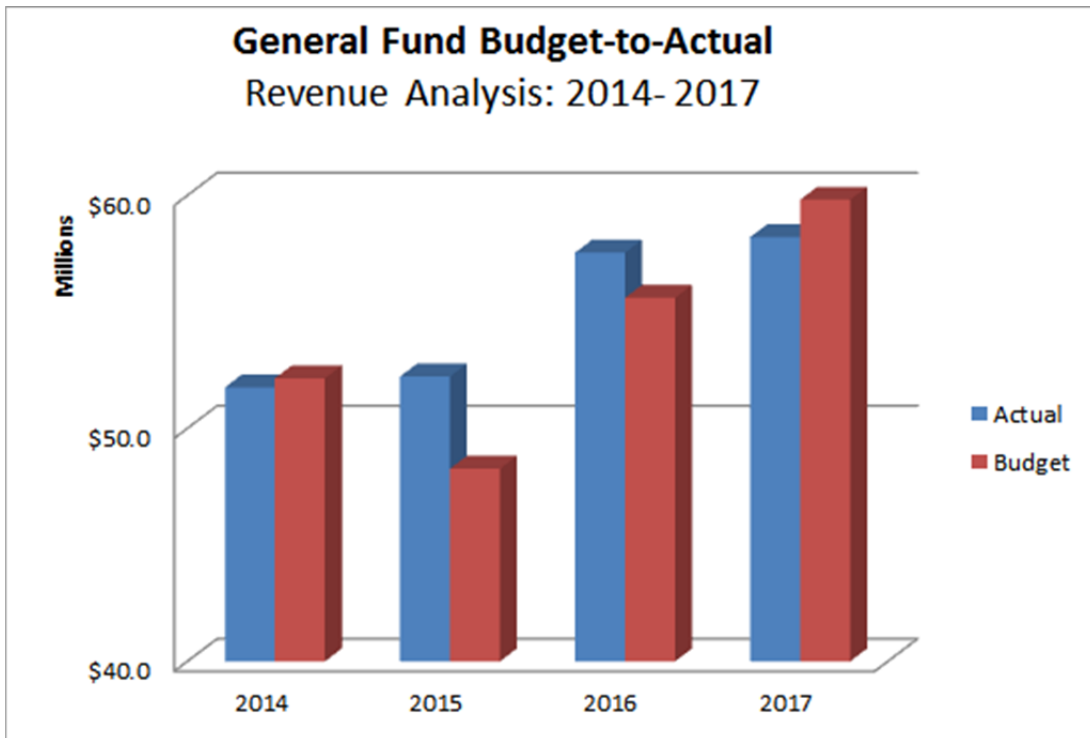
Brief Description: General Fund Revenues are the taxes, fees, and charges that the Village assesses to provide the majority of services to its citizens. General Fund revenues are managed within the Village's General Fund, and are comprised the following revenue streams:

- 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)



Rating: 

General Comments: Overall, based on unaudited results and adjusting for FY17 revenues not yet collected, it appears that General Fund revenues for FY17 have come in under budget by approximately \$1M, primarily due to lower income and telecommunications tax revenues.



General Fund Revenues YTD 12/31/17

<u>Description</u>	<u>YTD Actuals</u>	<u>YTD Budget</u>	<u>Variance</u>
Charges for Services	2,053,469	2,066,400	(12,931)
Financing & Investing	6,758	5,000	1,758
Fines	2,311,996	2,590,000	(278,004)
Grant Revenue	38,408	195,560	(157,152)
Interfund Transfers In	3,042,655	3,024,000	18,655
Licenses and Permits	2,035,192	2,066,000	(30,808)
Other	1,132,982	1,200,000	(67,018)
Tax Revenues	47,584,770	48,667,370	(1,082,600)
	<u>58,206,230</u>	<u>59,814,330</u>	<u>(1,608,100)</u>

Property Tax Revenues

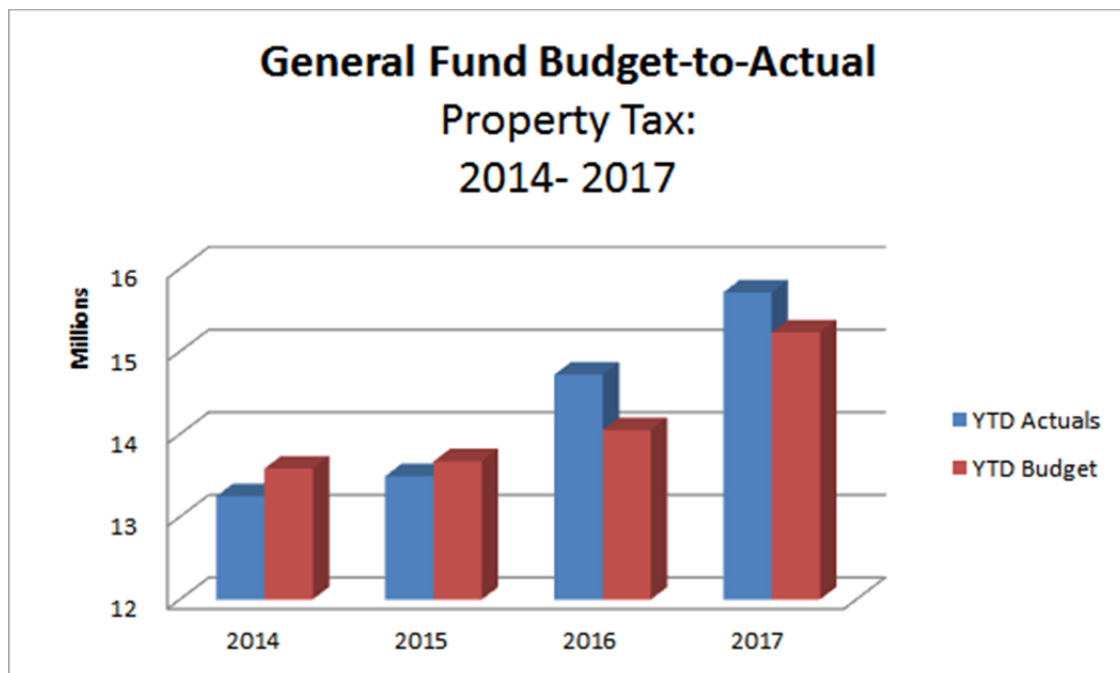
Brief Description: Property tax revenues are the proceeds that the Village levies or assesses on real estate within the Village. Each year, the Village Board adopts a specific amount for the County to assess on real estate and this levy is used for general operations, debt service payments, and contributions 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 98-100% of the net 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

Rating: 

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.




Liquor Tax Revenues

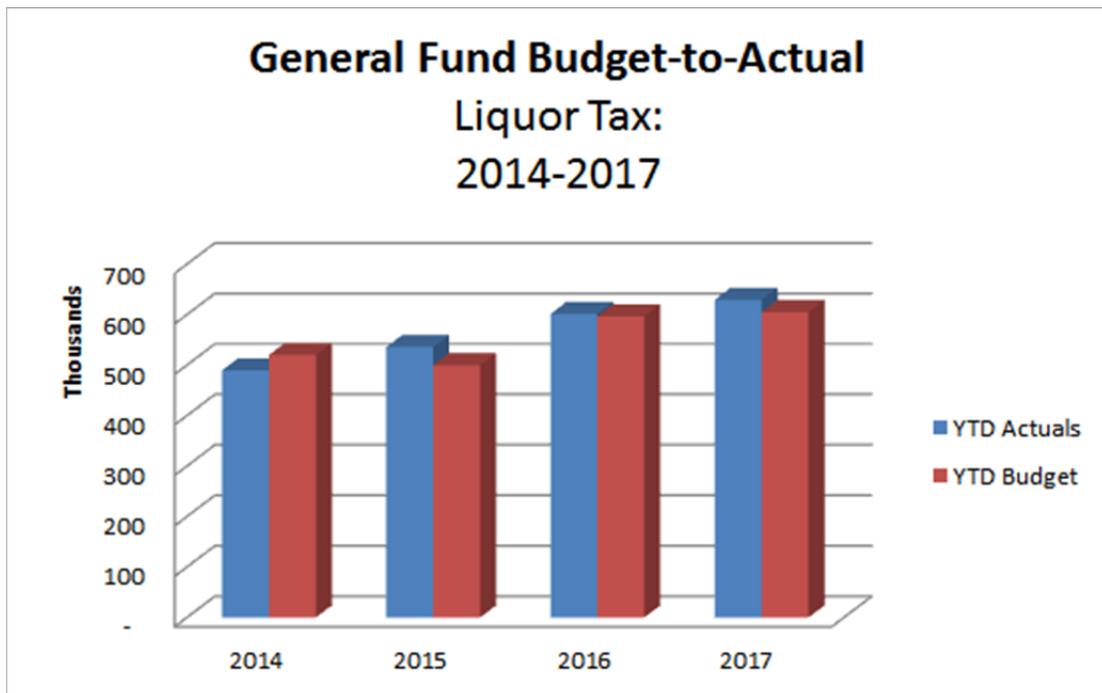
Brief Description: Liquor Tax Revenues are the revenues that the Village charges to vendors that sell liquor within the Village. The current Liquor Tax rate is 3% of the liquor purchase price.

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

Rating: 

Comments: As indicated below, Liquor Tax revenues through the first quarter are about 22% behind budget, although the gross amount realized to date exceeds amounts received in previous year's 1Q results.



Natural Gas Use Tax Revenues

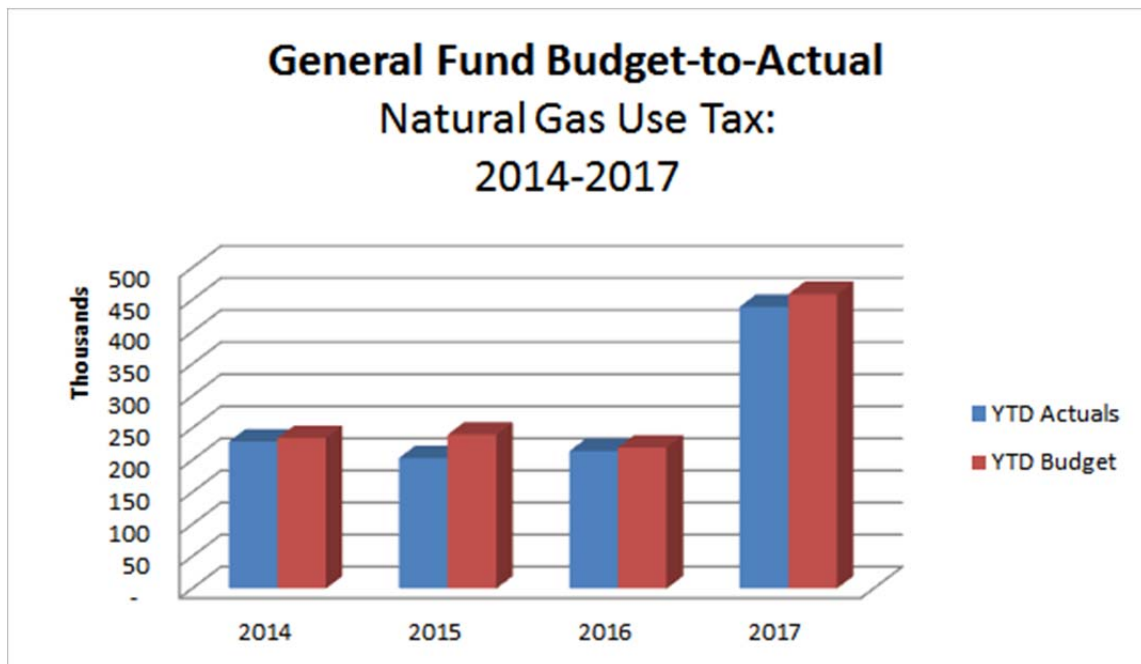
Brief Description: The Natural Gas Use Tax is a tax that the Village charges to users based upon the purchase of natural gas from out-of-State suppliers. This should not be confused with the Natural Gas Tax which is a percent rather than a fixed dollar amount charged on the purchase of natural gas from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

Rating: 

Comments: This tax is just slightly below budget and varies based on the cost of natural gas as well as the severity of each winter season.



Sales and Use Tax Revenues

Brief Description: In the State of 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, officially referred to as the Retailer's Occupation Tax (ROT) is captured in the Village's General Fund and is used for basic Village operations.

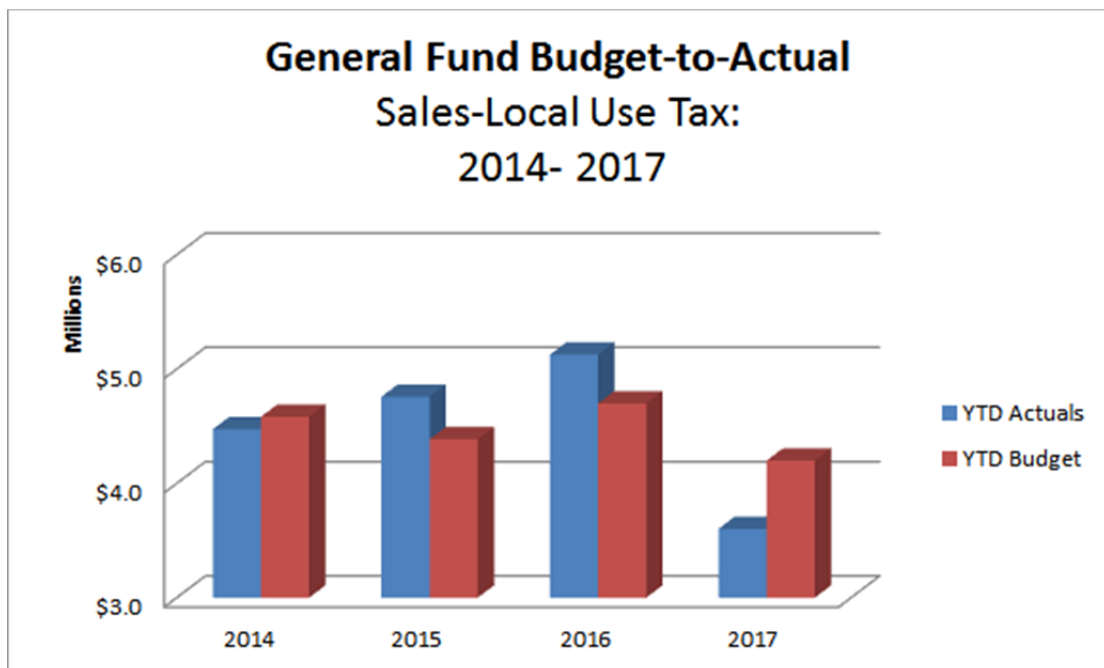
The Village also imposes a 1% Home Rule Occupation Tax (HROT). While approved locally, this tax is also administered and collected at the state level. This tax is dedicated for Village capital projects and is accounted for separately in the Capital Improvement Project (CIP) Fund.

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

- Retail sales
- Retail establishments

Rating: 

Comments: The chart below is on a cash basis and only eleven months have been collected to date due to normal delays between the tax month and the distribution month by the State. Once the final month is collected, it is expected that this revenue should meet budget.



Real Estate Transfer Tax Revenues

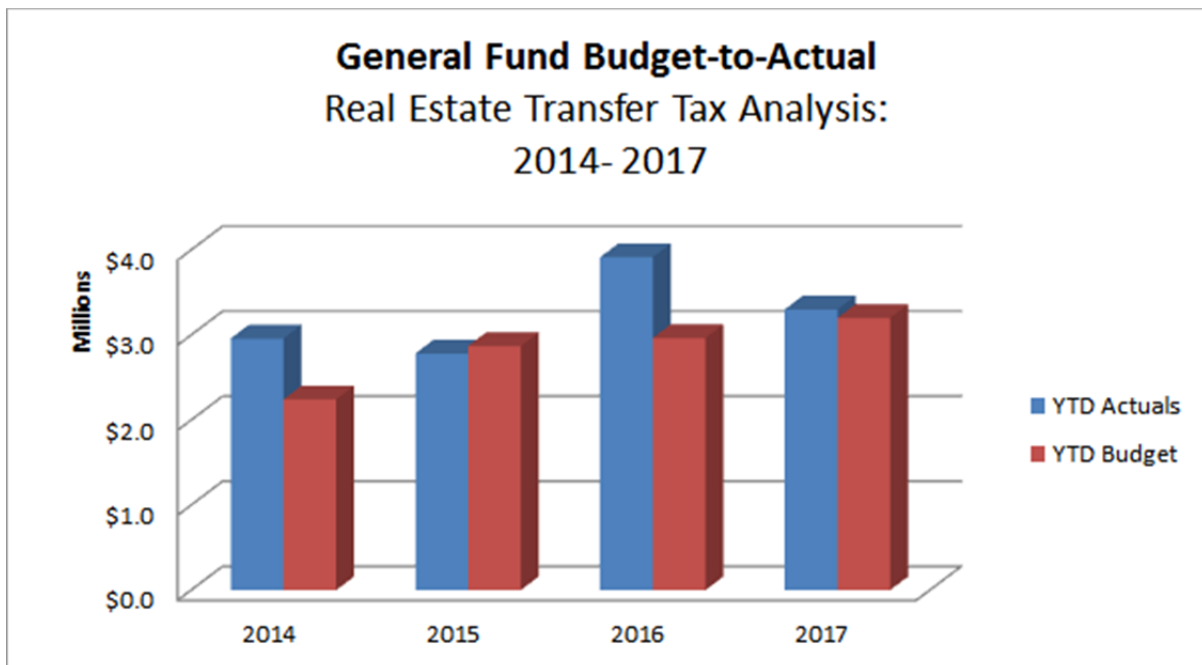
Brief Description: The Real Estate Transfer Tax (RETT) is a tax on the seller of property within the Village. The tax is assessed at \$8 for every \$1,000 (or .8%) of the sale or “transfer” price. In addition, there is a flat fee for exempt real estate transfers without the exchange of consideration.

Real Estate Transfer Tax Revenue Drivers: The following are the drivers that impact Real Estate Transfer Tax revenues:

- Number of transactions
- Price of transactions

Rating: ●

Comments: Real estate transfer revenue slightly exceeded budget. The top ten transactions in 2017 brought in about \$289,000 of transfer tax on property sales totaling approximately \$36M.



Utility Tax Revenues

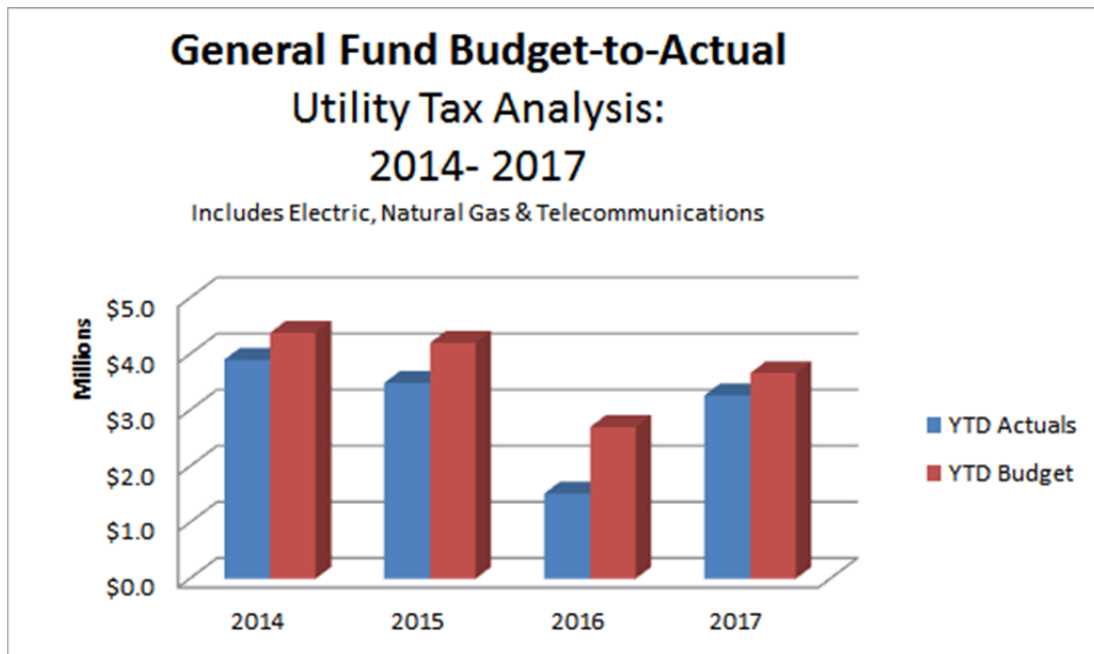
Brief Description: The Utility Tax is composed of two taxes: the Electricity Tax and the Natural Gas Tax. Both taxes are assessed based upon user consumption within the Village. The Electricity Tax is calculated on a sliding scale, based upon usage, of the number of kilowatt hours (kWh) consumed and 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.

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

- Energy consumption
- Weather conditions

Rating: 

Comments: Telecommunications tax continues to be challenged as more and more customers cancel landlines. The other two taxes in this category for electricity and natural gas are largely dependent on the weather in any given year. The more severe the summer (electric) and winter (natural gas), the higher the usage and more in revenue that is typically collected in these two utility taxes.



Licenses and Permits

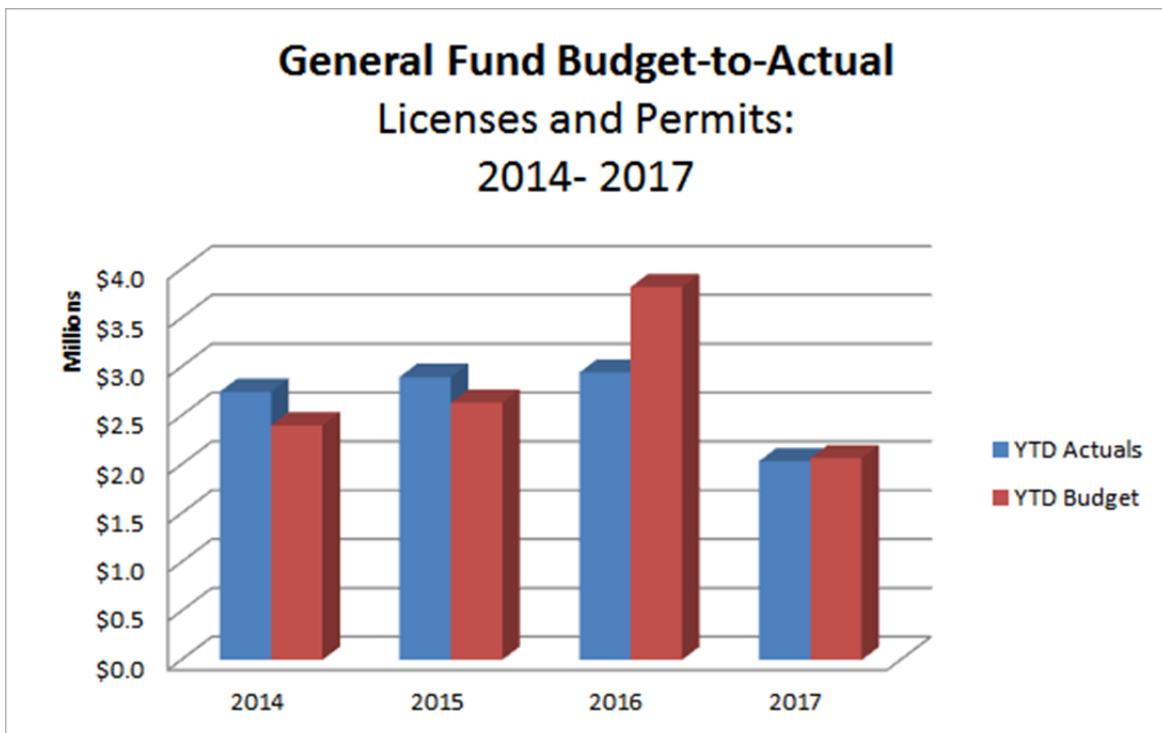
Brief Description: The Village charges fees to individuals, businesses and other entities to acquire authorization and permission to conduct certain activities within the Village. These authorizations and permissions are extended in the form of licenses and permits. For example, the Village charges business licensing fees for entities that desire to conduct business within the Village.

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

- Economic conditions in real estate and retail markets

Rating: 

Comments: Revenues for licenses and permits have met budgeted expectations.




Income Tax Revenue

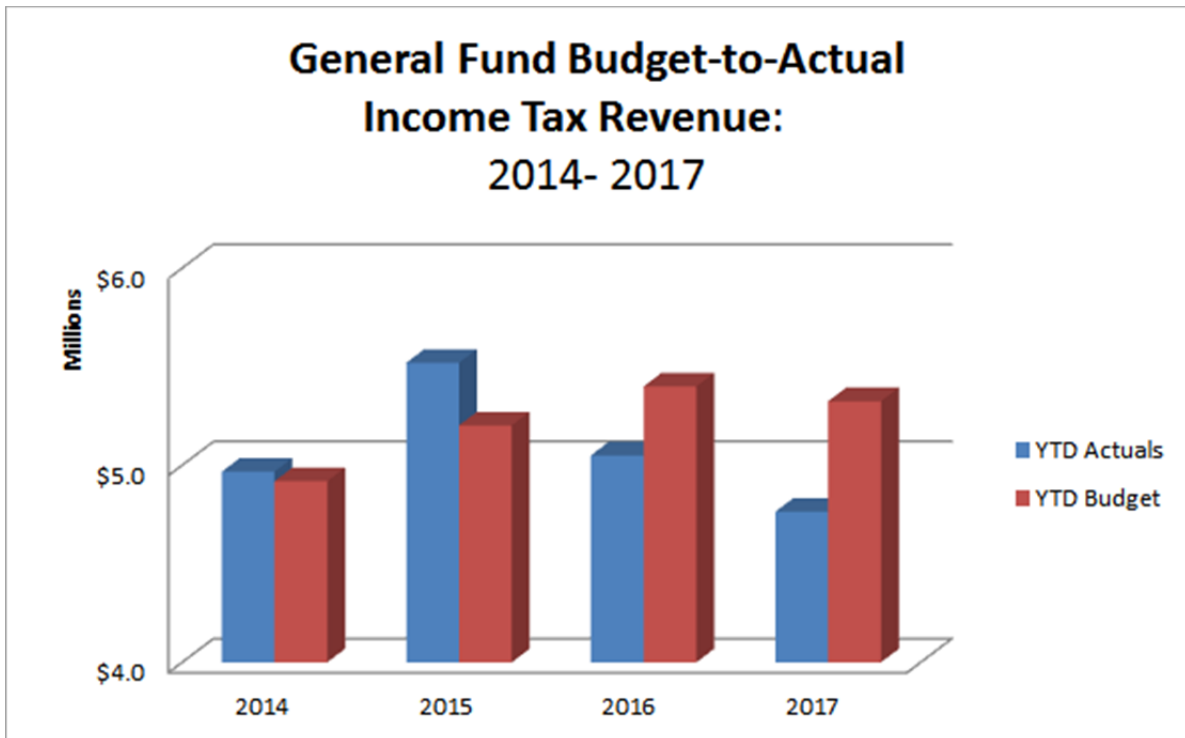
Brief Description: This particular tax is a share of individual and corporate income taxes paid to the State of Illinois and redistributed to municipalities on a per capita basis per most recent census.

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

- State of Illinois Income Tax collections

Rating: 

Comments: Per P.A. 100-0023, the State of Illinois reduced municipal distributions of this tax for FY18 by 10% to improve the State’s FY18 budget, thus resulting in the negative actual to budget variance as shown below. This has been discussion by the State legislature to make this reduction permanent and should that happen, this would negatively impact the Village’s revenue by approximately \$500K per year.



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.

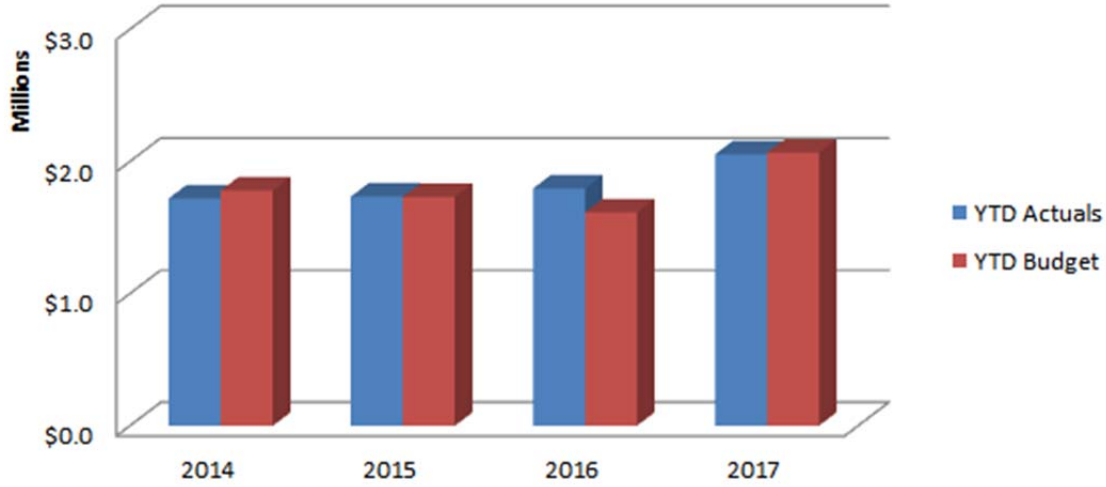
Drivers for Charges for Services: The following are the drivers that impact Charges for Services:

- **Public Safety:**
 - Vehicular accidents
 - Traffic and other insurance-related claims
- **Health**
 - Number of health-related inspections
- **Info Tech support:**
 - Reimbursement for services provided to other taxing bodies
- **Public works**
 - 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**
 - Miscellaneous demands for services

Rating: 

Comments: This revenue has met budgeted expectations for 2017.

General Fund Budget-to-Actual Charges for Services Analysis: 2014- 2017



Fines

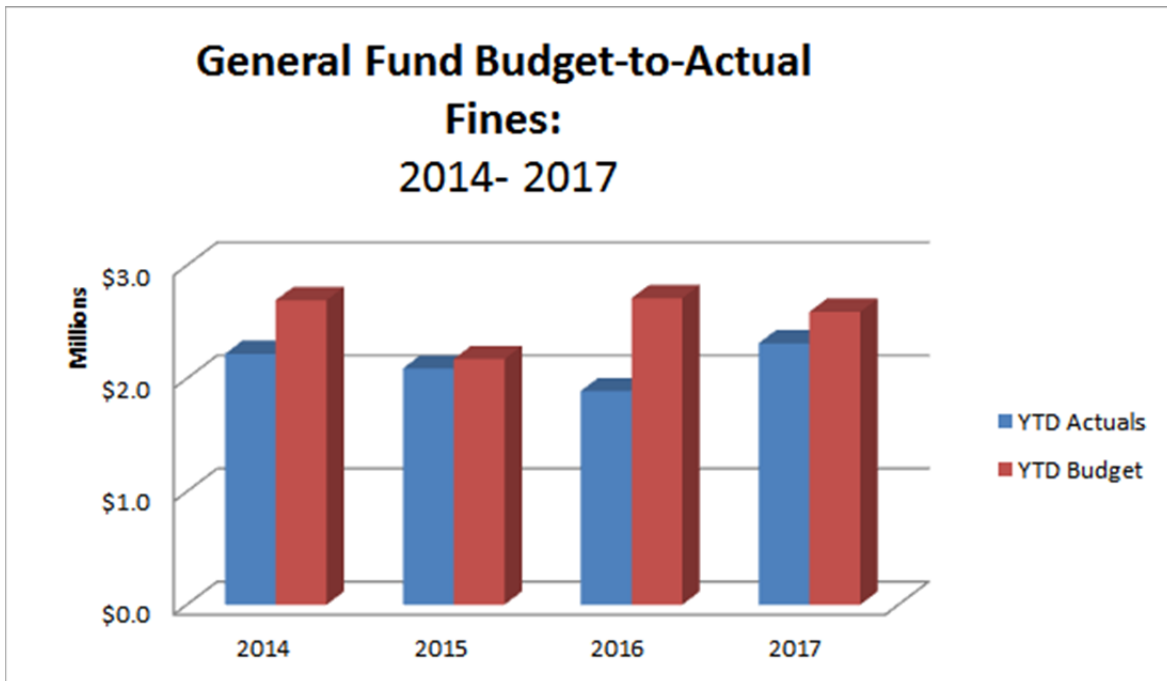
Brief Description: The Village charges fines and penalties to individuals and businesses when there is non-compliance with Village rules and regulations. A parking citation is an example of such a fine for which the Village charges a fee directly to an offender.

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

- Number of tickets issued
- Village Parking Policy
- Number of parking enforcement officers
- Degree of enforcement by Parking Enforcement Officers
- Spoilage (e.g.- fine is waived)
- Resident bankruptcies
- Reductions in vehicles
- Collection rates

Rating: 

Comments: As illustrated below, this revenue is slightly under the amount budgeted. This is primarily due to uncollected citations.



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

By far, personnel and benefits is the category comprising the majority of the expense within the General Fund and includes salaries (regular pay, contractual payouts, overtime, allowances, etc.) and benefits (health/life insurance, FICA, Medicare, pensions (IMRF, police/fire), etc.).

Personnel and Benefits Expenditures

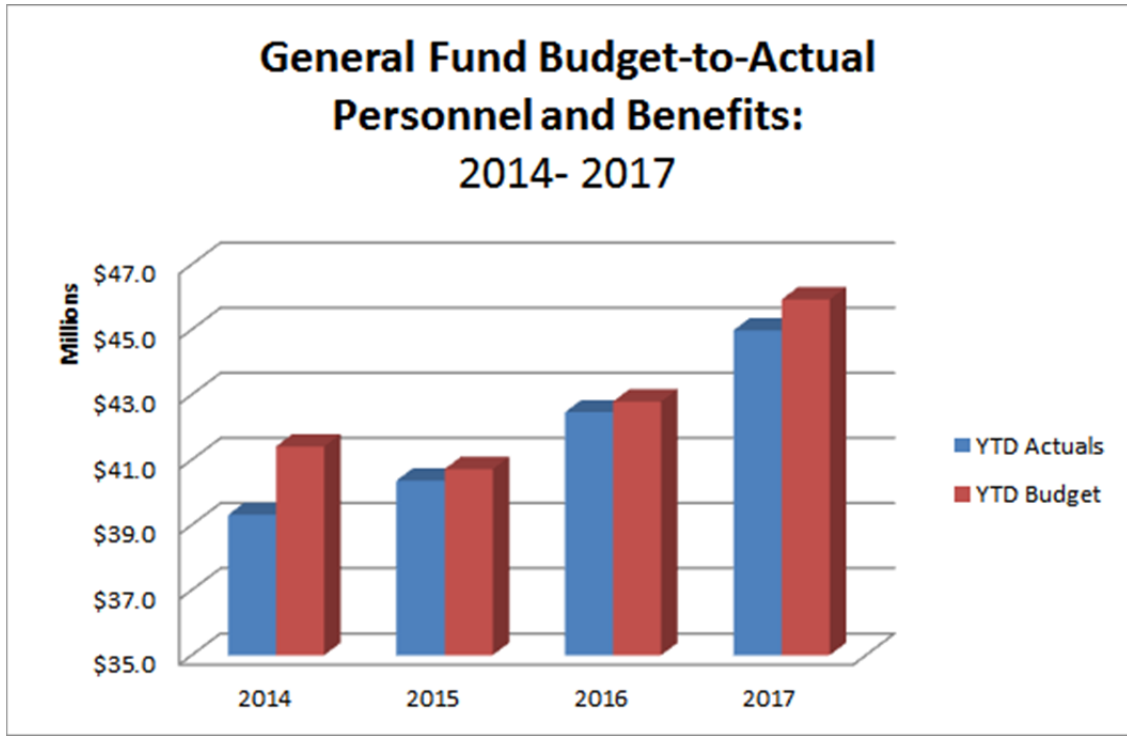
Brief Description: Personnel and Benefits expenditures are the expenditures for the compensation of Village staff to perform Village services and activities. Given the labor-intensive nature of Village services, personnel and benefits expenditures typically make up the largest proportion of general fund expenditures.

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

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

Rating: 

Comments: Due to turnover and vacancies during the hiring process, personnel and benefit expenditures are below the amount budgeted for 2017.



Contractual Services Expenditures

Brief Description: Professional and technical expenditures are for infrequent or unique services that are provided to the Village by independent contractors or by consultants. These expenditures are tracked separately from the Village’s salary and benefits resources.

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
- Skillsets of Village staff

Rating: ●

Comments: Actual expenditures are substantially less than the amount budgeted for this category. However, some contractual invoices for 2017 may be received and paid through mid-March and therefore, this variance is expected to be reduced in the final audit.

General Fund Budget-to-Actual Contractual Services: 2014- 2017



Materials & Supplies

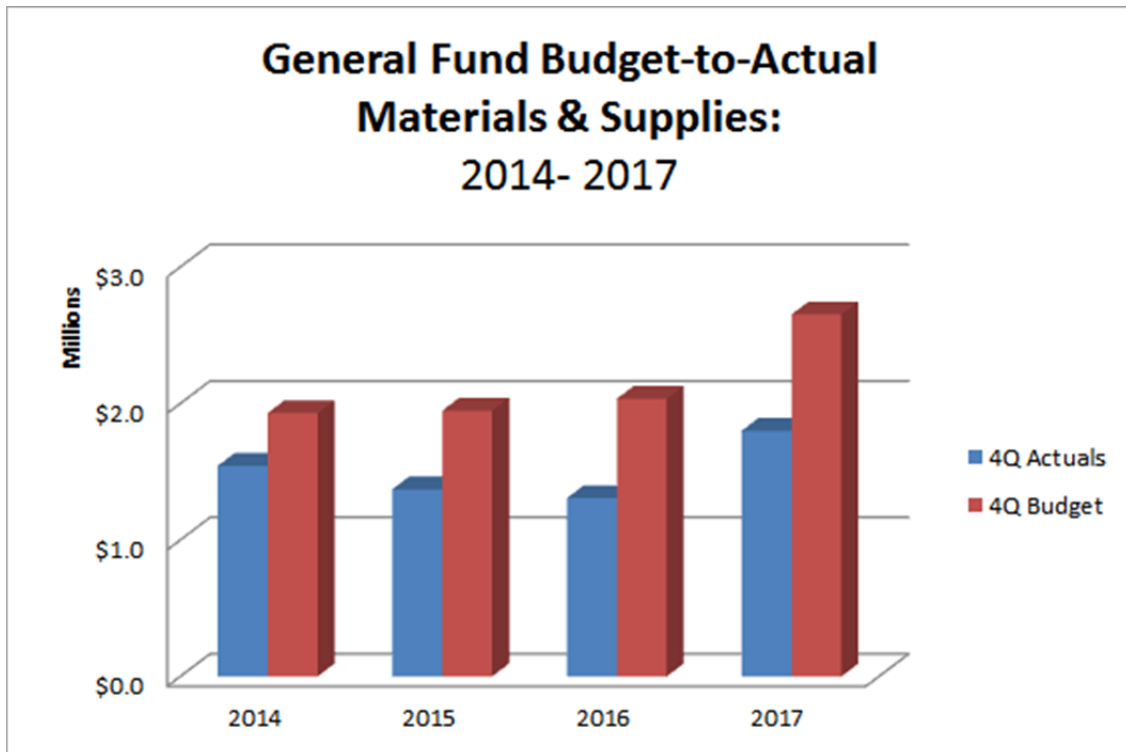
Brief Description: Materials and supplies are expenditures related to such items as commodities, cleaning supplies, clothing, subscriptions, office supplies, equipment rentals, fuel, routine utility expense, equipment maintenance, etc.

Materials & Supplies Drivers: The following are the drivers that impact materials and supplies expenditures:

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

Rating: ●

Comments: Expenditures in this category are below budget primarily due to savings on fuel and roadway maintenance.



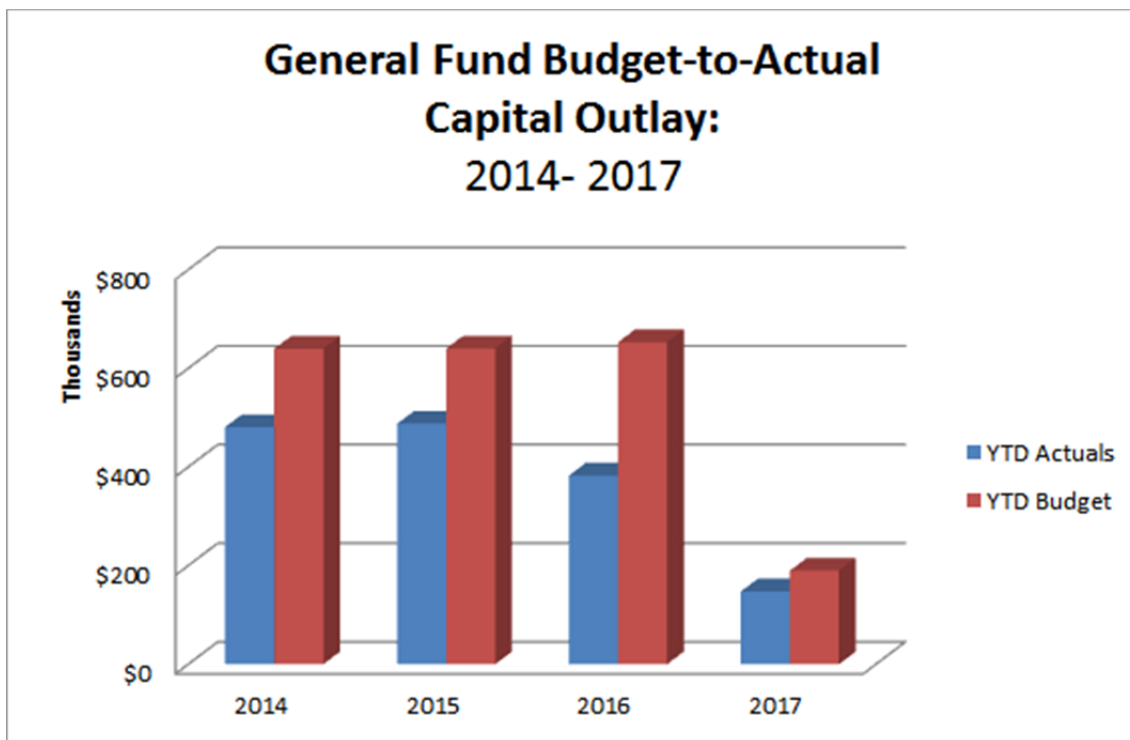
Capital Outlay

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

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

- Routine replacement of computer and office equipment

Rating: 



Enterprise Funds

Brief Description: This section provides 2017 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 distributes it to customers throughout the Village through its own water system. The Water Fund is the enterprise fund that accounts for the revenues and expenditures of operating the water system, inclusive of capital costs.

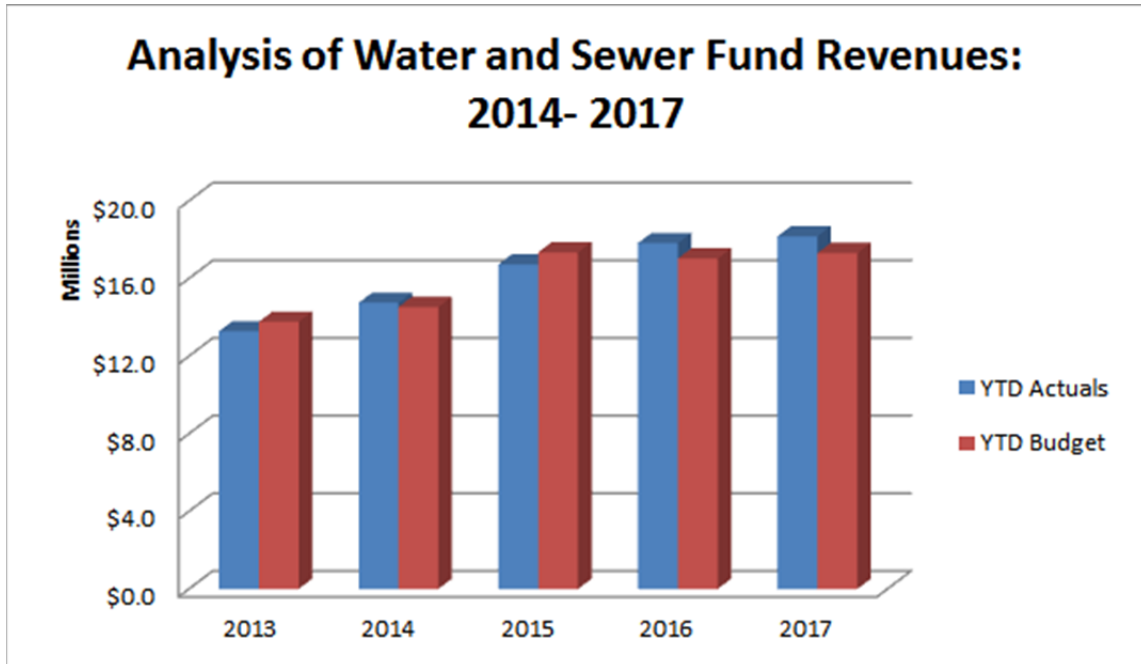
Sewer Description: The Village maintains the system that carries sewage to the Metropolitan Water Reclamation District's system. The Sewer Fund is the enterprise fund that accounts for the revenues and expenditures of operating the system, inclusive of capital costs. The sewer charge is derived from the amount of water consumed per account.

Water and Sewer Fund Revenue Drivers: The following are the 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
 - Amount of gallons used by customers

Rating: 

Comments: Unaudited water and sewer revenues have exceeded budget for 2017. Absent any significant revenue adjustments by the auditors, the final audit should result in a positive variance.



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 staff and equipment that are required to operate the pumping stations, and to repair broken water mains.

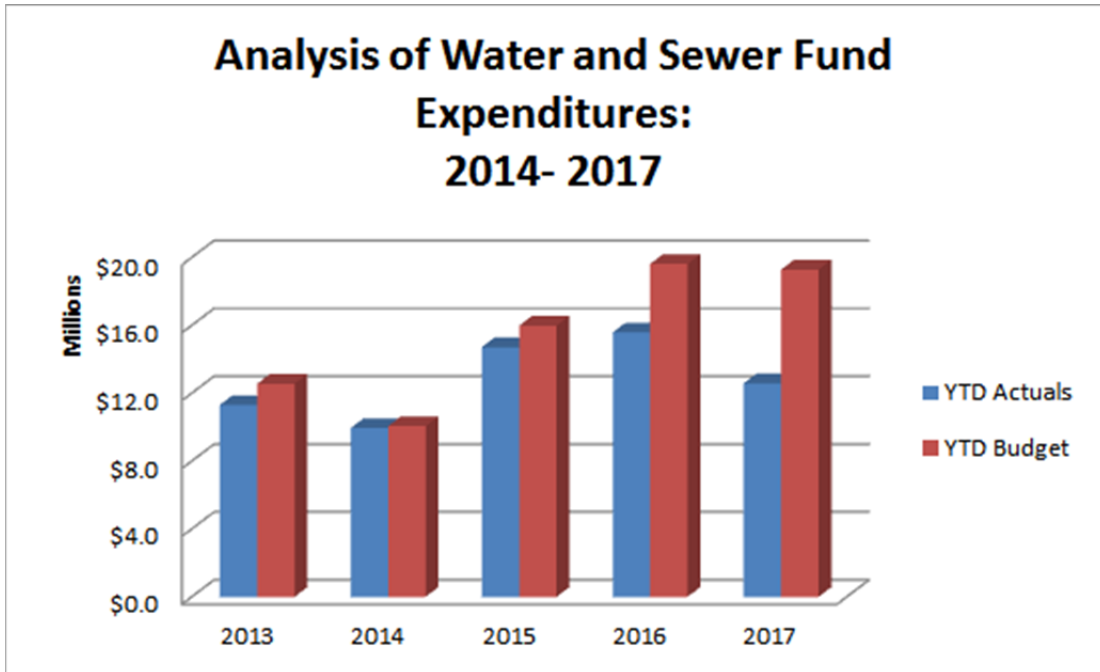
Sewer: The Sewer Fund maintains the infrastructure required to transport water from residences and businesses throughout the community. Sewer fund expenditures reflect the staff and equipment necessary to repair broken sewer lines.

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

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

Rating: 

Comments: 2017 expenses for the Water & Sewer Fund ended the year significantly under budget due to the deferral of large capital projects.



Parking Fund

Parking Fund Revenues

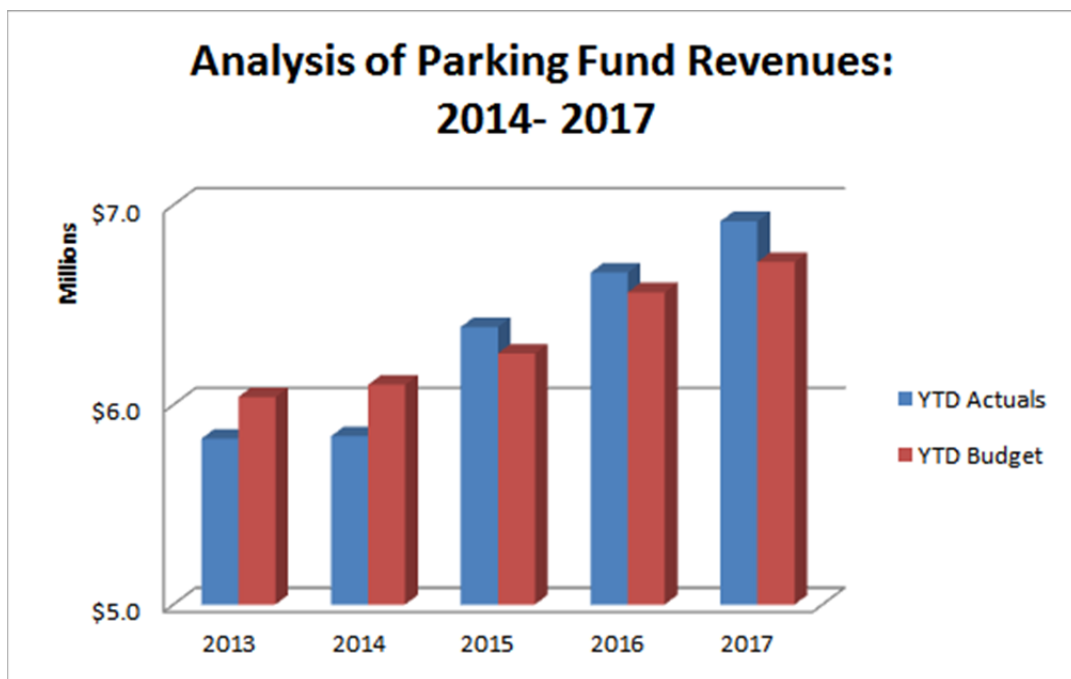
Brief Description: The Village owns and operates the vast majority of public parking throughout the Village. This includes the on-street meters, parking garages located in Downtown Oak Park, as well as a large number of off-street lots throughout the Village

Parking Fund Revenue Drivers: The following are the drivers that “fuel” Parking Fund revenues:

- Parking rates
- Volume of parkers

Rating: 

Comments: Actual revenues came in stronger than budgeted absent any significant adjustments by the auditors.



Parking Fund Expenditures

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

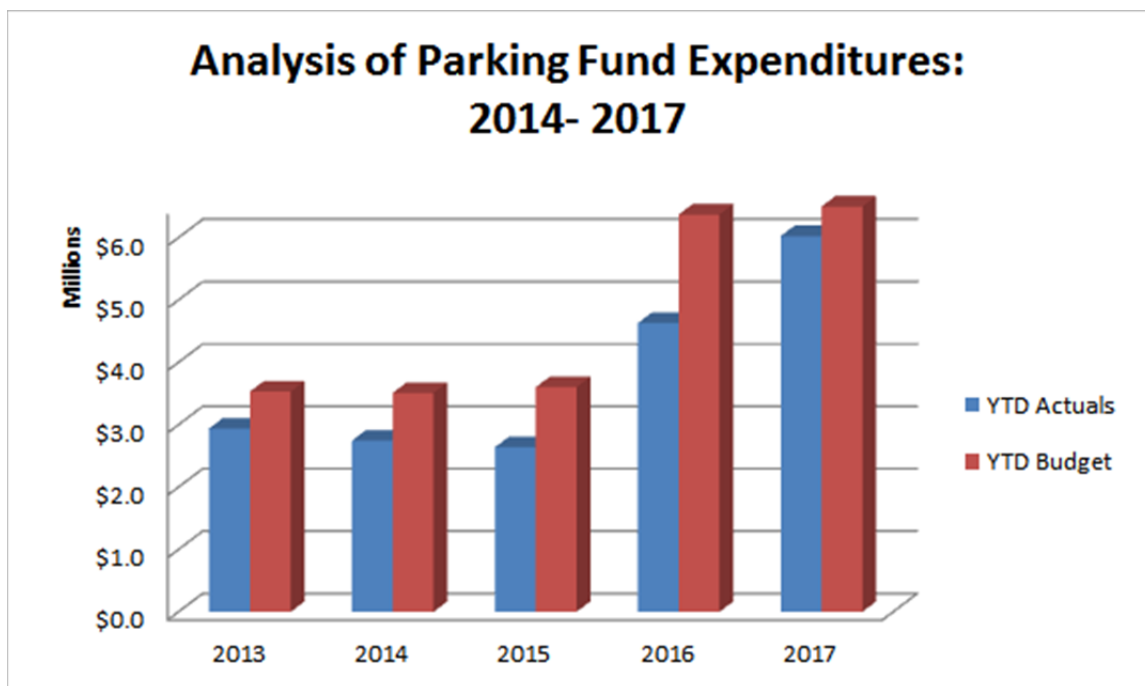
The Village provides for staff to directly service the public to comply with the overnight parking ban and other relevant restrictions. Further, this Fund accounts for the maintenance and repair of parking meters, lots and garages.

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

- Personnel costs
- Capital costs

Rating: ●

Comments: Total actual expenditures are primarily below budget due to the deferral of building improvement capital expenditures.



Environmental Services Fund

Environmental Services Fund Revenues

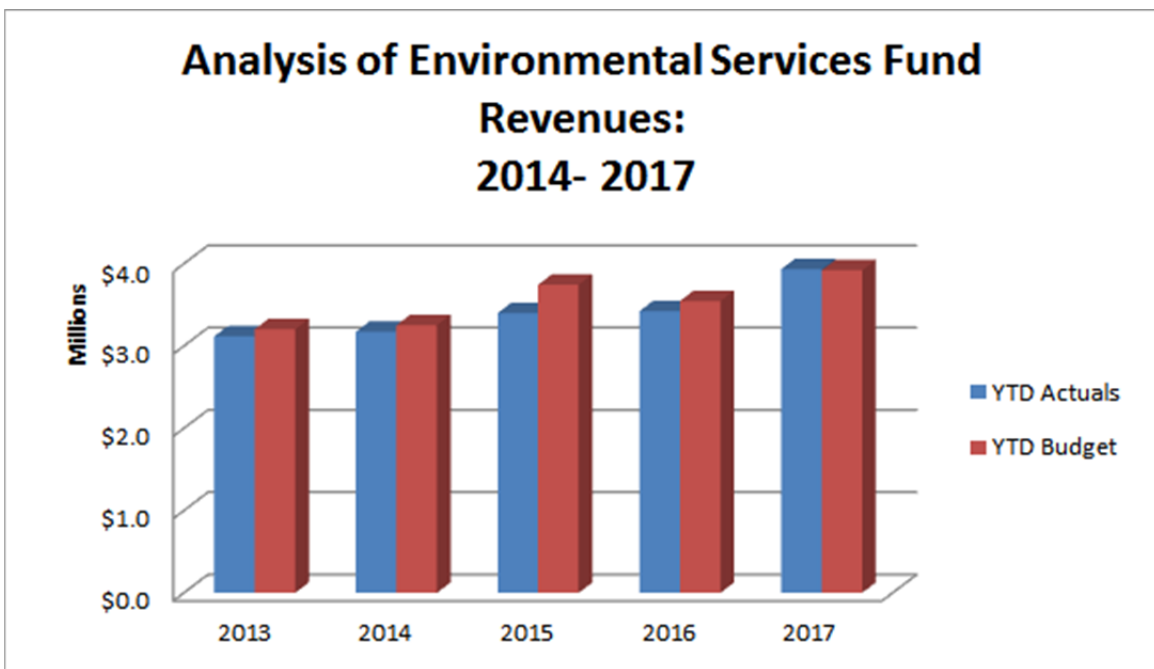
Brief Description: The Environmental Services Fund accounts for the Village's solid waste removal and recycling programs. An enterprise fund, the costs are charged to users of the system via charges on their utility bill.

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

- Garbage collection rates
- Sale of yard waste stickers

Rating: 

Comments: Revenues for this fund for the full year are at the budgeted level.



Environmental Services Fund Expenditures

Brief Description: The Environmental Services Fund accounts for the Village's solid waste removal and recycling programs. An enterprise fund, the costs are charged to users of the system via charges on their utility bill.

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

- Personnel costs
- Contractual costs of waste disposal

Rating: 

Comments: Total expenditures for the full year are slightly below the budgeted amount and expected to remain as such pending any significant auditor adjustments.

