



# Memorandum

To: Erika Storlie, City Manager

From: Hitesh Desai, CFO/City Treasurer  
Kate Lewis-Lakin, Budget Coordinator

Subject: August 2020 Monthly Financial Report

Date: October 16, 2020

Please find attached the unaudited financial statements as of August 31, 2020. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

| August 2020                         | Revenue            | Expense            | Net               | Fund Balance      | Cash Balance      |
|-------------------------------------|--------------------|--------------------|-------------------|-------------------|-------------------|
| 100 GENERAL FUND                    | 81,161,548         | 76,344,529         | 4,817,020         | 20,485,753        | 17,467,705        |
| 175 GENERAL ASSISTANCE FUND         | 1,010,064          | 762,128            | 247,935           | 610,975           | 610,975           |
| 176 HEALTH AND HUMAN SERVICES       | 2,060,842          | 1,413,753          | 647,089           | 677,847           | 677,847           |
| 177 REPARATIONS FUND                | 12,839             | -                  | 12,839            | 14,174            | 14,174            |
| 180 GOOD NEIGHBOR FUND              | 1,001,609          | 609,401            | 392,208           | 644,753           | 644,753           |
| 185 LIBRARY FUND                    | 6,911,255          | 4,692,615          | 2,218,640         | 4,288,283         | 4,288,647         |
| 186 LIBRARY DEBT SERVICE FUND       | 240,000            | 128,748            | 111,252           | 112,396           | 112,396           |
| 187 LIBRARY CAPITAL IMPROVEMENT FD  | -                  | 70,488             | (70,488)          | 1,307,995         | 1,307,995         |
| 200 MOTOR FUEL TAX FUND             | 3,473,482          | 1,477,849          | 1,995,633         | 4,664,665         | 4,337,695         |
| 205 EMERGENCY TELEPHONE (E911) FUND | 1,065,252          | 1,019,774          | 45,478            | 1,316,438         | 932,689           |
| 210 SPECIAL SERVICE AREA (SSA) #4   | 420,650            | 0                  | 420,650           | 194,457           | 194,457           |
| 215 CDBG FUND                       | 137,625            | 514,686            | (377,061)         | (313,764)         | (313,764)         |
| 220 CDBG LOAN FUND                  | 27,170             | 63,594             | (36,425)          | 190,961           | 190,961           |
| 235 NEIGHBORHOOD IMPROVEMENT        | 316                | 67                 | 249               | 172,114           | 172,114           |
| 240 HOME FUND                       | 122,071            | 122,053            | 18                | 7,543             | 7,543             |
| 250 AFFORDABLE HOUSING FUND         | 142,575            | 523,147            | (380,573)         | 3,545,030         | 3,673,531         |
| 320 DEBT SERVICE FUND               | 13,831,896         | 2,926,541          | 10,905,355        | 11,322,786        | 11,345,809        |
| 330 HOWARD-RIDGE TIF FUND           | 1,131,546          | 785,864            | 345,682           | 2,470,447         | 2,471,136         |
| 335 WEST EVANSTON TIF FUND          | 1,287,902          | 90,012             | 1,197,890         | 1,908,366         | 1,908,366         |
| 340 DEMPSTER-DODGE TIF FUND         | 170,012            | 110,582            | 59,430            | 167,233           | 167,233           |
| 345 CHICAGO-MAIN TIF                | 991,133            | 283,777            | 707,357           | 1,394,110         | 1,394,110         |
| 350 SPECIAL SERVICE AREA (SSA) #6   | 204,428            | 123,585            | 80,843            | 86,185            | 86,185            |
| 355 SPECIAL SERVICE AREA (SSA) #7   | 124,586            | -                  | 124,586           | 124,586           | 124,586           |
| 360 SPECIAL SERVICE AREA (SSA) #8   | 46,300             | -                  | 46,300            | 46,300            | 46,300            |
| 415 CAPITAL IMPROVEMENTS FUND       | 1,046,336          | 5,199,068          | (4,152,732)       | 8,507,513         | 9,426,047         |
| 416 CROWN CONSTRUCTION FUND         | 2,122,563          | 5,919,210          | (3,796,647)       | 3,849,504         | 7,709,756         |
| 417 CROWN COMMUNITY CTR MAINTENANCE | 116,667            | -                  | 116,667           | 116,667           | 116,667           |
| 420 SPECIAL ASSESSMENT FUND         | 144,363            | 318,660            | (174,297)         | 2,753,509         | 2,750,326         |
| 505 PARKING SYSTEM FUND             | 5,538,508          | 6,469,900          | (931,392)         | 1,444,598         | 1,616,772         |
| 510 WATER FUND                      | 17,179,304         | 14,825,194         | 2,354,110         | 5,422,808         | 4,896,315         |
| 515 SEWER FUND                      | 6,804,961          | 6,548,468          | 256,492           | 5,234,464         | 3,429,034         |
| 520 SOLID WASTE FUND                | 3,478,346          | 3,202,726          | 275,619           | (263,912)         | (782,615)         |
| 600 FLEET SERVICES FUND             | 2,060,205          | 1,563,558          | 496,647           | 612,121           | (588,988)         |
| 601 EQUIPMENT REPLACEMENT FUND      | 1,000,064          | 1,606,506          | (606,442)         | 298,508           | 25,544            |
| 605 INSURANCE FUND                  | 13,161,374         | 12,275,346         | 886,028           | (10,707,070)      | (5,593,715)       |
| <b>Grand Total</b>                  | <b>168,227,788</b> | <b>149,991,827</b> | <b>18,235,961</b> | <b>72,708,345</b> | <b>74,868,589</b> |

**Please note that the attached supporting documents have been updated to show further fund analysis.**

Included above are ending fund and cash balances as of August 31, 2020. Cash balance represents liquid cash and/or invested assets which can be used (or easily sold) to support and fund current operations. Fund balance includes illiquid assets or future cash receipts or disbursements such as receivables (including property tax) due to the City and accounts payable/accrued expenses. All fund balances are unaudited.

### **Covid-19**

Staff continues to monitor the impact of Covid-19 on the City's finances.

### **General Fund**

The unaudited financial statements show the General Fund as of August 31, 2020 with a fund balance of \$20,485,753 and cash balance of \$17,467,705. The attached financials show year-end General Fund revenues at 68.31% of budget and expenses at 65.14% of budget.

Revenues are slightly above target in some areas. As of August 31, 93.61% of property tax revenue has been received, as second installment bills were due on August 1. Licenses, Permits and Fees is also above target due to building permit revenue. Expenses are slightly below target of 66%, as January through August are typically slower months for program spending and overtime. The mild winter weather in these months helped keep costs low.

Staff continues to monitor Police and Fire overtime expenses. Through August, Police had spent 45% of budget for overtime, and Fire had spent 135% of budget. For Police, this is below target of 66%, as January through August tend to be slower months. March also saw the start of the pandemic which reduced overtime. Overtime is higher in Fire Department due to continuing vacancies in the department that require hirebacks to maintain minimum staffing. Overtime is typically higher in the summer months.

| <b>Overtime Expenses</b> | <b>2019 Actual</b> | <b>2020 Budget</b> | <b>2020 YTD</b> | <b>% Budget</b> |
|--------------------------|--------------------|--------------------|-----------------|-----------------|
| Police                   | \$1,485,193        | \$1,486,784        | \$668,833       | 45%             |
| Fire                     | \$1,380,088        | \$859,956          | \$1,164,744     | 49.7%           |

### **Enterprise Funds**

Parking fund revenues through August 31, 2020 are at 42.55% of budget and expenses are at 48.42%. The 2019 ending fund balance was \$2,375,989.

Through August 31, 2020, the Water Fund appears low on revenue and expenses. This is because capital projects funded with IEPA loan have been delayed. These projects are budgeted in Other Revenue and expenses in Capital Outlay. The 2019 ending fund balance was \$3,068,697.

The Water Fund revenues reflect payment from the Village of Skokie at the rate of \$0.81 per 1000 gallons against the billed rate of \$2.06 per 1000 gallons. This issue is currently being challenged in the court.

Through August 31, 2020, the Sewer Fund also appears low on expenses due to the delay of capital projects. These projects are primarily funded through IEPA loan financing, budgeted as Other Revenue. The 2019 ending fund balance was \$4,997,971.

Through August 31, 2020, the Solid Waste Fund has a negative fund balance of \$263,912 and a negative cash balance of \$782,615. The fund ended 2019 with a surplus of \$559,718, bringing it to an ending balance of negative \$539,532.

### **Other Funds**

Through August 31, 2020, the SSA #4 Fund is showing a fund balance of \$194,457 and a cash balance of \$194,457.

Through August 31, 2020, the Capital Improvements Fund is showing a fund balance of \$8,507,513 and a cash balance of \$9,426,047. The fund continues to spend down 2019B bond proceeds received in August 2019.

Through August 31, 2020, the Crown Construction fund is showing fund balance of \$3,849,504 and cash balance of \$7,709,756. The fund continues to spend down balances from bond proceeds and gifts from the Friends of Robert Crown in 2019.

Through August 31, 2020, the Insurance Fund is showing a negative fund balance of \$10,707,070 and a negative cash balance of \$5,593,715. Fund balance is significantly lower than cash balance due to accrued liabilities for pending litigations.

If there are any questions on the attached report, please contact me by phone at (847) 448-8082 or by email: [hdesai@cityofevanston.org](mailto:hdesai@cityofevanston.org). Detailed fund summary reports can be found at: <http://www.cityofevanston.org/city-budget/financial-reports/>.

### **CERTIFICATION OF ATTACHED FINANCIAL REPORTS**

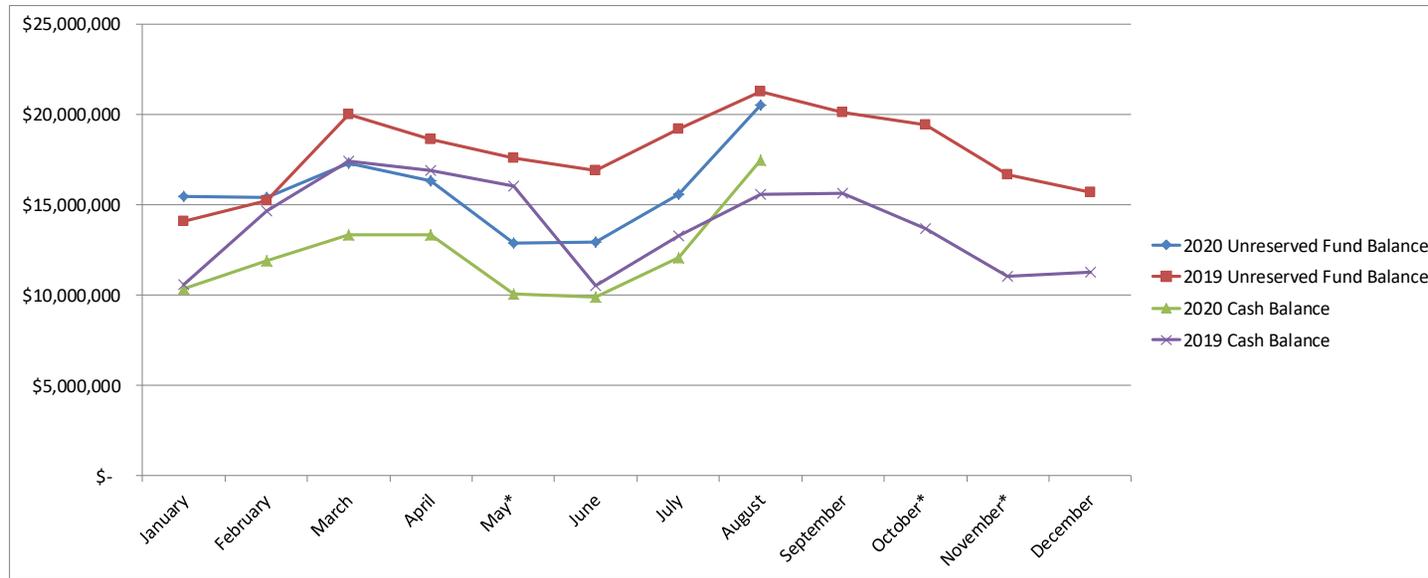
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Hitesh Desai, Treasurer of the City of Evanston, hereby affirm that I have reviewed the August 30, 2020 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Hitesh Desai, Treasurer

### 2020 and 2019 Fund and Cash Balance - General Fund

|                              | January       | February      | March         | April         | May*          | June          | July          | August        | September     | October*      | November*     | December      |
|------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 2020 Unreserved Fund Balance | \$ 15,446,541 | \$ 15,394,886 | \$ 17,267,642 | \$ 16,294,341 | \$ 12,877,460 | \$ 12,945,740 | \$ 15,594,735 | \$ 20,485,753 |               |               |               |               |
| 2019 Unreserved Fund Balance | \$ 14,074,270 | \$ 15,248,569 | \$ 19,960,779 | \$ 18,594,617 | \$ 17,601,206 | \$ 16,913,780 | \$ 19,181,628 | \$ 21,272,425 | \$ 20,103,645 | \$ 19,396,425 | \$ 16,634,199 | \$ 15,668,734 |
| 2020 Cash Balance            | \$ 10,333,157 | \$ 11,915,776 | \$ 13,307,450 | \$ 13,351,609 | \$ 10,053,107 | \$ 9,905,828  | \$ 12,074,431 | \$ 17,467,705 |               |               |               |               |
| 2019 Cash Balance            | \$ 10,603,771 | \$ 14,634,340 | \$ 17,403,563 | \$ 16,875,201 | \$ 16,013,733 | \$ 10,547,544 | \$ 13,286,786 | \$ 15,561,077 | \$ 15,627,196 | \$ 13,669,397 | \$ 11,039,528 | \$ 11,290,625 |



\*In 2020, May and October have 3 paydays. In 2019, May and November had 3 paydays.

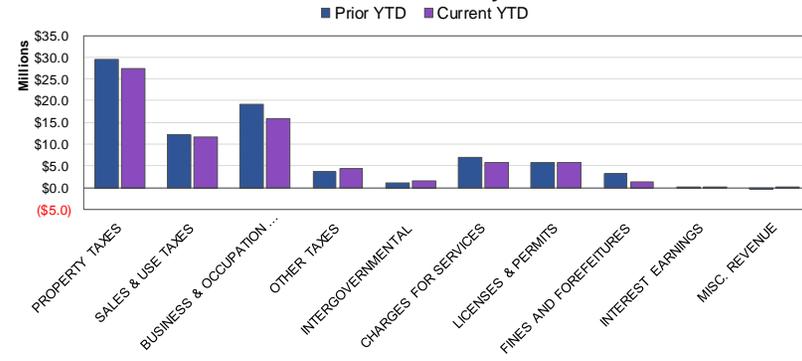
# Major Funds Revenue Dashboard Summary

For the Period Ending August 31, 2020

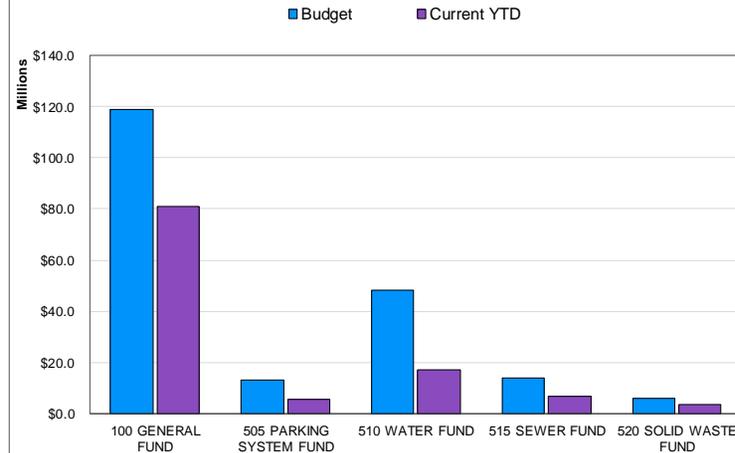
## Top 10 GENERAL FUND Sources of Revenue (YTD)

|                          |              |
|--------------------------|--------------|
| Pension Property Tax     | \$17,660,740 |
| Property Taxes           | \$9,825,926  |
| Sales Tax - Basic        | \$5,958,018  |
| State Income Tax         | \$5,528,418  |
| Building Permits         | \$3,992,727  |
| Sales Tax - Home Rule    | \$3,924,321  |
| Recreation Program Fees  | \$3,744,758  |
| Real Estate Transfer Tax | \$2,041,322  |
| Electric Utility Tax     | \$1,880,684  |
| Parking Tax              | \$1,832,632  |

## General Fund Revenue by Source



## Revenues by Fund



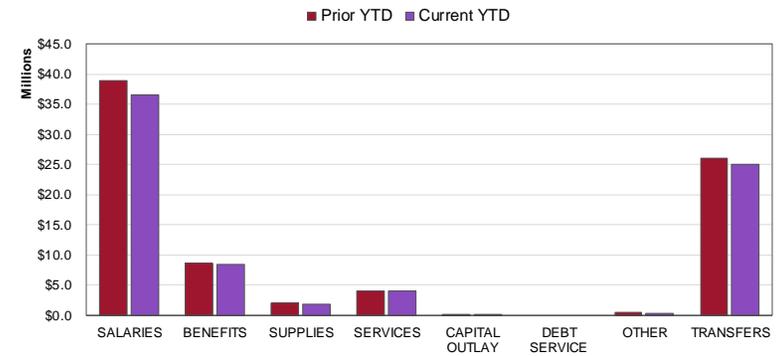
# Major Funds Expenditure Dashboard Summary

For the Period Ending August 31, 2020

## Top 10 GENERAL FUND Expenditures by Department (YTD)

|                                 |              |
|---------------------------------|--------------|
| Police                          | \$28,003,679 |
| Fire Mgmt & Support             | \$19,370,820 |
| Public Works Agency             | \$7,336,481  |
| City Manager'S Office           | \$6,164,428  |
| Parks, Rec. And Community Serv. | \$6,108,401  |
| Administrative Services         | \$5,787,202  |
| Community Development           | \$2,014,270  |
| Health                          | \$813,448    |
| Law                             | \$327,473    |
| City Council                    | \$295,500    |

## General Fund Expenditures by Object



## Expenditures by Fund

