

**Business Office Update
Board Meeting
November 30, 2020**

FY2020 Property Tax Levy

- The 2020 Property Tax Levy will be on the December 14, 2020 agenda for adoption. The levy information is linked to the November 9, 2020 Special Meeting Agenda. There is no need to publish a Truth-in-Taxation notice because the recommended increase is less than 5%.

FY2020 Property Tax Levy Calendar

• Develop 2020 Truth in Taxation Notice if needed		Business Office
• First reading of the 2020pay2021 Tax Levy for FY 2022	November 9, 2020	Board of Education
(Estimated property tax levy must be presented to the Board at least 20 days prior to the adoption of the property tax levy, 35 ILCS 200/18-60)		
• Approval for publication of the "Truth in Taxation Statement" if needed	November 30, 2020	Board of Education
• Publish Truth in Taxation Notice of Public Hearing if needed	December 3, 2020	Business Office
(Published no more than 14 days nor less than 7 days prior to the date of the hearing, 35 ILCS 200/18-80) (Between December 1, 2020 and December 7, 2020)		
Board of Education Meeting	December 14, 2020	Board of Education
• Hold 2020 Truth in Taxation Hearing if needed		
• Adoption of 2020 Tax Levy		
• Certificate of Tax Levy (ISBE 50-02) must be filed with county clerk on or before the last Tuesday in December (105 ILCS 5/17-11 and 35 ILCS 200/18-15. NOTE: Last Tuesday is December 29, 2020 - County Clerk's Office Closed 12/24 & 12/25)	After 12/14/20, but no later than 12/29/20	Business Office

Mower Replacement Recommendation

- At the last meeting, I shared information with the Board regarding the need to replace one of our John Deere "Grasshopper" mowers. The cost to repair the 13 year old Grasshopper would cost at least \$6000.
- At that time, I was leaning toward replacing it with an Exmark Zero Turn Lazer Z – S Series commercial mower, but I wanted to do some additional research before making a recommendation. The cost is approximately \$2000 less than a similarly equipped John Deere mower.
- After looking at reviews online of the mower, I am recommending that the Board approve the purchase of an Exmark Lazer Z S-Series 60" zero turn mower at a cost of \$10,670

Property Tax Collection

- The property tax collection rate on 11/16/20 is 2.08% less than it was last year on 11/14/19. In dollars and cents, this equates to \$310,991.67 less in collection at this point in the property tax collection cycle.

	2019pay2020	% of levy		2018pay2019	% of levy
Levy	\$ 15,554,041.60		Levy	\$ 14,772,349.73	
Date	Amt Rec'd	% of Levy	Date	Amt Rec'd	% of Levy
5/21/2020	\$ 1,079,172.82	6.94%	6/6/2019	\$ 1,614,366.61	10.93%
6/4/2020	\$ 3,598,179.56	23.13%	6/14/2019	\$ 3,391,628.01	22.96%
6/23/20	\$ 2,258,983.21	14.52%	6/27/2019	\$ 2,304,192.51	15.60%
7/2/2020	\$ 447,471.88	2.88%	7/18/2019	\$ 251,323.31	1.70%
7/24/2020	\$ 225,773.40	1.45%	8/15/2019	\$ 200,635.36	1.36%
8/20/20	\$ 475,190.73	3.06%	9/5/2019	\$ 1,192,933.50	8.08%
9/03/20	\$ 1,187,779.38	7.64%	9/12/2019	\$ 3,502,424.82	23.71%
9/17/20	\$ 3,763,209.02	24.19%	9/26/2019	\$ 1,836,054.99	12.43%
10/15/20	\$ 1,622,367.49	10.43%	10/16/2019	\$ 119,488.82	0.81%
11/16/20	\$ 306,371.17	1.97%	11/14/2019	\$ 106,385.67	0.72%
Rec'd to Date	\$ 14,964,498.66	96.21%		\$ 14,519,433.60	98.29%

Copier Replacement

- At the last meeting, I reviewed the need to replace one of our copiers as well as the historical information regarding the Request for Proposals (RFP) that was completed in 2014 for copiers. The original agreement was for a 5-year period. We are into the 6th year and TechStar has not increased the per copy cost from our 2014 agreement.
- I spoke with David Ursin from TechStar regarding the per copy cost of our current maintenance agreement and what we could expect regarding the maintenance costs for our copiers if we replace our existing copiers as they start to exhibit more frequent breakdowns and repairs.
- He explained that their intent of asking us to replace the machine with 2.5 million copies was so that TechStar could continue to provide maintenance to Millburn District 24 at the same rates they quoted in their 2014 RFP response.
- Based on this information, I recommend that the Board authorize the purchase of a 7500 series copier with postscript at a cost of \$11,285.

Holiday Meal Distribution

- On November 19 & 20, 2020, approximately 2600 meals were either picked up or delivered to Millburn students for the Thanksgiving week break.