

**Business Office Update
Special Board Meeting
&
COW Meeting
November 9, 2020**

FY2020 Property Tax Levy

- The first reading of the 2020 Property Tax Levy is on the November 9, 2020 Special Board Meeting Agenda. The levy documents and information are linked to the Special Board Meeting Agenda.

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 (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)	November 9, 2020	Board of Education
• 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 (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)	December 3, 2020	Business Office
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

Unemployment Fraud

- We have had three additional cases of unemployment fraud in the district. One is someone that has never been an employee of the district. I am working with the staff members regarding steps they need to take for identity protection.

ISDN Prime Connection

- I did a one-year contract with AT&T for the ISDN Prime connection that provides the VOIP (Voice over IP) for the phones at Millburn Middle School. This will give us flexibility as we explore options for the replacement of the phone system. If you remember, the Millburn Elementary system is 20 years old and the Millburn Middle School phone system is 15 years old.

Property Tax Collection

- The district hasn't received any additional property tax revenue since the October 26, 2020 meeting.

	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%	10/16/2020	\$ 119,488.82	0.81%
Rec'd to Date	\$ 14,658,127.49	94.24%		\$ 14,413,047.93	97.57%

Industrial Mower Repair or Replacement Needed

- One of our industrial mowers (Grasshopper) that is about 13 years old needs the short block replaced. The cost of the repair is \$6000. Due to the age of the mower, we are looking at replacement options. At this point, I am leaning toward either the Exmark or the John Deere gasoline mower. The quotes we have received are listed below:
 - To replace the Grasshopper with a new model with a municipal discount is \$15,206.01. The list price plus freight & setup is \$18,380.20
 - An Exmark Zero Turn Lazer Z - S Series commercial mower is \$10,670 with the municipal discount. The list price of this unit is in the \$12,000 to \$13,000 range.
 - A John Deere Z970R ZTrak gasoline mower would cost the district \$12,473.23. The list price is \$16,199.
 - A John Deere Z997R Diesel mower would cost the district \$19,911.43. The list price is \$25,859.

Copier Replacement

- Historical Information
 - Millburn School District did a Request for Proposals to replace its copiers in 2014. The district received pricing from 11 vendors. The 5-year estimated annual cost for purchase and the annual service agreement ranged from \$18,185 per year to \$30,394 per year. The annual cost over a 5-year period of leasing and the service agreement ranged from \$19,733 to \$35,094 per year.
 - At that point in time, the district opted to stay with the current vendor and replace six (6) of the eight (8) existing copiers for an annual estimated cost of the copier purchase and the service agreement of \$21,016 per year.
 - In February, 2017, the district replaced one of the two machines that was not replaced in 2014. The other machine was one that was older than the 2014 machines and was left to live out its life until it was no longer able to be repaired. At that point, that machine was retired.
 - In August, 2019, the district retired a small copier that was in the Millburn Middle School office and purchased two color copiers. One was placed in each school office. The small office copier from the Millburn Elementary School Office was relocated to the relocated Business Office.
- Of the six copiers that were purchased in 2014, one has over 2.5 million copies. The other machines that were purchased in 2014 range from \$262,000 to 2.15 million copies. A 4-year average of service calls and total copies produced is as follows:

Date Purchased	ID #	Total Copies	Total Calls in from 2017 thru Oct, 2020
9/10/2014	12417	262,020	7
9/10/2014	12418	2,154,172	17
9/10/2014	12419	2,514,300	20
9/10/2014	12420	2,061,420	17
9/10/2014	12422	1,351,370	9
9/10/2014	12423	1,658,930	11
2/1/2017	12595	890,620	8

- The list price of a new machine is \$32,545. We can purchase the machine through the US Communities Consortium bid for \$13,200 without Post script. We have an opportunity to purchase a demonstrator model with a low meter reading that has Post script at \$11,285.
- Based on the number of service calls, there are two more machines that we should look at replacing over the next couple of years unless we opt to replace the entire fleet of machines.
- Dr. Lind and I believe that it makes sense to begin replacement of the copiers that are requiring the most maintenance problems. In our case, these are also the machines with the most copies. Parts are still available for these machines. However, the higher the copier count, the more parts that begin to wear out.
- Prior to the November 30, Board meeting, I'll discuss an extension of the existing maintenance agreement with TechStar. Based on that discussion, I'll have a recommendation ready for the November 30, 2020 Board meeting.

Outstanding Bond Issues

- I recently received the Certificate of Destruction for the “Millburn C.C.S.D. #24 GO School Bonds, Series 1999B # 1376”. This original principal of this bond was \$9,326,744.
- The district has only one remaining bond outstanding: the 2004 GO School Bonds. These bonds will be paid off on January 1, 2024.

Cares Act Funding from Lake County Emergency Management

- The district received a check from Lake County for \$58,684 for reimbursement for expenses related to COVID-19
- These funds are in addition to the Cares Act Federal Grant that we received.