

**TOWN MANAGER'S REPORT**  
**JULY 2020**

➤ **Financial Report YTD FY21**

- Unrestricted General Funds Balance \$7,416,498; Restricted Funds Balance \$5,030,667
- General Revenue \$827,494; Budget \$1,308,695; 63.23% of budget
- General Expenses \$187,240; Budget-Total Actual General Expense \$746,494; Total General Expense with contingency \$1,308,695; 14.31% budget
- Restricted Revenue \$354,318; Budget \$812,373; 43.62% of budget
- Transfer Tax Expenses \$456,320; Budget \$1,219,920; 37.41% of budget
- Grants/Other Expenses \$199; Budget \$193,093; 0.10% of budget
- Total Cash Assets \$12,594,564; Total Cash Liabilities \$363,668

➤ **Participated in the following meetings:**

- July 9th - Met with Debbie Chorman from McCarthy Homes to discuss the Millville Boardwalks existing space.
- July 9<sup>th</sup> - Attended the Planning and Zoning Commission Meeting.
- July 10th - Attended the SCAT Steering Committee meeting via ZOOM.
- July 14<sup>th</sup> and 15<sup>th</sup> - The Town's audit firm TGM came onsite to begin FY20 audit
- July 14th - Attended the Town Council meeting.
- July 17<sup>th</sup> through July 24<sup>th</sup> - Out of office with an illness; however, continued to work from home the best that I could.
- July 27<sup>th</sup> - Met with Debbie Chorman on a possible new site plan for Dicken's Parlor Theatre.
- July 28<sup>th</sup> - Attended the Town Council Workshop.
- July 29<sup>th</sup> - Completed my final walk through of the Evan's Park with Andrew Lyons and Mike from Whayland.

➤ **Mediacom Cable Franchise Agreement**

I've been working with Christopher Lord of Mediacom on the franchise agreement. Hopefully, I'll soon have the draft ready to present to Mayor and Council for review prior to the required public hearing at which time the Mayor and Council will approve. We are looking at a new section in the agreement for the Town's Government Access Channel if we can negotiate terms. I'm putting together a fact sheet on Cable Franchise Agreements as there has been a misunderstanding by some in thinking it covers internet and that we are blocking others from coming in town to offer cable and internet services.

➤ **Planning and Zoning Commission (P&Z)**

- The P&Z Commission will met on July 9th to review the following application:

Preliminary Site Plan submitted by Colleen Windrow and Melissa Nalewaik for a 1,200-square-foot office building. The proposed business is located at 35814 Atlantic Avenue, Tax Map Parcel #134-12.00-1739.00, and zoned C1 - Commercial.

The commission voted 5-0 recommending the applicants to move forward with the final site plan for the Town Council to review.

Attached are the following reports:

1. Crime Mapping for July
2. Code & Building Department Report

Respectfully submitted,  
Deborah Botchie  
Town Manager