



Fort DuPont Redevelopment and Preservation Corporation  
Board of Directors Meeting

October 12, 2022

8:30 a.m.

Delaware City Community Center

250 5th Street

Delaware City DE 19706

**AGENDA**

1. Call to Order
2. Roll Call
3. Introduction of New Board Appointees
4. Approval of Minutes
  - a. September 14, 2022
5. Treasurer's Report
  - a. Financial Report
  - b. Adoption of FY 23 operating and capital budget
6. Committee Reports
  - i. Executive Committee
  - ii. Design and Historic Preservation Committee
7. Executive Director's Report
  - a. Project Updates
    - i. Marina Village
    - ii. Entranceway
    - iii. Deputy Director posting

8. New Business
  - a. Proposed sale of Corporation property (truck) (Action item 2022-10.12.01)
9. Delaware City updates
10. Public comment
11. Executive Session (if needed)
12. Actions to be voted upon from Executive Session (if applicable)
  - a. Potential action on Independent Accountants' Report on Applying Agreed-Upon Procedures
13. Next meeting date: November 9, 2022 8:30 a.m.
14. Adjourn

*Please note: Pursuant to 29 Del. C 10004(e)(2), this Agenda may be changed to include additional items including executive sessions or to delete items that arise at the time of the meeting.*

*Potential executive session pursuant to 29 Del. C. 10004(b)(9) ("Personnel matters in which the names, competency and abilities of individuals employees...are discussed.")*

*Potential executive session pursuant to 29 Del. C. 10004(b)(2) ("discussions regarding sales or leases of real property) and 29 Del C. 10004 (b)(6) (discussion of the content of documents, excluded from the definition of "public record," where such discussion may disclose the contents of such documents).*

*Potential executive session pursuant to 29 Del. C. 1004 (b)(4) ("Strategy sessions, including those involving legal advice or opinion from an attorney-at-law...") and 29 Del. C. 10004(b)(6) (discussion of the contents of documents, excluded from the definition of "public record," where such discussion may disclose the contents of such documents).*

**FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION**  
**BOARD OF DIRECTORS MEETING**

The Fort Dupont Redevelopment and Preservation Corporation Board of Directors meeting was held at the Delaware City Fire Company, 815 5<sup>th</sup> Street, on September 14, 2022 with Chair John McMahon presiding. Board members present were Mr. Rony Baltazar-Lopez (designee of Secretary of State), Mr. David Baylor – Delaware City Manager, Mr. David Edgell – Office of State Planning Coordination, Mr. Kurt Forman – Delaware Prosperity Partnership (via Zoom), Secretary Shawn Garvin, Mr. Bert Scogletti – Treasurer (designee of Ruth Ann Jones, Controller General of the State of Delaware), Dr. Courtney Stewart (designee of Office of Management and Budget), Mr. Kevin Whitaker – Resident of Delaware City, Mr. Michael Graci – Resident of Fort DuPont (via Zoom)(Commission pending), Mr. Doug Eriksen – Resident of Delaware City (via Zoom) (Commission pending).

Staff members present were Mr. Tim Slavin – Executive Director, Mr. Shane Martin – Project Manager; and Mr. Richard Forsten and Ms. Pam Scott of Saul Ewing Arnstein and Lehr LLP.

Members of the public present were Mary Bricker-Jenkins, Tim Dilliplane, Lynn Dilliplane, Neal Dangelo, Terry Buchanan, Michael Lutz, Chris Castagno, Eraena Gogola, Jack Guerin, Jeff Flynn, Eric Smith, Brandon Holvech, Tim Konkus, and Linda Butler.

**CALL TO ORDER**

Chair McMahon called the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) Board of Directors meeting to order at 8:31 a.m.

**FREEDOM OF INFORMATION ACT OVERVIEW**

Legal counsel, Mr. Richard Forsten of Saul Ewing LLP, provided an overview of Title 29, Chapter 100 – Freedom of Information Act of the Delaware Code. Included in his overview were:

- Purpose of the Freedom of Information Act
- Posting of notices
- Emergency meetings
- Executive sessions
- Voting in public meetings
- Public discussion versus email discussions
- Public and confidential documents
- Meetings of a quorum of the Board outside of public meetings

Mr. Bert Scogletti noted that agendas for the Board meetings are posted both on the State’s website and the Fort DuPont Redevelopment and Preservation Corporation’s website. He asked if the Freedom of Information Act required providing copies of documents or if making documents available for review was sufficient. Responding, Mr. Forsten advised that most of the documents people would want to see were available on the website. He noted that it was often easier to provide the requested documents as PDF’s rather than to offer the opportunity to inspect documents.

## **OVERVIEW OF HOUSE BILL 355 (AN ACT TO AMEND TITLE 7 OF DELAWARE CODE RELATING TO THE FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION)**

Mr. Tim Slavin, Executive Director of the Fort DuPont Redevelopment and Preservation Corporation, provided a brief history of House Bill 355, as amended, and noted the following prefatory language:

- Fort DuPont must be better integrated with Delaware City as it moves forward.
- The General Assembly recognizes the importance of adjusting the Fort Corporation's governance structure to assure its continued success.

Mr. Slavin noted that House Bill 355 was signed into law on June 14, 2022, effective immediately. He reviewed the following changes that were implemented by the legislation:

- The Board was reconstituted to consist of 13 members.
- The appointing authority was reconfigured to now include the governor and some members of the legislature.
- The legislation specifies that the Fort DuPont Redevelopment and Preservation Corporation is not exempt from environmental law and regulatory requirements.
- Any credit card purchase over \$500 must be approved by two (2) members of the executive committee.
- Checks over \$10,000 require the signatures of the Treasurer and either the Chair or the Vice Chair of the Board.
- The hiring and contracting process of the Corporation must be impartial and merit-based.
- All contracts for purchase, sale, or lease of land are required to be signed by the Executive Director and the Chair of the Board.
- A deputy executive director shall be hired, which must be approved by majority vote of the Board.
- Any employee of the Corporation may not receive any gift valued in excess of \$200 from the Corporation, the Board, or any member of the Board.
- Properties rented to any employee of the Corporation may not be included in an employee's compensation package and must be rented at market rate.
- Executive Director candidates must undergo a credit and criminal history background check.
- A series of presentations and reports to the governor, legislature, and Delaware City are required.

Secretary Shawn Garvin clarified that the Fort DuPont Redevelopment and Preservation Corporation had never been exempt from environmental law and regulatory requirements and that it had been held accountable for all of the requirements.

## **INTRODUCTION OF NEW CHAIR AND BOARD MEMBERS**

Mr. McMahon, Mr. Edgell, Mr. Baylor, Dr. Stewart, Mr. Scogletti, Secretary Garvin, Mr. Whitaker, Mr. Baltazar-Lopez, and Mr. Slavin introduced themselves and briefly provided their background information.

**ELECTION OF VICE-CHAIR**

**Mr. Edgell moved to elect Mr. David Baylor as Vice-Chair. The motion was seconded by Dr. Stewart and unanimously carried.**

Mr. McMahon thanked Mr. Baylor for his continued service.

**APPROVAL OF MINUTES**

May 11, 2022

Chair McMahon advised members that the May 11, 2022 minutes had been approved previously.

June 8, 2022

**Mr. Whitaker moved for approval of the minutes. The motion was seconded by Mr. Baylor and unanimously carried.**

**TREASURER'S REPORT**

Mr. Bert Scogletti, noting the new fiscal year, new executive director, and new board members, advised that he would try to summarize the finances of the corporation as well as the Draft Fiscal Year 2023 Operating and Capital Budget (Exhibit 1). Mr. Scogletti advised that the draft budget was being presented for information only and highlighted the following:

- The draft budget would be amended throughout the fiscal year as projects progress, with possible presentation for approval in October.
- The budget does not address the Round-A-Bout at the entrance of Fort DuPont, the Bike Path and Levee, or the future of Building 39 – the former director's house because those decisions were still in flux.
- Additional funding from Lennar has been excluded from the budget pending a better understanding of the requirements.
- Pages one (1) and two (2) are summary and pages three (3) through (9) provide detailed information.
- Page 4, line 111 – Equipment and Furnishings in the amount of \$20,000 has been budgeted for information technology (IT) upgrades for the corporation/administration.
- Page 5, lines 125-135 – Insurance - the corporation does not fall under the state's self-insured umbrella and therefore must maintain its own insurance at a total of \$90,000. A policy review may result in an adjustment.
- Page 5, line 139 – Engineering, Marina Village – this amount may be offset by Lennar revenue.
- Page 6, lines 162 through page 7 – Improvements are focused on three (3) main areas: 1) the duplexes on Old Battery Lane; 2) construction of a DNREC maintenance shop which was displaced from the Grassdale Site; and 3) improvements for Building 30 which will serve as the DNREC archives.

Mr. Scogletti reiterated that the budget presentation was for information only and it was anticipated that approval would take place in October with amendments presented in the spring.

**Mr. Whitaker moved for acceptance of the Treasurer's Report, as presented. The motion was seconded by Mr. Edgell and unanimously carried.**

Mr. Scogletti advised the Board that the Corporation had engaged auditors to do a recap of the property leases and they have also begun the annual required financial audit.

### **COMMITTEE REPORTS**

Chair McMahon stated that they intended to establish an Executive Committee with a Finance Sub-Committee, a Planning Committee, and a Design and Historic Preservation Committee. He noted that appointments to those committee's would be forthcoming.

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Tim Slavin, Executive Director, provided an update related to compliance with House Bill 355, as follows:

- The appointment process is all but complete with one appointment pending.
- The following requirements were implemented on July 1, 2022:
  - Signature requirements for credit card purchases.
  - Signature requirements for checks over \$10,000.
  - Signature requirements for contracts for the purchase, sale, or lease of land.
  - Bans on gifts valued greater than \$200.
- The hiring and contracting policy is under development and will be presented to the Board for approval.
- The requirement that Executive Director candidates must undergo a credit and criminal history background check was implemented previously by Mr. Baylor.
- Changes to the employee handbook will be presented to the Board for approval at a future meeting.
- Fair market value on leases to employees will be addressed with the property management contract. The property manager will set the rates for the fair market values.
- The annual written Executive Director's report will be presented no later than December 15<sup>th</sup> of each year.
- The annual presentation to Delaware City is being planned for the December 20, 2022 City Council meeting.
- The annual report presentation and annual audit will be provided to the General Assembly no later than December 15, 2022.

Mr. Slavin reviewed the Executive Director Monthly Report for the period August 1, 2022 to August 31, 2022. He also noted the following:

- The Old Battery Lane duplexes were nearing substantial completion. They will be two additional historical structures that will be brought back into use and will be owned by FDRPC and leased as residential units to the public. Mr. Slavin commended the project manager, Mr. Shane Martin, for his work on the project.
- Mr. Slavin recommended that the Corporation develop a strategic plan which governs the conceptual land use, the operations, goals, objectives, and key success factors. He indicated that he was exploring engaging a facilitator that would guide them through the process. Mr. Slavin stated that he would bring something forward for their consideration by the end of the year.

**PROPOSED CHANGES TO BY-LAWS (Action Item: 2022-09-14-01)**

Ms. Pam Scott, legal counsel, reviewed the proposed amendments to the by-laws incorporating the changes necessitated by the passage of HB 355 by the Delaware General Assembly in 2022.

Secretary Garvin noted that Section 8 (a) should be revised to read “A complete list and explanation of all land it has acquired within the previous twelve (12) months;”

**Mr. Whitaker moved for approval of the Fourth Amended and Restated Bylaws of the Fort DuPont Redevelopment and Preservation Corporation, as corrected. The motion was seconded by Secretary Garvin and unanimously carried.**

**PROPERTY MANAGEMENT CONTRACT (Action Item: 2022-09-14-02)**

Dr. Courtney Stewart reminded members that the Board of Directors had previously approved issuing a Request for Proposals (RFP) for property management services for all rental properties on the Fort DuPont campus. The RFP was advertised in the *News Journal* from June 19 through June 26, as well as distributed via email.

Five (5) real estate firms responded with interest in receiving the full proposal: NAI Emory Hill, DSM, Owens Realty Services, Asset Management Alliance, and Capreit Inc. Upon receiving the full proposal, two firms (NAI and DSM) requested to visit the site; each were provided a tour.

No submissions were received by Owens Realty Services or Capreit Inc. DSM stated that they were bound by conflict-of-interest requirements not to submit (due to their role in managing leases for state agencies). Asset Management Alliance submitted a response for maintenance management only and, as such, the proposal was not responsive to the full RFP.

NAI submitted a proposal on August 15, 2022. The proposal calls for full property management services as outlined in their proposal.

Mr. Neil Dangelo, former Board member, noted that the property management contract was unique due to the mixture of residential and commercial properties. He stated that NAI Emory Hill was able to propose a suite of services suited to their needs and he believes they will serve the Corporation well.

FDRPC staff has reviewed the proposal and recommends approval of the award to NAI Emory Hill.

**Mr. Whitaker moved to award the property management and leasing services contract to NAI Emory Hill. The motion was seconded by Mr. Edgell and unanimously carried.**

Dr. Stewart thanked Mr. Dangelo for his insight and assistance in the process.

**PROPOSED DISPOSITION OF CORPORATION PROPERTY – 1303 OFFICERS ROW (Action Item: 2022-09-14-03)**

Mr. Tim Slavin, Executive Director, advised that FDRPC is the fee simple owner of 1303 Officers Row, a 3,900 square foot three-story residence. The property has been vacant since April 1, 2022. The property is in good condition and is ready for listing, if approved. The listing for the property would be handled by NAI Emory Hill per the terms of the property management contract.

FDRP staff recommends approval of listing 1303 Officers Row for sale by the FDRPC.

Responding to Mr. Edgell, Mr. Slavin clarified that the valuation and listing for the sale of 1303 Officers Row would be the responsibility of NAI Emory Hill. He noted that the property would not be sold until after action is taken by the Board of Directors.

**Mr. Baylor moved for approval of listing 1303 Officers Row for sale by the FDRPC. The motion was seconded by Mr. Edgell and unanimously carried.**

**MEMORANDUM OF UNDERSTANDING (MOU) WITH DELAWARE CITY (Action Item: 2022-09-14-04)**

The purpose of this MOU is to grant authority to Delaware City to police the streets in the Canal District of Fort DuPont. These streets are currently private streets which will be dedicated as municipal streets by the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) to Delaware City. Prior to that dedication, the MOU is needed to ensure public safety.

Mr. David Baylor provided a brief history of previous MOU discussions regarding law enforcement on the private streets, the eventual dedication of the roadways to Delaware City, and maintenance responsibility for the roads.

Mr. Baylor advised that there was federal legislation that allowed the U.S. Army Corp of Engineers to dispose of the Branch Canal. It was his understanding that the 5<sup>th</sup> Street Bridge would be turned over to DelDOT and the Branch Canal would be turned over to the FDRPC. He suggested re-engaging with the State to ensure that the body of water was adequately and appropriately transferred to whatever entity and that it is done publicly.

**Mr. Whitaker moved to defer action on the Memorandum of Understanding with Delaware City until the November 2022 meeting to allow time for the Executive Director and the legal team to engage in drafting an MOU. The motion was seconded by Mr. Scogletti and carried with Mr. Baylor recusing himself from the vote.**

**PROPOSED CHANGE TO 401(k) PROGRAM (Action Item: 2022-09-14-05)**

Mr. Bert Scogletti advised members that the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) currently offers a 401(k) program to full-time employees who have completed one (1) year of employment. This proposed change to the plan would allow for employees have this benefit upon their initial hire date.

Employees can divert a portion of their salaries either pretax or after-tax to an IRA in the plan. The plan provides a dollar for dollar match up to four percent (4%) of the employee's salary. The previous Personnel Governance Committee reviewed the change and agreed with it.

Mr. Scogletti advised that a plan amendment would require an affirmative vote of the Board, an amendment to the current 401(k) plan, and filing the amended plan with the IRS. He noted that the IRS would not likely object because it is an enhancement to the plan and the plan is available to all FDRPC employees.



Mr. Scogletti noted that he serves as a trustee for the plan. Mr. Slavin and Mr. Baylor departed the meeting for the above discussion.

Mr. Scogletti clarified that employees are not automatically enrolled in the plan. The employee has to actively enroll.

**Mr. Whitaker moved to authorize Mr. Scogletti to work with their associates to amend the existing plan to remove the one year waiting period requirement. The motion was seconded by Dr. Stewart and unanimously carried with Mr. Baylor absent.**

### **DELAWARE CITY UPDATES**

Mr. David Baylor, City Manager – Delaware City, provided the following updates:

- The special use permit process is underway for the Lennar project. Presentations were made to the Mayor and City Council, the Planning Commission, and the Historic Preservation Commission. Through each step of that process, information was shared back and forth that Mr. Baylor thought was valuable to everyone.
- Communications between Mr. Slavin, the Chair of the Board, and Delaware City have been ongoing since they assumed their positions. This is very positive for Delaware City. Mr. Slavin has attended multiple Delaware City Council meetings, as well as Delaware City Day event planning meetings.
- Mr. Baylor, on behalf of Delaware City, was happy to report that they have definitely turned the corner in terms of their dialogue, relationship, and communication, and it is refreshing. He noted that from his perspective, as well as the Mayor and Council's perspective, the noise that was there prior to Mr. Slavin and Mr. McMahon assuming their positions has quieted down and people are allowing them to do the business that everybody would like to have done. Mr. Baylor stated that he was encouraged by what they say publicly on how things are going and that he felt it was a bright future for the relationship between Fort DuPont and the City. He noted that if they can meet the challenge of DelDOT and the Army Corps of Engineers, they will see some good things down the road.
- With any relationship, there will always be challenges, but the positive here is that it is a group that can work through the challenges to make sure that they are meeting the needs of all of the residents and constituents of Delaware City. He noted that they need to start thinking of Delaware City and Fort DuPont as one entity instead of two.

### **PUBLIC COMMENT**

Mr. Jack Guerin of FightDECORruption.com made the following statement:

The 133-acre Grassdale parcel at Fort DuPont state park was sold for private development last October for \$3.6 million. A FOIA response revealed that the sale of more than 40% of Fort DuPont state park was initiated by an unsolicited offer. Although the Fort Corporation was formed as a state agency under DNREC, state laws and procedures were not followed. There was no RFP, no competitive bidding, no appraisal, and no public auction. The purchaser was an anonymous LLC based in Michigan.

The terms of sale were extremely generous with the Fort Corporation providing a four-year mortgage with no interest and no payments. Although the buyer materialized through an unsolicited offer, the Fort Corporation also paid a \$150,000 real estate commission.

Grassdale was purchased by the state in 1994 with funds from the Delaware Land Protection Act (DLPA) which required that the land be preserved in perpetuity. This protection was documented in the original 1994 deed and in the 2016 deed which transferred Grassdale to the Fort Corporation. However, the Special Warrantee Deed, prepared by Fort Corporation counsel last October, did not carry forward these protections. Instead, page 6 presents a mysterious Exhibit B “Approved Title Matters” {To Be Attached}. However, nothing is attached and this Exhibit is blank.

The Grassdale purchase agreement was never finalized and remains incomplete. A total of 29 exhibits and due diligence documents are either missing or incomplete, lacking signatures, dates, and other information. Only one document supporting this agreement is appropriately signed and dated. This agreement was never approved by the Corporation's Board of Directors as required.

Valeri Longhurst pronounced HB 355 as a clean-up bill. This new Board, along with the new Executive Director, need to function as a clean-up team to arrange for an investigation of the Grassdale sale along with the Department of Justice and key legislative leaders.

Mr. Tim Dilliplane, Delaware City Planning Commission chairperson, stated that a subject that keeps coming up time and time again in the public eye and public meetings is the lack of an approved master plan for the development of Fort DuPont. He questioned if there would be a master plan, realizing it would be fluid and driven by economics and other demands. Mr. Dilliplane stated that he thought it was necessary at least to enable the residents of both sides of the canal to understand what is proposed for the future.

### **ADJOURNMENT**

**Mr. Scogletti moved for adjournment, seconded by Mr. Whitaker and unanimously carried.**

Meeting Adjourned at 9:59 a.m.

### Exhibits

Exhibit 1 - Draft Fiscal Year 2023 Budget

	A	B	C	D	E	F	H	I	J
1	<b>Fort DuPont Redevelopment and Preservation Corporation</b>								
2	<b>DRAFT FY 2023 Budget</b>								
3					<b>FY 2022 Actual</b>	<b>FY 2023 as of 8/30/22</b>	<b>FY 2023 Budget (proposed)</b>	<b>(Over)/under budget</b>	<b>NOTES</b>
4	9/13/2022								
5	<b>SUMMARY OF REVENUE &amp; EXPENSES</b>								
6	<b>SUMMARY OF REVENUE &amp; EXPENSES</b>								
7	<b>REVENUE</b>								
8	Balance Forward				\$ 250,000	\$ 250,000	\$ 250,000	\$ -	
9	State Appropriation				\$ 2,250,000	\$ 750,000	\$ 2,250,000	\$ 1,500,000	
10	Round-A-Bout & Polktown Funding				\$ -	\$ -	\$ -	\$ -	
11	Bike Path & Levee				\$ -	\$ -	\$ -	\$ -	
12	Rental Income				\$ 408,891	\$ 50,550	\$ 378,907	\$ 328,357	
13	Real Estate Sales				\$ 2,511,928	\$ -	\$ 120,000	\$ 120,000	
14	Grants				\$ -	\$ -	\$ -	\$ -	
15	Historic Tax Credits				\$ 120,000	\$ -	\$ 185,000	\$ 185,000	
16	Bank Loans								
17	OBL Duplexes				\$ 261,574	\$ 312,037	\$ 623,426	\$ 311,389	
18	Marina				\$ -	\$ -	\$ -	\$ -	
19	Total Revenue				\$ 5,802,393	\$ 1,362,587	\$ 3,807,333	\$ 2,444,746	
20									
21	<b>EXPENSES</b>								
22	Office Expenses				\$ 52,798	\$ 5,331	\$ 72,000	\$ 66,669	
23	Marketing Expenses				\$ 126,180	\$ 2,026	\$ 61,500	\$ 59,474	
24	Payroll & Benefits				\$ 693,305	\$ 110,638	\$ 695,411	\$ 584,773	
25	Insurance - Liability				\$ 81,523	\$ 32,895	\$ 93,131	\$ 60,236	
26	Professional Fees								
27	Engineering				\$ 236,762	\$ 45,015	\$ 475,000	\$ 429,985	
28	Architectural				\$ 3,020	\$ 240	\$ 10,000	\$ 9,760	
29	Legal & Accounting				\$ 170,470	\$ 58,035	\$ 300,000	\$ 241,965	
30	Other				\$ 3,633	\$ -	\$ 8,500	\$ 8,500	

	A	B	C	D	E	F	H	I	J
1	<b>Fort DuPont Redevelopment and Preservation Corporation</b>								
2	<b>DRAFT FY 2023 Budget</b>								
3									
4	9/13/2022				<b>FY 2022 Actual</b>	<b>FY 2023 as of 8/30/22</b>	<b>FY 2023 Budget (proposed)</b>	<b>(Over)/under budget</b>	<b>NOTES</b>
31	Fees-Other								
32		Bank, Permits & Historic Tax Credits			\$ 12,500	\$ 6,738	\$ 18,500	\$ 11,762	
33	Improvements				\$ 2,797,743	\$ 436,055	\$ 1,223,426	\$ 787,370	
34	Property Acquisition				\$ 9,205	\$ -	\$ -	\$ -	
35	Demolition				\$ 105,720	\$ -	\$ -	\$ -	
36	Special Events				\$ 6,112	\$ -	\$ -	\$ -	
37	Environmental				\$ 84,886	\$ 10,050	\$ 50,000	\$ 39,950	
38	Site Utilities				\$ 215,064	\$ 35,551	\$ 150,000	\$ 114,449	
39	Common Area Maintenance				\$ 319,393	\$ 48,606	\$ 382,500	\$ 333,894	
40	Debt Expense								
41		Applied Principal & Interest			\$ 46,779	\$ -	\$ 64,344	\$ 64,344	
42		DMHEF Repayment			\$ -	\$ -	\$ 9,996	\$ 9,996	
43		FDRPC RLF Repayment			\$ 200,000	\$ -	\$ -	\$ -	
44		Canal District Ph1D- Applied Bank			\$ 199,900	\$ -	\$ 50,000	\$ 50,000	
45		WSFS - Vehicle Loan			\$ 17,771	\$ 2,962	\$ 17,771	\$ 14,809	
46		OBL Duplexes - Applied Bank			\$ -	\$ -	\$ 53,100	\$ 53,100	
47		Marina			\$ -	\$ -	\$ -	\$ -	
48	Total Expense				<u>\$ 5,382,763</u>	<u>\$ 794,143</u>	<u>\$ 3,735,179</u>	<u>\$ 2,941,036</u>	
49	Income over Expense				\$ 419,630	\$ 568,444	\$ 72,154	\$ (496,290)	
50									

	A	B	C	D	E	F	H	I	J
1	<b>Fort DuPont Redevelopment and Preservation Corporation</b>								
2	<b>DRAFT FY 2023 Budget</b>								
3					<b>FY 2022 Actual</b>	<b>FY 2023 as of</b>	<b>FY 2023 Budget</b>	<b>(Over)/under</b>	<b>NOTES</b>
4	9/13/2022					<b>8/30/22</b>	<b>(proposed)</b>	<b>budget</b>	
51	<b>DETAILED REVENUE &amp; EXPENSES</b>								
52	<b>REVENUE</b>								
53	<b>REVENUE</b>								
54	Balance Forward				\$ 250,000	\$ 250,000	\$ 250,000	\$ -	
55	State Appropriation				\$ 2,250,000	\$ 750,000	\$ 2,250,000	\$ 1,500,000	
56	Round-A-Bout & Polktown Funding				\$ -	\$ -	\$ -	\$ -	
57	Bike Path & Levee				\$ -	\$ -	\$ -	\$ -	
58	Rental Income								
59			#15		\$ 18,840	\$ 4,320	\$ 17,280	\$ 12,960	
60			#25 (1306 Officers Row)		\$ 44,400	\$ 11,100	\$ 42,000	\$ 30,900	
61			#39 (1303 Officers Row)		\$ 26,800	\$ 3,200	\$ -	\$ (3,200)	
62			#42		\$ 13,800	\$ -	\$ 30,360	\$ 30,360	
63			#43		\$ 34,800	\$ 8,700	\$ 34,800	\$ 26,100	
64			#45 (1308 Officers Row)		\$ 47,366	\$ 5,850	\$ 46,800	\$ 40,950	
65			#36		\$ 8,000	\$ -	\$ 8,000	\$ 8,000	
66			OBL Duplexes		\$ -	\$ -	\$ 20,000	\$ 20,000	
67			OMB		\$ 9,315	\$ -	\$ 9,315	\$ 9,315	
68			DNREC		\$ 10,500	\$ -	\$ 10,500	\$ 10,500	
69			#18 Paint Shop		\$ -	\$ -	\$ 8,400	\$ 8,400	
70			Storage		\$ -	\$ -	\$ 3,600	\$ 3,600	
71	Special Events								
72			Special Events		\$ 6,700	\$ 5,150	\$ 6,700	\$ 1,550	
73	Common Area Maintenance Fees								
74			Commercial		\$ -	\$ -	\$ -	\$ -	
75			Lawncare (state agencies)		\$ 16,040	\$ -	\$ 16,040	\$ 16,040	
76			Snow/Ice (state agencies)		\$ 25,112	\$ -	\$ 25,112	\$ 25,112	
77			Utilities		\$ 147,218	\$ 12,230	\$ 100,000	\$ 87,770	
78	Real Estate Sales								
79			Officers Row - Ph1A		\$ 120,000	\$ -	\$ 120,000	\$ 120,000	Assume 1 sale
80	Canal District-Ph 1D-Rockwell				\$ 935,000	\$ -	\$ -	\$ -	
81	Old Elm Towns				\$ -	\$ -	\$ -	\$ -	



	A	B	C	D	E	F	H	I	J
1	<b>Fort DuPont Redevelopment and Preservation Corporation</b>								
2	<b>DRAFT FY 2023 Budget</b>								
3									
4	9/13/2022				FY 2022 Actual	FY 2023 as of 8/30/22	FY 2023 Budget (proposed)	(Over)/under budget	NOTES
82		Grassdale			\$ 1,406,928	\$ -	\$ -	\$ -	
83		Marina Village Towns			\$ -	\$ -	\$ -	\$ -	
84		Marina Village Infrastructure			\$ 50,000	\$ -	\$ -	\$ -	
85		Grants			\$ -	\$ -	\$ -	\$ -	
86		Historic Tax Credits							
87		BUILDING 15			\$ 120,000	\$ -	\$ -	\$ -	
92		OBL Duplexes			\$ -	\$ -	\$ 185,000	\$ 185,000	
93		Chapel			\$ -	\$ -	\$ -	\$ -	
94		Building 30 - DNREC Archive			\$ -	\$ -	\$ -	\$ -	
95		Bank Loans						\$ -	
96		OBL Duplexes			\$ 261,574	\$ 312,037	\$ 623,426	\$ 311,389	
97		Marina			\$ -	\$ -	\$ -	\$ -	
98		Total Revenue			\$ 5,802,393	\$ 1,362,587	\$ 3,807,333	\$ 2,444,746	
99									
100		EXPENSES							
101		Office Expenses							
102		Museum			\$ 2,891	\$ -	\$ 5,000	\$ 5,000	
103		Computer Support			\$ -	\$ -	\$ 2,500	\$ 2,500	
104		Office Supplies			\$ 21,184	\$ 2,471	\$ 15,000	\$ 12,529	
105		Travel			\$ 548	\$ -	\$ 2,500	\$ 2,500	
106		Meals and Entertainment			\$ 1,245	\$ -	\$ 2,000	\$ 2,000	
107		Utilities-Office			\$ 5,918	\$ 127	\$ 5,000	\$ 4,873	
108		Phone/Internet-Office			\$ 8,657	\$ 2,436	\$ 7,500	\$ 5,064	
109		Repairs & Maintenance			\$ 5,711	\$ 45	\$ 5,000	\$ 4,955	
110		Discretionary Expenses			\$ -	\$ -	\$ 2,500	\$ 2,500	
111		Equipment and Furnishings			\$ 3,152	\$ -	\$ 20,000	\$ 20,000	
112		Uniforms			\$ 3,491	\$ 252	\$ 5,000	\$ 4,748	
113		Marketing Expenses							
114		Advertising & Promotion			\$ 12,798	\$ -	\$ 24,000	\$ 24,000	
115		Graphics/Branding/Messaging			\$ 431	\$ -	\$ 2,500	\$ 2,500	
116		Marketing Collateral			\$ 1,399	\$ -	\$ 10,000	\$ 10,000	

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2	<b>DRAFT FY 2023 Budget</b>								
3									
4	9/13/2022				<b>FY 2022 Actual</b>	<b>FY 2023 as of 8/30/22</b>	<b>FY 2023 Budget (proposed)</b>	<b>(Over)/under budget</b>	<b>NOTES</b>
117		Website & Social Media			\$ 23,399	\$ 2,026	\$ 25,000	\$ 22,974	
118		On line Site/Bldg Video			\$ 88,153	\$ -	\$ -	\$ -	
119	Payroll Expenditures								
120		401k			\$ 11,782	\$ 1,400	\$ 10,000	\$ 8,600	
121		Health			\$ 78,750	\$ 23,478	\$ 84,000	\$ 60,522	
122		Payroll Tax Expense			\$ 52,866	\$ 7,538	\$ 44,327	\$ 36,789	
123		Salaries & Wages			\$ 547,939	\$ 77,946	\$ 554,084	\$ 476,138	
124		Payroll Services (ADP)			\$ 1,967	\$ 277	\$ 3,000	\$ 2,723	
125	Insurance								
126		General Liability			\$ 5,027	\$ 13,446	\$ 13,446	\$ -	
127		Flood			\$ -	\$ -	\$ -	\$ -	
128		Property			\$ 44,529	\$ 4,264	\$ 45,000	\$ 40,736	
129		Builders Risk			\$ -	\$ -	\$ 3,610	\$ 3,610	
130		Workers Comp			\$ 14,761	\$ -	\$ 14,000	\$ 14,000	
131		Auto & Equipment			\$ 13,919	\$ 3,387	\$ 13,000	\$ 9,613	
132		Pension			\$ 500	\$ -	\$ 150	\$ 150	
133		Business Owners			\$ 1,410	\$ 3,747	\$ 1,410	\$ (2,337)	
134		D&O			\$ 1,377	\$ 8,050	\$ 1,320	\$ (6,730)	
135		E&O			\$ -	\$ -	\$ 1,195	\$ 1,195	
136	Professional Fees								
137	Engineering								
138		Campground			\$ 2,917	\$ -	\$ -	\$ -	
139		Marina Village			\$ 27,738	\$ 1,500	\$ 200,000	\$ 198,500	May be offset by Lennar revenue
140		Master Planning			\$ 40,309	\$ 4,236	\$ 50,000	\$ 45,764	
141		Canal District			\$ -	\$ -	\$ -	\$ -	
142		Roads/Utilities			\$ 48,755	\$ 17,345	\$ 100,000	\$ 82,655	
143		Bike Path & Amenities			\$ 52,410	\$ 10,098	\$ -	\$ (10,098)	
144		Survey			\$ 5,140	\$ -	\$ 10,000	\$ 10,000	
145		Geotechnical			\$ -	\$ 7,805	\$ -	\$ (7,805)	
146		Round-a-bout & Polktown Rd			\$ 27,763	\$ 2,181	\$ 25,000	\$ 22,819	
147		Subdivisions			\$ 14,142	\$ -	\$ 15,000	\$ 15,000	

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4	9/13/2022				<b>FY 2022 Actual</b>	<b>FY 2023 as of 8/30/22</b>	<b>FY 2023 Budget (proposed)</b>	<b>(Over)/under budget</b>	<b>NOTES</b>
148			OBL Duplexes		\$ 9,433	\$ -	\$ 15,000	\$ 15,000	
149			Section 6f		\$ 2,155	\$ -	\$ 10,000	\$ 10,000	
152			Recreation Amenities		\$ 6,000	\$ 1,850	\$ 50,000	\$ 48,150	
153			Architectural		\$ 3,020	\$ 240	\$ 10,000	\$ 9,760	
154			Legal		\$ 133,477	\$ 58,035	\$ 250,000	\$ 191,965	
155			Accounting		\$ 36,993	\$ -	\$ 50,000	\$ 50,000	
156			Association		\$ 3,578	\$ -	\$ 6,000	\$ 6,000	
157			HR		\$ 55	\$ -	\$ 2,500	\$ 2,500	
158	Fees-Other								
159			Bank		\$ 2,692	\$ 1,474	\$ 4,000	\$ 2,526	
160			Historic Preservation & Tax Credits		\$ 9,202	\$ -	\$ 9,500	\$ 9,500	Duplexes
161			Permit/Escrow Fees		\$ 605	\$ 5,264	\$ 5,000	\$ (264)	
162	Improvements								
163			Officers Row						
164			Roads/Utilities		\$ 46,117	\$ -	\$ -	\$ -	
165			Blg 45		\$ -	\$ 175	\$ -	\$ (175)	
166			Canal District						
167			Shore Stabilization		\$ 108,006	\$ -	\$ -	\$ -	
168			Chapel		\$ 171,739	\$ -	\$ -	\$ -	
169			Roads/Utilities/SWM		\$ 589,489	\$ 12,468	\$ -	\$ (12,468)	
170	Marina Village District								
171			Marina		\$ 750	\$ -	\$ -	\$ -	
172			Marina Village Infrastructure		\$ 41,320	\$ -	\$ -	\$ -	
173			Wingate Road		\$ -	\$ -	\$ -	\$ -	
174	Theater District								
175			Building 15			\$ -		\$ -	
176			PX Building		\$ 14,705	\$ -	\$ -	\$ -	
177			Theater		\$ 26,216	\$ 826	\$ -	\$ (826)	
178			Maple Ave		\$ -	\$ -	\$ -	\$ -	
179			FDRPC Office		\$ -	\$ -	\$ -	\$ -	
180	Quartermaster District								



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4	9/13/2022							<b>8/30/22</b>	<b>(proposed)</b>	<b>budget</b>
181			Roads/Utilities		\$ -	\$ -	\$ -	\$ -		
182			New Roofs on 42 & 43		\$ 71,968	\$ -	\$ -	\$ -		
183			Barracks District							
184			Tilton Building		\$ 100,321	\$ 6,374	\$ -	\$ (6,374)		
185			Barracks Admin Building		\$ 435,698	\$ -	\$ -	\$ -		
186			Duplexes on OBL		\$ 261,574	\$ 312,037	\$ 623,426	\$ 311,389	Buildings 26 & 27	
187			Brady Road		\$ -	\$ -	\$ -	\$ -		
188			Old Battery Lane - Road/Utilities		\$ 42,351	\$ -	\$ -	\$ -		
189			Battery Row District							
190			#9 Residence		\$ 3,303	\$ -	\$ -	\$ -		
191			#10 Residence		\$ 3,303	\$ -	\$ -	\$ -		
192			Reeves Farm District							
193			Infrastructure		\$ 38,600	\$ -	\$ -	\$ -		
194			DNREC Maintenance Shop		\$ 56,486	\$ -	\$ 500,000	\$ 500,000		
195			POW Building		\$ 39,650	\$ 575	\$ -	\$ (575)		
196			#30 DNREC Archive		\$ 87,634	\$ 98,900	\$ 100,000	\$ 1,100		
197			FDRPC Maintenance Shop		\$ 78,199	\$ -	\$ -	\$ -		
198			Other							
199			Utilities		\$ 28,484	\$ -	\$ -	\$ -		
200			DNREC Magazine		\$ 66,790	\$ -	\$ -	\$ -		
201			Old Elm		\$ 12,600	\$ -	\$ -	\$ -		
202			Round-a-bout		\$ 161,627	\$ -	\$ -	\$ -		
203			Polktown Rd		\$ -	\$ -	\$ -	\$ -		
204			Bike Path/Park Amenities		\$ 12,675	\$ -	\$ -	\$ -		
205			Park & Recreation Amenities		\$ 36,825	\$ 4,000	\$ -	\$ (4,000)	Playground, dog park, sporting courts	
206			Batteries		\$ 131,907	\$ -	\$ -	\$ -		
207			Landscaping		\$ 86,974	\$ -	\$ -	\$ -		
208			Pumphouse		\$ 42,337	\$ -	\$ -	\$ -		
209			Community Garden		\$ 98	\$ 701	\$ -	\$ (701)		
210			Signage		\$ -	\$ -	\$ -	\$ -		

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3					<b>FY 2022 Actual</b>	<b>FY 2023 as of 8/30/22</b>	<b>FY 2023 Budget (proposed)</b>	<b>(Over)/under budget</b>	<b>NOTES</b>
4	9/13/2022								
211	Property Acquisition				\$ 9,205	\$ -	\$ -	\$ -	
212	Demolition				\$ 105,720	\$ -	\$ -	\$ -	
213	Environmental								
214	Soil Analysis				\$ 84,886	\$ 10,050	\$ 50,000	\$ 39,950	
215	Special Events								
216	Special Events				\$ 6,112	\$ -	\$ -	\$ -	
217	Site Utilities								
218	Electric & Gas				\$ 137,206	\$ 28,878	\$ 85,000	\$ 56,122	
219	Tilton				\$ -	\$ -	\$ 50,000	\$ 50,000	
220	Water/Sewer/Trash				\$ 77,858	\$ 6,673	\$ 15,000	\$ 8,327	
221	Common Area Maintenance								
222	Maintenance/Lawn Care				\$ 115,126	\$ 12,920	\$ 125,000	\$ 112,080	
223	Storm Water Management				\$ 1,732	\$ 3,065	\$ 30,000	\$ 26,935	
224	Pest Control				\$ 3,478	\$ 820	\$ 5,000	\$ 4,180	
225	Fire & Security Monitoring				\$ 3,144	\$ 286	\$ 20,000	\$ 19,714	
226	Snow & Ice Removal				\$ 4,550	\$ -	\$ 20,000	\$ 20,000	
227	Building Repairs				\$ 19,189	\$ -	\$ 25,000	\$ 25,000	
228	Road Repairs				\$ 3,909	\$ -	\$ 5,000	\$ 5,000	
229	Landscape Maintenance				\$ 44,004	\$ 25,733	\$ 75,000	\$ 49,267	Trees, Bio Basins, Other
230	Equipment Expense				\$ 42,913	\$ 5,620	\$ 40,000	\$ 34,380	Rentals, trucks & backhoe, repairs, small tools and equipment
231	Auto				\$ 58,538	\$ 144	\$ 15,000	\$ 14,856	Fuel, WSFS Truck loan moved to Debt
232	Supplies				\$ 7,097	\$ 18	\$ 15,000	\$ 14,982	
233	Utilities				\$ 15,713	\$ -	\$ 7,500	\$ 7,500	
234	Debt Expense								
235	Officers Row - Applied Principal & Interest				\$ 46,779	\$ -	\$ 64,344	\$ 64,344	Assume refinance @ 5.5% fixed
236	DMHEF Repayment				\$ -	\$ -	\$ 9,996	\$ 9,996	
237	FDRPC RLF Repayment				\$ 200,000	\$ -	\$ -	\$ -	
238	Canal District Ph1D- Applied Bank				\$ 199,900	\$ -	\$ 50,000	\$ 50,000	
239	WSFS - Vehicle Loan				\$ 17,771	\$ 2,962	\$ 17,771	\$ 14,809	

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240		OBL Duplexes - Applied Bank			\$ -	\$ -	\$ 53,100	\$ 53,100	\$885K, 5 year term, 25 yr amort, 6% int	
241		Marina			\$ -	\$ -	\$ -	\$ -		
242		Total Expense			<u>\$ 5,382,763</u>	<u>\$ 794,143</u>	<u>\$ 3,735,179</u>	<u>\$ 2,941,036</u>		
243		Income over Expense			\$ 419,630	\$ 568,444	\$ 72,154	\$ (496,290)		



# FORT DUPONT

SHAPED BY HISTORY & ANCHORED IN NATURE

## Executive Director Monthly Report

For the period September 1, 2022 to September 30, 2022

October 4, 2022

Our board meeting will be held on October 12, 2022 at 8:30 a.m. at the **Delaware City Community Center**. (NOTE: This is a change in our typical meeting location owing to the Fire Hall already being booked.) Board packets will be distributed via email (as a pdf attachment) on October 5, 2022 .

Board Appointments status. As a result of the passage of HB 355, the board of directors of FDRPC has been reconstituted. Two new appointments were made to the board in September and are noted below in italics. Here is the status of appointments to the board:

John McMahon, Chair	Appointed by Governor Carney.
Hon. Shawn Garvin, Secretary	Appointed. Ex officio.
Ruth Ann Jones, Controller General of State of Delaware	Appointed. Ex officio.
Bert Scogletti, Treasurer	Designee of Ruth Ann Jones.
Courtney Stewart, Office of Management and Budget	Appointed. Designee of OMB.
David Edgell, Office of State Planning Coordination	Appointed. Ex officio.
Kurt Forman, Delaware Prosperity Partnership	Appointed. Ex officio.
Rony Baltazar-Lopez, Dept. of State	Appointed. Ex officio. Designee of Secretary of State.
David Baylor, City Manager, Delaware City	Appointed. Ex officio.
Kevin Whitaker, resident of Delaware City	Appointed by Senate President Pro Tempore.

Sen. Nicole Poore, co-chair Capital Improvements Committee	Appointed. Ex officio. Designee pending.
Rep. Debra Heffernan, co-chair Capital Improvements Committee	Appointed. Ex officio. Designee pending.
Resident of Fort DuPont appointed by Speaker of the House.	Pending.
Michael Graci, Resident of Fort DuPont appointed by Governor.	Appointed by the Governor.
Doug Ericson, AIA, Resident of Delaware City appointed by Governor.	Appointed by the Governor.

### Capital Projects

There are currently numerous open capital projects.

- **Entranceway.**
  - FDRPC is awaiting the findings of the study by Verdantas on the “Right In, Right Out” option. The key finding is what impact this option may have on the piers supporting the Reedy Point Bridge. Note: Without resolution on the entranceway issue, FDRPC will effectively be capped on the number of new permits. Additionally, in response to requests from residents of Fort DuPont, two open issues related to the Roundabout option have been explored: access/egress to the campus during construction, and access/egress by emergency vehicles along the Promenade. Resolution for both of these issues have been identified and will be discussed at the October 24, 2022 meeting on Marina Village (see earlier item).
  - August 2022 report: Verdantas is continuing its investigation into the feasibility of the “right in, right out” option, with a special focus on the potential impact this may have on the piers of the Reedy Street bridge. On August 24, 2022 the Army Corps of Engineers announced their decision to close down the St. George’s Bridge bi-directionally for a re-decking project. This news was surprising, as many in the community had argued for not taking this action and leaving one lane of travel open throughout the project. The project will commence in Spring 2023 and is estimated to take 16 months to complete. The challenge this presents is that it will limit any additional road construction on Route 9 during that period, as Route 9 is designated as an emergency and evacuation route.
- **Canal Bank revetment.** Awaiting response to emails sent to ACOE on September 13 and September 29.

- August 2020 report: FDRPC is still awaiting status from the Army Corps of Engineers on this project.
  - July 2020 report: This project involves the south side of the Branch Canal, which runs to the north of the Canal District homes which are now occupied. The project is currently in permitting with the Army Corps of Engineers.
- **Marina Village.** A public meeting sponsored by FDRPC will be held on October 24, 2022. FDRPC has requested that the item be included for discussion and possible action by the Planning Commission at their meeting of November 7, 2022.
  - August 2022 report: This project was tabled by the Delaware City Planning Commission on August 1, 2022. The next meeting of the Delaware City Planning Commission is scheduled for September 12th at 6:30 p.m.
- **DNREC Archive building and DNREC Maintenance Shop.** The brownfield investigation for exterior work to the DNREC Archive building has been approved and now proceeds to a study. Water, sewer, handicap ramp, and parking lot are on hold until approvals are issued by DNREC. The Stormwater and Sediment (S&S) plan has been approved and signed off by DNREC for the DNREC Maintenance building. FDRPC has sent plans to prospective contractors for bids. Construction is expected to mobilize in late October/early November.
- **Building 26 and 27.** These are two side-by-side duplexes which are in the process of rehabilitation into four separate units. These will be owned by FDRPC and leased as residential units to the public. This project is in permitting.
- **Bike and Pedestrian Path.** This path includes a raised trail which begins at the Branch Canal and proceeds along the east, south, and west side of the campus, terminating at the entrance. The plan is currently at a 30% design stage.
- **Recreation Park.** The recreation park is planned to hold tennis courts, pickleball courts, basketball courts, and a dog park. The plan is currently at a 15% design stage. Design is on hold at this time.
- **Chapel.** The exterior envelope is at 75% completion, with the need for window rehabilitation and some site work. The interior envelope has not been rehabilitated and the building is not usable. A design is in hand for the interior. FDRPC is going to explore private funding options.
- **Theater.** The exterior envelope is at 75% completion, with the need for window rehabilitation and some site work. The interior envelope has not been rehabilitated and the building is not usable. A design is in hand for the interior. FDRPC is going to explore private funding options.

- **Executive Committee named.** Chair John McMahon has appointed Courtney Stewart, David Baylor, and Bert Scogletti to the Executive Committee. An additional appointment is pending. The first meeting of the Executive Committee was held on October 4, 2022.
- **Design and Historic Preservation Committee reconstituted.** The Design and Historic Preservation Committee was reconstituted with membership carrying forward. The first meeting of the DHP was originally scheduled for September 28, 2022 but was canceled owing to a staff emergency. The meeting has been rescheduled for October 12, 2022 at 4:00 p.m.

### **Community Interaction**

- **Delaware City Council meetings.** I attended the Delaware City Council meeting on September 19, 2022 and provided a brief summary of the FDRPC Board of Directors meeting.
- **Delaware City Days Committee meetings.** I attended the September 24, 2022 meeting of the Delaware Day Committee.

### **On the Horizon**

- **Potential action items at October 12, 2022 Board of Directors meeting.** There are potential action items for consideration at the October 12, 2022 Board of Directors meeting. There will be an executive session at the October 12, 2022 meeting.

### **Other**

- The annual Mickeyfest charitable event was held on September 17, 2022. This is a benefit fundraiser held by a non-profit. Overall, the event was successful. One participant did suffer an injury at the event. The issue has been referred to FDRPC's insurance company.
- The position of Controller/Deputy Director will open on October 7, 2022 and will be posted to the FDRPC website and distributed via email and social media outlets. This position is required per HB 355; the Board of Directors approves the hiring of this position.
- Former FDRPC employee Crystal Pini-McDaniel has returned as a part-time employee.





## **Controller/Deputy Director**

The Fort DuPont Redevelopment and Preservation Corporation is seeking an experienced Controller/Deputy Director.

Fort DuPont is a waterfront community located along the Delaware River and Branch Canal. This mixed-use community integrates residential and commercial development into a historic district that dates to the late 1800s. Along with the restoration and preservation of historic buildings, new construction includes a marina, restaurants, campground, office & retail

The Fort DuPont Redevelopment and Preservation and Corporation is a non-profit public corporation established in Delaware law in 2014. The Board of Directors includes gubernatorial and legislative appointments, ex officio appointments, and local community representation.

This position reports to the Executive Director. The primary workplace location is 260 Old Elm Avenue in Delaware City, Delaware.

### **Essential Functions**

The essential function of this position includes (but is not limited to):

- Analyzes, reconciles and consolidates vouchers, records, journals, ledgers and statements.
- Monitors expenditures to ensure compliance with budgetary recommendations.



- Reviews financial transactions and codes for conformance to standard procedures and accounts.
- Compiles, analyzes and prepares a variety of statements and reports for state, special, private or federal funded programs for use in financial, budget and personnel planning.
- Develops cost projections based on past records and anticipated activities and makes fiscally sound recommendations.
- Applies standardized accounting principles and practices.
- Reviews internal accounting policies and procedures and makes recommendations for revisions.
- Manages the Corporation's procurement including administering the Request for Proposal process from advertisement to award,
- Manages the administrative information systems of the Corporation.

### **Knowledge, Skills, and Abilities**

Candidates for the position must exhibit the following knowledge, skills, and abilities:

- Knowledge of accounting theories, concepts, principles and standards.
- Knowledge of state accounting methods and techniques.
- Knowledge of general and governmental accounting principles.
- Knowledge of applicable federal, state and private laws, rules, regulations and procedures.
- Knowledge of state and departmental computerized financial management systems, including data entry and correction procedures.
- Knowledge of recordkeeping and report preparation techniques.
- Ability to maintain accurate, current accounting records.
- Ability to assemble and analyze financial and accounting data and make recommendations.
- Ability to communicate effectively.

- Ability to establish and maintain effective working relationships with individuals in state, local and federal government agencies and the general public.
- Knowledge of the principles and practices of management.
- Knowledge of the principles, practices and theories of accounting, auditing, budgeting and financial management.
- Knowledge of procurement procedures.
- Skill in directing a large accounting function.
- Ability to manage a professional accounting and administrative support staff.
- Ability to provide counsel and direction to unit managers and financial administrators concerning policies, procedures and interpretations of fiscal affairs.

**The Controller/Deputy Director is a senior level position in the Corporation and expected to perform at an advanced level of competency. Experience in the following areas is required for consideration.**

1. Experience in analyzing financial problems, developing alternatives, recommending and advising management on solutions.
2. Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. Experience in financial administration such as comprehensive analysis of programs, budgets, projects, services, alternatives, and costs; financial planning, revenue generation, revenue forecasting, expenditure forecasting, cash flow management and establishing internal control.
4. Experience in budget administration which includes managing, developing, analyzing and budgets; developing strategic plans and establishing internal control.
5. Experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.

Candidates are asked to submit a cover letter and resume as a pdf via email to Tim Slavin, Executive Director at [tslavin@fortdupont.org](mailto:tslavin@fortdupont.org)

*The Fort DuPont Redevelopment and Preservation Corporation is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gener*

*identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*

## ACTION FORM

<b>October 12, 2022</b>	<b>Action Item: 2022-10-12-01</b>
<b>Subject:</b>	Disposition of Corporation property
<b>Related project:</b>	None
<b>Prepared by:</b>	Tim Slavin
<b>Expenditure Reqd:</b>	None
<b>Amount Budgeted:</b>	N/A
<b>Funding Source/Code</b>	N/A
<b>Recommended Action:</b>	Sale of Ford F250 Pick up truck
<b>Background and Analysis:</b>	<p>The Ford F250 pick up truck owned by FDRPC is no longer needed. The balance due on the WSFS note for this and another pick up truck (which will remain in use) is \$48,646.</p> <p>Staff solicited three bids for the purchase of this truck, with an offer of \$55,000 being the highest bid.</p> <p>Staff recommends the sale of the F250 to the highest bidder.</p>