



**Fort DuPont Redevelopment and Preservation Corporation
Board of Directors Meeting**

June 12, 2024 9:30 a.m.

Delaware City Fire Hall
815 5th Street
Delaware City DE 19706

AGENDA

1. Call to Order
2. Roll Call
3. Introduction of FDRPC Board Member Winvenia “Winn” Graham, Resident of Delaware City
4. Appointment Of Vice Chair
5. Approval of Minutes - Fort DuPont Redevelopment and Preservation Corporation Meeting of April 10, 2024
6. Treasurer’s Report
7. Executive Director’s Report
8. Committee Reports
 - a. FDRPC Finance and Audit Committee Meeting of March 11, 2024
9. Delaware City updates
10. Public comment
11. Executive Session (if necessary)
12. Actions to be voted upon from Executive Session (if applicable)
13. Next meeting date: July 10, 2024 at 9:30 a.m.
14. Adjournment

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 on April 10, 2024 at the Delaware City Fire Hall, 815 5th Street, Delaware City, with Chair John McMahon presiding.

CALL TO ORDER

Chair McMahon called the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) Board of Directors meeting to order at 9:32 a.m.

BOARD MEMBERS PRESENT

Mr. David Edgell (Office of State Planning Coordination)
Mr. Michael Graci (Fort DuPont Resident)
Ms. Britney Loveland (Interim Delaware City Manager)
Senator Spiros Mantzavinos (Chair, Bond Bill Committee)
Ms. Ruth Ann Miller (Controller General of the State of Delaware)
Dr. Courtney Stewart (Office of Management and Budget)
Mr. Steve Williams (designee of Shawn Garvin, Secretary of the Department of Natural Resources and Environmental Control (DNREC))

BOARD MEMBERS ABSENT

Mr. Rony Baltazar-Lopez (Secretary of State)
Mr. Doug Eriksen (Delaware City Resident)
Mr. Kurt Foreman (Delaware Prosperity Partnership)
Ms. Winvenia Graham (Delaware City Resident)
Representative Sean Matthews (Co-Chair, Bond Bill Committee)
Ms. Wendy Rogers (Fort DuPont Resident)

STAFF MEMBERS PRESENT

Mr. Tim Slavin, FDRPC Executive Director
Ms. Janice Moturi, Deputy Director/Controller
Ms. Crystal Pini-McDaniel, FDRPC Administrative Support
Mr. Richard Forsten, Saul Ewing Arnstein and Lehr LLP.
Ms. Pam Scott, Saul Ewing Arnstein and Lehr LLP.
Mr. Bert Scoglietti, Treasurer

OTHERS PRESENT

Mr. Jack Guerin

APPROVAL OF MINUTES – FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION (FDRPC) BOARD MEETING OF FEBRUARY 14, 2024

Dr. Stewart moved for approval of the FDRPC Board meeting minutes of February 14, 2024. The motion was seconded by Mr. Graci and unanimously carried.

TREASURER'S REPORT

Mr. Bert Scoglietti, Treasurer, reviewed the Fort DuPont Redevelopment and Preservation Corporation Budget vs. Actuals: Budget FY 24 P&L Draft 1 – FY24 P&L for July 2023 - June 2024 as of February 2024 and noted the following:

- 4010 State Appropriation – As of the end of February, \$1,475,000 had been drawn down and a request was submitted to DENREC to draw down the remaining funds of approximately \$775,000. As of the April report, those funds will show as part of the revenue stream.
- 4100 Rental Income – This line item is down from the January report due to a reconciliation issue with Emory Hill.
- 6500 Professional Fees – This line item is up by \$40,000 with approximately \$27,000 of that related to ongoing engineering of the site.
- 6700 Improvements – This line item is up by \$20,000 which is interspersed among all projects.
- 6800 Site utilities – This line item is up \$19,000, much of which is back-billed to residents on the site.
- 7000 Operating Expenses – This line item is running a little bit higher than budget due mainly to computer equipment improvements. Some adjustments may need to be made to the budget itself to reflect those items on future reports.
- 7125 Common Area Maintenance – Snow & Ice Removal – This line item is a little higher than budget at \$9,000, but it is tough to budget because it is dependent on the weather.
- 7200 Debt Expense – The debt payment is up \$17,000, consistent with tracking on the budget.
- 7700 Payroll Expenditures – These expenses are up about \$75,000 per month and are tracking relatively close to budget.
- The last page of the report reflects a \$506,000 minus, which will change significantly once the last dollars in debt payment are drawn down.

Mr. Edgell moved for acceptance of the Treasurer's Report, seconded by Mr. Graci and unanimously carried.

EXECUTIVE DIRECTOR'S REPORT

Mr. Tim Slavin, Executive Director, reviewed the Executive Director's Monthly Report For the period February 1, 2024 to March 31, 2024 and noted the following:

Construction of 3 Bioretention Ponds – During the third quarter of the fiscal year (January, February, and March), capital projects are typically deferred to focus on preventative maintenance and minimizing additional expenses. Some infrastructure issues arose during this time, such as the need to replace some roofs and repair failed pumps. Now that they are prepared to begin outdoor capital projects, despite having all approvals in place, the project budget allocation, and a contractor ready for the construction, they are unable to proceed with the construction of three bioretention ponds on campus because the ground is too soft for excavation due to recent weather conditions. Construction is anticipated to be delayed for approximately four weeks.

Old Battery Lane – This is the area where the two duplexes have been sitting, waiting to be occupied. This work is all permitted now, they have cleared all of the DNREC brownfield remediation, as well as the other necessary permits. Bids are out now for the project and are expected back the next week. A pre-

construction meeting with DNREC is anticipated prior to the end of April, with mobilization in May, depending on contractor availability. Construction is for the water and sewer connections for a portion of Old Battery Lane and it will allow them to get those duplexes rented and to get the tax credits that are still pending.

Energize Delaware – The entire campus is powered by electricity from Delmarva Power. Upon entering the campus from Old Elm Avenue, properties on the left side are individually metered, each with its own account established by Delmarva. For the remaining campus facilities, electricity is metered through a single account in FDRPC’s name. Consequently, FDRPC functions as a utility, responsible for billing tenants. While subdividing properties and installing separate meters is possible, it entails significant expense. Discussions have begun with Energize Delaware, formerly known as the Sustainable Energy Utility, to address this issue for FDRPC. They aim to propose interim improvements and explore the possibility of establishing a mini-grid on the campus. Such a mini-grid would enable electricity generation through solar power and facilitate both receiving electricity from Delmarva and redistributing it. This long-term project is expected to take one to two years to implement a solution. Infrastructure improvements often present obstacles to reusing large structures like the Governor Bacon Building, the Painter Building, and the Post Exchange. It's critical to mitigate these barriers for potential investors in the campus.

Community Involvement

- Autism Delaware Walk - Fort DuPont is hosting the Autism Delaware Walk on Saturday, April 13, 2024. There will be two different walks, one at 9:00 a.m. and another at 11:00 a.m.
- Delaware City Arts Group - FDRPC helped to facilitate a discussion in Delaware City about creating more arts-based programming and opportunities in the city. We have all the pieces, but no umbrella that helps stitch it together. We want to see this succeed because we have spaces that we think can support that kind of arts programming with the chapel, the theater, and then with some outdoor spaces that could be used for one-off events or temporary events. The next meeting of that group is actually a walking tour of the Fort DuPont campus to come out and look at some of the sites.
- Pollinator Gardens in Delaware City - Mayor Johnson from Delaware City obtained some funding from DNREC to create pollinator gardens in Delaware City, and he asked if they could do some on the Fort DuPont campus. After a tour of the area, the Chapel Grove area and the Crawford Street traffic island were selected for pollinator gardens. Mr. Slavin thanked Mayor Johnson for the partnership.

Dr. Stewart moved for acceptance of the Executive Director’s Report, seconded by Mr. Graci and unanimously carried.

COMMITTEE REPORTS

By motion of Mr. Graci, seconded by Mr. Edgell, the following Committee Reports were unanimously accepted.

FDRPC Finance and Audit Committee Meeting of December 11, 2023
FDRPC Land Use Planning Committee Meeting of January 23, 2024
FDRPC Land Use Planning Committee Meeting of February 27, 2024
FDRPC Executive Committee Meeting of January 29, 2024

LAND USE PLANNING COMMITTEE ACTIVITY OVERVIEW

Mr. David Edgell, Director of the Office of State Planning Coordination and Chair of the Land Use Planning Committee, provided an overview of the recent activities of the committee, noting the following:

The master plan, a living document over the years, was frozen in place when Tim Slavin was hired as the FDRPC Executive Director. This document has been used as guidance for future development and redevelopment on the site.

The committee's goal is to reevaluate the master plan for the campus given current conditions, market factors, and environmental considerations, and develop proposals for a revised or updated master plan to move forward with.

The January meeting provided an opportunity for the committee to familiarize themselves with the site and gather information about the campus, including environmental factors, wetlands, brownfields, 6F protections, and current capital projects.

In February, the committee convened to brainstorm ideas about the different areas on the campus, standing around a map. Tim Konkus, a member of the committee, has been involved in the master planning process from its inception, including the Sasaki Plan, and has proven to be a valuable resource.

In March, a revised map reflecting the committee's work was reviewed.

Mr. Edgell presented the campus map and provided an overview of the different areas, along with the observations of the Land Use Planning Committee regarding each area.

DELAWARE CITY UPDATES

Ms. Britney Loveland, interim Delaware City Manager, reported that the city is currently going through the process of hiring a new city manager and a new finance manager. She advised that the ongoing video camera project was still being delayed by Delmarva; however, the mayor and the chief of police are both working on it. Ms. Loveland stated that there would be a council meeting on April 15th and two new council members would be appointed. There will also be the Sea Wall and Sea Level Rise Report by Verdantas.

PUBLIC COMMENT

Mr. Jack Guerin advised that he, along with Ms. Erica Lindsey, were plaintiffs in a lawsuit against DNREC and FDRPC to unwind the campground transaction and return Grassdale to the State Parks Department. He provided a timeline of the issue and noted that the campground project appears to be dead.

RECESS INTO EXECUTIVE SESSION

Dr. Stewart moved to recess into Executive Session pursuant to 29 Del. C. §10004(b)(2) Preliminary discussions on site acquisitions for any publicly funded capital improvements, or sales or leases of real property, §10004(b)(4) Strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation, but only when an open meeting would have an adverse effect on the bargaining or litigation position of the public body; and §10004(b)(9) Personnel matters in which the names, competency and abilities of individual employees or students are discussed, unless the employee or student requests that such a meeting be open. The motion was seconded by Mr. Graci and unanimously carried.

Meeting recessed at 10:06 a.m.

RECONVENE

Mr. Graci moved to reconvene the FDRPC Board meeting, seconded by Mr. Edgell and unanimously carried.

Meeting reconvened at 10:19 a.m.

ACTIONS TO BE VOTED UPON FROM EXECUTIVE SESSION

Personnel

Dr. Stewart moved to authorize the Executive Director to execute an agreement related to the past employment practices. The motion was seconded by Mr. Edgell and unanimously carried.

Sale or Lease of Property

Mr. Edgell moved to authorize the Executive Director to proceed with the letter of intent on the bakery and warehouse building. The motion was seconded by Mr. Graci and unanimously carried.

NEXT MEETING DATE

The next meeting is scheduled for March 13, 2024 at 9:30 a.m.

ADJOURNMENT

By unanimous consent, the meeting adjourned at 10:22 a.m.

APPROVED: May 8, 2024

Fort DuPont Redevelopment and Preservation Corporation
Budget vs. Actuals: Budget_FY24_P&L Draft 1 - FY24 P&L
July 2023 - June 2024

	Apr-24			
	Actual	Budget	over Budget	% of Budget
Income	\$0.00	\$0.00	\$0.00	
4005 Carryforward	\$0.00	\$300,000.00	(\$300,000.00)	0.00%
4010 State Appropriation	\$1,475,000.00	\$2,250,000.00	(\$775,000.00)	65.56%
4015 Bike Path Funding	\$0.00	\$0.00	\$0.00	
4020 Roundabout	\$0.00	\$0.00	\$0.00	
4100 RENTAL INCOME	\$150,249.57	\$159,623.08	(\$9,373.51)	94.13%
4100-DN DNREC	\$10,500.00	\$10,500.00	\$0.00	100.00%
4100-OM OMB	\$0.00	\$9,315.00	(\$9,315.00)	0.00%
4110 SPECIAL EVENT REVENUE	\$5,550.00	\$6,600.00	(\$1,050.00)	84.09%
4130 CAM REVENUE	\$0.00	\$0.00	\$0.00	
4131 Lawncare - CAM (State Tenants)	\$12,840.00	\$3,200.00	\$9,640.00	401.25%
4132 Snow/Ice - CAM (State Tenants)	\$12,598.00	\$15,000.00	(\$2,402.00)	83.99%
4133 Community Association	\$0.00	\$730.00	(\$730.00)	0.00%
Total 4130 CAM REVENUE	\$25,438.00	\$18,930.00	\$6,508.00	134.38%
4150 TENANT REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	
4151 Utility Reimbursements	\$78,504.50	\$126,000.00	(\$47,495.50)	62.31%
Total 4150 TENANT REIMBURSEMENTS	\$78,504.50	\$126,000.00	(\$47,495.50)	62.31%
Total 4100 RENTAL INCOME	\$270,242.07	\$330,968.08	(\$60,726.01)	81.65%
4200 REAL ESTATE SALES	\$230,000.00	\$1,216,200.00	(\$986,200.00)	18.91%
4251 Late Payment Fee	\$0.00	\$0.00	\$0.00	
4300 GRANTS	\$0.00	\$0.00	\$0.00	
4400 Sales	\$45,000.00			
4430 Services	\$182,181.91			
4500 HTC CREDITS	\$0.00	\$185,000.00	(\$185,000.00)	0.00%
4800 BANK LOANS - BUDGETED PROCEEDS	\$0.00	\$0.00	\$0.00	
Total Income	\$2,202,423.98	\$4,282,168.08	(\$2,079,744.10)	51.43%
Gross Profit	\$2,202,423.98	\$4,282,168.08	(\$2,079,744.10)	51.43%
Expenses	\$0.00	\$0.00	\$0.00	
6000 Capital Improvement Expenditure	\$0.00	\$0.00	\$0.00	
6030 Bank Charges	\$100.00	\$1,000.00	(\$900.00)	10.00%
6300 Construction Expenditures	\$0.00	\$0.00	\$0.00	
6463 Office Improvements	\$0.00	\$0.00	\$0.00	
Total 6300 Construction Expenditures	\$0.00	\$0.00	\$0.00	
6400 Building Improvements{77}	\$0.00	\$0.00	\$0.00	
6409a 09a Doors	\$0.00	\$0.00	\$0.00	
6409b 09b Painting-Exterior	\$0.00	\$0.00	\$0.00	
6409c 09c Painting-Interior	\$0.00	\$0.00	\$0.00	
6412 12 Light Fixtures	\$0.00	\$0.00	\$0.00	
6417 Supplies & Materials	\$0.00	\$0.00	\$0.00	
6420 20 General Condititons	\$0.00	\$0.00	\$0.00	
6456 Permitting	\$0.00	\$0.00	\$0.00	
Total 6400 Building Improvements{77}	\$0.00	\$0.00	\$0.00	
6460 ENVIRONMENTAL	\$81,682.32	\$0.00	\$81,682.32	
6464 Soil Analysis	\$9,350.00			
Total 6460 ENVIRONMENTAL	\$91,032.32			
6470 FEASIBILITY STUDIES	\$0.00	\$0.00	\$0.00	
6730 Market Feasibility Study	\$0.00	\$0.00	\$0.00	
Total 6470 FEASIBILITY STUDIES	\$0.00	\$0.00	\$0.00	
6480 SPECIAL EVENT EXPENSES	\$3,538.05	\$0.00	\$3,538.05	
6500 PROFESSIONAL FEES	\$55,283.58	\$0.00	\$55,283.58	
6505 Prof Fees - Engineering	\$20,276.75	\$0.00	\$20,276.75	
6505-02 Master Planning	\$24,678.50			
6505-03 Canal District	\$1,908.50			
6505-06 Survey	\$1,503.75			
6505-09 Round-a-bout	\$2,948.25			
6505-10 Living Shoreline	\$4,476.50			

Apr-24

	Actual	Budget	over Budget	% of Budget
6505-14 Marina Village	\$39,622.03			
6505-20 Branch Canal	\$26,359.75			
Total 6505 Prof Fees - Engineering	\$121,774.03			
6515 Prof Fees - Architectural	\$1,687.50	\$0.00	\$1,687.50	
6520R Prof Fees - Legal	\$77,517.54	\$240,000.00	(\$162,482.46)	32.30%
6525R Prof Fees - Accounting	\$52,705.00	\$38,196.60	\$14,508.40	137.98%
6545 Roadways/Utilities	\$249.49			
Total 6500 PROFESSIONAL FEES	\$309,217.14	\$278,196.60	\$31,020.54	111.15%
6510 DEMOLITION	\$0.00	\$0.00	\$0.00	
6535 PERMITTING	\$4,606.38	\$2,795.78	\$1,810.60	164.76%
6600R FEES - OTHER	\$0.00	\$0.00	\$0.00	
6606 Permit Fees	\$0.00	\$1,418.88	(\$1,418.88)	0.00%
6610 Bank Fees	\$473.37	\$1,838.65	(\$1,365.28)	25.75%
6620 HTC Fees	\$0.00	\$7,668.54	(\$7,668.54)	0.00%
6625 Bank Charges	\$16.95	\$0.00	\$16.95	
6627 Applied Bank Fees	\$13.00	\$0.00	\$13.00	
Total 6625 Bank Charges	\$29.95	\$0.00	\$29.95	
6631 Del City Rental Tax	\$0.00	\$1,329.56	(\$1,329.56)	0.00%
Total 6600R FEES - OTHER	\$503.32	\$12,255.63	(\$11,752.31)	4.11%
6700 IMPROVEMENTS	\$1,902.50	\$1,850,000.00	(\$1,848,097.50)	0.10%
6702 Building 39-1303 Officers Row	\$1,117.00			
6703 Building 43-NCO Duplex	\$1,115.00			
6709 Building 24-FDRPC Office	\$1,269.00			
6711 Building 20-PX	\$98,425.30			
6712 Building 24-Theater	\$23,108.00			
6713 Building 55-Chapel	\$17,145.00			
6716 Canal District	\$0.00			
6716.30 Roads/Utilities	\$298,000.00			
Total 6716 Canal District	\$298,000.00			
6721 Roundabout	\$14,618.91			
6729 Signage	\$0.00			
6734 Building 23-Band Barracks	\$840.00			
6738 Duplexes on OBL	\$0.00			
6738-01 Building 26	\$0.00			
6738-02 Building 27	\$625.00			
Total 6738 Duplexes on OBL	\$625.00			
6740 Building 28-Bakery	\$5,085.00			
6741 Building 30-Stable	\$10,825.00			
6744 Maintenance Shop	\$3,916.00			
6745 Building 9	\$179.05			
6746 Building 10	\$179.05			
6747 Building 19	\$159,836.00			
6748 Building 52-Tilton	\$23,477.06			
6749 Pump House	\$26,360.00			
6759 Community Garden	\$2,344.53			
6768 DNREC Magazine	\$19,900.00			
6770 DNREC Maintenance Bldg	\$1,763.70			
Total 6700 IMPROVEMENTS	\$712,031.10			
6800 SITE UTILITIES	\$388.00	\$0.00	\$388.00	
6810 Electric	\$177,276.95	\$144,000.00	\$33,276.95	123.11%
6815 Gas	(\$2,044.83)	\$4,400.00	(\$6,444.83)	-46.47%
6820 Water	\$11,446.66	\$14,000.00	(\$2,553.34)	81.76%
6825 Sewer	\$8,384.46	\$20,000.00	(\$11,615.54)	41.92%
6830 Phone/Internet	\$0.00	\$10,200.00	(\$10,200.00)	0.00%
6835 Trash	\$2,910.00			
Total 6800 SITE UTILITIES	\$198,361.24	\$192,600.00	\$5,761.24	102.99%
7000 OPERATING EXPENSES	\$0.00	\$0.00	\$0.00	
7005 Museum	\$0.00	\$0.00	\$0.00	
7009 Computer Support	\$5,705.80	\$0.00	\$5,705.80	
7010 Office Supplies	\$14,710.15	\$12,000.00	\$2,710.15	122.58%

	Actual	Budget	over Budget	% of Budget
7015 Taxes & Licenses	\$253.63			
7020 Travel	\$0.00	\$1,000.00	(\$1,000.00)	0.00%
7025 Meals and Entertainment	\$542.58	\$1,040.00	(\$497.42)	52.17%
7030 Utilities - Office	\$25,060.30	\$6,700.00	\$18,360.30	374.03%
7035 Phone/Internet - Office	\$152.18	\$0.00	\$152.18	
7040 Repairs & Maintenance	\$3,614.00	\$5,200.00	(\$1,586.00)	69.50%
7045 Discretionary Expenses	\$0.00	\$7,970.00	(\$7,970.00)	0.00%
7050 Equipment and Furnishings	\$0.00	\$5,100.00	(\$5,100.00)	0.00%
7051 Uniforms	\$3,990.07			
Total 7000 OPERATING EXPENSES	\$54,028.71	\$39,010.00	\$15,018.71	138.50%
7100 COMMON AREA MAINTENANCE	\$25,177.47	\$0.00	\$25,177.47	
7105 Lawn Care	\$84,560.00	\$113,000.00	(\$28,440.00)	74.83%
7110 Storm Water Management	\$0.00	\$2,200.00	(\$2,200.00)	0.00%
7115 Pest Control	\$1,312.78	\$3,200.00	(\$1,887.22)	41.02%
7120 Fire & Security Monitoring	\$3,842.00	\$4,600.00	(\$758.00)	83.52%
7125 Snow & Ice Removal	\$9,160.00	\$3,800.00	\$5,360.00	241.05%
7130 Building Repairs & Maintenance	\$2,462.50	\$19,000.00	(\$16,537.50)	12.96%
7135 Road Repairs	\$0.00	\$3,300.00	(\$3,300.00)	0.00%
7140 Landscaping Maintenance	\$49,328.97	\$20,000.00	\$29,328.97	246.64%
7141 Auto	\$3,892.02	\$9,600.00	(\$5,707.98)	40.54%
7145 Equipment Expense	\$2,442.25	\$42,000.00	(\$39,557.75)	5.81%
7146 Supplies	\$0.00	\$5,900.00	(\$5,900.00)	0.00%
7830 Utilities	\$13,843.18	\$17,000.00	(\$3,156.82)	81.43%
7831 Water & Sewer	\$0.00	\$2,200.00	(\$2,200.00)	0.00%
Total 7830 Utilities	\$13,843.18	\$19,200.00	(\$5,356.82)	72.10%
Total 7100 COMMON AREA MAINTENANCE	\$196,021.17	\$245,800.00	(\$49,778.83)	79.75%
7200 DEBT EXPENSE	\$0.00	\$0.00	\$0.00	
7205 P & I - Applied Bank PHI	\$69,322.00			
7206 P & I - Applied OBL Duplexes	\$57,185.35	\$51,180.00	\$6,005.35	111.73%
7207 P & I - PH1D	\$0.00	\$72,696.00	(\$72,696.00)	0.00%
7210 DMHEF Repayment	\$20,834.35	\$20,834.45	(\$0.10)	100.00%
7220 FDRPC RLF Repayment	\$273,000.00	\$273,000.00	\$0.00	100.00%
7225 DEBT EXPENSE WSFS LOAN	\$996.74			
Total 7200 DEBT EXPENSE	\$421,338.44	\$417,710.45	\$3,627.99	100.87%
7300 Depreciation Expense	\$0.00	\$0.00	\$0.00	
7500 MARKETING EXPENSES	\$7,000.00	\$0.00	\$7,000.00	
7510 Advertising & Promotion	\$0.00	\$24,000.00	(\$24,000.00)	0.00%
7525 Marketing Collateral	\$0.00	\$0.00	\$0.00	
7530 Promotional Memberships	\$0.00	\$0.00	\$0.00	
7540 Stationery & Printing	\$0.00	\$0.00	\$0.00	
7550 Website & Social Media	\$15,904.53	\$20,000.00	(\$4,095.47)	79.52%
7551 Video	\$0.00	\$0.00	\$0.00	
7555 Marketing - Other	\$7,780.00	\$0.00	\$7,780.00	
Total 7500 MARKETING EXPENSES	\$30,684.53	\$44,000.00	(\$13,315.47)	69.74%
7700 PAYROLL EXPENDITURES	\$18,270.83	\$0.00	\$18,270.83	
7710 401k	\$9,103.60	\$8,634.00	\$469.60	105.44%
7720 Employee Benefits - Health	\$64,950.44	\$80,004.00	(\$15,053.56)	81.18%
7721 Employee Benefits - Dental	(\$71.67)	\$4,050.00	(\$4,121.67)	-1.77%
7730 Payroll Tax Expense	\$34,178.49	\$17,809.80	\$16,368.69	191.91%
Total 7740 Salaries & Wages	\$477,242.46	\$578,172.58	(\$100,930.12)	82.54%
7750 Payroll Service Fees	\$2,868.87	\$2,500.00	\$368.87	114.75%
Total 7700 PAYROLL EXPENDITURES	\$606,543.02	\$691,170.38	(\$84,627.36)	87.76%
7850 INSURANCE	(\$40,388.25)	\$0.00	(\$40,388.25)	
7851 General Liability	\$0.00	\$9,489.00	(\$9,489.00)	0.00%
7852 Flood Insurance	\$9,574.12	\$0.00	\$9,574.12	
7853 Property	\$93,070.93	\$85,080.54	\$7,990.39	109.39%
7854 Builder's Risk	\$0.00	\$3,229.00	(\$3,229.00)	0.00%
7855 Workers Comp Insurance	\$248.00	\$4,404.00	(\$4,156.00)	5.63%
7856 Auto	\$15,361.00	\$15,361.00	\$0.00	100.00%
7857 D & O/ E&O Insurance	\$8,855.00	\$12,757.52	(\$3,902.52)	69.41%

Apr-24

	Actual	Budget	over Budget	% of Budget
7858 Business Owners	\$0.00	\$0.00	\$0.00	
7859 Pension & Crime	\$0.00	\$1,900.00	(\$1,900.00)	0.00%
Total 7850 INSURANCE	\$86,720.80	\$132,221.06	(\$45,500.26)	65.59%
8000 VALUE OF REAL ESTATE SOLD	\$0.00	\$0.00	\$0.00	
Administrative Expenses	\$0.00	\$417.00	(\$417.00)	0.00%
Legal Fees - Operating	\$104.00	\$0.00	\$104.00	
Property Management	\$0.00	\$0.00	\$0.00	
7880 Repair & Maintenance	\$0.00	\$1,717.00	(\$1,717.00)	0.00%
7890 Payroll	\$0.00			
7892 Salaries	\$9,752.64			
7894 Payroll Taxes	\$42.27			
Total 7890 Payroll	\$9,794.91			
7900 Security	\$0.00	\$70.00	(\$70.00)	0.00%
7910 Supplies	\$417.12			
Total Property Management	\$10,212.03	\$1,787.00	\$8,425.03	571.46%
Total Expenses	\$2,724,972.20	\$3,908,963.90	(\$1,183,991.70)	69.71%
Net Operating Income	(\$522,548.22)	\$373,204.18	(\$895,752.40)	-140.02%
Other Expenses	\$0.00	\$0.00	\$0.00	
ASK MY ACCOUNTANT	\$1,000.00	\$0.00	\$1,000.00	
Total Other Expenses	\$1,000.00	\$0.00	\$1,000.00	
Net Other Income	(\$1,000.00)	\$0.00	(\$1,000.00)	
Net Income	(\$522,548.22)	\$373,204.18	(\$895,752.40)	-140.02%

Thursday, May 30, 2024 05:54:36 AM GMT-7 - Accrual Basis



Executive Director Monthly Report

For the period May 1, 2024, to May 31, 2024

Our board meeting will be held on June 12, 2024, at 9:30 a.m. at the **Delaware City Fire Hall**. Board packets will be distributed via email (as a pdf attachment).

Audit for FY 23. The draft audit for FY 23 was received by Belfint, Lyons, and Shuman (BLS) and is under review by FDRPC staff. Due to scheduling conflicts, the audit will be presented at the Board meeting on August 14, 2024.

Capital Projects

- **Marina Village.** FDRPC Executive Director Tim Slavin met with representatives of DNREC/Delaware State Parks to discuss final considerations in the submission of the request related to Section 6f regulations. Based on that conversation, a revised map was drawn by Verdantas and has been submitted to DNREC as FDRPC's final map for submission to the National Park Service (by DNREC). Slavin also met with Deputy State Historic Preservation Officer Gwen Davis to brief her on the in-bound request, which will require a Section 106 (National Historic Preservation Act) consultation between the National Park Service, DNREC/State Parks, the State Historic Preservation Office, and FDRPC.
- **Branch canal bank revetment and promenade.** The Geotechnical/Slope Stability Report previously requested by the US Army Corps of Engineers (USACE) was issued by Verdantas on May 28, 2024, and transmitted to the USACE on May 29, 2024. The study is under review by the USACE as part of the Section 408 permitting process.

- **Branch canal ownership.** There has been no additional communication between the FDRPC and the Senate Environment and Public Works (EPW) Committee staff on this issue. EPW staff were studying the use of report language in the 2024 Water Resources Development Act (WRDA) to confirm that transfer of ownership.

- **Old Battery Lane (OU-6).**
 - a. The Environmental Covenant was recorded with New Castle County on November 21, 2023.
 - b. The Certificate of Completion of Remedy (COCR) was issued by DNREC on January 23, 2024, and recorded on January 30, 2024.
 - c. The Sediment and Stormwater Permit was issued by DNREC on January 30, 2024.
 - d. Brady Lane project.
 - This project will bring sewer and water online for the two duplexes completed by FDRPC in 2022.
 - The project resides inside the boundaries for OU-8.
 - The project was successfully bid, and an award has been made to A-Del.
 - The pre-construction meeting is scheduled for June 8, 2024, on site at Brady Lane. This meeting is the project's kick-off.

- **Archives Building (OU-10)**
 - a. The Environmental Covenant was recorded with New Castle County on February 2, 2024.
 - b. The Certificate of Completion of Remedy (COCR) was issued by DNREC on May 2, 2024.
 - c. FDRPC has finished removing the wells and submitted the necessary paperwork to DNREC for approval.
 - d. The Sediment and Stormwater Permit was issued by DNREC on January 30, 2024.
 - e. Project estimates are received and within the estimated budget. FDRPC will serve as the general contractor on this project and manage the sub-contractors.

Operations

- **Real estate update.**
 - a. Real Estate for sale
 - The previous offer accepted on 1311 Officers Row has been withdrawn. The property is again listed for sale.
 - b. Leasing: As of April 1, 2024, two rental units are available and being marketed by Emory Hill:
 - 1308B Quartermaster Lane: scheduled to be vacant on June 30, 2024.

- 1605 Maple Boulevard: vacant as of June 1, 2024; scheduled for interior painting and available for rental.
- **Bond Bill hearing.** Board Chair John McMahon and Executive Director Tim Slavin presented a request for funding of \$11.5M to the Bond Bill on May 1, 2024. This request was previously submitted for consideration in the Governors Recommended Budget for FY 25; however, the proposed appropriation for FDRPC in the Governors Recommended Budget is \$2.25M
- **Insurance RFP and award.** FDRPC conducted a request for proposals (RFP) for insurance brokerage services. Three firms responded to the RFP. An award was made to The SafeGuard Group, which has offices in Media, Pennsylvania.
- **Grant applications submitted.** Two separate grant proposals were submitted to the Community Redevelopment Fund (CRF) on behalf of the Friends of Fort DuPont. Proposals were submitted for the chapel rehabilitation for \$350,000 and the theater rehabilitation \$750,000.
- **FOIA Officer.** There were no FOIA requests presented for May 2024.
- **Friends of Fort DuPont.** The final report from Yorkston Consulting has been accepted. The report includes the findings of fifteen (15) individual interviews, with half eight (8) being individuals from Delaware City. The report includes six recommendations to activate the board of directors: the establishment of the Friends as an ‘annual giving’ organization (as opposed to a membership organization), a checklist of legal and best practice documents to complete, the appointment of a ‘founding’ board of between six and nine members, development of a case statement for support in fund-raising efforts.

Cultivation

- Tim Slavin met with representatives of Lennar to discuss the status of Marina Village approvals. Lennar has asked for updates on the status of the 6f application and process.
- Tim Slavin met with representatives of Bluewater to discuss the status of the project. Tim Slavin made a separate inquiry to DNREC to determine the status of permitting on the Bluewater project. It was confirmed by DNREC that all permits for the project remain active through 2025.

Upcoming special events:

ABC Crab Feast. Thursday, June 20.

FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION
FINANCE AND AUDIT COMMITTEE

The FDRPC Finance and Audit Committee meeting was held on March 11, 2023, 2023 at 4:10 p.m. via Zoom with the anchor location at the FDRPC Office at 260 Old Elm Avenue, Delaware City, Delaware, with Chair Michael Graci presiding.

BOARD MEMBERS PRESENT

Mr. Michael Graci- Chair
Dr. Courtney Stewart (Office of Management and Budget)
Mr. Bert Scoglietti (FDRPC Treasurer) joined 4:18pm

BOARD MEMBERS ABSENT

Mr. Tim Diliplane
Ms. Ruth Ann Miller (Controller General of the State of Delaware) connection issues

STAFF MEMBERS PRESENT

Janice Moturi- Deputy Director

OTHERS PRESENT

None

APPROVAL OF MINUTES – FDRPC FINANCE AND AUDIT COMMITTEE MEETING OF March 11, 2024

Mike Moved for approval of the FDRPC Finance and Audit Committee meeting minutes of December 11, 2023. The motion was seconded and unanimously carried.

NEW BUSINESS

1. Monthly Financial report- February
 - o State appropriation/Sales/other revenues
 - o Upcoming Large expenditures
 - o Cash flow
 - o Balances
2. Capital projects update
3. Audit update
4. Budget adjustments
5. Financings/Refinancing's
6. Friends group
7. Investment Accounts review

OLD BUSINESS

1. Budget updates
2. Accounts receivable collections process update
 - a. Utilities balances over 90 days (91 and over)
 - b. Rents collection- no past due balances as of FY 24

RECESS INTO EXECUTIVE SESSION

Legal notices discussion

RECONVENE

None

POTENTIAL ACTION TO BE VOTED UPON FROM EXECUTIVE SESSIONES

None

NEXT MEETING DATE

The next meeting is scheduled for May 11, 2024, at 4:00 p.m.

ADJOURNMENT

Motion: to adjourn

Made by Mr. Scogletti and seconded by Dr. Courtney

Meeting adjourned at 4:50 p.m.

APPROVED: May 13, 2024