

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 Hall, 815 5th Street, on February 8, 2023 with Chair John McMahon presiding. Board members present were Mr. Grant Melville (designee of Department of Natural Resources and Environmental Control (DNREC)), Mr. Bert Scoglietti (designee of Controller General of the State of Delaware), Dr. Courtney Stewart (Office of Management and Budget), Mr. David Edgell (Office of State Planning Coordination), Mr. David Baylor (Delaware City Manager), Mr. Kevin Whitaker (Resident of Delaware City), Senator Spiros Mantzavinos (Capital Improvements Committee), Mr. Doug Eriksen (Resident of Delaware City), and Ms. Wendy Rogers (Resident of Fort DuPont). Mr. Kurt Forman (Delaware Prosperity Partnership), Mr. Rony Baltazar-Lopez (Department of State), Representative Sean Matthews (Capital Improvements Committee), and Mr. Michael Graci (Resident of Fort DuPont) were absent.

Staff members present were Mr. Tim Slavin, Executive Director, and Mr. Richard Forsten and Ms. Pam Scott of Saul Ewing Arnstein and Lehr LLP.

Members of the public present were Mr. Jack Guerin and Ms. Erica Lindsey.

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.

INTRODUCTION OF SENATOR SPIROS MANTZAVINOS

Senator Spiros Mantzavinos of the 7th Senate District introduced himself and briefly provided his background information.

APPROVAL OF MINUTES – DECEMBER 14, 2022

Mr. Whitaker moved for approval of the minutes of December 14, 2022. The motion was seconded by Mr. Erikson and unanimously carried.

TREASURER’S REPORT

Mr. Bert Scoglietti, Treasurer, noted that they were at the seven-month point in the budget and that the report being presented was through December 31, 2022. He suggested that going forward they consider the reports with a 1-month lag in order to provide the reconciled reports for review prior to the meeting. Mr. Scoglietti stated that in consideration of having a brand-new board and executive director in July when the budget was developed, the budget is tracking pretty well. He also noted that the report does not yet reflect any expenditures on the roundabout project. Mr. Scoglietti advised that the General Assembly granted them the flexibility to move money toward the roundabout project. He reviewed the Budget vs. Actuals: FY 2022-2023 – FY23 P&L Report (Exhibit 1) and highlighted the following:

- Page 1 – 4010 – State Appropriations – They received \$2.25M for the year and, as of the end of December, only \$1.5M had been drawn down. An additional \$750,000 was drawn down in January and it will be reflected in the next report.

- Page 1 – 4100 – Rental Income – The income from the units has not changed since November and, due to the contract with the management firm, the payments will be received on a lag. The budget will reflect a shortage due to the lag moving forward.
- Page 1 – 4200 – Real Estate Sales – Contemplates one sale on Officer’s Row for \$120,000 in revenue.
- Page 1 – 4500 – Historic Tax Credits – Once the duplexes are completed, certificates of occupancy are issued, and they are settled, the properties will be eligible for consideration for Historic Tax Credits in the amount of approximately \$185,000.
- Page 1 – 4800 – Bank Loans – \$431,964.43 represents the amount that has been drawn down from Applied Bank, the financier for the duplexes. There is an increase of approximately \$65,000 since the November report.
- Page 2 – 6505 – Professional Fees - Engineering – This category shows some divergence in what is being spent and what was anticipated in July when the budget was set. For example, not much has been spent on the marina and there are unanticipated expenditures for the bike path. The total for this category is tracking behind budget.
- Page 2 – 6520R – Professional Fees - Legal – This amount is up mainly due to back billing, noting that the Corporation requested to be current with the billing.
- Page 3 – 6716 – Canal District – 6716.30 – Roads/Utilities - \$139,000 in unbudgeted actual was an opportunity to cap the roads in the Canal District and Officer’s Row.
- Page 3 – 6738 – Duplexes in OBL – Buildings 26 and 27 are being renovated and the expenditures should slow down as the project nears completion.
- Page 4 – 7105 – Lawn Care – This line item is up \$40,000 since the November.
- Page 4 – 7125 – Snow & Ice Removal – The winter has been mild; however, this number could spike if there are significant snowfalls.
- Page 5 – 7740 – Salaries & Wages – This line item is tracking well.
- Page 5 – 7850 – Insurance – Consideration is being given to re-casting some of the policies to obtain better rates.

Dr. Stewart moved for acceptance of the Treasurer’s Report. The motion was seconded by Mr. Whitaker and unanimously carried.

EXECUTIVE DIRECTOR’S REPORT

Mr. Slavin reviewed the Executive Director’s Monthly Report for the period January 1 to January 31, 2023, noting the following:

- Entranceway – Mr. Slavin encouraged everyone to visit the entranceway site to see the progress to date. The project is on day 40 of a 90-day project and they are in front of schedule. A-Del has done a fantastic job of maintaining a safe, professional, and clean site. They have communicated very well, which the Corporation has been able to pass on to the community.
- Branch Canal Revetment – This project is in the design and financing stage to rebuild the bank on the southern side of the Branch Canal to prevent further erosion. FDRPC has submitted a grant proposal to the Federal Emergency Management Agency (FEMA) for funding of the Branch Canal Revetment project. The total project costs are estimated to be \$866,320. The FEMA grant provides a 90% reimbursement rate for approved projects.

- Branch Canal Ownership – Proposed transfer of owners from U.S. Army Corps of Engineers (USACE). USACE was granted authority by Congress to transfer ownership of these two parcels, with the North Branch Canal Area Transfer eligible for transfer of ownership to FDRPC and the Fifth Street Bridge eligible for transfer to DelDOT.

DelDOT has asked FDRPC to address all future development plans and potential issues that the FDRPC has for the North Branch Canal Area. Staff will prepare a briefing for the Board in March and perhaps April with a decision being made in May or June.

FDRPC retains the right to not carry out the transfer of property. Additionally, the transfer of property must also have the approval of the Governor.

- Marina Village – This is the next residential phase of 130 townhomes being built on the eastern portion of the campus. The Special Use permit for the Marina Village project was returned to Delaware City Council with the unanimous recommendation of the Delaware City Planning Commission. City Council heard the matter on January 23, 2023 and voted to defer the issue to the February 20, 2023 meeting. The Special Use permit will allow them to move forward with the formal planning process.
- DNREC Archives Building, DNREC Maintenance Shop, and Old Battery Lane Duplexes – These projects are awaiting DNREC permitting to be completed.
- Post Theater – There has been a lot of community interest in the Post Theater, which is in fairly good condition. It currently seats 300; however, modernization will shrink the capacity.

The Tybee Theater in Georgia is the very same architectural design as the Post Theater and has been restored. Mr. Slavin and Mr. Graci met via Zoom with Mr. Evan Goetz of the Tybee Theater to discuss how they got their theater restored and a part of the community. An offer was extended to Mr. Goetz and to the organization to provide assistance to the FDRPC with the Post Theater.

- Community Engagement
 - FDRPC will host a community update meeting for the public on February 15, 2023 at 6:30 p.m. in the Delaware City Fire Hall. Mr. Slavin thanked Ms. Rogers and Mr. Graci for their assistance in developing a list of topics.
 - FDRPC will host a Parks and Recreation Amenities workshop on February 22-23, 2023 with the Hitchcock Design Group. Hitchcock Design was previously contracted with to begin to identify possible alternatives for public spaces on the Fort DuPont campus. A conceptual study was developed to show possible recreational functions; however, there was no input from the community. The workshops will begin the process of collecting ideas and developing a working group to shepherd the project through the design phase.
- Real Estate - FDRPC accepted an offer to sell the property at 1303 Officers Row; however, the offer has been withdrawn. FDRPC has four additional improved lots for sale on Officers Row, with each listed at \$125,000.

- Deputy Director Search - First round interviews were scheduled for the position of Deputy Director/Controller. Two of the three candidates withdrew their names prior to the interviews. Given the small pool of candidates, a new search was opened with the services of a recruitment firm (Placers) and indeed.com. A new pool of seventeen (17) candidates has been vetted with the Executive Committee (Tim Slavin, Wendy Rogers, and Dave Baylor) and nine (9) of those candidates will be extended interviews for February 16th and 17th. The interviews will either proceed to a second round of interviews and/or a short list. In accordance with HB 355, this hiring is mandated and requires the approval of the Board of Directors.
- FOIA Officer – Ms. Traci McDowell has agreed to serve as FDRPC’s Freedom of Information Act (FOIA) Officer. Ms. McDowell will oversee compliance with all meeting notices and minutes, as well as FOIA requests for material. All FOIA requests are being received at a new email address of FOIA_Officer@fortdupont.org. Ms. McDowell is a part-time contractor to FDRPC. Dialogue has begun with a company called JustFOIA to provide a cloud based FOIA tracking system with a public facing component.
- Governor’s Budget - The Governor’s Recommended Budget for FY 24 contains level funding of \$2,250,000 for FDRPC. Enhancements to operating funding and line-item capital projects (Theater and Chapel) were requested by FDRCP but not included in the Governor’s Recommended Budget.
- Employee Handbook – A review of the employee handbook is underway by Excelsior Consulting to bring it up to best practices for consideration and approval by the board. Excelsior was retained through the employee practices liability insurance company and it is offered at a very low cost.
- Strategic Planning – The strategic planning process begins with an entrance meeting with the Delaware Alliance for Non-profit Advancement (DANA) on February 16, 2023. DANA will be brought forward at the March board meeting for an introduction to what the process will look like, what the expectations of the board will be, and to communicate public engagement opportunities in the strategic planning process. This is an operations plan for the corporation to define its key values and success measures.

Responding to Dr. Stewart, Mr. Slavin advised that the duplexes on Old Battery Lane were complete except for the porches. He noted that they cannot disturb the ground until they get through the DNREC permitting process. Mr. Slavin noted that NAI Emory Hill has advised that each of the four units will rent for \$2,500 per month.

Mr. Scoglietti asked if the FEMA grant for the Branch Canal Revetment project was on a reimbursement basis or they would provide money up front. Mr. Slavin advised that it was reimbursement and funding would have to be determined.

Mr. Edgell moved for acceptance of the Executive Director’s Report. The motion was seconded by Mr. Baylor and unanimously carried.

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 and is scheduled to be presented to the Delaware City Mayor and Council in February. The city is taking the steps to ensure that everything is ready to go for the meeting the last Monday of the month.
- Chief Henderson is in the process of developing a plan for street signage for Fort DuPont. He noted that they would be asking three representatives of Fort DuPont to review the plan. Once the plan is approved by Mr. Slavin, a public information session will be scheduled prior to implementation and enforcement.
- Delaware City still has concerns about the future of the Branch Canal and the Mayor and Council will schedule a public forum for discussion. Mr. Baylor reiterated his previous concerns regarding the ownership and management of the canal.

Mr. Edgell moved for acceptance of the Delaware City Updates. The motion was seconded by Mr. Erikson and unanimously carried.

PUBLIC COMMENT

Mr. Jack Guerin of FightDECORruption.com read the following excerpt from a January 10, 2023 DNREC press release regarding Blue Water Development:

After a month-long investigation into reports of illegal wastewater discharge within the Pine Haven Campground Community located near Lincoln in Sussex County, DNREC issued a wastewater violation to property owner Blue Water Development Corporation of Ocean City, Maryland.

The Notice of Violation faulted the company for failure to possess appropriate on-site wastewater and disposal system permits as required by Delaware regulations, and cited violations beginning December 9, 2022 for untreated wastewater surfacing above septic tanks and cesspool disposal areas within the campground.

Mr. Guerin stated that Blue Water is sparking another controversy by bidding to construct an RV campground in a West Virginia state park. Referring to a post on the Morgan County West Virginia website, Mr. Guerin read the following excerpts:

At a pre-bid conference for vendors this week at the Cacapon State Lodge, only one vendor showed up – Blue Water – a developer in the mid-atlantic region with properties that include a number of Jellystone Parks and Kampgrounds of America.

Blue Water is looking to put in up to 250 RV campsites behind the Nature Center at Cacapon. The concrete RV campsites would pave over the 2.2 mile Rock & Roll Trail.

The Rock & Roll Trail was developed with public grants in coordination with state park officials and with hundreds of hours of volunteer labor. Officially opened in 2021, it is the first machine-built and professionally designed trail at Cacapon.

Local residents are concerned not just about the paving over of the recently built bike trail but also how many trees will be cut down, how much runoff there will be, and additional light and noise.

Ms. Erica Lindsey, 905 A Fifth Street, Delaware City, asked if the results of the residential audit were sent to the attorney general's office for investigation and, if so, if it was a formal, written request. She also asked if a response had been received. Responding, Mr. Slavin stated that legal counsel made a formal request; however, a response had not yet been received.

Ms. Lindsey asked if the request had been made to the NPS for the appropriate swap for the Lennar project. Responding, Mr. Slavin stated that the request to trade the protection on the lands would not come from Fort DuPont, it would come from the Department of Natural Resources and Environmental Control (DNREC). He advised that he has asked DNREC to begin the process with the National Park Service; however, he has not received an update.

RECESS INTO EXECUTIVE SESSION

Mr. Baylor moved to recess into executive session, seconded by Mr. Erikson and unanimously carried. Meeting recessed at 9:05 a.m.

RECONVENE

Mr. Baylor moved to reconvene the FDRPC Board meeting, seconded by Mr. Whitaker and unanimously carried. Meeting reconvened at 9:30 a.m.

POTENTIAL ACTION ON PERSONNEL-RELATED ISSUES AND SALE OF REAL ESTATE

Mr. Tim Slavin, FDRPC Executive Director, advised that Senator Mantzavinos recused himself and removed himself from the conversation for one of the executive session matters owing to a potential conflict of interest with his wife's employment and the corporation's insurance coverage.

There was no action to be taken as a result of the executive session.

ADJOURNMENT

Mr. Edgell moved for adjournment, seconded by Mr. Scoglietti and unanimously carried.

Meeting Adjourned at 9:30 a.m.

Exhibits

Exhibit 1 - Budget vs. Actuals: FY 2022-2023 – FY23 P&L Report

APPROVED: March 8, 2023

Fort DuPont Redevelopment and Preservation Corporation
Budget vs. Actuals: FY_2022_2023 - FY23 P&L
July 2022 - December 2022

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4005 Carryforward	0.00	250,000.00	-250,000.00	0.00%
4010 State Appropriation	1,500,000.00	2,250,000.00	-750,000.00	66.67%
4100 RENTAL INCOME	14,615.40	0.00	14,615.40	
4100-15 Building 15	5,760.00	17,280.00	-11,520.00	33.33%
4100-25 Building 25	14,800.00	42,000.00	-27,200.00	35.24%
4100-36 Building 36	0.00	8,000.00	-8,000.00	0.00%
4100-42 Building 42	0.00	30,360.00	-30,360.00	0.00%
4100-43 Building 43	11,600.00	34,800.00	-23,200.00	33.33%
4100-45 Building 45	9,650.00	46,800.00	-37,150.00	20.62%
4100-46 OBL Duplexes	0.00	20,000.00	-20,000.00	0.00%
4100-DH DHSS	0.00	8,400.00	-8,400.00	0.00%
4100-DN DNREC	0.00	10,500.00	-10,500.00	0.00%
4100-OM OMB	9,315.00	9,315.00	0.00	100.00%
4100-S Storage	0.00	3,600.00	-3,600.00	0.00%
4110 SPECIAL EVENT REVENUE	0.00	0.00	0.00	
4111 Misc Events	5,250.00	6,700.00	-1,450.00	78.36%
Total 4110 SPECIAL EVENT REVENUE	\$ 5,250.00	\$ 6,700.00	-\$ 1,450.00	78.36%
4130 CAM REVENUE	0.00	0.00	0.00	
4131 Lawncare - CAM (State Tenants)	3,200.00	16,040.00	-12,840.00	19.95%
4132 Snow/Ice - CAM (State Tenants)	12,514.00	25,112.00	-12,598.00	49.83%
Total 4130 CAM REVENUE	\$ 15,714.00	\$ 41,152.00	-\$ 25,438.00	38.19%
4150 TENANT REIMBURSEMENTS	0.00	0.00	0.00	
4151 Utility Reimbursements	43,800.63	100,000.00	-56,199.37	43.80%
Total 4150 TENANT REIMBURSEMENTS	\$ 43,800.63	\$ 100,000.00	-\$ 56,199.37	43.80%
Total 4100 RENTAL INCOME	\$ 130,505.03	\$ 378,907.00	-\$ 248,401.97	34.44%
4200 REAL ESTATE SALES	0.00	0.00	0.00	
4202 Officers Row Ph1A	0.00	120,000.00	-120,000.00	0.00%
Total 4200 REAL ESTATE SALES	\$ 0.00	\$ 120,000.00	-\$ 120,000.00	0.00%
4500 HISTORIC TAX CREDITS				
4500-30 HTC - OBL Duplexes	\$ 0.00	\$ 185,000.00	-\$ 185,000.00	
Total 4500 HISTORIC TAX CREDITS	\$ 0.00	\$ 185,000.00	-\$ 185,000.00	
4800 BANK LOANS - BUDGETED PROCEEDS	0.00	0.00	0.00	
4811 OBL Duplexes	431,964.43	623,426.00	-191,461.57	69.29%
Total 4800 BANK LOANS - BUDGETED PROCEEDS	\$ 431,964.43	\$ 623,426.00	-\$ 191,461.57	69.29%
Total Income	\$ 2,062,469.46	\$ 3,807,333.00	-\$ 1,744,863.54	54.17%
Gross Profit	\$ 2,062,469.46	\$ 3,807,333.00	-\$ 1,744,863.54	54.17%

	Total			% of
Expenses	Actual	Budget	over Budget	Budget
6030 Bank Charges	4.83	0.00	4.83	
6400 Building Improvements{77}	400.00	0.00	400.00	
6409c 09c Painting-Interior	-99.71	0.00	-99.71	
6417 Supplies & Materials	2,085.77	0.00	2,085.77	
Total 6400 Building Improvements{77}	\$ 2,386.06	\$ 0.00	\$ 2,386.06	
6460 ENVIRONMENTAL	48,775.09	0.00	48,775.09	
6464 Soil Analysis	6,050.00	50,000.00	-43,950.00	12.10%
Total 6460 ENVIRONMENTAL	\$ 54,825.09	\$ 50,000.00	\$ 4,825.09	109.65%
6480 SPECIAL EVENT EXPENSES	500.00	0.00	500.00	
6500 PROFESSIONAL FEES	685.00	0.00	685.00	
6505 Prof Fees - Engineering	4,601.50	0.00	4,601.50	
6505-01 Marina	1,500.00	200,000.00	-198,500.00	0.75%
6505-02 Master Planning	18,776.75	50,000.00	-31,223.25	37.55%
6505-03 Canal District	652.50	0.00	652.50	
6505-04 Roads/Utilities	940.50	100,000.00	-99,059.50	0.94%
6505-05 Bike Path	72,026.25	0.00	72,026.25	
6505-06 Survey	0.00	10,000.00	-10,000.00	0.00%
6505-08 Geotechnical	17,055.90	0.00	17,055.90	
6505-09 Round-a-bout	37,350.25	25,000.00	12,350.25	149.40%
6505-11 Subdivisions	0.00	15,000.00	-15,000.00	0.00%
6505-12 OBL Duplexes	685.00	15,000.00	-14,315.00	4.57%
6505-13 Section 6F/106	0.00	10,000.00	-10,000.00	0.00%
6505-14 Marina Village	23,229.75	0.00	23,229.75	
6505-15 Park & Recreation	1,850.00	50,000.00	-48,150.00	3.70%
6505-20 Branch Canal	623.25	0.00	623.25	
Total 6505 Prof Fees - Engineering	\$ 179,291.65	\$ 475,000.00	-\$ 295,708.35	37.75%
6515 Prof Fees - Architectural	240.00	10,000.00	-9,760.00	2.40%
6520R Prof Fees - Legal	198,381.00	250,000.00	-51,619.00	79.35%
6525R Prof Fees - Accounting	25,275.00	50,000.00	-24,725.00	50.55%
6535R Prof Fees - HR	0.00	2,500.00	-2,500.00	0.00%
6536 Community Association	0.00	6,000.00	-6,000.00	0.00%
6545 Roadways/Utilities	7,886.75	0.00	7,886.75	
Total 6500 PROFESSIONAL FEES	\$ 411,759.40	\$ 793,500.00	-\$ 381,740.60	51.89%
6535 PERMITTING	3,924.00	0.00	3,924.00	
6600R FEES - OTHER	-0.50	0.00	-0.50	
6606 Permit Fees	5,487.04	5,000.00	487.04	109.74%
6610 Bank Fees	99.72	4,000.00	-3,900.28	2.49%
6620 HTC Fees	0.00	9,500.00	-9,500.00	0.00%
6625 Bank Charges	0.00	0.00	0.00	
6627 Applied Bank Fees	1,686.73	0.00	1,686.73	
Total 6625 Bank Charges	\$ 1,686.73	\$ 0.00	\$ 1,686.73	
6631 Del City Rental Tax	1,347.41	0.00	1,347.41	

	Total			% of Budget
	Actual	Budget	over Budget	
Total 6600R FEES - OTHER	\$ 8,620.40	\$ 18,500.00	-\$ 9,879.60	46.60%
6700 IMPROVEMENTS	15,153.00	0.00	15,153.00	
6704 Building 45-1308 Officers Row	1,775.00	0.00	1,775.00	
6706 Building 15-Post Headquarters	0.00	0.00	0.00	
6712 Building 24-Theater	826.00	0.00	826.00	
6716 Canal District	24,354.00	0.00	24,354.00	
6716.30 Roads/Utilities	139,000.00	0.00	139,000.00	
Total 6716 Canal District	\$ 163,354.00	\$ 0.00	\$ 163,354.00	
6721 Roundabout	45,516.99	0.00	45,516.99	
6724 Marina	23,517.50	0.00	23,517.50	
6734 Building 23-Band Barracks	5,090.00	0.00	5,090.00	
6735 Landscaping	120.00	0.00	120.00	
6738 Duplexes on OBL	0.00	623,426.00	-623,426.00	0.00%
6738-01 Building 26	219,009.85	0.00	219,009.85	
6738-02 Building 27	189,538.52	0.00	189,538.52	
Total 6738 Duplexes on OBL	\$ 408,548.37	\$ 623,426.00	-\$ 214,877.63	65.53%
6741 Building 30-Stable	300,908.16	0.00	300,908.16	
6748 Building 52-Tilton	12,741.87	0.00	12,741.87	
6759 Community Garden	700.92	0.00	700.92	
6766 Old Battery Lane	2,586.75	0.00	2,586.75	
6767 Building 82-POW Building	575.00	0.00	575.00	
6768 DNREC Magazine	0.00	100,000.00	-100,000.00	0.00%
6770 DNREC Maintenance Bldg	13,547.58	500,000.00	-486,452.42	2.71%
6772 Park & Recreation Amenities	6,000.00	0.00	6,000.00	
Total 6700 IMPROVEMENTS	\$ 1,000,961.14	\$ 1,223,426.00	-\$ 222,464.86	81.82%
6700X Site Evaluation (deleted)	0.00	0.00	0.00	
6735x Site Design (deleted)	365.00	0.00	365.00	
Total 6700X Site Evaluation (deleted)	\$ 365.00	\$ 0.00	\$ 365.00	
6769 DNREC Relocation	0.00	0.00	0.00	
6769-05 Repository	22,271.23	0.00	22,271.23	
Total 6769 DNREC Relocation	\$ 22,271.23	\$ 0.00	\$ 22,271.23	
6800 SITE UTILITIES	210.15	0.00	210.15	
6810 Electric	79,203.46	85,000.00	-5,796.54	93.18%
6815 Gas	3,466.37	50,000.00	-46,533.63	6.93%
6820 Water	7,668.96	5,000.00	2,668.96	153.38%
6825 Sewer	5,782.36	5,000.00	782.36	115.65%
6835 Trash	2,019.00	5,000.00	-2,981.00	40.38%
Total 6800 SITE UTILITIES	\$ 98,350.30	\$ 150,000.00	-\$ 51,649.70	65.57%

	Total			% of Budget
	Actual	Budget	over Budget	
7000 OPERATING EXPENSES	0.00	0.00	0.00	
7005 Museum	0.00	5,000.00	-5,000.00	0.00%
7009 Computer Support	0.00	2,500.00	-2,500.00	0.00%
7010 Office Supplies	5,167.49	15,000.00	-9,832.51	34.45%
7020 Travel	0.00	2,500.00	-2,500.00	0.00%
7025 Meals and Entertainment	0.00	2,000.00	-2,000.00	0.00%
7030 Utilities - Office	3,235.80	5,000.00	-1,764.20	64.72%
7035 Phone/Internet - Office	4,540.90	7,500.00	-2,959.10	60.55%
7040 Repairs & Maintenance	1,315.00	5,000.00	-3,685.00	26.30%
7045 Discretionary Expenses	0.00	2,500.00	-2,500.00	0.00%
7050 Equipment and Furnishings	0.00	20,000.00	-20,000.00	0.00%
7051 Uniforms	1,928.31	5,000.00	-3,071.69	38.57%
Total 7000 OPERATING EXPENSES	\$ 16,187.50	\$ 72,000.00	-\$ 55,812.50	22.48%
7100 COMMON AREA MAINTENANCE	5,140.40	0.00	5,140.40	
7105 Lawn Care	88,158.20	125,000.00	-36,841.80	70.53%
7110 Storm Water Management	3,065.00	30,000.00	-26,935.00	10.22%
7115 Pest Control	1,485.00	5,000.00	-3,515.00	29.70%
7120 Fire & Security Monitoring	765.85	20,000.00	-19,234.15	3.83%
7125 Snow & Ice Removal	0.00	20,000.00	-20,000.00	0.00%
7130 Building Repairs & Maintenance	0.00	25,000.00	-25,000.00	0.00%
7135 Road Repairs	0.00	5,000.00	-5,000.00	0.00%
7140 Landscaping Maintenance	34,268.58	75,000.00	-40,731.42	45.69%
7141 Auto	143.82	15,000.00	-14,856.18	0.96%
7145 Equipment Expense	12,592.57	40,000.00	-27,407.43	31.48%
7146 Supplies	17.99	15,000.00	-14,982.01	0.12%
7830 Utilities	7,255.46	7,500.00	-244.54	96.74%
Total 7100 COMMON AREA MAINTENANCE	\$ 152,892.87	\$ 382,500.00	-\$ 229,607.13	39.97%
7200 DEBT EXPENSE	0.00	0.00	0.00	
7205 Officers Row - Applied Prin/Int Loan 0380	41,593.20	64,344.00	-22,750.80	64.64%
7210 DMHEF Repayment	0.00	9,996.00	-9,996.00	0.00%
7215 OBL Duplexes - Applied Prin/Int Loan 0810	17,298.42	53,100.00	-35,801.58	32.58%
7225 Truck Loan - WSFS	8,880.00	17,771.00	-8,891.00	49.97%
Total 7200 DEBT EXPENSE	\$ 67,771.62	\$ 145,211.00	-\$ 77,439.38	46.67%
7500 MARKETING EXPENSES	400.00	0.00	400.00	
7510 Advertising & Promotion	128.37	24,000.00	-23,871.63	0.53%
7520 Graphics/Branding/Messaging	0.00	2,500.00	-2,500.00	0.00%
7525 Marketing Collateral	0.00	10,000.00	-10,000.00	0.00%
7550 Website & Social Media	6,482.17	25,000.00	-18,517.83	25.93%
Total 7500 MARKETING EXPENSES	\$ 7,010.54	\$ 61,500.00	-\$ 54,489.46	11.40%

	Total			% of
	Actual	Budget	over Budget	Budget
7700 PAYROLL EXPENDITURES	0.00	0.00	0.00	
7710 401k	5,707.12	10,000.00	-4,292.88	57.07%
7720 Employee Benefits - Health	47,717.52	84,000.00	-36,282.48	56.81%
7721 Employee Benefits - Dental	520.28	0.00	520.28	
7730 Payroll Tax Expense	26,175.58	44,327.00	-18,151.42	59.05%
7740 Salaries & Wages	279,783.07	554,084.00	-274,300.93	50.49%
7750 Payroll Service Fees	1,210.65	3,000.00	-1,789.35	40.36%
Total 7700 PAYROLL EXPENDITURES	\$ 361,114.22	\$ 695,411.00	-\$ 334,296.78	51.93%
7850 INSURANCE	-1,073.48	0.00	-1,073.48	
7851 General Liability	13,445.62	13,446.00	-0.38	100.00%
7852 Flood Insurance	5,768.00	0.00	5,768.00	
7853 Property	26,062.53	45,000.00	-18,937.47	57.92%
7854 Builder's Risk	0.00	3,610.00	-3,610.00	0.00%
7855 Workers Comp Insurance	4,916.00	14,000.00	-9,084.00	35.11%
7856 Auto	18,680.95	13,000.00	5,680.95	143.70%
7857 D & O/ E&O Insurance	8,070.00	2,515.00	5,555.00	320.87%
7858 Business Owners	3,747.14	1,410.00	2,337.14	265.75%
7859 Pension & Crime	0.00	150.00	-150.00	0.00%
Total 7850 INSURANCE	\$ 79,616.76	\$ 93,131.00	-\$ 13,514.24	85.49%
Administrative Expenses	0.00	0.00	0.00	
Property Management	0.00	0.00	0.00	
7880 Repair & Maintenance	1,170.00	0.00	1,170.00	
7900 Security	210.00	0.00	210.00	
Total Property Management	\$ 1,380.00	\$ 0.00	\$ 1,380.00	
Total Expenses	\$ 2,289,940.96	\$ 3,685,179.00	-\$ 1,395,238.04	62.14%
Net Operating Income	-\$ 227,471.50	\$ 122,154.00	-\$ 349,625.50	-186.22%
Other Income				

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