

Doylestown Township - Ways and Means Committee

Agenda for March 25, 2015

Meetings held 4th Wednesdays at 7PM except no meeting in November and December meeting is 2nd Wednesday

Resident Members		Township Participants	
Lee Schwarz – Chairman		Ken Snyder - Board of Supervisors - Liaison	
Ed Ebenbach – Vice Chairman		Stephanie Mason – Township Manager	
Emad Abdelnaby – Secretary		Ken Wallace – Township Finance Director	
Brenda Bray		Richard John – Township Operations	
Ed Denton			

1. Welcome guests
2. Approval of Prior Meeting Minutes
3. Finance Manager report
4. Renovation /Building Committee updates (2015 Goal Item)
5. Review updated CapEx spreadsheet and discuss the following supporting ideas (2015 Goal Items)
 - a. Ken S to present outline for standardized project narrative as basis for submissions for approval
 - b. Lee S to present expanded version of project dossier format previously created by Ed E to supplement
6. Prepare for Pre-Budget Work Session April 9 at 4PM (2015 Goal Item)
 - a. Review the objectives
 - b. Identify tasks to complete. Gather commitments from individuals/teams to complete
 - c. Define information to provide in supervisor packets prior to meeting
 - d. Outline presentation points
 - e. Key points of the 5 year outlook
7. Comments to finalize Fund Balance newsletter Article for April 1.
8. New business
9. Adjourn

APPENDIX: 2015 Committee Goals as presented to the Board

- ▶ Extend the budget planning cycle with Spring pre-budget meetings with the board.
 - Set strategic priorities earlier by identifying constraints and potential trade-offs.
 - Provide guidance to staff and allow sufficient exploration of budget options.
 - Provide perspective on the budget trend over the next 5 years and help the board develop solutions now that address long term spending and revenue issues.
- ▶ Standardize the capital project approval process to make it easier for the board to consistently evaluate the cost and merits of each expenditure.
 - Develop a project analysis template to provide the purpose, estimated costs, source of funds and the justifying benefits as a requirement for submission to the board for consideration.
 - Monitor projects in development.
- ▶ Help the board carefully weigh all objectives, justifications, options and financial implications of doing needed renovations or new building construction as the future needs of the township are addressed.
- ▶ Refine the Capital Project Work in Process tools that also address grant funds timing/ available fund balances to match and longer projects that overlap prior and future budget years.

- Balance internal capacity and outsourcing for optimum cost and project completion.
- Document standard operating procedures for Budget Model Administration.