

**Doylestown Township - Ways and Means Committee
Agenda for July 23, 2015 (Special Thursday Schedule)**

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. Preliminary review of long term financing options from Ken W and Brenda B.
4. Present findings from initial round of manager meetings - Ken W, Stephanie, Ed E.
5. Finance Manager report- 2015 performance to budget – Ken W. Ed E.
6. Status on CapEx Project Packet using current project as sample- Ken S
7. Review progress on 2015 Committee Goals presented to the board which were:
 - a. Extend the budget planning cycle with spring pre-budget meetings with the board.
 - i. Set strategic priorities earlier by identifying constraints and potential trade-offs.
 - ii. Provide guidance to staff and allow sufficient exploration of budget options.
 - b. 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.
 - c. Standardize the capital project approval process to make it easier for the board to consistently evaluate the cost and merits of each expenditure.
 - i. 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.
 - ii. Monitor projects in development.
 - d. 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.
 - e. 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.
 - i. Balance internal capacity and outsourcing for optimum cost and project completion.
 - f. Document standard operating procedures for Budget Model Administration.
8. New business
9. Adjourn