



# Board of Supervisors / Finance Committee

## Budget Work Session

~ Notes ~

425 Wells Road  
Doylestown, PA 18901  
<http://doylestownpa.org/>

[www.facebook.com/doylestowntwp](http://www.facebook.com/doylestowntwp)  
Twitter: @DoylestownTwp

215-348-9915

---

**Tuesday, July 18, 2023**

**5:00 PM**

**Public Meeting Room**

---

### In Attendance:

*Board of Supervisors:* Chairman Barbara N. Lyons, Vice-Chairman Ryan Manion, Jennifer Herring (via Zoom), Dan Wood and Nancy Santacecilia.

*Finance Committee:* Chairman Brenda Bray, Jason Showmaker, Joe Vogt

*Others in attendance included:* Township Manager Stephanie Mason, Assistant Township Manager Stacy Crandell, Finance Director Ken Wallace, Director of Operations Dave Tomko, Parks and Recreation Director Karen Sweeney, Chief Dean Logan, Lt. Charles Zeigler, and Township Budget Analyst Ed Ebenbach.

Ms. Lyons welcomed everyone and called the meeting to order.

Ms. Mason gave an overview of the Community and Recreation Center Project and explained the process the Township has taken. She explained that tonight's presentation is focused on the funding for this project. The next step is to have the project go out to bid.

Mr. Ebenbach gave an overview of the agenda and introduced Ken Ballard from Ballard King Associates who performed the original analysis of the potential operations to give an update of the analysis. Mr. Ballard could not attend the meeting, but the Township was able to record his presentation prior to the meeting and his associate, Darin Barr from Ballard King Associates was available at the meeting for questions.

Mr. Ballard went over his updated assumptions for the operations of the facility. He explained that he focused on numbers for revenue and expenses after the first year of operation, and on new/incremental expenses and revenues. For the second full year of operation of the facility at an estimated 81 hours a week, with rentals, programming, drop-in fees, and other events, the estimated revenues would be \$450,000 and the estimated expenses would be \$350,000 (using 2025 estimated labor rates) producing net revenue of \$96,000. Mr. Ballard reviewed the various pages and assumptions used in his model that produced the calculated result stated above.

After the recorded presentation, Mr. Ebenbach showed a chart that showed that the net revenue financial results predicted by Mr. Ballard's model were very similar numerically to those used in the Township's 2023 budget, but later by one year due to delays in when the facility would be completed.

There then were several comments:

Mr. Wood asked if the 50% capacity assumption for the first year used in the 2021 analysis was also used in this updated analysis. It was confirmed that the percentage was the same.

Ms. Santacecilia asked about how the program data was given. Mr. Barr explained that they used industry standards, and that data projections for this analysis were conservative.

Mr. Showmaker asked why current staffing numbers were not included in the analysis. Mr. Ebenbach explained that these positions are already covered in the Township budget, and their impact is already included in the financial projections. Ms. Manion explained that these positions would be here regardless of the building. Mr. Showmaker made comments about the program revenues and expenses, and he questioned the analysis. He asked if the Township looked at the demand for

this building. Ms. Mason explained the process the Township took. Mr. Barr explained how they calculated participants for the new facility.

Mr. Showmaker asked about the current program participants. Ms. Sweeney explained that we are currently operating in facilities and spaces that do not provide adequate resources or tools. She explained that it is important to note that it is important to see the vision and future of where we can go if given the appropriate facility.

Joe Delikat, resident, asked several questions about the analysis. In addition, Mr. Delikat stated that he agrees with everything that Mr. Showmaker stated in his comments.

Jamie Doyle from PFM then gave an overview and update to the bond funding estimates. She also talked about the trends and current market situation. Mr. Ebenbach showed a revised estimate of debt service based on the impact of the updated interest rate.

Joseph and Anthony Fay from Quatrefoil Consulting, the Township's Owners Representative for the project, gave their presentation on the pre-bid budget estimates for all three phases including the Courts, Recreation Building and the Comfort Cottage.

Ms. Bray asked about the need for the electric infrastructure upgrades. Mr. Tomko explained that these upgrades are needed as the infrastructure is over 30 years old and needs to be upgraded to support all the projects proposed. It also includes providing a backup generator to cover everything in the Park system.

Mr. Ebenbach showed a chart which updated the borrowing required with the new cost estimates and interest rate and calculated the resultant debt service. With the new estimates the impact on the average household for property taxes is about \$106 a year.

Ms. Mason concluded the meeting with a look at the schedule going forward and the next steps which includes the authorization to go to bid and start the financing process for the bond which is for consideration at the regular meeting. The project is scheduled to go out to bid on July 21<sup>st</sup> with results of the bids potentially being presented to the Board of Supervisors at their September 19<sup>th</sup> meeting for review and awarding of the bids if approved by the Board.

Adjourned at 6:45pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Stephanie J. Mason', with a long horizontal flourish extending to the right.

Stephanie J. Mason, Township Secretary