



## Charter Township of Van Buren



### Memorandum

**Date:** October 11, 2010

**TO** All Township Board Members  
All Department Directors

**From:** Supervisor White

**Re:** Schedule – 2010 Amended / 2011 Budget Preparation Meetings

This agenda is the time schedule for discussion of the Amended 2010 and Proposed 2011 Budgets. Please be aware that all areas of your budget will be discussed.

#### Tuesday, October 26, 2010

**8:30 AM** **Board Room**  
Township Board Members Convene  
Supervisor White opens informal meeting.

**8:40-9:10** **Museum**

**9:20-9:50** **Information Technology**

**10:00-Noon** **Building/Planning Department**  
Building Department  
Planning Department  
Environmental

**Noon-1:00PM** **LUNCH**

**1:10-3:10PM** **Water /Sewer Department**  
Building & Grounds  
Cemetery

**3:20-3:50** **Senior Department**

**4:00-4:30** **Cable Department**

**RECESS** Until **8:30AM** Tomorrow

Day Two  
**Wednesday, October 27, 2010**

**8:30 AM Convene- Board Room**

**8:40-12:00PM Public Safety**  
Police Department & Emergency Management  
Fire Department & Emergency Management  
Dispatch Department  
Animal Control

**Noon-1:00PM Lunch**

**1:10-2:10 Parks & Recreation**  
Recreation  
Community Services  
Parks and Lake

**2:20-2:50 Treasurer Budd**  
Treasurers Office  
Library

**3:00-3:50 Clerk Wright**  
Clerks Office  
Elections  
General Office  
Accounting  
Insurance & Fringe Benefits

**4:00-4:30 Supervisor White**  
Board of Trustees  
Supervisors Office  
Assessing Office  
Attorney

**Discussion & Direction**

**Thank You....Supervisor White.**

**ADJOURN.**