



Charter Township of Van Buren
Office of the Supervisor



Memorandum

Date: October 3, 2011

TO All Township Board Members
All Department Directors

From: Supervisor White

Re: Schedule – 2011 Amended / 2012 Budget Preparation Meetings

This agenda is the time schedule for discussion of the Amended 2011 and Proposed 2012 Budgets. Please be aware that all areas of your budget will be discussed.

Wednesday, Oct. 12, 2011

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

8:35-12:15 Public Safety
Police Department & Emergency Management
Fire Department & Emergency Management
(Break 15) Dispatch Department
Animal Control

12:15-1:15PM LUNCH

1:20-2:20 Building/Planning Department
Building Department
Planning Department
Environmental

(Break 15)
2:45-3:45PM Water /Sewer Department
Building & Grounds
Cemetery

3:50-4:20 Information Technology

RECESS Until **8:30AM** Tomorrow

Day Two
Thursday, October 13, 2011

8:30 AM	Convene- Board Room
8:40-9:20	Senior Department
9:25-10:00	Museum
10:05-10:35	Cable Department
(Break)	
10:55-12:10	Parks & Recreation Recreation Community Services Parks and Lake
12:15--1:15	Lunch
1:20-2:20	Clerk Wright Clerks Office Elections General Office Accounting Insurance & Fringe Benefits
(Break 15)	
2:45-3:15	Treasurer Budd Treasurers Office
3:20-4:15	Supervisor White Board of Trustees Supervisors Office Assessing Office Attorney
	Discussion & Direction

Thank You....Supervisor White.

ADJOURN.