



INTER-OFFICE MEMORANDUM

To: Department Heads
From: Dean Kazinci, Township Manager
Date: October 21, 2019
Re: 2020 Department Budget Requests Public Hearings

NJSA 40:69A-96 requires all Department Heads to submit requests for appropriations for the ensuing budget year and to appear before the Township Manager at public hearings during the month of November.

The 2020 Department Budget Public Hearing schedule is as follows:

<u>DATE</u>	<u>DEPARTMENT</u>	<u>SCHEDULED TIME</u>
Monday, November 4	Fire Department	9:00 am – 10:00 am
Monday, November 4	Purchasing	11:00 am – 11:30 am
Monday, November 4	Township Assessor	1:00 pm – 1:30 pm
Monday, November 4	Township Clerk	2:30 pm – 3:00 pm
Tuesday, November 5	Police Department	9:00 am – 10:00 am
Tuesday, November 5	Building Department	11:00 am – 11:30 am
Tuesday, November 5	Finance Department	1:00 pm – 1:30 pm
Tuesday, November 5	DPW & Engineering	2:30 pm – 3:30 pm
Wednesday, November 6	Human Resources	9:00 am – 9:30 am
Wednesday, November 6	Health Department	11:00am – 12:00 pm
Wednesday, November 6	Municipal Court	1:00 pm – 1:30 pm
Thursday, November 7	Legal Department	9:00 am – 10:00 am
Thursday, November 7	Library	11:00 am – 12:00 pm
Thursday, November 7	Recreation	1:30 pm – 2:30 pm

All budget hearings will be held in the Manager's Executive Conference Room, located at 818 Teaneck Road, 2nd Floor.

Thank you for your anticipated cooperation in this matter.

cc: Council