



INTER-OFFICE MEMORANDUM

To: Department Heads
From: Jaclyn M. Hashmat, Township Manager
Date: October 22, 2024
Re: 2025 Department Budget Request 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 2025 Department Budget Public Hearing schedule is as follows:

| <u>DATE</u> | <u>DEPARTMENT</u> | <u>SCHEDULED TIME</u> |
|-----------------------|-----------------------|-----------------------|
| Monday, November 4 | Fire Department | 8:30 AM – 9:30 AM |
| Monday, November 4 | Municipal Court | 10:00 AM – 10:30 AM |
| Monday, November 4 | Township Clerk | 11:00 AM – 11:30 AM |
| Monday, November 4 | Building Department | 12:00 PM – 12:30 PM |
| Monday, November 4 | Police Department | 2:00 PM – 3:00 PM |
| Monday, November 4 | Health Department | 3:30 PM – 4:00 PM |
| | | |
| Tuesday, November 5 | Library | 8:30 AM – 9:30 AM |
| Tuesday, November 5 | Legal Department | 10:00 AM – 10:30 AM |
| Tuesday, November 5 | DPW & Engineering | 11:00 AM – 12:00 PM |
| Tuesday, November 5 | Finance Department | 12:30 PM – 1:00 PM |
| Tuesday, November 5 | Township Assessor | 2:00 PM – 2:30 PM |
| | | |
| Wednesday, November 6 | Recreation | 8:30 AM – 9:30 AM |
| Wednesday, November 6 | Purchasing Department | 10:00 AM – 10:30 AM |
| Wednesday, November 6 | Human Resources | 11:00 AM – 11:30 AM |

All budget hearings will be held in the Municipal Building (818 Teaneck Road), South Entrance, 2nd Floor Conference Room.

Thank you for your anticipated cooperation in this matter.

cc: Council