



# INDEPENDENCE TOWNSHIP BOARD OF TRUSTEES 2012 MEETING SCHEDULE

AMENDED- May 1, 2012

## **REGULAR GENERAL MEETINGS: 7:30 PM**

Tuesday, January	17 & 31
Tuesday, February	7 & 21
Tuesday, March	6 & 20
Tuesday, April	3 & 17
Tuesday, May	1 & 15
Tuesday, June	5 & 19
Tuesday, July	3 & 17
Tuesday, August	14 & 28
Tuesday, September	4 & 18
Tuesday, October	2 & 16
Tuesday, November	13 & 27
Tuesday, December	4 & 18

## **REGULAR BUDGET MEETINGS: 7:00 PM**

Tuesday, January	10	
Tuesday, February	14	
Tuesday, March	13	
Tuesday, April	10	
<del>Thursday</del> <b>Monday, May</b>	<del>10-14</del>	<b>CANCELLED</b>
Tuesday, June	12	
Tuesday, July	31	
Tuesday, August	21	
Tuesday, September	11	
Tuesday, October	9	

## **REGULAR BUDGET MEETINGS**

After exchanging several emails and then meeting, Rick Yaeger, as Budget Analyst and I propose the following as the schedule of added monthly meetings devoted to the budget on the second Tuesday of each month ("Regular Budget Meetings"). By creating an additional meeting, this saves the Township money in the form of Trustees per meeting payments required for special meetings. Because of the budget, we had many more special meetings this year than anticipated.

The basis for this schedule and the matters we considered are present as well.

The budget process proposed will be different than in prior years in that the January through May meetings will not be number crunching or review in the line-item fashion we have done for the last few years. Rather they will be conceptual, an opportunity for the department heads to interact directly with the Board to determine goals and objectives for years 2013 and beyond. This should likely include the consideration of possible capital projects. For several departments it will also mean consideration of special matters.

**January: Regular Budget Meeting-Library:** At this, Julie Meredith, Library Director, will do a presentation on the possibility of converting the Library to a different format, including potentially making it a district library. She will also discuss capital planning and this would be an opportunity for her and the Board to discuss goals and objectives for the Library.

**February: Regular Budget Meeting-DPW:** This would include likely setting rates for water and sewer for the coming year. It would also include a presentation by Linda Richardson on the cemetery, not only the potential for sale but also adjusting its finances going forward.

**February: Second Regular General Meeting-Police:** There will be a review of the Police fund at the second Regular General Meeting in February. This should be a brief consideration to plan staffing levels under our contract with the County so that we are maximizing our coverage while assuring that we will have sufficient fund balance to cover the last two years of the life of the current millage. Rick Yaeger and I have discussed this so that he will be set to make that presentation. It should be short enough that it does not require a dedicated meeting.

**March: Regular Budget Meeting-Department of Parks, Recreation and Seniors:**

1. Review of department at a conceptual level and to review potential capital projects. It is also an opportunity to discuss and determine goals and objectives. That is something along the lines of the Gutowski suggestion at the public hearing. Rick Yaeger felt it was important to tackle this one before the other General Fund departments.

2. Review of Administrative Fees.

**April: Regular General Meeting-Assessing (April 17):** Assessing will present property tax revenue estimates at the second **Regular General Meeting** in April.

**April: Regular Budget Meeting-Fire Department (April 10):** It is important to undertake this one early because we have to determine what to do about the millage typically by early May for the August ballot. Determining whether we do a renewal or propose an increase will be discussed. There is also the possibility of requesting a fire capital millage rather than an increase. At this meeting we could discuss goals and objectives and, of course capital investments. Review of Administrative Fees.

**May: Regular Budget Meeting-All General Fund Departments (May 10-14 CANCELLED):** Except perhaps for Building, the balance of general fund accounts is *relatively* easy. Rick Yaeger believes that we could handle this in one evening and I think that is quite possible provided that all the various department heads provide preliminary information to the Board well in advance of the meeting. Again, this would be conceptual in nature, looking at the goals and objectives as well as capital investments and projects.

At a **Regular General Meeting** in **May (May 15):**, Rick Yaeger and the then-vibrant **Safety Path** committee could present a report on possible 2012 and 2013 projects and then the Board could discuss those at that time.

**June, (June 12): July (July 31): and August (August 21): Regular Budget Meeting:** will be "the numbers". By this we mean beginning to review the actual 2013 (as well as 2014 and 2015) numbers in a similar fashion but not the same as over the last three years. It is our feeling that with the Board's experience in close examination of the budget line-items that there is less need for the depth of examination of the last three years, particularly after we will have already had the conceptual meetings with the department heads earlier in the year.

**September: Regular Budget Meeting (September 11):** Another “numbers” meeting and the public hearing.

We are proposing that the Board pass this budget in **October**. **November** would be the back-up. There will be a new Board in late November of 2012. It would be unfair to expect them to grapple with all that we have reviewed, discussed and prepared throughout 2012 and expect them to pass a meaningful vote. The budget under which we operated for 2009 was passed by the prior Board.

**Other Considerations:**

Of necessity the Board has spent the last three years learning a great deal about budgeting as well as the managing and planning that are a part of the budget process. It should not be necessary to take that same approach this year. This is particularly so because that and other factors have improved the budget process.

It appears now that we are no longer under the gun of being in revenue free-fall. This should allow us to do more conceptual budget planning, working to goals and objectives and capital investments.

This schedule gives the department heads the opportunity to have that kind of discussion with the Board and to learn more about what the Board expects of them. We should expect that they will embrace this opportunity.