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**Jeanne M. Schmotzer**

**TO: ALL DIRECTORS, DEPARTMENT HEADS and ELECTED OFFICIALS**

**FROM: Dave Greenspan, Chairman of the Finance And Budgeting Committee**

**DATE: August 28, 2015**

**RE: 2016 – 2017 Biennial Budget Hearings**

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Attached is the schedule for each agency's 2016 - 2017 biennial budget hearing, which will be held in Council's Committee of the Whole.

Each department, agency and elected official will be given an opportunity to provide a brief opening statement at the beginning of the hearing to provide Council with a summary of your 2016 – 2017 budget, including any new initiatives or expenditures that were not part of your 2014-2015 budget, any reduction or elimination of existing programs, any reductions or additions to your personnel levels from 2015, and/or requests for additional funding you would like Council to consider.

Your opening presentation should be no longer than five minutes in order to allow sufficient time for discussion. If you would like to provide any additional information to Council regarding your agency please submit it electronically prior to your scheduled hearing in order to remain on track with the attached schedule.

Please review the attached schedule to find the date and time as to when your department or agency will be presenting and **confirm your attendance with Jeanne Schmotzer in our office at [jschmotzer@cuyahogacounty.us](mailto:jschmotzer@cuyahogacounty.us)**. Also if you have any information or a PowerPoint presentation for your hearing, please submit to Clerk Schmotzer at least a day prior to your scheduled hearing.

All hearings will take place in the C. Ellen Connally Council Chambers, located on the fourth floor of the County's Administrative Headquarters.

We will follow the schedule in the order listed in case you want to follow along the live streaming feed on the Council's website.

If you're not listed on the hearing schedule, but would like to come before Council, please let me know and we will schedule you on either November 5<sup>th</sup> or 10<sup>th</sup>.

If you have any questions about the 2015-2016 biennial budget process, please contact me or Trevor McAleer at [tmcaleer@cuyahogacounty.us](mailto:tmcaleer@cuyahogacounty.us) or 216-698-6472.