



CUYAHOGA COUNTY COUNCIL

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TO: ALL DIRECTORS, DEPARTMENT HEADS and ELECTED OFFICIALS

FROM: Dave Greenspan, Chairman of the Finance and Budgeting Committee

DATE: October 16, 2015

RE: 2016 – 2017

In anticipation of the upcoming budget hearings, Council would like to provide you with some guidelines as to what should be addressed during your scheduled hearing.

Please provide a brief opening statement at the beginning of the hearing with a summary of your

2016-2017 budget that includes the following:

- New Initiatives, expenditures or policy changes.
- Reductions or elimination of existing programs.
- Reductions or additions to personnel levels from 2015.
- Requests for additional funding you would like Council to consider.

Your opening presentation should be no longer than ten 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 to Jeanne Schmotzer in our office at jschmoter@cuyahogacounty.us 24 hours 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.

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