

Annual Statement of District Needs & Budget Process

Manhattan Community Board 11

Purpose

The purpose of this document is to provide an overview of the City's annual budget process, outline the role of community boards in the budget process, and establish a timeline specific to Community Board 11 (CB11). Additionally, this document sets a standard procedure for CB11's involvement in the budget process, detailing the roles of the District Needs & Budget Committee, office staff, Executive Committee, and other board committees each month.

The District Needs & Budget Committee is responsible for overseeing CB11's participation in the budget process. The board chair should appoint at least one representative from each committee to serve on the District Needs & Budget Committee.

About the City Budget

New York City's budget year begins on July 1st and ends on June 30th. The process of preparing the budget for any given fiscal year starts at least 13 months prior to the beginning of that fiscal year. In accordance with the New York City charter, three sets of budget documents are published during the process; the Preliminary Budget, the Executive Budget, and the Adopted Budget. All published budget documents can be found on the City's website.

Published in mid-January, the **Preliminary Budget** is the first budget released by the Office of Management and Budget following the submission of budget requests by each community board. The City Council holds public hearings throughout March, at which operating agencies, community boards, and residents provide feedback about the City's capital and expense needs and priorities. Feedback received during the hearings are used to guide the Mayor in formulating the Executive Budget.

The **Executive Budget** is issued at the end of April, and comprises the Mayor's proposed spending plan for the coming fiscal year. The Mayor submits this document to the City Council along with the Message of the Mayor, a policy statement which provides an overview of the City's fiscal and economic conditions. Before voting on a final budget, the City Council once again holds public hearings, giving community boards and residents one last chance to testify on top budget requests and priorities.

The Executive Budget forms the basis of the **Adopted Budget**. The Adopted Budget is adopted by the City Council in early June and goes into effect on July 1st. The budget sets the spending limits for the following year based on projected revenues.

The next section outlines the role of community boards in the annual budget process.

Resources

- [NYC Office of Management and Budget](#)
- [New York City Budget Cycle - OMB](#)
- [FAQ - OMB](#)
- [The Road for Adopting New York City's Budget, IBO](#)

The Role of Community Boards in the Budget Process

Under the City Charter, community boards are given a broad range of responsibilities for advising the City about local budget needs and priorities. The Charter mandates that the community boards consult with agencies on the capital and expense budget needs of the district, hold public hearings, prepare capital and expense budget priorities for the next fiscal year and react to the funding choices presented in the preliminary budget. To meet these mandates, a dynamic formal structure was created which allows the City's communities to make their needs known to agency decision makers and the Mayor. This assures that local neighborhood opinion is considered when the City allocates its resources and services.

The Office of Community Board Relations within the Office of Management and Budget (OMB), oversees procedures that assure community boards actively and effectively participate in forming the City's budgets. The following outlines the essential features of this process.

Statement of Community District Needs

The Statement of Community District Needs is a planning document which presents the board's assessment of its need along with proposed long term strategies and solutions. The document is intended to **provide a framework for our budget requests** and enables City agencies to evaluate and prioritize our proposals in relation to our overall assessment of needs.

Budget Requests

Community boards formally develop and submit budget requests to City agencies and the Office of Management and Budget (OMB) as the agencies begin preparing their next year's budget. There are two types of budget requests: Capital and Expense.

Capital budget requests include requests for funding for physical improvements to the district's infrastructure and public facilities, for land acquisition, and major equipment. Examples of capital budget items include upgrades to parks and playgrounds, purchase of additional sanitation trucks, and the construction of a new sanitation facility. Boards may assign Continued Support (CS) to a project which received funding for construction in any year of the current Financial Plan.

Expense budget requests include requests for funding for programs and personnel. Examples of expense budget items include funding to hire a new gardener for parks located in Community District 11 (CD11), increased frequency for street garbage bin collection, and increased seats for the Summer Youth Employment Program.

Community boards are advised to submit 40 capital budget requests and 25 expense budget requests. Requests should be informed by the board's assessment of district needs and prioritized according to level of need.

Statement on the Preliminary Budget

After community boards submit their Annual Statement of District Need & Budget Requests, City agencies review them and provide funding recommendations to be included in the City's Preliminary Budget. Each community board receives a Register of Community Board Budget Requests for the Preliminary Budget from OMB, to which they respond in the **Statement on the Preliminary Budget**.

Resources

- [Preparing a Statement on the Preliminary Budget](#)

Assessing Community District Needs

Community board participation in the budget process is a year-round activity. Even before the budget is adopted, the process of considering budget requests for the next cycle year occurs simultaneously.

Assessing community needs is one of the most important and useful activities performed by community boards in determining the district's service and budget requests. This should be an on-going activity which requires the involvement of each board member and committee. Personal observations, published surveys, public hearings, discussion with local service chiefs and the use of community records as minutes from the District Service Cabinet and the other district office complaint log can help in identifying patterns or areas of problems within the community.

The board can then determine if the identified problem can be addressed by reallocating existing resources or through a request for capital or expense budget funds. Throughout this process, an understanding of overall City and agency funding priorities and constraints will help your board as you match board budget proposals to available funds.

Budget Consultations

Community boards have two formal opportunities to consult with agency officials about budget needs and the funding of programs and projects: District level budget consultations and Borough level budget consultations.

District level budget consultations occur between May and August. Community board staff and committee members meet with agencies' local representatives to discuss the needs of the district, the current level of service delivery, and the resources needed to meet those needs.

Borough level budget consultations occur in September and early October. Community boards in each borough meet with agency commissioners to discuss long range needs, important budget requests, operational issues, agency policy choices and fiscal constraints.

Public Input

In order to ensure that the board's district needs assessment and budget recommendations reflect the concerns of the entire community, the community board must implement a public engagement strategy. At minimum, boards must host two public hearings, as described below. However, the board is encouraged to collect public input on a larger scale beyond the minimum requirement.

Public Hearings

Each community board in the preparation of its statement of budget priorities, shall, upon adequate public notice, hold a public hearing at which residents of the community district and other interested individuals may express their opinions as to the service and capital needs of the district. (section 230b)

Community boards are required to host a minimum of **two** public hearings as part of the City's budget preparation process so that community boards can meet citizen participation requirements. The first public hearing should be held in September or October prior to the submission of the next fiscal year's Statement of District Needs & Budget Requests. All testimony heard at the hearing should be incorporated into the board's needs statement and budget requests.

The second public hearing should be held within a month of the release of the Mayor's Preliminary Budget in mid-January. This public hearing gives the public the opportunity to react to the budget priorities and informs

the board’s Statement on the City’s Preliminary Budget.

All CB11 public hearings related to the City’s budget should be hosted by the District Needs & Budget Committee following a committee review and discussion of the budget. The public should receive notice of the scheduled public hearing at least one week in advance.

Public Input Survey

Each year, the Community Board office staff will work in conjunction with the Department of City Planning and the District Needs & Budget Committee to create the Community District Needs Public Input Survey. The survey will inform the Statement of District Needs, and will therefore be organized accordingly by policy area.

Resources

- District Needs Survey Template: [ENG](#); [SPAN](#)
- **CB11 Community Engagement toolkit**

CB11M Process and Timeline

The following details the workflow by which CB11 and its committees participate in the annual budget process including the preparation of its Statement of District Needs & Budget Priorities. The roles and responsibilities of staff, the District Needs & Budget Committee, other board committees including the Executive Committee are detailed below:

JUNE - The City Council adopts the budget for the upcoming fiscal year which begins on July 1st. The Community Board budget process for the following fiscal year begins.

Staff	<ul style="list-style-type: none">● Schedule District Budget Consultations for late June thru the end of July<ul style="list-style-type: none">○ Invite agency representatives and committee leadership● Publish Public Input Survey and monitor feedback
District Needs & Budget Committee	<ul style="list-style-type: none">● Prepare and Review <i>District Needs & Budget Work Plan</i> for the upcoming fiscal year and submit to the Executive Committee for approval
Executive Committee	<ul style="list-style-type: none">● Approve work plan submitted by District Needs & Budget Committee

Resources

- [Manual for Participation in the Budget Process](#)
- [District Needs & Budget Work Plan Template](#)

JULY/AUGUST - The Community Board conducts District Budget Consultations with City agencies. The Public Engagement Strategy is ongoing through mid-August (approximately two weeks after the optional Town Hall).

Staff	<ul style="list-style-type: none">● Coordinates meeting logistics for District Budget Consultations and provides meeting summaries● Prepares questions for Borough Budget Consultations● Continues to monitor Public Input Survey Results● Drafts Statement of District Needs● Analyzes data collected from Public Input Survey and other engagement strategies
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District Needs & Budget Committee	<ul style="list-style-type: none"> ● Meets regularly during the summer months to recap District Budget Consultations and outreach efforts ● OPTIONAL: host <i>Community District Needs Town Hall</i> (last week of July) ● Participate and provide support with engagement efforts
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Committees ● Participate and provide support with engagement efforts

SEPTEMBER - CB11 hosts Public Hearing on Community District’s Needs. The feedback obtained in the public hearing along with the public input from the summer’s engagement activities inform the Draft Statement of District Needs. The City hosts the Borough Budget Consultations, at which all community boards in each borough meet with Agency representatives.

Staff	<ul style="list-style-type: none"> ● Coordinates public hearing logistics (including outreach to encourage community participation) ● Continues to analyze data collected from Public Input Survey and other engagement strategies ● Submits Draft SDN to District Needs & Budget Committee for review ● Works with budget liaisons on committee report-backs and recommendations for budget requests ● Participates in Borough Budget Consultations
District Needs & Budget Committee	<ul style="list-style-type: none"> ● Summarizes results of Public Engagement Strategy ● Hosts Public Hearing on Community District Needs ● Reviews preliminary DRAFT Statement of District Needs; provides feedback and input to staff ● OPTIONAL: Attends Borough Budget Consultations
Committees	<ul style="list-style-type: none"> ● Budget liaisons report on findings from Public Input Survey and accompanying recommendations for budget requests ● Committee provides feedback
Executive Committee	<ul style="list-style-type: none"> ● Reviews DRAFT Statement of District Needs; post DNB review

OCTOBER - CB11 finalizes the list of budget requests to be submitted to OMB by October 31. The District Needs & Budget Committee meets following all other committee meetings and before the Full Board meeting.

Staff	<ul style="list-style-type: none"> ● Disseminates a spreadsheet of annual budget requests to board committees. This document will reflect responses to prior fiscal year’s budget requests contained in the Adopted Budget and recommendations for new requests based on Public Input. ● Submits FINAL SDN & budget requests, after FB approval vote, using DCP form
District Needs & Budget Committee	<ul style="list-style-type: none"> ● Discuss input from committees on budget requests ● Prioritize budget requests based on need; submit list of prioritized request to the Executive Committee

Committees	<ul style="list-style-type: none"> ● Review budget requests and make recommendations for additions and removals -- (all guidance comes from the committee) ● Staff liaisons and budget liaisons serve as a point of reference
Executive Committee	<ul style="list-style-type: none"> ● Review and vote on Final Budget Requests & Priorities

NOVEMBER/DECEMBER

District Needs & Budget Committee	<ul style="list-style-type: none"> ● Review of November Plan
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JANUARY - the Mayor releases the Preliminary Budget in mid-January. Community Boards then have 30 days to review and comment on the Preliminary Budget.

Staff	<ul style="list-style-type: none"> ● Disseminates Preliminary Budget documents received from OMB to board members and posts on board website
District Needs & Budget Committee	<ul style="list-style-type: none"> ● Meets at least 7 days following the release of the Preliminary Budget OR on the last Thursday in January ● Review Preliminary Budget documents

FEBRUARY - The Community Board is required to host a Public Hearing on the Preliminary Budget and draft a statement in response by mid-February. Committees must decide whether they would like to testify at the City Council Hearings on the Preliminary Budget which are held throughout March.

Staff	<ul style="list-style-type: none"> ● Draft Statement on the Preliminary Budget
District Needs & Budget Committee	<ul style="list-style-type: none"> ● Support for Statement on the Preliminary Budget ● Review of Committee Discussion ● Hosts Public Hearing
Committees	<ul style="list-style-type: none"> ● Finalize list of requests to respond to in Statement on Preliminary Budget ● Reach consensus re: providing public testimony at City Council Hearings on Preliminary Budget
Executive Committee	<ul style="list-style-type: none"> ● Votes to ratify CB11 Statement on the Preliminary Budget

MARCH - The City Council hosts Public Hearings on the Preliminary Budget throughout March. The Community Board is encouraged to provide testimony; board committees may testify in relation to their respective agencies. NOTE: Public testimony that restates a position of CB11 may be submitted to and voted on by the appropriate committee. Public testimony that either expands upon or is not yet a position of CB11 must be submitted to and voted on by the Full Board.

Staff	<ul style="list-style-type: none"> ● Support committees in drafting testimony
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District Needs & Budget Committee	<ul style="list-style-type: none"> ● OPTIONAL: testify on Preliminary Budget at City Council Committee Meetings
Committees	<ul style="list-style-type: none"> ● Sign off on Budget Committee testimony, subject to a committee vote

Resources

- [Budget Testimony Sample](#)

APRIL - The Mayor releases the Executive Budget in mid-April. Community Boards have 30 days to review and comment on the Executive Budget.

Staff	<ul style="list-style-type: none"> ● Disseminates Executive Budget documents to board members and posts on board website
District Needs & Budget Committee	<ul style="list-style-type: none"> ● Meets at least 7 days following the release of the budget OR on the last Thursday in April ● Review Executive Budget documents and compare to Preliminary responses

MAY - The City Council hosts Public Hearings on the Executive Budget throughout May. The Community Board is encouraged to provide testimony; each committee may testify in relation to their respective agencies. NOTE: Public testimony that restates a position of CB11 may be submitted to and voted on by the appropriate committee. Public testimony that either expands upon or is not yet a position of CB11 must be submitted to and voted on by the Full Board.

Staff	<ul style="list-style-type: none"> ● Support committees in drafting testimony
District Needs & Budget Committee	<ul style="list-style-type: none"> ● OPTIONAL: testify on Executive Budget at City Council Committee Meetings
Committees	<ul style="list-style-type: none"> ● Reach consensus re: providing public testimony at City Council Hearings in May
Executive Committee	<ul style="list-style-type: none"> ● Vote on Public Testimony that expands upon previous positions taken by the board (ie. through the Statement on the Preliminary Budget)