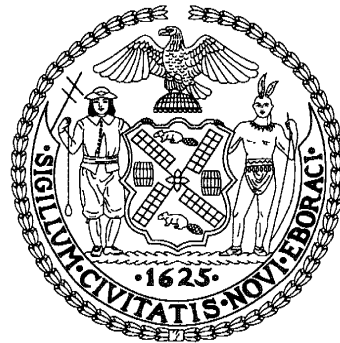


Manual for Participation in the Budget Process



The City of New York
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Office of Management and Budget
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This **MANUAL** was prepared by the

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**OFFICE OF MANAGEMENT AND BUDGET
COMMUNITY BOARD UNIT**

BUDGET PROCESS TIMETABLE FOR COMMUNITY BOARDS

**MAY THROUGH NOVEMBER
NEEDS ASSESSMENT/BUDGET PREPARATION**

May

- Public Hearings - boards testify on budget at City Council.

June 5

- Budget adopted - by City Council.

**COMMUNITY BOARD BUDGET PROCESS
BEGINS**

May - June

- Review District Needs - boards assess community needs to prepare District Needs Statement.

June - July

- District Consultations - between agency local service chiefs and community boards.

mid June

- District Needs Statements - submitted to Department of City Planning.

early July

- Reservations for Borough Consultations - submitted by all community boards to OCBR.

mid July

- Agendas for Borough Consultations - submitted by all community boards to OCBR.

by August 15

- Agency Policy Statements - submitted to OCBR.

August

- Budget Request Forms & Instructions - sent to community boards.

August

- Borough Consultation Materials - sent to community boards & agencies

September - early October

- Borough Consultations - between community boards and agencies.

September - October

- Public Hearings - held by boards in their communities on budget requests and district needs.

November 1

- Final Budget Requests with Priorities - submitted to OMB (at least 30 days prior to departmental estimates due date).

**NOVEMBER THROUGH MARCH
PRELIMINARY BUDGET**

early November

- Budget Requests Sent to Agencies by OMB - for evaluation as part of the departmental estimates.

Public Hearing on the Proposed Consolidated Plan to receive comments on the HUD transmission-held by City Planning

by November 15

- Citywide Statement of Facility Needs - community boards and Borough Presidents may comment within 90 days.

mid December

- Budget Requests Returned by Agencies to OMB - with responses.

January 16

- The Mayor's Financial Plan and Preliminary Budget - includes agency departmental estimates.

January 16

- Register of Community Board Budget Requests - sent to the boards. This includes agency funding recommendations for community board requests.

February

- Agency Heads Write to Boards- to explain negative responses to budget request.

by February 15

- Public Hearings - held by the boards on the preliminary budget.

by February 15

- Statement on the Preliminary Budget (Letter of Comment) - sent by boards to Mayor, City Council, Borough Presidents and Borough Boards.

by February 25

- Borough Board Public Hearing on the Preliminary Budget and Statement of Borough Board Priorities Submitted - prior to Borough President executive budget submission.

by March 10

- Borough Presidents' Capital and Expense Budget Allocations Submitted (5 percent share) - to Mayor and City Council for inclusion in the executive budget.
- Borough Presidents Recommend Changes to the Preliminary Budget.

by March 25

- Public Hearings on the Preliminary Budget - held by the City Council.

APRIL THROUGH JULY EXECUTIVE/ADOPTED BUDGET

by 2nd week in April

- Public Hearing on the Consolidated Plan Annual Performance Report and the needs and priorities of the Consolidated Plan for the next calendar year-held by City Planning.

April 26

- Executive Budget - released by the Mayor.

April 26

- Register of Community Board Budget Requests - sent to the boards. This includes OMB funding recommendations.

April 26

- Proposed Community Development Statement of Objectives and Budget - sent to the boards.

May 3

- Borough Presidents Modify Executive Budget Borough Allocations (5 percent share) - when necessary.

by May 6

- Borough Presidents Modify Executive Budget Recommendations - when necessary.

by May 25

- Public Hearings on the Executive Budget - held by the City Council.

May - June

- Mayor Writes to Boards- to explain negative responses to budget requests.

June 5

- Budget Adopted - by the City Council.

by June 6

- Budget Certified - by Mayor, Comptroller, City Clerk.

July 1

- Fiscal Year Begins

July

- Mayor Updates Financial Plan -30 days after adoption.

August

- Borough Presidents May Propose Reallocation of Personnel and Resources.

SUMMARY COMMUNITY BOARD PARTICIPATION 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 Community Board Unit 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.

THE CITY'S BUDGETS

New York City's budget year begins on July 1st and ends on June 30th. The total budget consists of three components. First comes the **Revenue Budget** which is the City's best estimate of how much money will be available during the fiscal year to support operating expenditures and capital improvement projects. These include all tax and non-tax funds expected to be received during the fiscal year.

The **Expense Budget** covers all the City's day to day operations such as salaries and supplies as well as debt service. It is supported by City taxes, fees and other local revenue as well as state and federal aid. The **Contract Budget** lists categories of contractual services.

The **Capital Budget** covers the cost of the City's long term construction program, purchases of land and large equipment. Reconstruction of streets, sewers, parks and buildings are examples of capital projects. Capital budget items are financed by the sale of municipal bonds as well as by state and federal grants.

The **Community Development Program** allocates federal money for long term physical improvements, public services and related activities that chiefly benefit low and moderate income persons.

Most budget documents are now available on the City's website: www.nyc.gov

AN OVERVIEW OF THE COMMUNITY BOARD BUDGET PROCESS

As representatives of local communities, boards are most concerned with City spending that affects the quality of life for residents and workers in their districts. The process by which the community boards participate in formulating the City's budgets has six major elements.

Consultations between the community boards and City agencies that deliver local services:

From May through early October, community boards have two formal opportunities to consult with agency officials about budget needs and the funding of programs and projects. The agencies that formally consult with the boards are the Departments for the Aging, Buildings, Small Business Services/Economic Development, Administration for Children's Services, Environmental Protection, Fire, Human Resources Administration, Homeless Services, Housing Preservation and Development, Parks, Police, Sanitation and Transportation. Consultations takes place at two levels:

- **District level:** In late Spring, district managers and committee members meet with the agency's 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:** During September and early October, boards in each borough meet with agency commissioners to discuss long range needs, important budget requests, operational issues, agency policy choices and fiscal constraints. Borough consultations let community boards present their needs and budget suggestions while at the same time letting top agency decision makers explain the difficult spending choices they must make in times of fiscal constraints.

These formal meetings give both the agencies and the boards an opportunity to openly discuss the criteria used in making difficult spending choices.

Public Hearings held by the Community Board:

Community boards hold at least two public budget hearings each year.

September/October

At the time the board is developing specific budget priorities to submit to City agencies, the public has the chance to identify community district needs and the board gets community input.

January/February

An opportunity for the public to react to the policies in the just released Preliminary Budget. This hearing forms the basis for the community board's **Statement on the Preliminary Budget**, which tells City officials the impact of the City's budget choices on their communities.

Formal Budget Submissions:

By the date announced by OMB, usually late October, boards formally submit their budget requests to City agencies and the Office of Management and Budget as the agencies begin preparing their next year's budget. Both the capital and expense budgets impact on community districts so community boards develop and vote separate priorities for up to 40 capital requests and up to 25 expense budget requests.

Budget submissions consist of three components.

- Requests for funding in the **Capital Budget** for physical improvements to the City's infrastructure and public facilities, for land acquisition and major equipment.
- Requests for funding in the **Expense Budget** for programs and personnel.
- **Community Board Service Program Rankings** where boards indicate the general importance of services to their community by ranking 85 programs provided by 25 agencies.

Agency Review of Board Budget Requests:

After community boards submit their requests, City agencies review them thoroughly. Agency funding recommendations are reflected in the City's Preliminary Budget and Departmental Estimates which are published by January 16th. Agency responses to each community board budget request are published by OMB in the **Register of Community Board Budget Requests for the Preliminary Budget**. Boards then have the opportunity to respond to agency decisions in their **Statement on the Preliminary Budget** which is due one month later.

OMB Review of Board Budget Requests:

For the Mayor's Executive Budget published on April 26th, these same budget requests are evaluated by the Office of Management and Budget. OMB funding recommendations are published in the **Register of Community Board Budget Requests for the Executive Budget**.

Public Hearings at which the Boards Testify:

February

Hearings held by Borough Boards prior to submitting Borough Board Budget Priorities and Borough President submissions to the Executive Budget.

March and May

City Council hearings on the Preliminary and Executive Budget.

Testifying lets the boards try to advance projects which were not recommended by the agencies or the Mayor's Office of Management and Budget.

The **budget process** described above represents a real opportunity for boards to influence the decisions that are made about projects and programs for their community.

The community boards learn the final outcome of the budget requests which they submitted in October in the **Register of Community Board Budget Requests for the Adopted Budget** which is published after the City Council finalizes the budget.

ASSESSING COMMUNITY DISTRICT NEEDS

As you see, the community boards' participation in the budget process is a year-round activity. Even before the budget is adopted, the simultaneous process of considering budget requests for the next cycle begins.

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 requiring the involvement of each board member and committee. Personal observations, published surveys, public hearings, discussions with local service chiefs and the use of such community records as minutes from the District Services Cabinet and the district office complaint log can all help identify 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.

The board's long range needs are presented to City decision makers in the **Statement of Community District Needs** which is published by the Department of City Planning within a framework of information detailing demographics and community facilities.

GEOGRAPHIC INFORMATION FOR COMMUNITY BOARDS

The more the boards know, the more effectively they can participate in developing the City's budgets. To this end, OMB publishes expense budget and service information sorted two ways - by agency and by local service district. The first gives the Citywide picture for the agency and the second shows community and borough allocations of money, people and equipment. Boards can find out the number of people assigned to their district, what they do, how much they are paid, the equipment assigned to the district and contract services for agencies which provide local level services. Indicators of agency performance are also included. This information is found in the **District Resource Statement** and the **Geographic Reports for the Expense Budgets**.

OMB also publishes several forms of geographic capital information so that community boards know which projects are being funded in their districts, how much they will cost and when implementation is planned for each phase of a project. The **Geographic Reports for the Capital Budget** are published with the release of each budget phase. The **Capital Commitment Plan** details the projects planned for the next four years. Much of this information is available on the City's website: www.nyc.gov.

Combining formal budget participation mechanisms with increased availability of geographic information gives the community boards the opportunity to influence agency and OMB budget decisions about the allocation of scarce resources.

INTRODUCTION

PURPOSE AND HOW TO USE THE MANUAL

This **Manual** will help community boards meet their mandates under the New York City Charter for participating in the City's budget-making process. The goal of participation is to have community board supported proposals included in the agency's budget requests for the upcoming fiscal year -- the agency's departmental estimates. Items accepted by the agency that are in the departmental estimates have the best chance of being incorporated in the City's adopted budget.

Participating in the development of the City's budgets is not easy. It is a thirteen-month process which can be very confusing. The budget process requires continual involvement by various public officials, agencies and community boards.

DESIGN

This **Manual** is designed to help members of community boards and the public understand the City's budget-making process and the procedures for effective participation.

The information in the **Manual** applies to any fiscal year. Therefore the only specific dates are those mandated in the Charter. The timetable serves as a reminder of important dates and activities.

The **Table of Contents** list sub-topics within the chapters to help you refer to specific activities.

MANUAL SUMMARY

The **Manual** is organized by the major tasks that boards will perform during the budget process. Each chapter is described below:

Chapter 1 provides a brief introduction to the City's budget process. For a more detailed and technical description of the City's budgets, turn to **Chapter 8**.

Chapter 2 discusses ways the board can organize to prepare for budget participation and briefly describes the budget requests forms. These are explained in more detail in **Chapter 6, Preparing Budget Submissions**.

Chapter 3 describes the various ways boards can assess community needs and prepare the **Statement of District Needs**. This **Statement** provides the framework within which boards develop their budget requests and operating agencies evaluate and respond to board proposals.

Chapter 4 informs boards about holding local public hearings on the budget and testifying at City sponsored public hearings. Community boards, groups and residents have this opportunity several times during the year.

Chapter 5 describes procedures for consulting with City agencies on both the district and borough levels.

Chapter 6 provides instructions and procedures to help community boards prepare their formal budget submissions.

Chapter 7 outlines procedures for boards to follow in making formal comments on the City's Preliminary Budget.

Chapter 8 describes the Citywide budget process.

Chapter 9 details the structure of the City's budgets.

Chapter 10 describes the budget documents available to community boards. Board members should be familiar with these documents and use them to enhance their participation.

Finally, there is a **Glossary of Terms** frequently used in the budget process.

TECHNICAL ASSISTANCE

To assist community boards in the budget process, three offices provide technical help and advice:

Community Board Unit at OMB

The Office of Management and Budget's Community Board Unit helps community boards perform their budgetary responsibilities under the City's Charter. The Community Board Unit staff helps boards to:

Understand budget procedures and instructions; meet the budget deadlines; use the **Manual** as an aid.

Prepare budget submissions which clearly and adequately reflect the priorities established by the board.

Monitor service delivery in your district through the use of the District Resource Statement and the Geographic Expense Reports.

Monitor the progress and status of capital projects through the use of the Capital Commitment Plan and other Capital Budget documents.

Prepare comments on the City's Preliminary Budget which relate district needs budget requests and agency funding recommendations.

The Community Board Unit coordinates the local and borough consultations between boards and agencies. Direct problems or questions about the budget process to Director, Community Board Unit, Office of Management and Budget, at 212-788-5930 or your community board coordinator at 212-788-5932. Send e-mail inquiries to josephsm@omb.nyc.gov.

Community Assistance Unit (CAU)

The Community Assistance Unit can also help you, especially with issues that relate to the direct delivery of services. Contact your Borough Director for assistance.

Bronx	Nivardo Lopez	NLopez@cityhall.nyc.gov
Brooklyn	Samuel Pierre	SPierre@cityhall.nyc.gov
	Andrew Olsen	AOLsen@cityhall.nyc.gov
	Pauline Yu	PYu@cityhall.nyc.gov
Manhattan	Pauline Yu	PYu@cityhall.nyc.gov
Queens	Ido Shargel	ISargel@cityhall.nyc.gov
	Claudia Filomena	CFilomena@cityhall.nyc.gov
Staten Island	Isabella Cardona	ICardona@cityhall.nyc.gov

Problems or questions may also be addressed to Commissioner Nazli Parvizi, at 212-788-7418.

Department of City Planning (DCP)

The Department of City Planning borough office staff is responsible for assisting community boards do the following:

Help community boards and the public deal with land use and zoning issues.

Assess district conditions and services in preparing the **Statement of District Needs**.

Identify appropriate programs for meeting community needs.

Interpret Community Development regulations.

Problems or questions may be addressed to the appropriate Borough Office Director below, or to Sarah Goldwyn, Director, Planning Coordination Division, City Planning at 212-720-3464.

Bronx
Brooklyn
Manhattan
Queens
Staten Island

Carol Samol
Purnima Kapur
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A WORD TO THE WISE

The budget process is complicated. To enhance community board participation in it, the boards need to thoroughly understand their role in the process. This **Manual** will provide that knowledge. Community board members are urged to read the **Manual** carefully and completely. The quick-reference approach risks diminishing your board's effective participation in the budget process.

1.

**THE CITY'S BUDGET
PROCESS:**

AN OVERVIEW

THE CITY'S BUDGET PROCESS: AN OVERVIEW

The fiscal year for the City of New York runs from July 1 through June 30. The process of preparing the budget for any fiscal year starts **at least** 13 months before that fiscal year begins. 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. Most budget documents are now available on the City's website: www.nyc.gov.

PRELIMINARY BUDGET

The Preliminary Budget is issued by the Office of Management and Budget on January 16. It consists of the City's Four-Year Financial Plan, which includes the Program to Eliminate the Budget Gap (PEG), and the Departmental Estimates which are the budget allocations requested by the agencies for both the Capital and Expense Budgets. The City Council holds public hearings in March to question agencies about the Preliminary Budget and to hear reactions about the City's capital and expense needs and priorities. The results of the hearings are used to guide the mayor in formulating the Executive Budget. Operating agencies, community boards, and City residents testify at these public hearings.

EXECUTIVE BUDGET

The Executive Budget is issued each year on April 26. It is the Mayor's proposed budget for the coming fiscal year. The Mayor submits this document to the City Council, together with the proposed Community Development Program Budget and the Message of the Mayor. The Message of the Mayor is a policy statement which provides an overview of the City's fiscal and economic conditions. Before voting on a final budget, the City Council again holds public hearings. This gives community boards a last chance to testify on top budget requests and priorities. It is the Executive Budget which forms the basis of the budget that is finally adopted.

ADOPTED BUDGET

The Adopted Budget is the final product of the budget process. It is adopted by the City Council on June 5, and goes into effect on July 1. The budget sets the spending limits for the following year based on projected revenues.

Community boards have an opportunity to influence the final shape of the Adopted Budget through participation at public hearings on the Preliminary Budget and Executive Budget.

Each set of budget documents published by the City has three major components: the Expense Budget, the Revenue Budget, and the Capital Budget. Included in the Expense Budget is the Community Development Program. Community board members should be familiar with each of these budgets. Details of the City's budgets, their structures and functions can be found in **Chapter 9**.

2.

**PREPARING FOR
PARTICIPATION**

PREPARING FOR PARTICIPATION

Participation in the budget process gives community boards the opportunity to identify community problems which need budgetary solutions. Only through each board's involvement can the allocation of the City's resources truly reflect the needs of the communities.

Be well informed to take maximum advantage of your board's influence with budget decision-makers. Be prepared to assume an active role in each step of the process. While the board's primary responsibility is submitting budget requests, the requests are only the **end product** of year-round activities in which you will be involved. Each phase of the process, and your part in it, is significant. There are a number of things you should know before you begin.

ORGANIZING

Within the year-round budget process, certain Charter and administrative deadlines must be met. Therefore, it is important for community board members to clearly define all assignments and responsibilities in advance, and divide all tasks in a reasonable and manageable way. Carefully thought-out organizational strategy will help your board use its resources most effectively.

Using your boards' committee structures which are already in place is a good way to efficiently develop budget requests. Various community boards organize committees in different ways. Use the structure that works best for your board.

Functional committees are responsible for specific kinds of services, such as sanitation, housing, social services, and public safety.

Geographic area committees are organized on a sub-community or neighborhood basis and focus on all aspects of service delivery for those specific areas.

Budget committees are responsible for overseeing the boards' participation in the budget process.

Resources Available to Community Boards

Your budget requests should, of course, be based on careful assessment of the district's problems. Therefore, to help develop reasonable requests, you will want to use whatever resources you can muster.

Community board committees and individual members can investigate problems and explore proposed solutions. One way to do this is to conduct studies and surveys to substantiate complaints.

High school and college students interested in community affairs can participate in work study programs designed by the board.

Neighborhood and civic groups with first hand experience in specific areas can supplement board plans and ideas. Groups can concentrate on specific issues full-time and help develop new approaches to local issues.

Assessment of district needs is discussed in greater detail in **Chapter 3**.

Managing Board Participation

However the community board decides to organize its participation in the budget process, treat budget preparations as an ongoing activity. Designate a board member or the District Manager to be the project manager who oversees and coordinates the budget process activities. This person establishes a schedule and check-list of activities for each committee chairperson. Keeping deadlines in mind, the project manager can schedule committee meetings early enough to let board members complete all the necessary work. Each committee chairperson reports to the project manager.

One of the keys to successful organization is **timeliness**. No matter how your board decides to divide the work, it is important to begin early. Refer often to the Budget Process Timetable which is included in this **Manual**. You can **remove** and **post** the timetable for easy reference. Begin your budget preparation well in advance of the deadlines. Early in the budget process each board should:

- Let the public help the board determine the needs and priorities of the district by holding:
 - Public Hearings
 - Board Meetings
 - Neighborhood "town hall" meetings
 - Newsletter questionnaires
- Prepare for borough consultations. Decide which agencies your board wants to meet and send your reservation form to OMB.
- Develop well thought-out, reasonable project and program requests for the Capital and Expense Budgets.

See **Chapter 6** for detailed guidelines on preparing budget submissions.

Participation of Community Groups

Community boards are the City's neighborhood advisory committees for the Community Development program. Therefore, community groups should work through these officially designated bodies to insure selection of programs for the Community Development program.

Groups may formulate and submit proposals on their own, but groups may find that their project proposals have a better chance of being funded with community board support. Similarly, community boards may benefit by allying with community groups to request particular projects. It is therefore important for community boards and groups to work together in the community. If community groups decide to submit proposals on their own, they may contact their Borough Office of the Department of City Planning for further assistance. (See page 15 for a list of borough offices).

Chapter 5 contains further details on consulting with City agencies.

3.

**ASSESSING
COMMUNITY DISTRICT
NEEDS**

ASSESSING and WRITING the STATEMENT of COMMUNITY DISTRICT NEEDS

Before a board can ask City agencies to fund projects and programs in its district, it must know the needs of the district. This assessment of conditions in the area becomes the basis for developing budget requests, monitoring service delivery and long range planning. When a board knows both the existing resources and the needs of the district, the members can let agencies know their priorities.

The needs assessment, which develops this information should be on-going and regularly updated. New York City neighborhoods can change so quickly that available services no longer meet the current needs of community residents. A thorough needs assessment is especially important for these neighborhoods in transition.

As concerned residents, board members have a good sense of the conditions of their district facilities and major service delivery problems. This knowledge, when supplemented by concrete information from the sources suggested in the **Manual**, forms the nucleus of the **Statement of District Needs**. Specific data is needed to back up board perception.

Knowledge of legal mandates, eligibility requirements and funding sources help boards evaluate information, set realistic expectations and plan for new services.

Statement of Community District Needs

The **Statement of Community District Needs** is a planning document which presents the board's assessment of its needs along with proposed long term strategies and solutions.

The **Statement of Community District Needs** provides a framework for your board's budget requests and enables City agencies to evaluate and prioritize your proposals in relation to your overall assessment of community needs. The Department of City Planning compiles the **Needs Statements** in separate volumes for each borough. Each borough volume also contains City and local demographic data, board area maps. Also listed are all current capital projects located in your community district and a breakdown of lump sum projects.

Helping to place the board's Needs Statement in context are separate borough volumes of **Selected Facilities & Program Sites in New York City**. Listed by community board are park and recreation facilities, fire stations, police stations, correctional facilities, public libraries, ACS day care centers, senior centers, hospitals, ambulatory programs, homeless shelters, mental health services, public, private, parochial schools and colleges.

Ideally, your **Statement** should open with a short description of your district. This profile can present information about population, neighborhoods, housing stock, employment opportunities, capital facilities, social services, and commercial and industrial activities. As a guide, please look at the sample **Needs Statement** at the end of this chapter.

After this brief profile of the district, proceed to lay out the board's assessment of its needs. Organize needs around functional areas such as housing, transportation, sanitation, etc. Stress the district's current unmet needs and problems as well as potential future concerns: for example, a concentration of vacant buildings; inadequate services for an increasing population of elderly; problems of the handicapped or youth; deteriorating streets and sewers, etc. In order to help agencies address the district's needs, it is important that boards recommend what kinds of programs, projects or activities would be most useful to meet these needs. The recommendations can then become the basis for many of the boards' capital and expense budget requests submitted in the fall.

NEEDS ASSESSMENT AS A BASIS OF BUDGET REQUESTS

A comprehensive, carefully prepared needs assessment is an important tool for community boards' development of budget requests. Each step of the community board budget process acts as a building block for the next. Therefore, the **Needs Statement** should build on district consultations where boards meet with their local service chiefs to discuss the needs of the district and the current level of service delivery. Community boards submit up to 40 requests for capital projects and 25 expense requests. Budget requests for any given fiscal year should focus on the **most urgent** needs, while the **Needs Statement** also deals with long range problems and strategies.

ASSESSING NEEDS

The starting point for developing a strategy to deal with the critical issues facing your district is deciding what those critical issues are. This means a careful assessment of your needs. To help boards begin this task, the **Manual** outlines useful approaches and information sources. Many information sources are available on the City's website: www.nyc.gov.

- WHEN:** Year-round
The **Statement of District Needs** is due by early August.
- WHAT:** Community boards evaluate conditions in their district. The process involves two phases:
- I. An inventory of resources and conditions.
 - II. Preparation of the **Statement of Needs**
- WHO:** Board members, community and civic groups, and individuals help assess the district's needs. The Department of City Planning liaisons are also available provide help in the use of resource materials.
- HOW:** Use the suggested resources as well as the board members' own experience and on-site inspections.

The following suggests what information to gather and where to find it.

PHASE I - Inventory of Resources and Conditions

Consider the following steps before preparing your **Statement of District Needs**:

- A. Review land use information
 1. Type of use and percent of area occupied
 2. Changes in the amount of vacant land

- B. Review available demographic information including;
 1. Age information
 2. Population information
 3. Birth and death rates
 4. Ethnic groups - countries of origin
 5. Income, or meaningful proxy data
 6. School enrollment
 7. Public Assistance reciprocity

Sources: Department of City Planning
The United States Census of Population and Housing, 2010

Department of Health & Mental Hygiene, Bureau of Health Statistics & Analysis

C. Inventory existing resources

1. Schools
2. Hospitals
3. Clinics
4. Police stations
5. Industries
6. Parks open spaces
7. Commercial strips
8. Parks
9. Multi-service centers
10. Cultural facilities

Sources: **District Resource Statement**
Office of Management and Budget

Selected Facilities & Program Sites in New York City
Department of City Planning

D. Inventory Conditions

1. Housing
 - condition
 - change in number of dwelling units/density of the units and the population within them
2. Streets
 - condition
 - circulation
3. Social Indicators
 - school reading levels
 - crime rates

Sources: District service chiefs who are familiar with complaints about their agencies and may know how to solve the problem with existing resources can suggest other improvements in the district.

The District Manager's records of service complaints

The Department of City Planning liaisons can assist with field surveys and information

Individual community board members

E. Inventory existing programs

1. After school/youth services
2. Alcohol/drug abuse services
3. Community development
4. Day care
5. Economic development
6. Health care
7. Homecare services
8. Housing
9. Job training
10. Mental health and counseling services
11. Public social services (food stamps, medicaid, welfare)
12. Recreation
13. Senior centers, etc.

Sources: Local service chiefs

Community Development Statement of Objectives

Office of Management and Budget

District Resource Statement

Office of Management and Budget

HRA Services Handbook

Human Resources Administration

City Services for Older New Yorkers

New York City Department for the Aging

Selected Facilities & Programs Sites in New York City

Department of City Planning

F. Inventory service complaints

1. By functional area
 - resolved
 - unresolved
2. By geographic area
 - resolved
 - unresolved

Sources: Board records of service complaints
Local service chiefs

G. Inventory budget requests from past fiscal years

1. Capital Budget project requests
 - funded
 - not funded
2. Expense Budget service requests
 - funded
 - not funded

Sources: **Register of Community District Budget Requests**
Office of Management and Budget

You will develop an extensive inventory as a result of the preceding steps. Next, refine and consolidate the list, and begin to develop budget proposals to meet your district's needs. To verify that a problem still exists, either conduct an on-site inspection or check with your local service chief. You can try to substantiate the problems with statistical data.

After hopefully eliminating some items, look at the rest of your list and then:

- consider the relative importance of each
- identify general patterns of need
- propose ways to meet those needs

All of these efforts will help you to develop your **Statement of District Needs**, and begin to establish priorities for your budget requests later in the process.

PHASE II - Prepare the Statement of District Needs

- A. Begin with a direct overview which reflects and analyzes land use, population and existing resources.
- B. Summarize outstanding issues and budget requests.
- C. Organize by agency, either by neighborhood or district-wide.
- D. Stress the district's unmet needs and problems such as a concentration of vacant or in-rem buildings, inadequate services for the elderly, handicapped or youth, and deteriorating streets and sewers, etc.
- E. Recommend what kinds of programs, projects and activities would meet the identified needs. These recommendations are the basis for your board's Capital and Expense Budget requests.
- F. Limit the **Statement** to 20 pages, including any maps and photographs. Type single space, using upper and lower case. Leave 1 1/2" margins on the sides and bottom. Use letterhead for your first page. Type all subsequent pages on plain paper. While

community boards may submit original copies of their Needs Statements, to maintain an attractive and consistent look, the Department of City Planning encourages submissions by e-mail or CD. Be sure your document is formatted in Word and send in a few sheets of letterhead for your first page.

G. Submit the original copy to the Department of City Planning by August 8.

H. Send a copy to the Office of Community Board Relations at OMB.

Send the original of the **Needs Statement** (diskette, original copy or e-mail) to:

Department of City Planning
 Planning Coordination Division
 22 Reade Street - Room 6N
 New York, New York 10007

Attn: Marlon Anderson
e-mail: manders@planning.nyc.gov

Both the Office of Community Board Relations and the Department of City Planning liaisons will provide technical assistance to the community boards on needs assessment and preparation of the **Statement of District Needs**.

At the end of the chapter is a sample **Statement of District Needs**.

CITYWIDE STATEMENT OF NEEDS

New information about future plans for public facility sites in the City is available to help the community boards develop their **Community District Needs Statements**. By November 15 of each year, the Mayor releases a **Citywide Statement of Needs** which identifies by agency and program for the following two years:

- all plans for new or significantly expanded City facilities.
- all plans to close or significantly reduce City facilities.

For new or expanded facilities, the **Citywide Statement of Needs** describes the public purpose, the size and nature of the facility, the borough and if possible, the community district. Also specified are the criteria to be used in locating or expanding the new facility. The reasons and specific criteria for proposed facility closings or reduction in size of service capacity are also listed.

specific criteria for proposed facility closings or reduction in size of service capacity are also listed.

A map and accompanying text presents the location and current use of all City owned property, all final commitments relating to the disposition or future use of City owned real property and the location of State and federally operated health and social service facilities.

Published in conjunction with the **Citywide Statement of Needs** is the **Atlas of City Property**. The **Atlas** is a comprehensive listing of all 35,000 properties owned or leased by the City and its related authorities. Also indicated is which agency uses each site and for what purpose.

The **Atlas of City Property** is published in five borough volumes. Maps of each community district are divided into block numbers with shaded areas indicating the areas owned or leased by the City. Accompanying the maps is an inventory of City owned and leased property listed by block and lot number, name, address, type of use of each property and the agency responsible for the property.

Community Board Role in the Citywide Needs Statement

While preparing their **Departmental Statement of Needs**, each agency must review and consider both the **Needs Statement** and budget requests submitted by each community board.

Responses to the Citywide Needs Statement

After receiving and distributing the **Citywide Needs Statement**, each community board holds a public hearing and within 90 days, may submit comments to the Department of City Planning. Within the same 90 days, each Borough President may propose different locations for proposed facilities in that borough.

example:

COMMUNITY BOARD 19
Borough of Queens
STATEMENT OF DISTRICT NEEDS

Community District 19 consists of three vastly different neighborhoods: Steel Park is the City's largest industrial area, Rockford is a residential neighborhood with deteriorating housing stock and pockets of poverty and Westbury is a rapidly growing mixed residential and commercial area where luxury co-ops are replacing housing which was affordable to middle income families.

STEEL PARK

The southern half of the community district is Steel Park, the city's largest concentration of industry which employs 50,000 people or 10 percent of all industrial employment in the City. The types of manufacturing in the area include printing, electrical products, food processing, garments, metal products, and plastics.

The nearly continuous flow of traffic in and out of Steel Park requires high levels of maintenance, repairs and reconstruction of the major truck routes.

Highways - Truck routes in the areas which now are in poor condition are: Morris Avenue, Thomas Avenue and Kings Boulevard. The capital projects to repair the routes and bridges are high priorities: HB-992 -- Thomas Avenue Bridge; HB-900 -- Kings Avenue Bridge; and HW-947 -- Morris Avenue repaving.

Parking - Parking is a serious problem for employees in the industries. Many plants have no parking lots and the streets are narrow. Cars park on the sidewalks and in driveways on 30th, 33rd and 34th Streets. This problem needs to be resolved. The Association of Steel Park Industries wants to work with the community board and the Department of City Planning on a solution.

Environmental Protection - Ponding and flooding occur on Arnold Avenue between 30th and 34th Streets. Community Board 19 has discussed this with the Department of Environmental Protection and we are requesting design money for a new sewer project in that area.

ROCKFORD

This neighborhood in the northeast quadrant of the community district consists of 45,000 people of diverse and changing ethnic backgrounds. Income levels are primarily lower middle class to poverty level with 22.7 percent of its population receiving some form of public assistance. The rapidly changing population has meant an increase in younger, larger families as evidenced by our overcrowded schools and intensively used parks and an average family size of 3.2 persons in 2010.

Education - School enrollment has increased by 49 percent between 2000 and 2010. The two elementary schools, P.S. 101 and P.S. 333 have utilization rates of 112 percent and 120 percent respectively. Consequently, the capital budget project E-1931 "Purchase a building for P.S. annex" is a high priority.

Day Care - There is only one Day Care Center serving a neighborhood with 6,000 children under the age of twelve. Clearly the increase of day care services is a high priority for the area. This should include after school day care for children between 6 and 12 years of age.

Parks - The two neighborhood parks are used to maximum capacity by both senior citizens and youths. They have suffered from heavy use and deferred maintenance. Green Park has a large number of benches used by senior citizens and mothers with small children. The benches need to be rehabilitated, the chess tables are crumbling and disfigured, and the playground equipment is broken and unusable. The P-245 project for rehabilitating Green Park should be moved ahead in this year's budget.

The seriously depleted Parks personnel are almost totally incapable of coping with their workload demands. Equipment shortages still abound although several pieces of automotive equipment were obtained. Grass cutters and smaller maintenance equipment are desperately needed. The Forestry Division is also non-responsive, with year-long delays in caring for our magnificent trees which are dying for lack of care. A drastic all out effort must be made if we are to salvage these resources.

Housing - According to the 2010 census, 70 percent of Rockford's population lives in multiple dwellings although one and two family homes make up half the housing stock. The vacancy rate is only 3 percent. Twenty percent of the housing units are owner-occupied, mostly one and two family homes. Two New York City Housing Authority developments - Meadow Gardens and Fern Lake - have a total of 385 units. Both the owner-occupied housing and the public housing units lend stability to the neighborhood. The problems are occurring in the privately owned multiple dwellings which are deteriorating.

Owner occupied and public housing units both help stabilize the neighborhood. Problems occur in some privately owned multiple dwellings and two family homes, below Eastern Avenue, which are illegally converted to increase tenancy. Other illegal uses such as chop shops also flourish. The Rockford community needs government help in developing programs and strategies to alleviate this problem. Recent legislation regarding illegal occupancies and construction should help the Buildings Department issue and follow up violations.

Some of the finest quality multiple dwellings were constructed in western Rockford during the 1920's and post World War II years. Today, many of these aging, medium rise apartment buildings need to upgrade electrical and plumbing systems. In 2009, the Department of Housing Preservation and Development estimated that 35 percent of the privately owned two-family homes also have significant violations. Other related problems include conversions or construction without plans or permits and builders, plumbers and electricians without licenses. We hope that the latest legislation as well as increased HPD and Buildings Department inspections and staff will help curb these largely ignored abuses.

Many seniors have remained in the community and need neighborhood based affordable senior housing. A former group home on Weeks Avenue is an excellent location for senior housing.

WESTBURY

This year the community board is working with the Department of City Planning to study the impact of the new construction and the rapid increase of both dwelling units and population on the services and infrastructure in the neighborhood of Westbury.

The area from 88th and 96th Streets between Kentucky Avenue and the West River is changing rapidly in scale and density, and in types of residents. What was once an area of Old Law tenements and five-story apartment houses occupied by families with modest incomes is now becoming a part of the fashionable North End with luxury co-ops and high rises. Between 2002 and 2008 the neighborhood had a net increase of 2,416 dwelling units, and the population, already a densely packed 79,756 in 2000, rose by 5.4 percent, or 4,350 more persons by 2010 and continued expanding during the decade.

Because of these real estate pressures we ask that the Buildings Department pay particular attention to Building Code compliance. Many landlords violate the code with impunity and illegally rent for higher profits than they could receive from legal stabilized residential rents. We strongly oppose this practice, and when applicants appear before us seeking to legalize such de facto occupancies, we consistently recommend disapproval by the Board of Standards and Appeals. We also ask that the Buildings Department carefully monitor building sites to ensure that the developers keep the sites safe, clean and free of as much disruption as possible to neighbors, pedestrians and traffic. The outstanding issues in Westbury are housing, police and fire protection.

Housing - Among the Board's expense budget requests for the coming year are several relating to housing and development matters. We need better enforcement of the Housing Maintenance Code, Zoning Code and Buildings Code, and in all cases we request not just more inspectors, but attorneys and other staff who bring full compliance through vigorous litigation efforts.

Police - The district's number one expense budget priority is more uniformed and civilian police services to deal with increased drug-related crime in our neighborhood. The Board's third capital budget priority is construction of a new 19th Precinct House on 67th Street. The Precinct was to be built in conjunction with the College expansion planned ten years ago. Now the College buildings are nearing completion and basic architectural plans are only beginning for the police station. Current facilities are antiquated and it is crucial that plans move forward immediately.

Fire - High on the list of expense budget requests are more fire inspectors for routine fire prevention and inspections of the many high risk buildings in the area. These include high-rise, older buildings, night clubs and theaters. Other expense budget requests to the Fire Department include establishing an Eastern Branch of the Third Division. Since the Fourth Division was eliminated a few years ago, high level fire fighting supervisors have not had quick access to our district from their headquarters on 30th Street.

4.

CONDUCTING AND TESTIFYING AT PUBLIC HEARINGS

CONDUCTING AND TESTIFYING AT 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)

Two local public hearings are recommended as part of the City's budget preparation process so that community boards can meet citizen participation requirements. A public hearing for budget issues may be held anytime from July through October to let the public identify community district needs and to get community input in developing specific budget requests.

Between January 16 and February 15, another budget related public hearing gives an opportunity to react to the policies contained in the Mayor's Preliminary Budget, which is released in mid-January each year. This hearing forms the basis for the boards' **Statement on the City's Preliminary Budget**, which tells City officials how the community feels about the City's budget choices and priorities.

Advantages of Public Hearings

The board's public hearings increase local participation and have the following benefits:

- Increase the likelihood that the board's budget recommendations reflect the concerns of the entire community.
- Open up the budget process to interested citizens who are not members of the community board.
- Strengthen the board's position in discussions with City officials on behalf of recommended projects/programs.

To assure a good community turnout, it is important to advertise your board's public hearings early and as widely as possible.

PUBLIC BUDGET HEARINGS HELD BY THE COMMUNITY BOARD

BUDGET HEARING #1

- WHEN** From July through October
- WHAT** Community boards hold public hearings on district needs and proposals for the Capital and Expense Budget including the Community Development Program. Community groups and individuals formally present project/program requests for board consideration.
- This public hearing satisfies New York City Charter requirements for citizen participation in the budget process.
- WHY** Public hearings encourage and broaden public participation in developing **Statements of District Needs** (see Chapter 3, Assessing Community District Needs), and formulating requests for the Capital and Expense Budgets.
- WHO** Groups and individuals representing all segments of the community should be encouraged to participate in these hearings.

BUDGET HEARING #2

- WHEN** From January 16 through February 15
- WHAT** Community boards hold public hearings on the plans, policies and proposed allocations in the Preliminary Budget which consists of the Departmental Estimates, Four-Year Financial Plan, and the Program to Eliminate the Gap (PEG) with respect to their Statement of District Needs, and the **Register of Community Board Budget Requests for the Preliminary Budget**.
- WHY** This public hearing gives citizens the opportunity to react to City budget choices.
- WHO** Groups and individuals representing all segments of the community should be encouraged to participate in these hearings.

HOW TO PLAN AND CONDUCT PUBLIC HEARINGS

For your public hearing to be effective and well-attended, plan ahead.

At least 15 days before the hearing:

- Select the date, time and location for your hearing. For maximum convenience pick a central place in the district, near public transportation, accessible to the handicapped, and large enough to accommodate the number of people anticipated. Make arrangements for a public address system with separate microphones for the moderator and speakers. Boards often hold their public hearing prior to convening their regularly scheduled monthly board meeting.
- Advertise the date, time and location of your hearing in **The City Record**, organization newsletters, local newspapers, and foreign language publications. To advertise your hearing in **The City Record**, call the Community Board Unit at 212-788-5932 with the date, time and location of your public hearing.
- Distribute posters, leaflets and other notices around the district. Send letters to community and civic groups, community schools boards, business associations and elected officials. List the topics to be covered, as well as the date, time and location of the hearing.
- Make sure you have a quorum to satisfy legal requirements. A majority of the appointed members of the community board constitutes a quorum.
- Set basic ground rules for the hearings, including pre-registration of speakers and a reasonable time limit for each speaker. Anyone wishing to speak must be allowed to do so. Make the rules available before the hearing, and announce them at the start of the proceedings. The recommended time allotment for speakers is three to five minutes.
- Choose a moderator who can keep the hearing moving.

At the Budget Hearing

- Prepare an agenda for the hearings. Possible agenda items include:
 - Suggested budget requests and priorities.
 - Results of consultations with the agencies.
 - Review the district's **Needs Statement**.
 - A summary of the district's service delivery concerns.

- Testimony from the public on local service delivery, physical concerns and problems, and budgetary requests.
- For the second public hearing, explain the policies presented in the City's Preliminary Budget, including funding recommendations made by operating agencies concerning the board's budget requests that are found in the **Register of Community District Budget Requests for the Preliminary Budget**.
- Tape record all testimony in its entirety, and keep a list of speakers' names and affiliations.
- Written testimony may be submitted in lieu of, or in addition to, spoken testimony.
- Keep tape recordings, the list of speakers, and written testimony as a permanent record of each hearing. This record must be available to all board members and the public, upon request.

After the Budget Hearing

- Use the detailed records and tape recordings of testimony of the first hearing to update your **Statement of District Needs** and prepare Expense and Capital Budget requests.
- Use the records and tape recordings of testimony at the February hearings as the foundation for your **Statement on the City's Preliminary Budget** including a restatement of your district's needs and budget requests.

HELPFUL HINTS FOR CONDUCTING PUBLIC HEARINGS

- When planning your board's public hearing, be sure to allow sufficient time to advertise them properly.
- Develop different ways to generate publicity. Try to:
 - Distribute notices to all community groups and residents/business people on your board's mailing and e-mail list.
 - Display posters or leaflets in key spots throughout the community such as schools, subways stations, shopping centers.

- Get news coverage of public hearings and other budget preparation activities in the local media including newspapers, radio and television.
- Be sure to have enough copies of the board's proposed project requests and **Statement of District Needs** to distribute at the hearing. If possible, **send these items to community groups and residents prior to the hearing.**
- Clearly state the purpose of the hearing at the start. It is important for people to understand why the hearing is being held, how the hearing relates to other steps in the budget preparation process, and how their testimony helps the district. The chairperson-moderator should make sure that the meeting stays focused on budgetary issues.
- Encourage as many people as possible to speak, but try to avoid debates. There is no need for board members or other community residents to respond to a previous speaker's comments.
- When scheduling the hearing, you may want to:
 - Use a portion of the board's regular meeting for a public session.
 - Schedule the hearing for a time when the most people can attend.

TESTIFYING AT PUBLIC HEARINGS

Five public hearings are held during the budget preparation process. Community boards convene two of the hearings and they present testimony at the other three hearings. The community boards hold hearings before submitting budget requests and after the release of the Preliminary Budget. Each Borough President holds hearings on the budget prior to making their submissions to the Mayor's Executive Budget and the Borough Board budget priorities. The City Council holds hearings after the release of the Preliminary and Executive Budgets. City Council hearing dates and locations appear in the daily newspapers, in **The City Record** and on the Council's web site, www.nyc.gov/council.

The Office of Community Development and the City Planning Commission notify all boards of their hearing schedules. Every other year, the City Planning Commission holds hearings on the City's Ten Year Capital Strategy.

PUBLIC BUDGET HEARINGS AT WHICH THE BOARDS TESTIFY

* indicates the document is available on the city's website: www.nyc.gov

WHEN February

WHO PRESIDES Borough Board

WHO TESTIFIES Community boards
Community groups
Borough agencies
Borough residents

PURPOSE To determine the Borough's capital needs and priorities, and expense priorities and proposals.

RESOURCE MATERIALS Statement of District Needs
Selected Facilities Program Sites in New York City
Preliminary Budget*
Register of Community Board Budget Requests for the
Preliminary Budget*
District Resource Statement
Capital Commitment Plan*
Capital Project Detail Data

WHEN by March 25

WHO PRESIDES City Council

WHO TESTIFIES City agencies
Borough Boards
Community boards
Community groups
New York City residents

PURPOSE To get community and agency reactions to the City's Preliminary Budget and capital needs and priorities and to guide the Mayor in developing the Executive Budget.

RESOURCE MATERIALS Capital and Expense Preliminary Budget*
The Financial Plan*
Register of Community Board Budget Requests for the Preliminary Budget*
Statement of District Needs
Selected Facilities & Program Sites in New York City
District Resource Statement
Capital Commitment Plan*

WHEN	By May 25
WHO PRESIDES	City Council
WHO TESTIFIES	City agencies Borough Boards Community boards Community groups New York City residents
PURPOSE	To obtain community and agency reactions to the Executive Budget and Proposed Community Development Program
RESOURCE MATERIALS	Executive Budget* Message of the Mayor* Proposed Community Development Program Statement of Objectives and Budget Register of Community Board Budget Requests for the Executive Budget* Statement of District Needs Selected Facilities & Program Sites in New York City District Resource Statement Capital Commitment Plan* Capital Project Detail Data

NOTE

Community boards receive individual copies of all documents listed above. Groups and individuals interested in reviewing the Preliminary Budget, Financial Plan, Executive Budget and Message of the Mayor should contact their respective community boards or go to the City's website: www.nyc.gov

HOW TO TESTIFY AT BUDGET HEARINGS

Testifying at public hearings is not complicated. The following suggestions will make the procedure easy and insure that the community boards are fully prepared.

- Assemble and review all materials relevant to the public hearing. Bring these materials to the attention of board members, community groups and interested individuals before the scheduled hearing date. The **Register of Community Board Budget Requests for the Preliminary Budget** will be especially useful for the community board, the Borough Board and City Council hearings in January, February, and March.

useful for the community board, the Borough Board and City Council hearings in January, February, and March.

- Speakers at public hearings sometimes have to pre-register. The telephone number for pre-registration appears in the public notice of each hearing. Follow the **City Record**, and daily and local newspapers for notices of hearings.
- Consider preparing written testimony and other documentation in advance of the hearing and be prepared to answer questions about your priorities and requests. Make enough copies of testimony and supporting materials to give all members of the body conducting the hearing. These items then become part of the official record.

HELPFUL HINTS FOR TESTIFYING

- Make sure you receive all budget materials on time. Contact the appropriate agencies if you do not receive these materials within a reasonable time after publication.
- Be aware of the schedule of all public hearings. Read newspapers, the **City Record** and your mail and e-mail for public notices of upcoming hearings on the budget.
- Keep track of the hearing dates that pertain to your board, and mark your calendar accordingly.
- Assign a responsible spokesperson and an alternate to testify on behalf of your board. If more than one speaker is designated, try to avoid redundant testimony. Your speaking time will be restricted. Make sure you are aware of the time limit, and budget it wisely.
- At a minimum, hearing testimony should include the following:
 - Project identification number, funding status, title and description.
 - Reason for the request, action desired.
 - Estimated costs, if known.
 - Some indication of community support, documented by whatever evidence you can present.
- Emphasize the cost-saving or revenue producing effects of the proposal.

KNOW THE FACTS!!!

5.

**CONSULTING
WITH CITY AGENCIES**

CONSULTING WITH CITY AGENCIES

Agency/Board Consultations

...The mayor shall ensure that representatives of each agency that delivers local services, or is responsible for capital projects, within any community district shall be available for consultation with the community board for such community district in the preparation of its statement of budget priorities. (Section 230a(ii))

Two formal budget consultations give community boards an opportunity to meet with consulting City agencies to discuss the needs of the district and the policies of the agencies. In the spring at district level consultations, boards meet with the chiefs of their local service districts to discuss and coordinate the needs of the district. At borough-wide consultations in the fall, community boards meet with agency commissioners to outline area problems and discuss possible solutions.

These sessions provide a forum for the exchange of information between the consulting agency and boards at several management levels.

Consulting agencies are those with direct local services, which generally have coterminous borders with the community district. This means that boundaries of the local service districts coincide either with the boundaries of each community district or two or more districts. Thirteen agencies formally consult at the district and borough levels: Aging, Buildings, Children's Services, Economic Development/Small Business Services, Environmental Protection, Fire, Homeless Services, Human Resources Administration, Housing Preservation and Development, Parks, Police, Sanitation and Transportation. Not all boards have the need to meet with all agencies. Thus, agencies such as Buildings, Economic Development or Homeless Services consult with boards which have active involvement with them. Community boards may also request a meeting with any other operating agency that is not formally designated as a consulting agency. Contact OMB if your board has any problems arranging a meeting.

CONSULTATIONS PROVIDE A FORMAL STRUCTURE FOR BOARDS TO LET THE AGENCIES KNOW THEIR NEEDS AND CONCERNS. AT THE SAME TIME THE AGENCY COMMUNICATES ITS POLICY PRIORITIES AND FISCAL CONSTRAINTS.

SUMMARY OF BUDGET CONSULTATIONS

DISTRICT CONSULTATIONS

WHEN	June
WHAT	Boards and agencies meet to discuss the quality of service delivery, the status of capital projects in the district and future needs which may result in community board requests for funding in the City's capital or expense budgets.
WHO	The district manager and the local service chief, at minimum. Often board members and other agency personnel participate.
WHY	To begin planning for the fiscal year that begins thirteen months later. These meetings give participants a chance to refine district needs and become the foundation for the community's Statement of District Needs and borough consultation agendas.
WHERE	Usually at the board's office, but sometimes at a central location, especially when an agency is represented by several people.
HOW	The board usually contacts the agency to schedule district budget consultations which are generally held in the board's office. Agencies with capital projects in the district, multiple programs and several divisions may take the initiative in scheduling consultations.

BOROUGH CONSULTATIONS

WHEN	September and early October
WHAT	On thirteen dates in September and early October, agency commissioners and top level personnel from thirteen City agencies meet with the City's community boards to exchange information about community needs and possible agency actions.
WHO	Top level agency executives, board members and the district manager.
WHY	To bring board concerns to the attention of the top level decision makers at each agency.
WHERE & HOW	Formats differ by borough. In the Bronx, Manhattan and Staten Island, boards and agencies meet for 25 minute sessions and also hold several group sessions. In Brooklyn, boards and agencies meet for up to ten 25 minute sessions. Queens holds group meetings with agencies that deliver local services at Queens Borough Hall. Community boards in Queens also meet individually for 60 minutes with the three capital intensive agencies: Parks, Environmental Protection, and Transportation.

DISTRICT BUDGET CONSULTATIONS

Background

In June, even before a budget is adopted for the fiscal year that starts July 1, boards and agencies meet to begin planning for the fiscal year that follows in thirteen months.

Scheduling consultations in June is directly related to the Charter mandated release of the Preliminary Budget in January. **Working backwards:**

- by mid-December, agencies submit their Departmental Estimates to OMB;
- by November 15, agencies begin to evaluate board budget requests which were submitted to the OMB's Community Board Unit by early November;
- boards vote on their capital and expense budget package at their scheduled board meeting in October;
- in September boards and agencies meet at sixteen scheduled meetings at borough consultations;
- summer hiatus during which some boards do not meet or hold district service cabinets, board and agency personnel take vacations;
- June -- district consultations are held.

Purpose

District consultations are key events in the budget process because they form the foundation for all that follows: the **Needs Statement**, borough consultations and preparing budget requests.

Although district managers meet with their district cabinet representatives throughout the year, this meeting helps the participants focus on budget issues specific to each agency.

By reviewing the personnel needs, the progress of capital projects, agency priorities and board needs, the community board members start down the path toward forming budget requests and influencing the City's capital and expense budget choices.

Use district consultations to RESOLVE as many issues as possible.

District consultations are a two way street. Boards tell agencies what they need, at the same time local service chief can present to the board the agency's personnel and equipment needs for the following year. A budget request often results when issues cannot be solved by redeploying existing resources and thus requires the intervention of the agency's central office during borough consultations.

The consulting agencies are the Departments of Aging, Buildings, Small Business Services/Economic Development, Administration for Children's Services, Environmental Protection, Fire, Homeless Services, Housing Preservation and Development, Human Resources Administration, Parks and Recreation, Police, Sanitation, and Transportation.

Boards may meet with any agency that delivers local services. When specific local issues arise, OMB's Community Board Unit helps the boards arrange these meetings.

PREPARING FOR DISTRICT BUDGET CONSULTATIONS

To help create an informed dialogue, the boards and the agencies may refer to some written information and compare it to the reality of the situation.

1. A description of **District Consultations**.
2. A summary of the community board budget process and fiscal year timetable.
3. The previous year's capital and expense budget requests with the agency's response to each request.
4. The **Statement of District Needs** which reflects long range community needs.
5. Excerpts from the board's **Statement on the Preliminary Budget** (if submitted).

Be well prepared and informed. Take advantage of the demographic and housing data that is available from City Planning. Your community board coordinator at OMB's Community Board Unit can help get you information and can help you prepare for consultations.

At district consultations, for an effective dialogue, both the board and agency participants must be ready to:

BOARD

- Describe changes in your district that may impact the budget.
- Find out the status of capital projects.
- Use the commitment plan and capital project detail data report.
- Talk about problems involved in implementing projects and programs.
- Identify service gaps and document them.
- Suggest alternate ways to meet your needs.
- Discuss the feasibility of high priority unfunded capital projects.
- Check the district personnel levels.
- Review the District Resource Statement service indicators and check their current condition.
- Discuss possible new budget requests.

AGENCY

- Capital projects
- Use the commitment plan and capital project detail data report to check the status of funded projects.
- Discuss possibilities of high priority unfunded capital projects.
- Present agency service plans for the district and their impact.
- Inventory personnel and equipment and include
 - absentee rates
 - attrition rates
 - frequency of out-of-district transfers
 - age of equipment and replacement schedule
- Update the DRS for personnel, equipment and performance indicators.
- Develop redeployment plans or alternate means of delivering services.
- Examine problems impacting service delivery. For example, the Sanitation superintendent can describe methods of operation, route schedules, contingency plans, areas of consistently missed collections and cleaning, and difficulties which require coordinated help from other agencies.
- Discuss fiscal constraints.
- Recommend that the board ask for more personnel and equipment which the local service chief believes necessary for the district.

RESOLVE as many issues as possible at DISTRICT CONSULTATIONS.

RESULTS OF DISTRICT CONSULTATIONS

After district consultations, a board will have a better sense of what next steps to take. The stage has been set by this local level meeting for the following:

- Reallocation of existing resources to solve service delivery problems.
- Borough consultation topics to discuss with top-level agency executives.
- Budget requests for problems that cannot be dealt with in any other way.
- District service plans for the coming year.

Use your review of district consultations to update and refine your board's **Statement of District Needs**. Results of these meetings can then also serve as part of the agenda for borough consultations. Issues unresolved at district meetings can be discussed at a higher level.

REMEMBER...

Local agency representatives don't make budget decisions or commitments for the agency.

Find out local agency needs for personnel, equipment or procedure changes.

Use this as a jumping off point for borough consultations and budget requests.

BOROUGH LEVEL BUDGET CONSULTATIONS

Purpose

In the preparation of the departmental estimates, the head of each agency that delivers local services or is responsible for capital projects within any community district shall (1) consult with the community board for such community district through appropriate officers and employees of the agency, and (2) consider the community board statements of expense and capital priorities submitted in accordance with section 230 (section 231b)

The boards consult with top level agency officials during the early fall. Boards bring to borough consultations their district concerns and capital and expense budget proposals. Many of the proposals were already discussed at district consultations and now are presented to the central agency representatives who have decision-making powers. Boards should leave borough consultations with a realistic picture of agency policies and constraints.

At borough consultations, agencies indicate what they can do for the district, considering agency plans and priorities. They also present their Citywide policies and fiscal constraints. Agencies often use this opportunity to ask the boards to support agency priorities. Borough consultations assure that agencies are aware of district, borough and Citywide concerns. These meetings help the agencies understand the impact of their policies on New York City's communities.

Borough consultations are coordinated by the Community Board Unit at the Office of Management and Budget. Formats differ by borough. Boroughs choose among the following formats. They may mix and match.

FORMATS

Individual 25 Minute Sessions - District consultations in the spring followed by borough consultations in the fall, at which a community board may meet with up to ten consulting agencies at individual 25 minute sessions on a single evening.

Group - All interested boards in the borough consult together with an agency. The boards submit a single agenda which covers areas of common interest to all the boards. Many agency expense budget decisions have borough and Citywide ramifications which impact all boards in a similar fashion. Board specific issues are also included.

Individual Meetings With Capital Intensive Agencies - Boards may meet individually in the fall with the agencies which provide most of the capital projects in each district. Currently the Departments of Environmental Protection, Parks, and Transportation each arrange separate meetings with each board or meet in the group format. Boards have sufficient time to discuss the status of capital projects as well as expense budget service issues.

PREPARING FOR BOROUGH BUDGET CONSULTATIONS

On fifteen dates in September and October, boards meet with agencies which deliver local services. Many agencies meet with all 59 boards during this period. Boards prepare an agenda for each agency they meet with individually.

Boroughs with group meetings must prepare a single borough agenda.

Individual meetings with the capital intensive agencies are scheduled during the day.

BE PREPARED: Take advantage of your chance to meet with the people at each agency who decide how to spend their budget. Send the agencies your agenda and review their statement of agency policies.

The better prepared you are, the more effective your session. This is especially true for meetings that last only 25 minutes.

RESERVATION FORM

Decide which agencies you need to meet with at borough consultations after your district level meetings are over.

The borough consultation reservation form is sent to community boards in June.

FY 2015 BOROUGH CONSULTATIONS RESERVATION FORM QUEENS - COMMUNITY BOARD # _____

PARKS WILL ARRANGE THEIR INDIVIDUAL MEETINGS
Please use an **X** to Indicate interest in attending

Column # 1				Column # 2
CONSULTING AGENCIES	DATE	TIME	X Indicates interest in attending	
DSNY	Sep-24	9:30 AM		
FDNY	Sep-24	10:45 AM		
DFTA	Sep-24	11:45 AM		
DOHMH	Sep-24	1:30 PM		
DOB	Oct-2	9:30 AM		
HPD	Oct-2	10:30 AM		
DOT	Oct-2	11:30 AM		
NYPD	Oct-2	1:15 PM		
HRA	Oct-11	9:30 AM		
ACS	Oct-11	10:15 AM		
DEP	Oct-11	11:15 AM		
DHS	Oct-11	12:45 PM		

COMPLETING THE BOROUGH CONSULTATIONS RESERVATION FORM

COMPLETE THIS FORM ONLY AFTER CONSULTING WITH APPROPRIATE COMMUNITY BOARD REPRESENTATIVES SUCH AS: BOARD CHAIRPERSON, DISTRICT MANAGER, BUDGET COORDINATOR OR COMMITTEE CHAIRPERSONS.
THEN: SEE COLUMN 1 TO CONSIDER THE LIST OF CONSULTING AGENCIES
THEN: USE AN X IN COLUMN 2 TO INDICATE THE AGENCIES WITH WHICH THE COMMUNITY BOARD WANTS TO MEET.

**PLEASE E-MAIL OR FAX (212) 788-5928 THIS FORM
TO OMB NO LATER THAN FRIDAY, JULY 12, 2013**

AGENDAS AND AGENDA FORM

AGENDAS ARE TRULY IMPORTANT. Agendas provide structure and focus for your meeting with the agencies. This is crucial since many meetings are only 25 minutes long. Agendas help the agencies prepare for their meetings with the board. If agencies know in advance what the issues are, they can gather the pertinent data and have the key people present to meet with you.

We strongly suggest that your board provide an agenda for each agency.

The borough consultation agenda forms are sent to the community boards in June. After deciding with which agencies you will meet, prepare an agenda for each consultation. Items you may want to include are:

- agency policies and spending priorities
- recurring, unresolved problems
- possible new budget requests
- details about a specific capital project
- status of capital projects

The more specific you make your agenda, the more prepared the agency can be. List questions you want the agency to answer. Make sure your agenda reflects the discussions you had at district consultations. Include service complaints only if all other possible avenues for resolving the problem were exhausted, including your district service cabinet meetings and district consultations. When a board does not submit an agenda, OMB suggests the agency review last year's budget requests to serve as a basis for discussion.

With an agenda to refer to, agency commissioners can:

- Hear about problems the board and agency could not resolve.
- Arrange to have present the people most knowledgeable about your agenda item.
- Comment on service delivery recommendations made by the board.
- Give you the latest information on a capital project.
- Compare agency policy to board budget requests.

The Department of Transportation agenda form on the following page shows the major divisions within the agency for capital and expense programs. The format of the agenda forms for the remaining twelve agencies are similar. The list of agency programs helps remind the board of possible issues that need to be raised at borough consultations.

Department of Parks and Recreation

FY 20 BOROUGH BUDGET CONSULTATION AGENDA

REMEMBER:

- Update previously submitted agenda items
- Be specific on subject matter
- List Capital and Expense questions under separate headings
- **To Receive the Most Detailed Answers, Agenda Items Pertaining to the Agency's CAPITAL and EXPENSE Programs Listed Below Should be Clear and Detailed ! !**

CAPITAL

LARGE, MAJOR, & REGIONAL PARKS
NEIGHBORHOOD PARKS & PLAYGROUNDS
TRIANGLES, MALLS, & SITTING AREAS
REQUIREMENTS CONTRACTS FOR PLAY EQUIPMENT, PAVING, FENCING
STREET TREE PLANTING (INCLUDING GREEN STREETS)
BALLFIELDS & COURTS
OUTDOOR POOLS (INCLUDING MINI-POOLS)
RECREATION CENTERS (INCLUDING INDOOR POOLS)
PARKLAND ACQUISITION
VEHICLES & EQUIPMENT

EXPENSE

RECREATION (EG., RECREATION CENTER PROGRAMMING,,
PLAYGROUND ASSOCIATES, TOURNAMENTS, & SPECIAL EVENTS)
FORESTRY & HORTICULTURE (EG., STREET TREE PRUNING
& REMOVAL, STUMP REMOVAL, MAINTENANCE OF FLOWER
BEDS & LAWN AREAS)
URBAN PARK SERVICE (PEP & RANGERS)
MAINTENANCE & OPERATIONS (EG., DAY-TO-DAY CLEANING,
HANDYMAN REPAIRS, SKILLED TRADES WORKERS)

**THE AGENCY STRONGLY RECOMMENDS VISITING THEIR WEBSITE
BEFORE COMPOSING AGENDA ITEMS**

BOROUGH:

COMMUNITY BOARD:

WHO REPRESENTS THE BOARD

BOARD CHAIRPERSON

COMMITTEE CHAIRPERSONS

COMMITTEE MEMBERS

DISTRICT MANAGER

The board has a better advantage if several board members rather than a single person attend borough consultations. This shows broad interest on the board's part. Good board representation helps balance the meeting since agencies often bring large numbers of people from their many divisions.

Please provide OMB a list of community board committee members who plan to attend the consultations.

AT BOROUGH CONSULTATIONS

Logistics

During the sessions which use the 25 minute format, each board stays in its assigned room at the high school where consultations are held. Agencies move from room to room throughout the evening during the five minute breaks. The sessions last only 25 minutes and time flies, so be ready and come prepared. A bell signals the start and end of each consultation.

A moderator for each meeting notifies boards and agencies of the time left, tries to keep the discussion on track and takes attendance. The moderator also notes commitments and any follow-up that the agencies promised.

To tape the sessions, community boards must provide their own tape recorders, cassette tapes and extension cords.

Group sessions last up to two hours and convene at a central location in the borough.

Process and Content

For the most effective exchange of ideas and information at borough consultations try to do the following:

BOARD

- Be prompt. Arrive early so the tightly scheduled meeting can begin on time. Start each session quickly so that you can complete your agenda.
- Bring to the Commissioners' attention issues of special importance to your board.
- Ask **budget related** questions.
- Ask questions about how the agency makes decisions. For example:
 - Our project was in the Adopted Budget three years ago, out two years ago and included last year. What's going on? When will it be done?
 - How do you decide the schedule of the lump sum projects you plan for our district?
 - Who in your agency decides whether our projects get funded?
 - What criteria do you use in making those decisions?
 - If we support an agency recommended project with one of our 40 priorities, what are the chances that it will be included in the Departmental Estimates?
- Test the feasibility of proposed projects. Find out if the agency opposes a project, so you can meet agency objections or refine your proposals.
- Recommend budget and redeployment solutions to service delivery problems.
- Coordinate projects which involve more than one agency.
- Be prepared. Have background information and justification to support your request.

AGENCY

- Be prompt. Arrive early so the tightly scheduled meeting can begin on time.
- Make sure the agency's delegation is headed by the Commissioner or Deputy Commissioner.
- Bring along the agency people who can best address board questions.
- Be prepared to answer the board's agenda topics.
- Find out the concerns of the City's communities.
- Recommend ways to eliminate problems and issues which were not resolved at district consultations.

RESULTS OF BOROUGH CONSULTATIONS

After borough consultations, the boards are ready to prepare their budget requests and rank expense budget programs. Meeting top-level agency executives should create:

- Worthwhile communications between the board and the agencies.
- Realistic, sophisticated budget requests.
- Understanding of the agency's view of your district and your needs.
- Goals for long-range planning.
- Understanding of the impact of the City's fiscal situation on board services and projects.

On the following page are the criteria for a successful session.

CRITERIA FOR EVALUATING BOROUGH CONSULTATIONS

AGENCIES

CATEGORY	EXCELLENT	GOOD	FAIR	POOR
Preparation	Well prepared; refers to board agenda; clearly articulates policy issues, project and program status, time tables; gives reasons for specific actions; proposes possible alternatives.	Moderately prepared; uses board agenda most of the session; provides clear information on policy issues, program and project status; time tables, gives reasons for specific actions; addresses most questions/issues and answers many related questions	Somewhat prepared; provides some useful information but not much; addresses only a few items although agenda received well in advance	Not prepared
Representation and Participation	Led by agency commissioner and/or deputy and assistant commissioners who can make budget decisions and know the board's issues; agency responds to board questions and then provides added useful information; led by highest level person with input from others; be courteous, helpful and willing to engage in constructive dialogue	Present are agency commissioner and/or deputy and assistant commissioners who can make decisions and know board issues; answers questions but doesn't volunteer further useful information; are courteous and helpful most of the time	No high level decision makers present; late or absent leader; delegation lacks knowledge of most of the board's issues; some useful information provided, but representatives often "hedge" responses	Key persons late or absent; not familiar with board issues; not able or willing to discuss problems raised; evident acrimonious feelings

CRITERIA FOR EVALUATING BOROUGH CONSULTATIONS

COMMUNITY BOARDS

CATEGORY	EXCELLENT	GOOD	FAIR	POOR
Agenda	Sent to OMB at least 4 weeks before borough consultations; covers all agenda items	Sent to OMB at least 2 weeks before borough consultations; keeps to agenda most of the time; covers most items	Submitted too late (1 week or less) to allow for adequate agency preparation; consistently strays from agenda	No agenda; or agenda submitted at the session
Preparation	Well prepared; well informed about all issues; suitable supporting information statistics etc.; clear and straightforward questions; consistent follow-up on agency comments; parochial issues raised only to illustrate broader agency policy or operational matters	Moderately prepared; familiar with most issues; supporting information for some but not all issues; questions sometimes vague; inconsistent follow-up on agency comments	Somewhat prepared; lacks substantial knowledge of many issues; little supporting information; vague questions; little or no follow-up; concentrate mostly on service delivery	Not prepared
Representation and Participation	Session led by person most familiar with issues - either the board chair, district manager, budget or committee chair; board members present; excellent "give and take"; well organized, courteous and professional	Leader knows the issues; may be the board chair, district manager, budget or committee chair; constructive dialogue with the agency; some interruptions by board members	Leader unfamiliar with most issues; may be board chair, district manager, committee chairs, members; poorly organized or prepared; often argumentative; interrupt each other and the agency; key participant(s) late or absent	No one familiar with the issues; agency has to "take over" and lead discussions; time wasted on "what-do-you-do?" or service delivery issues only; behave rudely, harass agencies and each other; key people late or absent

6.

**PREPARING
BUDGET SUBMISSIONS**

PREPARING BUDGET SUBMISSIONS

Not later than thirty days prior to the date set by the mayor.. for the submission of the departmental estimates, each community board shall submit to the mayor.. a statement of its expense budget priorities and a statement of its capital budget priorities for the ensuing fiscal year, in such form and containing such information as the mayor shall prescribe. (section 230)

By now, community boards have already:

- Identified the district's physical and service delivery needs and problems.
- Held public hearings and meetings with local groups.
- Consulted with the agencies to discuss their plans and programs for the district.
- Written a **Statement of District Needs** (see Chapter 3).

Your board is now ready to prepare its budget requests and rank these requests by establishing priorities for each proposal.

This chapter is divided into ten parts as follows:

Summary of Budget Submissions - when, who, what, why, to whom.

Budget Forms - details when and why each form is used.

Instructions for Filling Out Forms - how to write a new request; how to change or correct a previously-submitted request.

Guidelines for Developing Budget Requests - how to write a good request.

Points to Ponder - things to consider before boards begin writing the budget requests.

Helpful Hints - including agency specific "do's and don'ts".

How to Assign Priorities – helpful suggestions for the boards.

Submission Checklist - ask these questions before submitting your budget requests.

Community District Registers – the document which records the agency, OMB and final outcome of your budget requests.

Definitions of Terms Used in the Budget Request Forms

SUMMARY OF BUDGET SUBMISSIONS

- WHEN:** October/November (see Budget Process timetable)
- WHO:** Community Boards
- WHAT:** The community boards enter their budget requests onto computer generated forms and then e-mail the complete budget package to OMB. The requests are then sent to the appropriate agency.

CAPITAL BUDGET REQUESTS

EXPENSE BUDGET REQUESTS

SERVICE PROGRAM PRIORITIES (ranking the importance of each expense budget activity to your district.)

WHY: Your board's budget submissions are one of the most important ways you communicate local needs and priorities to agency and other City officials. The Office of Management and Budget (OMB) sends each of your board's requests to the appropriate City agency for review, evaluation and recommendation. In most cases, agencies will analyze your requests before making funding recommendations to OMB. These analyses frequently involve on-site inspections and investigations, planning studies, preliminary scopes, cost-benefit reports, and environmental reviews that can take from two to six months to complete.

That is why it is essential that your board discuss all new proposals with the appropriate agency personnel before the deadline for submitting request forms. District and borough consultations provide a forum for this discussion.

It is very important to get your board's requests to OMB on time. The earlier an agency can begin reviewing your board's requests, the better the chance of being included in the agency's Departmental Estimates, which is the agency's proposed budget for the coming fiscal year. The City Charter requires that agencies submit these budget recommendations to OMB by mid-December.

Once again, your best chance for funding depends on the agency including your project in their Departmental Estimates.

TO WHOM: Community boards send their budget requests to:

Boards enter their budget requests on their Sharepoint website and send it to OMB electronically

or (if possible) they e-mail the package of budget priorities to:

siegall@omb.nyc.gov

Remember to send copies of the board's requests to your Borough President and Councilmember(s).

Community groups and interested citizens are encouraged to submit their requests through their community board or their Borough President's office. Community/borough board endorsement of a group/citizen proposal increases the chances of funding because the proposal has a broader base of support.

BUDGET FORMS

The boards use a computer generated form to request **Capital** projects. Boards may submit up to **40 capital budget requests**.

- **Capital Budget Requests (new)**

Click onto **the new request form** which is blank to request and explain long-term **new** capital improvement projects and those major pieces of equipment that are funded through the City's capital budget. After boards enter their borough and board, use the drop down box to indicate that the request is for a capital project. This form is for all **new** projects.

- **Capital Budget Requests (previously submitted)**

Resubmit this form **as is** when your community board still supports a project. You must of course enter a priority number. If you make **any** changes to the scope other than a spelling correction or a location correction which can be verified in the Adopted Budget, please rewrite the request as a new project.

When a board supported proposal has reached the construction stage, the board can save a priority number and assign that project a "**continued support**" (**CS**) priority to assure the agency that the project still has community board support.

Using the **Budget Request Form** for **Expense** budget requests.

- **Expense Budget Requests (new)**

Click onto **the new request form** which is blank to request **NEW** personnel, small equipment, minor repairs, and service programs which are funded through the expense budget or community development program. Use the drop down box to indicate that the request is for an expense program. Please remember, **DO NOT** request personnel and equipment on the same form.

- **Expense Budget Requests (previously submitted)**

Resubmit this form when your community board still supports a program, whether or not it received funding for last year.

You may make changes to this request because **expense budget requests are funded for one year at a time**, and new decisions are made each year for each expense request. Remember, since expense budget requests are more general in scope than capital requests, community boards may submit up to **25** expense budget requests.

- Service Program Priorities (**WHITE**)

This form assigns priority rankings to services the City provides to the communities. The service program priorities ranking was developed in response to City Charter, state and federal mandates which required the City to balance its expense budget each year. The Four-Year Financial Plan and the annual **Program to Eliminate** the budget **Gap (PEG)** identify anticipated revenues and expenditures, fiscal constraints and budget priorities for all City agencies.

Community boards participate and guide the Mayor and other City officials in the decision making process by assigning priority rankings which tell how **important** each program is to your community district. This form asks boards to make the same tough choices that City officials make when preparing the City's budgets.

CAPITAL BUDGET REQUEST FORM

BORO BOARD Capital/Expense

TRKNO PRIORITY AGENCY

Request

Explanation

Supporting Group (s)
1
2

Capital Only- Council Districts

Please Click here to Save Record when you are finished.

Print New Request

Delete New Request

**INSTRUCTIONS FOR SUBMITTING THE CAPITAL BUDGET
REQUEST FORM**

LIMIT: Community boards may submit only 40 capital requests

Please read the following instructions carefully before preparing the **Capital Request Form**.

INFORMATION MUST BE ENTERED INTO THE COMPUTER

- (1) **Community District and Borough:** Fill in your community district number and borough in the indicated fields.
- (2) **Tracking Code:** A nine digit tracking code of the project with letter suffix "A" will appear in the tracking code window.
- (3) **Responsible Agency:** Select the City agency (using the drop down box) having primary jurisdiction over the proposed project. For projects where more than one agency is responsible for the project, prepare separate forms and staple them together. **This is one request and will have one tracking code.**
- (4) **Priority:** Your board votes priorities for each project. Your priority indicates the importance of that request compared to **all** of your board's other requests for all agencies. Do not use a number more than **once**, and do not assign priorities within agencies. When a board supported proposal has reached the construction stage, the board can save a priority number and assign that project a "continued support" (**CS**) priority to assure the agency that the project still has community board support.

Use the priority drop down box to enter the board's voted priority. For street and sewer/water main improvements enter the names of all contiguous streets covered by an overall project on one form and assign one priority number to it.

- (5) **Request:** Write a short specific proposal which begins with a verb describing the action you want to accomplish, i.e., "improve", "rehabilitate", etc. **Do not exceed three lines** in the space provided on the form.
- (6) **Explanation:** Develop a brief summary of the project, including, as applicable, the project's site or boundaries and/or name of the facility, e.g., "Thompson Square Park"; nature and scope of the project; reasons for the request; anticipated benefits; population to be served; and any other details pertinent to the request that will help define and justify the project. **Limit the explanation to the space provided on the form.**

- (7) **Source of Request:** (in addition to community board): Indicate in the space provided the name of **up to two** community groups co-sponsoring the request. Groups should provide their names, addresses and telephone numbers.

- (8) **Council District(s):** Indicate, in the space provided, the council district or districts for each capital project within your community board.

**INSTRUCTIONS FOR SUBMITTING THE EXPENSE BUDGET
REQUEST FORM**

LIMIT: Community boards may submit only 25 expense budget requests.

Follow the computer instructions carefully while preparing the expense budget requests.

INFORMATION MUST BE ENTERED INTO THE COMPUTER

- (1) **Community District and Borough:** Fill in your community district number and borough in the indicated fields.
- (2) **Tracking Code:** A nine digit tracking code with letter suffix "E" will appear in the tracking code window.
- (3) **Responsible Agency:** Select the City agency (using the agency drop down box) having primary jurisdiction over the proposed program .
- (4) **Priority:** Your board votes priorities for each request. Your priority indicates the importance of that request compared to all of your board's expense requests for all agencies. Do not use a number more than **once**, and do not assign priorities within agencies. Your submission must include a priority number for all of your proposals.

Requests for personnel and equipment must be made on separate budget request forms.

- (5) **Request:** Write a short specific proposal. Requests should begin with a verb describing the action you would like to have accomplished, i.e., "allocate", "assign", etc. Your request must not **exceed three lines** in the space provided on the form.
- (6) **Explanation:** Develop a brief summary of the request, including the specific action(s) the board wants the agency to take. Also, briefly explain why the request is being made. Include: the benefits to the City, district or neighborhood; potential cost savings; estimated cost (initial and recurring); and the background of existing service delivery conditions/problems.

Limit the explanation to the space provided on the form.

- (7) **Source of Request:** (in addition to community board) If relevant, indicate in the space provided the name of **up to two** community groups co-sponsoring the request. Groups should provide their names, addresses and telephone numbers.

FORM 3

INSTRUCTIONS

For Ranking Service Program Priorities

Read the following instructions carefully before ranking service programs.

**Information on the form should be typed electronically
or handwritten in black ink.**

Responsible Agency

Agencies are listed alphabetically.

Service Programs

Listed are those agency services which are delivered at the local level. Definitions of these programs are provided.

Priority

When ranking these services, please measure how important each program is to your community district. Do not rank by how well the service is delivered.

Rank each service program by using letter codes: A, B, C, D, or E.

A = Highest Priority Programs, B = Next Highest, etc. When you have completed this form, you should have 18 A's, 18 B's, 18 C's, 18 D's and 18 E's.

Certification Statement

The certification statement must be completed and signed by an authorized representative of the board.

FORM 3: COMMUNITY BOARD SERVICE

AGENCY	PROGRAM	PRIORITY				
		A	B	C	D	E
ADMINISTRATIVE SVCS	Vacant Lot Fencing					
AGING	Services for the Elderly					
BUILDINGS	Plan Examination Inspections Periodic Inspections					
SMALL BUSINESS SERVICES	NYC Business Solutions Division of Economic and Financial Opportunity Neighborhood Development The New York City Workforce 1 Career Centers					
CHILDREN'S SERVICES	Child Protection Services Family Support Services Family Court Legal Services Daycare/Headstart					
CONSUMER AFFAIRS	Licensed Home Improvement Contractors Underage Tobacco Second Hand Auto Dealers Sidewalk Cafes Internet Gaming Cafes Weight and Measurements Electronic Stores					
CULTURAL AFFAIRS	Cultural Activities					
ECONOMIC DEV.	Economic Development Initiatives					
EDUCATION	Administration Staff (Principals, Asst. Principals, Supervisors, etc.) After School/Summer School & Evening Building Services (Custodial, Maintenance, Construction) Classroom Instruction (Teachers/Supplies/Materials) Counseling/Drug Prevention/Parent Involvement Food Services Transportation School Safety					
ENVIRONMENTAL PROTECTION	Water Delivery Air/Noise/Hazmat Enforcement Environmental Planning and Assessment Sewers/Water Pollution Control Environmental Control Board Office of Community Outreach					
FIRE	Emergency Medical Services Fire Extinguishment Fire Investigation Fire Prevention Public Safety Education					
HEALTH & MENTAL HYGIENE	HIV/AIDS Prevention Program Tobacco Control Program Regulatory and Environmental Health Services (Including Pest Control) Mental Health, Mental Retardation & Alcoholism Services					

****Due** *October 31,*

PROGRAM PRIORITIES FOR FISCAL YEAR

AGENCY	PROGRAM	PRIORITY				
		A	B	C	D	E
HEALTH & HOSPITALS CORPORATION	In-Patient Hospital Care Services					
	Preventive/Primary Ambulatory Health Care Services					
HOMELESS SERVICES	Services for Homeless Individuals & Families					
HOUSING AUTHORITY	Housing Management & Maintenance Services & Capital Improvements					
HOUSING PRESERVATION AND DEVELOPMENT	Alternative Management of In Rem Property					
	Code Enforcement (Complaints Inspections)					
	Demolition/Seal-Up					
	Neighborhood Preservation/Community Development					
	Property Management					
	Rehabilitation					
HUMAN RESOURCES ADMINISTRATION	Relocation/Emergency Housing					
	HIV/AIDS Services					
	Domestic Violence and Emergency Intervention Services					
	Family Independence Administration					
	Home Care Services Program (HCSP)					
	WeCare					
LIBRARIES	Medical Assistance Programs (MAP)					
	Adult Protective Services (APS)					
PARKS AND RECREATION	Branch Library Services					
	Facility Repairs (Skilled Trades)					
	Forestry and Horticulture					
	Parks Maintenance					
	Recreation Programs					
	Urban Park Services (Rangers & Park Enforcement Patrol)					
POLICE	Communications (911)					
	Emergency Services/Special Squads					
	Investigations					
	Patrol (Includes Housing, Transit & Auxiliary Police)					
SANITATION	Traffic Control/Enforcement					
	Enforcement					
	Recycling					
	Refuse Collection					
	Street Cleaning					
TRANSIT AUTHORITY	Vacant Lot Clean-Up					
	Bus Maintenance and Operations					
TRANSPORTATION	Rapid Transit Maintenance and Operations					
	Arterial Highway Safety, Smoothness & Cleaning					
	Bridges					
	Traffic Planning Operations					
	Sidewalk Repair					
	Street Lighting (also Parks)					
	Street Maintenance/Smoothness					
Signal Engineering						
YOUTH & COMM. DEV.	Youth Services					
	Community Development Services					
TOTALS		9	18	18	18	18

CERTIFICATION Community Board No _____, Borough of _____ adopted on _____, 20

Authorized Signature: _____ Date: _____

GUIDELINES FOR DEVELOPING BUDGET REQUESTS

Observe the following guidelines when preparing your budget requests:

- **Community boards must limit their budget requests to their district's 40 most critical capital improvements and 25 top expense budget proposals.**
This restriction is necessary since the City does not have unlimited funds. Your requests should inform the City and the agencies of your board's perception of the district's most important unmet needs.
- **Base budget requests on a realistic assessment of the district's needs.**
- **Assign priorities for board requests on an inter-agency basis.** The priorities your board assigns to its budget requests should indicate the importance of each request relative to all of the board's other proposals. It is important to remember that capital and expense budget funds are limited, and the City cannot possibly fund all of your budget requests. Because not all your budget proposals will be approved, be realistic in ranking your budget requests, and limit your requests to the most critical community concerns. To save your 40 capital priorities, assign "continued support" (CS) priority to capital project requests which are already in construction.
- **Discuss budget requests with the appropriate City agencies at district or borough consultations before submitting them to OMB.**
- **Make the Capital and Expense Budget requests clear and comprehensive.**
Begin the request with an action verb such as "improve", "rehabilitate", "deploy", "construct", etc. The agency will then understand exactly what actions are being requested. If you are not sure of the action to be taken, use the verb "improve." Make the capital project requests geographically-specific, including a brief explanation. Locate the project with street names, addresses or the name of the facility.
- **Ask for only one program on each budget form** when your board is asking an agency to fund several programs.
- **List programs by the name the agency most commonly uses** to help the agency and OMB understand what it is you are requesting. Call your OMB liaison with any questions.
- **Explain your budget requests clearly and comprehensively.** "Do your homework" so that agencies take your budget requests seriously. Attach back-up material to your request. We will forward it to the agency with that request.

- **Continue to submit capital budget requests for projects which are in the construction phase to show the board wants funding to continue.**

By resubmitting projects that are already in progress, the boards let the agencies know of the continued interest in, and the need for, those projects in their districts. Boards can save a priority number for these requests and assign "continued support" (CS) priority to projects already in construction.

- **The board must vote on and adopt in priority order all board budget requests.**

Formal adoption requires that a quorum (50 percent plus one of the membership) be present at the meeting, and that a majority of the members present vote in favor of the budget package. The board's meeting must be open to the public. Suggestions to help boards organize their priority assignments are included in this chapter.

WHAT NOT TO REQUEST AND WHY

- **Do not break board budget requests for major capital projects into individual parts.**

Boards are advised to submit a single request for each major project, regardless of the number of individual pieces included in the project. For street and sewer/water main improvements, enter on one form the names of **all** contiguous streets covered by an overall project, and assign one priority number to the request.

When more than one agency is involved, prepare separate budget forms and submit them together. These projects will be one request and will have one tracking code.

- **Please do not ask for personnel and equipment on the same expense budget form.** Agencies review each of those categories separately.
- **Please do not request more than one program on each form.**
- **Do not ask for site-specific housing improvement projects.**

The Department of Housing Preservation and Development (HPD) provides housing programs on an **application basis only**. A description of these programs is contained in a handbook distributed by HPD to community boards and groups. Since housing improvement funds are allocated to HPD on a programmatic lump sum basis, community boards and groups should prepare and submit the appropriate applications directly to HPD for site-specific housing projects (e.g., "seal-up 1234 Main Street"). Information about specific housing program application procedures may be found in the handbook or by contacting HPD directly. Boards may, however, use an **expense budget request** to ask for the initiation or expansion of housing programs "e.g., "expand the seal-up/demolition program".

- **Do not request items that can be handled through your district service cabinet or through standard agency procedures.**

Boards are advised to submit requests for the repair/installation of traffic signals/signs, commercial revitalization studies, street closings, NSA designations, hand brooms and tools, walkie-talkie's, and vacant buildings conversions **directly** to the agency via letter fax or e-mail at any time during the year. These items should **not** be submitted as part of the board's formal budget package unless the agency indicates that it cannot provide them within its budgeted resources.

POINTS TO PONDER

- Carefully assess the likelihood of your budget requests being recommended for funding by considering the following factors:
 - During budget consultations, ask agency officials about the chances for funding your budget requests. They know agency policies, priorities and constraints.
 - Consider the expense budget impact of capital project requests. For example, a new senior center will need a yearly expenditure for staff. Agencies and OMB are careful about committing new expense budget dollars.
 - Review the **Message of the Mayor** and agency policy statements to understand the City's goals and constraints.
 - Work with other community boards to increase Citywide expense budget allocations, especially for personnel and equipment. To get more for your board, the entire appropriation must be increased. There is strength in numbers.
- **Emphasize budget requests that accomplish the following:**
 - Reduce operating expenses.
 - Stimulate the economy and help increase the City's revenues.
 - Improve the City's infrastructure (streets, highways, bridges, sewers and water supply systems).
 - Focus on rehabilitation, reconstruction or modernization of existing facilities instead of new construction.
 - Enhance essential services.
 - Are ready for design and/or construction.

- Enhance essential services.
 - Are ready for design and/or construction.
 - Stabilize and enhance the neighborhood.
 - Reduce energy consumption.
- Be aware that a new project will not start construction the first year in which funds are appropriated. Capital improvements take an average of four to seven years to complete, including scope, design and construction.
 - Examine the current Adopted Budget to find out the status of projects which affect your community. Also review the City's Capital Commitment Plan which presents data on the progress of all capital projects. The Commitment Plan is published by OMB and sent to the boards and is also available on the City's website: www.nyc.gov.
 - Be realistic. Construction funds will not be available until the scope and design are done.
 - Make sure the City can act on your request. For example, the City **does not** fund renovation of privately owned buildings.
 - Call your community board liaison at OMB with any questions.

HELPFUL HINTS

Check the following list to help you write requests. Sometimes, agency jurisdiction is confusing. The following will help you direct your requests to the proper agency. Also included are agency programs for which funds are allocated by formula on a boroughwide or Citywide basis. Other agency hints are listed. Ask each agency what information to include for a well-developed budget request.

Aging

- Meals on Wheels
- Transportation for Seniors
- Senior Centers

Buildings

Buildings inspection officers check for structural complaints such as deteriorating walls, falling plaster, illegal conversions and fire hazards.

Small Business Services

The Department of Small Business Services (DSBS) does not study revitalization of industrial or commercial developments. Send requests for studies to the Department of

City Planning, Housing and Economic Planning Section (212-720-3314). DSBS cannot consider commercial revitalization programs without an appropriate sponsoring agency.

Children's Services

- Provides services to protect children and help families in crisis.
- Administers day care services and Headstart programs.

Citywide Administrative Services

- Coordinates vacant lot clean-up; fences lots in CD areas.
- Fencing for vacant lots is funded by a lump sum.
- Removes architectural barriers for City owned buildings.

Design and Construction

The Department of Design and Construction is responsible for the design and construction of public buildings and facilities, streets and highways, bridges and tunnels, water supply and distribution structures, sewer and sewage disposal plants, correctional and other public safety facilities, and parks and recreational facilities. Each agency remains responsible for planning and evaluating the need for particular capital projects.

Environmental Protection

- The replacement and installation of fire hydrants.
- Third water tunnel as well as other water mains and sewers.

Fire

Emergency Medical Services (ambulances) is part of the Fire Department.

Housing Preservation and Development

- Code enforcement officers handle tenant complaints about heat, hot water, etc.
- Site specific requests are **not** budget requests. Follow HPD's application process.

Human Resources Administration

Requests to convert city-owned buildings into multi-service centers are reviewed by HRA for feasibility. Contact HRA by letter. Because HPD funds these conversions, submit applications to HPD after HRA's review.

Parks

- "Spruce Up" - fixing up a park when no design work is needed. Spruce up includes **only** the following: replacement of chainlink fence; asphalt resurfacing; installation of vandal resistant benches (replacement only); replacement of play equipment and safety surfacing.

- "Rehab" - requires design and cannot be completed in less than two years.
- Joint interest areas are major parks and beaches which touch several community boards, for example, Flushing Meadow Park.

Police

- Personnel are assigned by a department formula.
- NYPD is responsible for traffic control and enforcement.

Sanitation

- All equipment but cars is capital. Cars are expense.
- Sanitation equipment is allocated Citywide by formula depending on fleet age and need.

Transportation

DOT must inspect proposed sites to decide the scope and type of repair; whether to resurface, grade and pave, or reconstruct.

Specify exact locations of pedestrian ramps and sidewalks when asking for reconstruction.

Send traffic light requests to DOT borough offices. Street and park lighting is a DOT function.

Bus shelter maintenance is a DOT responsibility.

To get more asphalt, ask for a citywide increase in the asphalt allocation. Boards are assigned asphalt by the number of street miles in the board area.

SUGGESTIONS ON HOW TO ASSIGN PRIORITIES

Budget Requests

Each board must rank in priority order Capital and Expense Budget requests. Priority rankings enable the agencies and OMB to evaluate the relative importance of each project. Particular care should be given to the top ten Capital requests, as all agencies are encouraged to accommodate them within their constrained resources.

There is no one way for a board to set its priority rankings. But while the board as a whole must ratify the rankings before submitting their requests, it is not recommended that the whole board

debate and adopt the priorities from scratch at a monthly board meeting. Such a course invites frustration and does not lend itself to the time and care needed to adopt priorities.

Two possible alternatives are suggested. The executive committee or the budget committee can meet and recommend priority rankings for consideration by the full board. Second, each committee can recommend rankings of projects within each agency which are then put into inter-agency order by the executive or budget committee.

In either case, the full board may of course change any of the priorities before voting to ratify the entire list of Capital and Expense Budget requests.

Service Program Rankings

Two alternatives are also suggested to rank the agency Expense Budget services. Again, board committees can individually meet to rank the services of the agencies that concern them, with the executive or budget committees then meeting to aggregate the committee results. Or else the District Manager can distribute copies of the Service Program Rankings form to all board members and ask them to fill out the form. The results can then be compiled, preferably by a board member who has been assigned this specific task. That way, the opinion of every board member is taken into account. This can be done by mail or at a meeting. Either method will save the board time in ranking the Expense Budget services.

SUBMISSION CHECKLIST

Ask yourself the following questions before sending your package of budget requests to OMB which will then distribute the requests to the appropriate agency:

- Do my board budget requests make sense?
- **Capital:** For physical improvements to infrastructure and public facilities; major equipment purchases, that is anything having a useful life of more than five years and costing more than \$35,000.
- **Expense:** For personnel, minor equipment and materials and anything budgeted on a year to year basis. For example, requests for an increase of the district's asphalt allocation are **Expense** items.
- Did your board vote a separate priority ranking for each request – **limited to 40 capital and 25 expense requests?**
- Did you discuss requests with the agencies at district and borough consultations (and don't forget to check the appropriate box)?
- Are personnel and equipment requests kept separate?
- Is the agency listed the one actually responsible for the program/project?
- Are all "Continued Support" (CS) priorities only for projects already in construction?
- Are the requests ready on time?
- Are you sending copies to your Borough President and Council Member(s)?

The board's budget requests and the **Service Program Priorities** are due in the fall. See the Budget Process Timetable for the actual due date. E-mail the package to OMB according to annual instructions. If mailing paper copies, address the submissions package to:

Director
Community Board Unit
Office of Management and Budget
255 Greenwich Street, 7th Floor
New York, New York 10007

Be sure to send **copies** of **all** forms to the Borough President's office and your Council member(s). The Office of Management and Budget will forward copies of the submissions, as they are received, to the appropriate operating agencies.

Register of Community Board Budget Requests

After your board sends us their Capital and Expense Budget requests, the agencies reviews each request and makes funding recommendations. These are published in January to coincide with the Preliminary Budget.

The **Register of Community Board Budget Requests** is published three times a year to coincide with the Preliminary, Executive and Adopted Budgets. The January **Register for the Preliminary Budget** reports each agency's response to your board's budget requests. These fall into three general categories: yes, no or maybe.

The **Register for the Executive Budget** is released in April. It presents OMB's funding recommendations which reflect the Mayor's Executive Budget. In July, the **Adopted Register** presents the final decision on each of the budget requests your board submitted in the fall.

Register presents the final decision on each of the budget requests your board submitted in the fall.

The following pages illustrate expense and capital budget requests. **The Register of Community Board Budget Requests for the Preliminary Budget** records the agencies' responses. Following are OMB's Executive Budget responses and the final Adopted Budget disposition. Each board receives these three versions of the **Register** with responses to each of the community board budget requests. The **Register** is available on the City's website: www.nyc.gov.

Following the sample **Register** pages are some responses used by the agencies and OMB when answering community board budget requests. The examples are from the **Register of Community Board Budget Requests for the Preliminary Budget**. Appropriate wording changes are made for the **Executive** and **Adopted Registers**.

In addition to the listed generic responses, the agencies for the Preliminary Budget and the Office of Management and Budget for the Executive Budget are encouraged to develop individual responses in order to provide more informative answers to the community boards. Selected samples of agency specific responses are included.

All responses are either positive, negative or neutral.

Fiscal Year 2014 Preliminary Budget Register

Manhattan

Community District 04

Capital Budget Priorities and Requests

Priority	Tracking Code	Project Information	Agency Response
13	304201001C	<p>Request: Reconstruct Ninth Avenue from 55th to 34th Streets.</p> <p>Explanation: Reconstruct Ninth Avenue from 55th to 34th Streets to implement changes resulting from the DOT study now underway. Implement neckdowns on each street block directly to the East and west of Ninth Avenue.</p> <p>Responsible Agency: Department of Transportation</p> <p>Council Districts: 3</p>	<p>Capital funding constraints, project capacity and City-wide priorities preclude this project at this time.</p>
14	304201103C	<p>Request: Complete the green canopy of Hell^o's Kitchen include planters and tree guards.</p> <p>Explanation: Part of the Hudson Yards rezoning follow up actions. (WRY negotiations).</p> <p>Responsible Agency: Department of Parks and Recreation</p> <p>Council Districts: 3</p> <p>Supported by: Hudson Yards Community Advisory Committee</p>	<p>Parks plans to plant trees in all available street tree locations (except where trees will be planted by developers as mandated by zoning) but will need additional funds for tree guards.</p>
CS	304200303C	<p>Request: NYPD - Complete Renovation of the 10th Precinct House.</p> <p>Explanation: Continue renovations of the 10th Precinct House.</p> <p>Responsible Agency: Police Department</p> <p>Council Districts: 3</p>	<p>NYPD's funding constraints, project capacity and Department priorities rule out including this project at this time.</p>
CS	304200801C	<p>Request: Advocate Continued Funding for Public Housing from State and Federal Agencies.</p> <p>Explanation: Increased capital funding needed to maintain present developments.</p> <p>Responsible Agency: Housing Authority</p> <p>Council Districts: 3, 6</p>	<p>Elected officials have provided funding for this NYCHA initiative in prior fiscal years. Contact elected officials to ensure the appropriations of proposed funding so that all work can be completed.</p>

Fiscal Year 2014 Preliminary Budget Register

Bronx Community District 08

Expense Budget Priorities and Requests

Priority	Tracking Code	Project Information	Agency Response
01	108201001E	<p>Request: Increase the Budgetary Allocation for Community Board No. 8 Bronx.</p> <p>Explanation: Maintain current FY 2012 through FY2016 funding levels and fund an increase to \$350,000 in the budgetary allocation to Bronx Community Board No. 8, and all community boards. This is to support the increase in need for services and to support the continuance of the community board offices' Charter mandated responsibilities.</p> <p>Responsible Agency: Office of Management and Budget</p> <p>Supported by: Various community based organizations</p>	The community boards' FY 2014 budget is maintained as per the November plan.
02	108201401E	<p>Request: Allocate Funding for Senior Center Programs Including Expansion of the Innovative Senior Center (ISS) Demonstration Program.</p> <p>Explanation: Allocate funding for senior center programs, including the expansion of the ISS demonstration program in the Bronx, in order to provide nutritional and educational programs and health initiatives to maintain the highest function of older adults and allow them to age in place.</p> <p>Responsible Agency: Department for the Aging</p>	DFTA will continue to advocate for increased funding support for aging services.
03	108201002E	<p>Request: Increase Funding for the Innovative Services for Seniors (ISS) Program at the Riverdale Mental Health Association.</p> <p>Explanation: Provide increased funding to the Riverdale Mental Health Association to augment and support the Innovative Services for Seniors (ISS) program, a geriatric mental health program to allow for healthy independent living.</p> <p>Responsible Agency: Department of Health and Mental Hygiene</p> <p>Supported by: Riverdale Mental Health Association</p>	This request should be directed to the Department for the Aging.

Fiscal Year 2014 Executive Budget Register

Page:

Brooklyn

Community District 07

Capital Budget Priorities and Requests

Priority	Tracking Code	Project Information	Executive Budget Response
04	207201103C	<p>Request: Add three elevators and make 36th Street Subway Station on the N/R line handicap accessible.</p> <p>Explanation: Community Board #7 has no handicap accessible subway stations. The 36th Street Station is adjacent to Sunset Park High School which has a District 75 school within.</p> <p>Responsible Agency: Transit Authority</p> <p>Council Districts: 38</p>	<p>This project was not recommended by the agency at the time of the Departmental Estimates</p>
05	207201104C	<p>Request: Rehabilitate D'Ernic Park.</p> <p>Explanation: The park is adjacent to the brand new Sunset Park High School and is in need of complete rehabilitation, including new play equipment and safety surfaces, more appropriate facilities for high school age youth, separate entrance for children's play area and landscaping.</p> <p>Responsible Agency: Department of Parks and Recreation</p> <p>Council Districts: 38</p>	<p>OMB supports the agency's position as follows: Department of Parks and Recreation funds are insufficient for this project. We recommend this project be brought to the attention of your elected officials, i.e. Borough President and/or City Council member.</p>
06	207200803C	<p>Request: Establish a Design and Reconstruction Contract for 20th Street Between 4th Avenue and McDonald Avenue.</p> <p>Explanation: 20th Street is a designated truck route that still has a cobblestone base. Heavy traffic and vehicles cause residential buildings to shake.</p> <p>Responsible Agency: Department of Transportation</p> <p>Council Districts: 38, 39</p>	<p>This location needs to be investigated by both DOT and DEP. Results may merit the initiation of a Capital project. We will advise upon completion of investigation.</p>

Fiscal Year 2014 Executive Budget Register
Staten Island

Community District 02
Expense Budget Priorities and Requests

Priority	Tracking Code	Project Information	Executive Budget Response
01	502201305E	<p>Request: Improve traffic synchronization along major corridors like Richmond Avenue, from Forest Avenue to Hylan Boulevard, and Hylan Boulevard from Richmond Avenue to the Staten Island Expressway and Victory Boulevard from Richmond Avenue to Bay Street.</p> <p>Explanation: The existing traffic signal system on Staten Island was not designed to move vehicles efficiently.</p> <p>Responsible Agency: Department of Transportation</p>	<p>OMB supports the agency's position as follows: Further study by the agency of this request is needed. Contact the agency.</p>
02	502201303E	<p>Request: Increase personnel of the 122nd Police Precinct for quality of life issues.</p> <p>Explanation: In today's economic climate, crime is more apparent.</p> <p>Responsible Agency: Police Department</p>	<p>OMB supports the agency's position as follows: NYPD's total uniformed staffing levels depend on decisions made in the Preliminary and Executive Budget process. Allocation of uniformed personnel is scheduled by the agency only after graduation of police classes from the Academy.</p>
03	502199801E	<p>Request: Allocate more funding for yearly cleaning of the Creeks, such as Jefferson Creek and New Creek in the Midland Beach Area to prevent flooding conditions.</p> <p>Explanation: In order to provide relief from constant flooding conditions in the area of Midland Beach; cleaning of the natural waterways must take place yearly.</p> <p>Responsible Agency: Department of Environmental Protection</p>	<p>This capital project is included in the Executive Budget for the out years. For details, check the Executive Capital Budget.</p>

Fiscal Year 2014 Adopted Budget Register

Queens

Community District 09

Capital Budget Priorities and Requests

Priority	Tracking Code	Project Information	Adopted Budget Response
01	409200902C	<p>Request: Increase Funding for Installation of Sidewalks and Curbs Where None Currently Exist, as Well as for Potholes, Arterial Maintenance and Roadway Construction Projects in Queens Community District 9.</p> <p>Explanation: Streets and curbs must be repaired where needed throughout Board 9's area.</p> <p>Responsible Agency: Department of Transportation</p> <p>Council Districts: 28, 29, 30, 32</p>	<p>Sidewalk replacement requests should be directed to the Borough Commissioner. Upon receipt of a request, a site inspection will be conducted to determine eligibility for inclusion in a future contract.</p>
02	409201201C	<p>Request: Construct New Public School Buildings in the CB9 District.</p> <p>Explanation: Conduct site selection for the new public schools due to extreme overcrowding in Community School Districts 27 and 28. Our districts require new elementary schools.</p> <p>Responsible Agency: Department of Education</p> <p>Council Districts: 28, 29, 30, 32</p> <p>Budget Line: E-2363</p> <p>Project Id(s): A00309723</p>	<p>OMB supports the agency's position as follows: This project was funded in a prior fiscal year and the scope is now underway.</p>
03	409201301C	<p>Request: Implement Woodhaven Corridor Study and Landscaping Program.</p> <p>Explanation: This important project was submitted to DOT in 2008 and the Community Board is still waiting for a final decision. The study also impacts on Community Districts 4, 5, 6 and 10. Community Board 9 has not had any agency input for over 3 years and requests an immediate update on the project's status.</p> <p>Responsible Agency: Department of Parks and Recreation</p> <p>Council Districts: 25, 26, 29, 30, 32</p>	<p>OMB supports the agency's position as follows: Department of Parks and Recreation funds are insufficient for this project. We recommend this project be brought to the attention of your elected officials, i.e. Borough President and/or City Council member.</p>

Fiscal Year 2014 Adopted Budget Register

Page:

Bronx

Community District 03

Expense Budget Priorities and Requests

Priority	Tracking Code	Project Information	Adopted Budget Response
10	103199502E	<p>Request: Assign Additional Personnel to the New York City Department of Transportation, Bureau of Traffic.</p> <p>Explanation: In consideration of agency delays in the restoration and replacement of missing/defective traffic signage throughout the district, the following personnel are requested for assignment at the New York City Department of Transportation, Bureau of Traffic: three (3) traffic device maintainers.</p> <p>Responsible Agency: Department of Transportation</p>	<p>OMB supports the agency's position as follows: The agency will try to accommodate this issue within existing resources.</p>
11	103200101E	<p>Request: Provide for Increased Security at the Franklin Women's Shelter.</p> <p>Explanation: Due to the fact that the Franklin Women's Shelter exists as a two hundred (200) bed transitional women's facility (100 pre-program beds) in Community District Three, consideration needs to be given to enhance security measures to preclude un-authorized/illegal activities surrounding the perimeter of shelter grounds, ensuring preservation of sound quality of life conditions within the area.</p> <p>Responsible Agency: Department of Homeless Services</p>	<p>DHS currently funds programs to address these issues and concerns. To learn more about these programs and available resources in your district, please contact the agency.</p>
12	103199504E	<p>Request: Assign Additional Maintenance and Operations Personnel and Recreational Director to Crotona Park.</p> <p>Explanation: The rehabilitation/upgrading of Playgrounds 10, 11 and 12 by the N.Y.C. Dept. of Parks and Recreation and current plans for capital improvements to playgrounds 1, 3, 6 and 7, require the assignment of one (1) City seasonal worker and one (1) recreational staff person to assist in the maintenance of such play areas including the provision of recreational support services.</p> <p>Responsible Agency: Department of Parks and Recreation</p>	<p>In the Adopted Budget, Citywide personnel/program/equipment funds are increased in FY 2014. After Adoption, agencies will schedule specific allocations.</p>

**AGENCY RESPONSE CODES TO COMMUNITY BOARD REQUESTS
FOR FY 2014 PRELIMINARY BUDGET**

This capital project is included in the agency's departmental estimates for FY 2014. For details check the FY 2013 Preliminary Budget Statement for Capital Projects and/or the current Commitment Plan.

This capital project is included in the agency's departmental estimates for the out years. For details check the FY 2014 Preliminary Budget Statement for Capital Projects and/or the current Commitment Plan.

This capital project is included for FY 2014 within an agency lump sum.

This capital project is included within an agency lump sum for the out years.

In the Preliminary Budget, Citywide personnel/program/ equipment funds are maintained in FY 2014.

Allocations are scheduled by the agency only after budget adoption.

In the Preliminary Budget, Citywide personnel/program/ equipment funds are increased in FY 2014.
Allocations are scheduled by the agency only after adoption.

This request includes more than one proposal. Funding for part is recommended. Contact the agency for specifics.

This project was funded in a prior fiscal year and the scope is now underway.

This project was funded in a prior fiscal year and the preliminary design contract has been let.

This project was funded in a prior fiscal year and the final design contract has been let.

This project was funded in a prior fiscal year and the construction contract has been let.

Work on this project/program has either been completed or will be finished in FY 2013.

This project is included in the ten-year plan.

Further study by the agency of this new request is needed. Contact the agency.

More information is needed from the community board before making a funding decision. The agency will contact the board.

The agency recommends funding this expense budget request in FY 2014, but at this time the availability of funds is uncertain

Approval of this request depends on sufficient Federal/State funds.

Use the agency's application/RFP procedure. Contact the agency.

The agency will try to accommodate this issue within existing resources.

This request is not recommended for funding.

In the Preliminary Budget, Citywide personnel/program/equipment funds will decrease in FY 2014. Contact the agency.

This request cannot be funded in FY 2014. Resubmit for consideration in FY 2015.

This request was not raised at consultations. Resubmit for consideration in FY 2015.

This is not in the City's budget jurisdiction. Contact OMB's Community Board Unit.

A response was not received in time for the production of this document. The agency will send a specific written response directly to the community board. Contact OMB's CBU with any questions.

**SELECTED AGENCY SPECIFIC RESPONSE CODES FOR
COMMUNITY BOARD REQUESTS FOR FY 2014 PRELIMINARY BUDGET**

Office of Management and Budget

The community board should fund this request within existing resources.

The Mayor and OMB will review funding requirements during preparation of the FY 2014 Executive Budget.

DCAS negotiates community board office space leases. Please contact DCAS to discuss the board's office space needs.

Community Assistance Unit

Contact CAU for information concerning their complaint program. Consult FISA to gain access to budget information via Financial Management System(FMS).

CAU supports continuation of the graffiti removal program.

Department of City Planning

DCP supports this project and planning is underway.

DCP has committed to the Staten Island Growth Management Task Force. Phase 2 of its study of the borough's manufacturing zones would address the North Shore Waterfront. This study would follow the completion of the Land Use and Transportation Study of the West Shore Manufacturing Zones.

Mayor's Office of Emergency Management

It is OEM's mission to plan and prepare for all types of emergencies both large and small. As we are responsible for emergency preparedness for the entire City of New York, we do not allocate funding to specific areas or community boards. However we are happy to provide assistance to any group or organization that would like to take steps to better prepare their community.

OEM does not have funding to support or expand existing CERT Teams. The limited funding we do have for CERT is set aside to create new teams in community districts that do not yet have one.

New York Public Library

NYPL expects that the construction contract on this project will be let shortly.

This is an ongoing NYPL project with prior, current and expected future year commitments.

This NYPL request includes more than one capital proposal. One is funded and is in design; restored capital funding is required for the other.

With the support of the community boards, the Mayor and the City Council, 5 and 6 day library service was restored in neighborhood libraries. NYPL needs continued board support to maintain this level of service and increase hours, materials and central library services.

NYPL is in favor of this project but added or restored City funding is required for all expense budget costs and any needed capital costs. NYPL will continue to work through the City's budget process for needed funding. Contact NYPL for more information.

Possible implementation of this NYPL project is pending the results of a feasibility study currently underway.

NYPL supports a new library; however, the site recommended may not be suitable. Contact NYPL for information.

This Library was recently renovated expanding public service floors from one to three.

Work on this NYPL project has either been completed or will be finished in FY 2013.

Brooklyn Public Library

The design phase of this BPL project has commenced. New City funding for furniture and equipment would complement and enhance the current renovation.

BPL supports this project as requested by the community board. However, City funded financial support is necessary to undertake this project.

This capital project is included within the BPL lump sum for the out-years.

Citywide personnel/program/equipment funds are maintained in FY 2014. Allocations are scheduled by the BPL only after budget adoption.

Partial funding for this request already exists. The BPL requests new funding for the additional components. Contact the BPL for additional information.

The design phase of this BPL project has commenced.

The construction phase of this BPL project has commenced.

The construction phase of this project is scheduled for completion during the current fiscal year. However, the BPL requests new funding for the additional project components. Contact the BPL for additional information.

BPL supports restored and/or increased library funding to allow for additional hours and days of service, the purchase of books and other library materials and improved maintenance of its facilities.

BPL has completed the design for this project and will begin construction in FY 2014.

BPL does not support this expense project.

BPL currently provides six (6) day library service at every neighborhood library.

Queens Borough Public Library

QBPL is pursuing the design in advance of full funding for construction.

QBPL recommends funding this capital budget item in FY 2014 but at this time the availability of funds is uncertain.

This project was funded in a prior fiscal year and the scope is now underway. Additional funding is required to complete the project.

The project for building improvements was funded in a prior fiscal year and the construction contract has been let. Agency recommends funding building expansion however, availability of funds is uncertain.

Partial funding was provided in a previous fiscal year however, project is on hold pending re-evaluation of full scope.

Department of Education

Funding for this type of program is decided at the local level. Contact your local community school board or regional office.

This request includes more than one proposal. These DOE projects were funded in a prior fiscal year and continuity depends on availability of funds.

We are considering using this space for a new high school.

Funding for minor maintenance is continued in the FY 2014 Preliminary Budget. Specific projects to be funded are decided at the regional level. Please contact your school region for specific information.

Funding for Universal Pre-Kindergarten began in FY 1998 and has increased in each subsequent year since then. It is maintained in the FY 2014 Preliminary Budget. Please contact your school for specific information.

This is a citywide collective bargaining issue and is not addressed by the budget process for the Department of Education. Specific projects to be funded are decided at the regional level. Please contact your school for specific information.

Funding increases for after school programs have been provided in prior fiscal years and continuity depends on availability of funds. Specific projects to be funded are decided at the regional level. Please contact your school for specific information.

DOE funding is decreased in the FY 2014 Preliminary Budget.

Every school region, in addition to guidance staff, has a Substance Abuse Prevention/Intervention program, with a director, who should be able to assist with all the issues mentioned in this request. Additional information may be obtained from the Office of Youth Development.

The capital budget is reduced by 30 percent. The Department of Education would like to fund this request, but it is uncertain if sufficient funds will be available.

This request has been funded. All NYC Public Schools have a defibrillator installed and staff were trained.

Funding under the Children First initiative includes funding for classroom libraries for grades Kindergarten-9 in schools which implement the Children First core curriculum.

Funding to support substance abuse prevention (NYS OASAS and Title IV) is administered by regional substance abuse prevention directors. Please contact your regional office for this request. For additional information on funding to support substance abuse programs, please see School Allocation Memorandum # 23 for FY 07 on the Department's website at www.schools.nyc.gov

Training and job placement is administered through the Human Resources Administration.

Nurses serving general education students are staffed in schools by the Department of Health.

The Department is expanding the availability of Career and Technical Education (CTE) programs throughout the City.

Please contact your local Regional Administrator for Special Education to learn how specialized instruction/programs are provided in your area.

Space fees for use of school buildings are kept to a minimum to fund costs for custodial services and security where applicable.

Information on new housing projects is gathered from the Dept. of City Planning, Dept. of Buildings and the Dept. Housing Preservation and Development. Our projections take into account pupils that might be generated from these housing projects within the next 5 years.

All the new capacity needed for this district is identified in the Capital Plan has been sited.

Board of Higher Education

CUNY has a continuing interest in exploring higher education opportunities for the local higher education community. A comprehensive study requires new and additional resources.

Police Department

NYPD's total uniformed staffing levels depend on decisions made in the Preliminary and Executive Budget process. Allocation of uniformed personnel is scheduled by the agency only after graduation of police classes from the Academy.

NYPD's K-9's are borough resources and are available to all precincts within the borough. Specific conditions requiring K-9 personnel should be brought to the attention of the local precinct commander.

Specific environmental violations should be brought to the attention of the NYPD local precinct commander.

NYPD's narcotics enforcement resources are deployed on a borough-wide basis and are available to all precincts within the borough. Specific complaints should be brought to the attention of the local precinct commander.

This site is currently in litigation by NYPD.

This is not in the City's budget jurisdiction; however, the NYPD supports this request.

Vehicles are replaced within funding constraints of the NYPD.

The NYPD has sustained cutbacks in the civilian headcount. Therefore, availability of civilian personnel is severely limited.

This request cannot be funded by the NYPD due to limited technological capabilities. Until additional radio frequencies are obtained from the FCC, expansion cannot be accommodated.

After extensive search by NYPD, no site is available.

NYPD's funding constraints, project capacity and Department priorities rule out including this project at this time.

NYPD total staffing levels depend on decisions made in the Preliminary and Executive budget process. Allocation of uniformed personnel is scheduled by the NYPD only after graduation of Police classes from the Academy. Availability of civilian personnel is limited due to recent reductions to the civilian headcount.

NYPD's funding is currently available to maintain school safety. There is no funding to support increased staffing levels. The availability of future funding depends on decisions made in the Preliminary and Executive Budget process.

NYPD funding is currently available to maintain both the School Crossing Guards and School Safety Agents headcounts. There is no funding available to increase these staffing levels. The Department is unable at this time to increase the headcount of civilian personnel assigned as Traffic Control Agents. The availability of future funding depends on decisions made in the Preliminary and Executive budget process.

The Department currently funds an Anti-Graffiti squad that has citywide jurisdiction. Specific violations should be brought to the attention of the local NYPD Precinct Commander. Additional staffing levels are dependent on decisions made in the Preliminary and Executive budget process.

Each NYPD Patrol Borough possesses an adequate number of noise meters along with personnel trained in their proper use. Specific noise complaints should be brought to the attention of the local NYPD Precinct Commander.

NYPD's citywide personnel/equipment funds are maintained in FY 2014. Allocations are scheduled after graduation of police classes from the Academy.

The NYPD offers a wide array of stress management services through the Early Intervention Unit, the Membership Assistance Plan, the Psychological Services Section, Department Surgeons, the Chaplains Unit and the Employee Relations Section.

Equipment is being tested by the NYPD on a pilot project basis and may expand in either precinct, pending the project's results.

School Crossing Guard increases are funded by the NYPD.

New equipment must be requested by the NYPD commanding officer. Vehicles are purchased on a replacement cycle. The Commanding Officer, Borough Commander and Chief of Patrol have input into the mix of replacement vehicles. Specific funding is unknown until budget adoption.

NYCHA is moving forward with a feasibility study of renovating a former HA Community Center for use as a satellite facility.

Specific crime problems, drug activity and quality of life conditions should be brought to the attention of the local Precinct Commander.

Over the course of several years, the NYPD has made several large-scale improvements to the command, making it a viable facility for the foreseeable future. Funding constraints preclude the advancement of the project at this time.

Requests to advance site acquisition funding were not approved by OMB. Approval was granted to proceed in a search for a site to construct a new precinct.

This particular location is both cost prohibitive and not suitable for use as a parking lot.

This request is not recommended for funding because the existing equipment is in good working order.

The State Department of Transportation is in the process of funding the design and construction of a new facility.

This is not recommended because it is not an efficient use of resources to open a new police precinct or substation. To establish an additional precinct requires splitting personnel resources (including additional administrative positions) between the existing precinct and the new precinct. Consequently, the net effect may result in a reduction of officers available for patrol in the precinct because the new facility would require adequate administrative and support staff.

Community Policing is not a program but rather a policing philosophy. The NYPD has and continues to deliver services with a community focus; it is not, however, a resource allocation issue.

There are no commands with their own light tower. If the need arises, the command will be loaned one from the Building Maintenance Section.

The Department can not fund this request at this time and recommends that the Community Board contact elected officials for the funding.

This proposal is not an efficient use of traffic agents and does not fall within their job description.

Fire Department

This item is already funded in the Department's Personal Services Budget.

Department of Homeless Services

DHS is responsible for providing temporary shelter and services for homeless individuals & families. Although DHS does make placements for clients into permanent housing as a way to facilitate transition into independent living, the agency does not develop permanent housing. Community Board 6 should contact the Office of Community Board Relations to find out which agency is involved in the development of permanent housing.

DHS does not serve homeless youth who are residing with their families.

Private security provided at Franklin is closely monitored. A task force of peace officers routinely inspects the site and DHS does an annual security review.

This project is included in DHS' five year plan to end homelessness.

DHS is committed to accommodating all people in need and serving all clients with understanding, dignity, and respect. The agency has recently instituted a shelter policy to ensure respectful treatment of transgender clients, starting at intake.

Human Resources Administration

Personal care is a New York State Medicaid Program entitlement funded by Federal, State and City sources. Assuring continuation of funding this service is the responsibility of the New York State Department of Health (NYSDOH) which in turn mandates HRA to administer the program in New York City.

HRA requested and was allocated funding for the development of additional domestic violence programs. We continue to welcome proposals for domestic violence facilities as they are developed by service providers.

HRA no longer assigns staff to be outstationed in commercial SRO's. With regard to HRA services; if a person living in the SRO needs a service and is eligible to receive the service, s/he will receive same. This applies to all HRA services: income support, food stamps, medical assistance, Medicaid, homecare, protective services, domestic violence services and substance abuse services.

All clients are regularly assessed for home care/home making needs. If the agency determines that the person is eligible and the need for such services exists, the services will be provided. HRA is committed to ensuring that all client needs regarding ambulation and activities of daily living, self-reliance and independence will be addressed.

To provide services to adults on public assistance, HRA will soon be awarding new and expanded adult literacy and job training and placement contracts. HRA's new Back to Work contracts, which will provide job readiness, vocational training, placement and retention services to public assistance applicants and recipients, will have neighborhood-based training centers across the City. The Hamilton Job Center, located in M9, will have a specific vendor assigned to serve all its clients from the day they apply until they find employment.

Work on this initiative has already begun and we anticipate completion in the next fiscal year.

Department for the Aging

DFTA will review funding requirements during preparations of the FY 2014 Executive Budget.

Funding for social adult day care has been approved and will be available to DFTA contractors through the RFP procedure.

At this time, DFTA has very limited or no funding for this purpose. We will continue to advocate for federal and state funds and to work with other city agencies toward the goal. When funding is available, we are required to conduct an open competition. Community board and agency solicitations are conducted by DFTA.

DFTA continues to support this request but doubts that the City will have funds available to assume this additional financial burden.

This request cannot be funded in FY 2014. Further discussion between the board and DFTA is needed. Contact DFTA.

This request cannot be recommended by DFTA for funding in FY 2014. Priority must be given to needed improvements at existing senior centers.

Senior centers will remain open utilizing Federal, State and City Funds.

This City Council funded project has been designed but the funding shortfall has to be addressed by elected officials.

A Title III-E funded caregiver program, JASA'S CARE (Caregiver Respite), is available to provide caregiver assistance. Use of 311 will put the caregiver in touch with DFTA's Caregiver Services and the Alzheimer's and Long Term Care Unit for additional assistance.

Staff was hired in the Alzheimer's Long Term Care Unit to reach out to the Asian community to assist with appropriate referrals and linkages.

The Cobble Hill Center is a nursing facility. DFTA does not have any jurisdiction over nursing facilities.

DFTA's Senior Community Service Employment - Title V program is available to NYC residents who are qualified to participate and meet entry level criteria.

Home delivered meals will be authorized based on individual client need. The HEAP program depends on Federal/State funds.

The senior centers in this community district have air conditioners.

The senior centers in this community district are ADA compliant.

DFTA clients who get home delivered meals during the week, are referred to the not-for-profit Citymeals-on-Wheels which provides meals on Sundays.

Department of Cultural Affairs

The Department of Cultural Affairs recommends this project be brought to the attention of your local elected official, i.e. BP or City Council member.

Further study by the Department of Cultural Affairs of this new request is needed. Contact the agency. The community board should be aware that the agency will probably not have any discretionary funds for FY 2014.

Taxi and Limousine Commission

The TLC does not have authority to provide tax incentives. However, its rules provide for an incentive program through the provision of a 2-year extension to the mandatory 3 year-retirement program for taxicab fleets. The mandatory retirement age for a CNG fueled vehicle is 5 years.

Department of Small Business Services

Further study by the agency of this request is needed. Contact DSBS.

DSBS will look at this request in the context of its budgetary priorities. A funding decision will be made at a later time.

DSBS cannot fund this request because the target area described is not eligible to receive Community Development Block Grant funding.

The project was completed. There is no need to resubmit this request to DSBS in the future.

This request includes more than one proposal. More information needs to be submitted to DSBS before the proposal can be considered.

Resubmission of this previously submitted request cannot be reviewed until a sponsoring organization and boundaries of a target area are identified. Contact DSBS for further information.

DSBS cannot consider this request until an appropriate sponsoring organization has been identified.

This request is more than ten years old. DSBS cannot respond without more current information. (This program cannot be funded at this time.) The agency is available to provide technical assistance to the proposed sponsor. Contact DSBS for a follow-up.

DSBS is available to provide technical assistance. Contact the agency for further information.

A Business Improvement District is in operation in the target area.

Approval of this request to DSBS depends on sufficient City funds.

DSBS has created a multi-agency taskforce to address the issue within the community board.

Sponsor group should apply to agency through its funding process. Call DSBS for more details.

Economic Development Corporation

Further study by the agency of this request is needed. Contact EDC.

Funding constraints, project capacity and citywide priorities preclude this project at this time.

NYC Economic Development Corporation in coordination with NYCDOT is in the process of selling existing City parking facilities. This initiative prevents the allocation of new funds for purchasing properties and subsequent construction of any new parking facilities at this time.

Securing funding for this request is outside of EDC's jurisdiction; please contact the agency if you have any questions about the EDC budget process.

Department of Health and Mental Hygiene

This request is too broad to address. Please contact the DOHMH with more specific details.

The Department funds a day program in CD 8 and plans to continue the funding; two other programs are funded directly by the State. Additional services would be dependent upon the availability of NYSMRDD funds.

Additional services would depend upon the availability of NYSOMH funds.

The Dept has worked with Columbia Univ Department of Child Psychiatry to maximize the impact of that program. Increased funding depends on NYSOMH.

In the Preliminary Budget, Citywide funds for asthma are decreased. Allocations are scheduled by DOHMH after budget adoption.

All such issues can be dealt with centrally, by calling 311. The Call Center not only handles complaints, but provides access to the Women's Healthline and the AIDS Hotline as well. The operator will also give referral numbers for any other DOHMH related issues.

New York State Law requires that doctors test children ages one to two years old, and up to six years old for high risk children. In addition, NYC law requires that on entering day care or elementary school, children must present records of a lead blood test. Increasing screening for young children particularly in high risk neighborhoods, is a priority for DOHMH.

In the Preliminary Budget, Citywide funds for asthma are decreased. Allocations are scheduled by DOHMH only after budget adoption.

The City provides a nurse for all public elementary schools. Private school children are served at the same ratio as public school children, which is about 1 to 750.

In the Preliminary Budget, Citywide funding for AIDS services are maintained. The State administers needle exchange programs. Rebuilding of the dental clinic is currently planned.

The HIV Quick Test is available in the Chelsea STD clinic to all clients. The State administers needle exchange programs. The dental clinic is open.

DOHMH has already conducted a study, which can be accessed at the following web address: www.nyc.gov/doh/html/wmv/feis.html

DOHMH currently has no plans to open a new facility.

This area has received increased pest control activity as part of the Mayor's Rodent Control Initiative.

A Community Health Profile for your community district is available on DOHMH's web site; nyc.gov/health. Click on Health Topics A-Z, then click on C, for Community Health Assessment.

All such issues can be dealt with centrally, by calling 311.

In the Preliminary Budget, Citywide funding for AIDS services and infant mortality are maintained. Funds for teen pregnancy prevention have been increased. The Bronx District Public Health Office has designated teen pregnancy as a priority initiative.

Funds for the asthma program are maintained citywide. Additional efforts are in place to automate asthma management in schools to assist nurses in coordinating children's care.

Local Law 207 passed on September 20, 2004 amends the administrative code of the City of New York to require that DOHMH make nurses and/or public health advisors available to public and private primary and intermediate schools upon request and in accordance with school enrollment.

Funds are increased for the management and prevention of chronic illnesses through the expansion of the Chronic Disease Bureau. Programs address diabetes, cardiovascular disease, physical activity and nutrition. These programs include diabetes self management education and one-on-one physician counseling by DOHMH staff on diabetes management strategies.

Our understanding is that CB 1 had since received funding from DEP's Environmental Benefits Fund to address environmental hazards in the community.

DOHMH Pest Control Services is a proponent and user of Integrated Pest Management (IPM) in dealing with reducing rodent populations. IPM involves reducing food sources and harborage for rodents, performing basic repairs so rats can't get into building, perform regular monitoring and baiting, and providing education. All future purchases of bait to control rodents will be for bait containing a bittering agent to help prevent exposure to children and others.

Funds are increased. In recent months DOHMH has made several improvements to the day care inspection program. We improved inspection and follow-up procedures and practices. Serious complaints are now responded to within 24 hours. DOHMH hired or identified 86 new inspectors, and trained 150 staff on complaint response procedures for all types of day care, and in health and safety issues in childcare settings.

NYCDOHMH inspects daycare facilities, but is not responsible for increasing daycare slots. Please contact the State Office of Children and Family Services or the NYC Administration for Children's Services.

In the Preliminary Budget, citywide funding for AIDS and infant mortality was increased. Funds for teen pregnancy prevention have been increased. The Bronx DPHO has designated teen pregnancy as a priority initiative.

Effective December 2005, the Automated School Health Records System (ASHR) has been implemented in over 90% of the South Bronx Public Elementary Schools. School Nurses have received enhanced training on managing asthma in schools, and are working with community providers to coordinate care.

NYCDOHMH inspects daycare facilities, but is not responsible for increasing daycare slots. Please contact the State office of Children and Family Services.

In response to the needs of communities in the South Bronx, the Department has created the Bronx District Public Health Office located in the Tremont District Health Center at 1826 Arthur Avenue. This program provides targeted services for Crotona, Tremont, Mott Haven, Hunts Point, Highbridge and Morrisania.

The Department has expanded HIV Rapid Testing Services to all 10 STD clinic sites.

The NYC DOHMH currently funds a wide range of HIV/AIDS services in the Bronx, including Hunts Point/Longwood. One important criterion in the awarding of contracts via competitive bidding is the geographic distribution of disease burden. Availability of funds for particular communities is dependent on overall funding; given limited resources, increased funding would depend on additional Federal/State/City funds.

DOHMH is partnering with local bodegas to expand availability of healthy food choices in target neighborhoods. Beginning Jan. 2006, participating bodegas stocked & offered discounts on 1% milk & displayed & distributed educational info in Spanish and in English. DOHMH is also working with bodegas to bring them produce. DOH will conduct outreach and education in local schools, day cares, and WIC centers. DOHMH also provides free fitness classes at parks & other rec sites, training in phys. activity for staff & children's programs & free public education materials. Visit: nyc.gov/health/obesity or call 311.

The Office of School Health has implemented a citywide comprehensive program: Managing Asthma in School (MAS). MAS includes identification of students with Asthma & provision of Asthma case management. During the school year, school nurses hold workshops for students (such as Open Airways), parents & school staff & coordinate care with community health providers. The Bx Dist Public Health Office is working with school nurses and local pediatricians & other medical providers to coordinate services & follow-up for children with Asthma. DPHO is also an active member of the S. Bronx Asthma Partnership.

While we as the Health Department are concerned about domestic violence and its effect on victims and their families, we do not have the capacity to fund efforts such as this one. The most appropriate agencies to approach concerning this need would be the Mayor's Office to combat domestic violence (<http://www.nyc.gov/html/ocdv/html/home/home.shtml>) and the New York State Office for the Prevention of Domestic Violence (<http://www.opdv.state.ny.us/aboutopdv.html>).

While we as a health department are concerned with the livelihood, physical and mental health of aging NYC residents, the City's DFTA would be a more appropriate agency to house this pilot program. For more information on the types of services the DFTA provides, go to: <http://www.nyc.gov/html/dfta/html/home/home.shtml>

The NYC DOHMH currently funds a wide range of HIV/AIDS services. Availability of funds for particular projects is dependent on overall funding; given limited resources, increased funding would depend on additional Federal/State/City funds.

The DOHMH will assess the situation, however the extension of these hours would depend on sufficient funds, as well as the demand for services.

Health and Hospitals Corporation

The Network has built and now operates a Geriatric Center at the McKinney Nursing and Rehab Center, located at 594 Albany Ave. This facility is to benefit the Network service area, including East New York and Brownsville. This has eliminated the need for a separate facility, as requested. The East New York Diagnostic & Treatment Center offers extensive primary-care services. There are many adult day-centers for geriatric patients in East New York and Brownsville.

HHC is working with Staten Island University Hospital, St. Vincent's Hospital and local doctors to increase access to primary care services on Staten Island.

HHC recommends funding this capital budget request in FY 2014, but at this time the availability of capital funds is uncertain.

This request does not meet capital eligibility criteria. Please re-submit as an expense request.

Department of Environmental Protection

DEP cannot advance this project until legal requirements are met.

DEP cannot advance this project until some work is started by the lead agency.

Further study is needed before making a funding decision. Please contact the agency.

Department of Sanitation

This program is currently funded and the Department of Sanitation recommends its continued support.

This is not a budget request. The matter in question is an issue of service delivery and/or agency policy. Contact the Department of Sanitation to determine how best to resolve this issue.

Although the Department of Sanitation supports restoration of this program, due to fiscal constraints the availability of funds is uncertain.

Department of Sanitation funding will be appropriated on an as needed basis as collection routes need expansion.

All Department of Sanitation heavy-duty equipment is on a normal replacement cycle.

Any request for an increase in Department of Sanitation fleet size is an issue of service delivery and/or agency policy.

Resources are available to clean vacant lots. The turn-around time for cleaning vacant lots depends on whether the lot is owned by NYC or a private owner and whether or not the lot is accessible. If the vacant lot is privately owned and not accessible to DOS equipment, a court order is required to gain entry into the lot. The legal process for obtaining these court orders delays the process further. If you have specific locations that need to be processed, contact DOS.

Although the Department of Sanitation supports this program, due to fiscal constraints the availability of funds is uncertain.

The Department of Sanitation contracts out abandoned car removals with a private vendor. The program is going well and there is no backlog.

This request is the property owner's responsibility. Its not under the City's jurisdiction.

Department of Transportation

Requests for repair/reconstruction of roadway subsidence will be field inspected by NYCDOT. If it is a DEP issue, the location will be forwarded to DEP. If it is caused by a non-DEP condition, DOT will schedule the request in a future trench restoration contract.

All requests for street reconstruction in the Springfield and Baisley Trunk Drainage Basin systems of Southeast Queens, and its vicinity, will not be considered until the NYCDEP completes its Drainage Study for this area and a new Drainage Plan has been approved.

Pedestrian ramps will be constructed at all locations citywide by NYCDOT over the next several years. DOT received additional funding for this purpose.

Standard sidewalk paving can only be replaced with distinct materials if the request is accompanied by adequate funding and a City Chartered organization enters into a Maintenance Agreement, agreeing to maintain the district's sidewalk.

This request is not within the jurisdiction of NYCDOT. Please contact the Community Board Unit at OMB to determine which agency has jurisdiction to fulfill this request.

NYCDOT has been and remains committed to implementing the DBTCP, to working with the community to address transportation issues raised, but not resolved by the DBTCP. In Nov. 05, DOT added pedestrian crossing time to Tillary & Adams. Many improvements were made at Atlantic/Fourth/Flatbush: street widening, high visibility crosswalks, oversized no turn signage, ped signals, and "Yield to Pedestrian" signs. In 06 EDC will build a new ped island at Atlantic & Boerum. Further improvements will be coordinated with Atlantic Yards to accommodate community needs.

Wattage/lumen changes of street lights are not permissible. The number of street lights can only be increased if the request is accompanied by funding to cover all equipment and construction costs and a Maintenance Agreement is signed with a City Chartered organization willing and able to pay for the associated maintenance cost of electricity, repairs, etc. - i.e. Business Improvement District.

Resurfacing and milling requests should be directed to the respective NYCDOT Borough Directors of Maintenance. Each year, the boroughs plan the next season's resurfacing.

Requests for new traffic signals should be directed to the respective NYCDOT Borough Commissioner. The B/C will determine if a Traffic Signal Warrant Study is appropriate and will work with the community on their request.

Traffic Calming Device requests should be directed to the respective NYCDOT Borough Commissioner (B/C). The B/C will work with the community to access the need for, and the most effective location, type, and installation of traffic calming devices.

Sidewalk replacement requests should be directed to the NYCDOT Sidewalk Management Unit. Upon receipt of a request, a site inspection will be conducted to determine eligibility for inclusion in a future contract by the Bureau of Street and Arterial Maintenance.

City parking facilities are being sold by NYCDOT in conjunction with NYCEDC. This initiative precludes NYCDOT from allocating funds for the purchase of properties and subsequent construction of parking facilities.

Standard street lights can only be replaced if the request is accompanied by funding to cover all equipment, construction, and additional electrical costs and a Maintenance Agreement is signed with a City Chartered organization willing and able to pay for the associated maintenance cost- i.e. Business Improvement District.

Downtown Flushing's roadways and traffic patterns are currently being studied by NYCEDC in conjunction with NYCDOT, DOT, and MTA. This study includes detailed traffic information; NYCEDC is the lead agency in this study; hence, it is outside of NYCDOT's jurisdiction.

The requested study is/will be conducted by NYCDOT. The community board will be advised of the recommended course of action and associated funding needs arising at the conclusion of the study.

Bike path enhancement requests will be reviewed as part of the federally-funded Bicycle Network Development Program.

The Coney Island-Gravesend Sustainable Development & Transportation Study includes this request and the study is currently under way using federal funding.

NYCDOT is committed to partnering with the community to address transportation issues raised but not resolved by the Downtown Brooklyn Traffic Calming Project. A number of locations require additional resources for study and implementation, which will proceed as funding is identified.

Bicycle parking racks, (new & repaired) can be requested through NYCDOT's "City Racks Program". The appropriate request submission form and more information about the program can be located by searching for "City Racks" on www.nyc.gov/dot

Temporary improvements have been made at this location until permanent improvements can be made.

Curb replacement/(re)construction requests should be directed to the NYCDOT Concrete Programs Unit. Upon receipt of a request, a site inspection will be conducted to determine eligibility for inclusion in a future contract by the Bureau of Street and Arterial Maintenance.

Fresh Kill's Master Plan is being conducted by NYCDOP. Options to WSE will be considered in a subsequent EIS done by NYCDOP.

Reconstruction is temporarily planned to occur in FY 2014.

NYSDOT has jurisdiction for the matter covered in this request. We referred this request to them and asked that they take appropriate action regarding this matter.

Red Light Cameras are supported by NYCDOT; their placement locations are not disclosed to the public. New legislation is required to implement this request.

Bus parking is supported by NYCDOT, if developed in a manner that addresses community concerns and is sensitive to its surroundings. The requested project is under consideration by the Lower Manhattan Development Corporation, which would fund the proposed investment, if approved.

The proposed conversion of 9th Ave. between 14th and 16th Streets into a one-way street is currently being studied. The conversion of 24th Street between 10th and 11th Avenues will also be reviewed.

No study is recommended or planned at this time.

Please contact the Borough Commissioner's office to discuss this request.

NYCDOT is currently conducting the Harlem-Morningside Heights study in conjunction with the community, EDC and DCP.

Private bus lines have been transferred to the MTA/NYC. Bus Signage requests should be forwarded to that agency; NYCDOT has relinquished jurisdiction over this matter.

Funds are unavailable for this project. We recommend this project be brought to the attention of your elected official's, i.e. Borough President, Council/Assemblymember, or State Senator.

Appropriate traffic control devices are installed at this location; a raised intersection is unnecessary.

Due to funding and project capacity constraints, DOT only operates the Staten Island Ferry. The Community Board is encouraged to work with private ferry operators to explore this request for additional ferry service.

Bus shelter site recommendations can be made by submitting the request to our franchises division. The appropriate request submission form can be located searching for (shelter) on www.nyc.gov/dot

Roadway reconstruction is not warranted for this request; it will be referred to our repaving unit for their evaluation.

This project has been completed in a prior fiscal year. Please withdraw this request from budget submissions and contact NYCDOT directly with any questions.

NYCDOT will work to improve safety conditions on the Grand Concourse over the next several years. Federal funds were recently reallocated for this purpose. Proposed work includes raised planted medians and bike lanes from E. 161 Street to E. 166 Street and possibly as far north as E. 170 Street. Actual scope of work may vary based upon cost estimates for the project.

The Borough Commissioner has been notified and will determine what can be done to improve the pedestrian conditions of this intersection. Bollards cannot be installed in the road bed and neck-downs are costly.

The Borough Commissioner's office has reviewed this request. This request has been denied. Please contact the B/C's office for further details.

Capital funding constraints, project capacity and City-wide priorities preclude this project at this time.

This location has been inspected by DOT. The drainage issue must be resolved first by DEP prior to any roadway work.

This area is currently under study by DEP and DOT to resolve both drainage and roadway issues. The community board will be informed of the study's outcome.

This location has been inspected by DOT and determined that this is a DEP roadway subsidence issue.

City regulations require that when private property is developed, the owner is obligated to improve to City standards the portion of the street next to the property and extend it to the currently improved street system. As a result, the remaining unimproved portion of the requested location is the responsibility of the adjacent property owner, in concert with future development that the owner may seek to undertake.

This request falls under the property owner's responsibility and is not under the City's jurisdiction. Please withdraw this request from future submissions.

We will apply for Transportation Enhancement Program funding in the near future.

Requests for Audible Pedestrian Signal studies will be considered for locations near community facilities that are frequented by visually impaired persons. Please supply a list of specific locations thought to meet this criteria.

Department of Parks and Recreation

The Department of Parks and Recreation does not maintain this facility.

This request is partially funded. Contact the Department of Parks and Recreation for specifics.

This is a Department of Parks and Recreation project with prior, current, and/or expected future year commitments. Contact the agency for specifics.

This request includes more than one project. Funding for part is already in place and/or work is underway or completed for certain portions. Contact the Department of Parks and Recreation for specifics.

Elected officials have provided substantial funding for this Park's project in a prior fiscal year and have proposed additional funding for next fiscal year and/or over the course of several fiscal years. Contact elected officials to ensure the appropriation of proposed funds so that all work can be completed.

This Parks project was funded in a prior fiscal year and the scope is now underway.

Acquisition of the site is in progress. Resubmit to Department of Parks and Recreation when property is acquired.

Department of Parks and Recreation funds are insufficient for this project. We recommend this project be brought to the attention of your elected officials, i.e. Borough President and/or City Council member.

The Department of Parks and Recreation will try to accommodate a portion of this work within a Citywide Requirements Contract allocation. We also suggest that you contact your elected officials to consider funding this request.

The Parks Department policy is not to transfer parkland for other uses. Also, the state requires that any alienation of parkland requires replacement parkland or fair market funding to be used for capital improvements to existing park facilities.

Department of Citywide Administrative Services

Funding is in place for fencing.

DCAS is not responsible for fencing privately owned properties.

Property is scheduled for sale through DCAS/DRES's Real Estate Auction.

DCAS has a budget for fencing vacant properties that are city-owned properties. This budget is in place for DCAS' active vacant lot fencing program.

DCAS coordinates closely with the Department of Sanitation's Vacant Lot Fencing Unit to clean and fence city-owned properties.

This is not in the City's budget jurisdiction. Contact the Community Board Unit at OMB. Keyspan Corp., as the successor to the prior owner, is responsible for site remediation. They are in the process of doing so.

When appropriate, ADA compliance is included in all renovation projects within DCAS managed public spaces.

This is a privately owned property and not within DCAS jurisdiction.

Property is leased by DCAS to the Police Athletic League (PAL). DDC is completing a project for facade and roof repair. Additional funding is required to repair windows.

This is not a DCAS managed property. Contact the Parks Department.

There are three years left on the current lease. The board has not requested that DCAS renew the lease. Without an active project to renew this lease, a Capital upgrade to the location can not be performed. Capital funding can not be used for renovations unless a minimum five years remain on the lease for the property.

Dept of Information Technology & Telecommunication

DoITT is not mandated to provide on-line access to the Administrative Code. Contact the Law Department concerning feasibility of this request.

Access to FMS is provided by FMS. DoITT has provided personal computers to access FMS when it is provided by FISA.

DoITT is working with Community Boards to define requirements for the development of a system that will provide on-line capabilities for the public and Community Boards to submit service requests to the 311 system.

DoITT has worked closely with City agencies over the years to ensure each agency has a strong web presence and an intuitive interface for public access to their services and information. We continue to make government services, information and processes readily available 24/7/365 via the City's official website: www.nyc.gov

DoITT has been actively working with the Community Boards and the City Council to develop reports and capabilities that will improve the manner in which both access 311 information. As part of this effort, DoITT recently implemented technology that attaches Community Board district numbers to complaints entered into the 311 system.

DoITT does not provide computer hardware and software to other City agencies. Individual agencies are responsible for obtaining funding and conducting procurements for their own computer resources. The Community Board should work with their OMB liaisons to determine the appropriate level of funding for these types of projects.

DoITT is currently leading an effort to vastly improve the manner in which the City's emergency dispatch system is operated. Through this effort we will upgrade the City's e911 system and develop a unified computer aided dispatch system that will be shared by NYPD and FDNY.

Department of Consumer Affairs

The NYPD is the primary enforcement agent for nightlife and vending issues. DCA will try to accommodate the remainder of this request within existing resources.

Housing Authority

This request is not in NYCHA's budget jurisdiction. Please contact DOT for this request.

Elected officials have provided funding for this NYCHA initiative in prior fiscal years. Contact elected officials to ensure the appropriations of proposed funding so that all work can be completed.

Through agreement with outside organizations, NYCHA will accommodate this request.

Transit Authority

This MTA Project includes more than one proposal. Part of the request has been completed.

Outreach services to homeless people in subways, tunnels and stations are the jurisdiction of the MTA.

This project is under the jurisdiction of DOT. Please contact the agency.

The rehabilitation portion of this request is funded. The ADA portion is not funded.

This request is not under the Transit Authority's jurisdiction. Contact the MTA and/or your elected officials.

DEFINITIONS OF TERMS USED IN THE BUDGET REQUEST FORMS

Described below are the major terms used in the budget request forms.

Agency: The City agency with jurisdiction over a budget request.

Agency Service Program: Locally delivered services.

Community Group: A community organization set up in response to a particular need. Examples are neighborhood or block associations, not-for-profit corporations, religious and civic organizations.

Council District(s): The City Council district or districts for each capital project in the community board.

Explanation: The detailed explanation of a budget request which may include the location, justification, method of implementation, and long-range cost/benefit projections.

Priority Number: The relative importance or rank of one proposal in relation to another.

Program: Categories of capital improvements or expense services.

Capital programs include:

- Infrastructure - street, highway, bridge, tunnel, sewer and water main improvements, and street lighting.
- Public Facility - hospital, community center, parking facility, school, park, playground, firehouse, police station, and cultural center improvements.
- Mass Transit - subway, bus, ferry and airport improvements.
- Economic and Port Development - industrial park, market, pier and terminal improvements, commercial revitalization.
- Housing Development - neighborhood preservation, urban renewal, public housing, site development, housing rehabilitation, senior center housing.
- Automotive and Equipment - vehicle and equipment allocations which are eligible for capital funding (i.e., have a useful life of more than five years and cost more than \$35,000).

Expense programs describe how the agency organizes the services it provides.

Request: A brief description of the proposal, including the location and specific information.

Service Program Priorities: An **inter-agency** ranking of service programs listed in relation to each other, irrespective of agency.

Source of Request: The names of up to two groups which are sponsoring the project/program request. This information is in **addition** to the community board.

Tracking Code: The identification number assigned by the Office of Management and Budget establishing a permanent record for each budget request. Tracking codes are unique to each request. See the following page to learn "How to Read the Tracking Codes".

How To Read The TRACKING CODES*

There are 59 community boards in New York City. The borough breakdown is as follows: Bronx-12, Brooklyn-18, Manhattan-12, Queens-14, Staten Island-3.

Tracking codes consist of nine numbers and a letter suffix.

1 1 2 2 0 1 3 1 0 C

1	12	2013 (for 2013)	10	C
Borough	Board No.	Fiscal Year Submitted	Request No.	Type of Request

Borough Codes:

1 =	Bronx	101 - 112
2 =	Brooklyn	201 - 218
3 =	Manhattan	301 - 312
4 =	Queens	401 - 414
5 =	Staten Island	501 - 503

Board Number:

12 = Board #12
112 = Board #12 in the Bronx

Fiscal Year Submitted*/Request Number:

1987 01 = fiscal year 1987, 1st new request in FY 1987.
1998 27 = fiscal year 1998, 27th new request in FY 1998.
2013 02 = fiscal year 2013, 2nd new request in FY 2013.

The fourth through seventh digits tell the fiscal year the request was first submitted.

Suffix:

C = Community board initiated **capital** projects
E = Community board initiated **expense** requests

Examples:

306 1987 12C - the 12th new capital request from Manhattan #6 for FY 1987
217 1998 01E - the 1st new expense request from Brooklyn #17 for FY 1998
412 2013 05E - the 5th new expense request from Queens #12 for FY 2013

7.

**PREPARING A
STATEMENT
ON THE PRELIMINARY
BUDGET**

PREPARING A STATEMENT ON THE PRELIMINARY BUDGET

Not later than the fifteenth day of February, each community board shall submit to the mayor, the council, director of management and budget, the appropriate borough president and each member of the borough board of the borough in which the community board is located, a statement containing the community board's assessment of the responsiveness of the preliminary budget to its statement of budget priorities submitted pursuant to section 230 and any other comments or recommendations which it wishes to make in regard to the preliminary budget (section 238)

WHEN By February 15.

WHAT Community boards must comment on the City's Preliminary Budget in writing one month after the budget is released. In this **Statement on the Preliminary Budget**, the community board reacts to agency and mayoral budget choices and priorities by comparing them to the board's. The **Statement** should also reflect the public's testimony at the board's public hearings which are held between January 20 and February 15.

WHY **The Statement on the Preliminary Budget** satisfies Section 238 of the City Charter and helps the boards:

- Influence the selection of programs and projects included in the Executive Budget.
- Tell the Mayor what you think about the impact of Citywide budget policies.
- React to agency funding recommendations:
 - Support funding decisions you like.
 - Protest funding decisions you oppose.
 - Add evidence to support your budget proposals.
- Tell about changes in the community since the board sent in their budget requests and priorities.
- Tell the City Council, the Borough Presidents and the borough board about community board concerns. These bodies also hold public hearings on the Preliminary Budget. The Borough Presidents and Borough Boards submit recommendations to the Mayor and the City Council for consideration in preparing the Executive Budget.

HOW Organize the letter by **AGENCY** so that your comments can be sent to the proper agency and OMB decision makers.

HINT: **USE THESE COMMENTS AS TESTIMONY BEFORE THE CITY COUNCIL AND THE BOROUGH BOARD IN FEBRUARY AND MARCH.**

HOW TO PREPARE STATEMENTS

First, make sure you understand the agency responses to your board's budget requests. Do they make sense? Contact the agency for any explanation, clarification or assistance. Contact names, fax and phone numbers at each agency are listed in the **Register of Community Board Budget Requests**.

Next, review the Departmental Estimates and the Four Year Financial Plan to understand City priorities for each agency and program.

The public gets their chance to comment when you hold public hearings in your district. Incorporate this testimony into your **Statement**.

Boards should compare the Preliminary Budget documents and the needs you have conveyed to City officials at district and borough consultations, in your **Needs Statement**, and in your budget requests, to determine whether the City's budget has included **your** district's needs.

DO NOT JUST LIST YOUR BUDGET REQUESTS.

WHAT TO INCLUDE

- Emphasize any major changes in your community. Otherwise, summarize your **Needs Statement**.
- Stress support for projects and programs recommended by the agencies. This will help keep them included in the Executive Budget.
- Oppose Preliminary Budget decisions which are contrary to the boards needs.
- Urge agencies to move projects ahead when possible in the four year Financial Plan and justify this request.

FORMAT

Organize your comments **BY AGENCY** to help us send the information to the OMB task forces as they review your budget requests for the Executive Budget. Copies also are sent to the agency.

Use the following as a guide.

- Opening statement
- General reaction to City policy as reflected in the Preliminary Budget (the Financial Plan, Departmental Estimates, and Program to Eliminate the Gap).
- Change or reaffirm district needs.
- React to agency decisions about your budget requests which are listed in the **Register of Community Board Budget Requests for the Preliminary Budget**:
 - Comment on projects which were or were not included in the agencies' Departmental Estimates.
 - Detail how funding recommendations relate to your Statement of District Needs.
 - Further justify those project requests which were not recommended.
 - Indicate continued support for funded projects.
- Briefly discuss the results of the board's public hearings, including the date, place, summary of events and conclusions.

SOURCES OF INFORMATION - Check www.nyc.gov for more information

- **Register of Community Board Budget Requests**
- **Statement of Community District Needs**
- Testimony taken at the boards' public hearings on the budget process
- The Commitment Plan for your district
- Capital Project Detail Data for your district
- Four-Year Financial Plan
 - Program to Eliminate the Gap (PEG)
- Agency Departmental Estimate
- Geographic Reports for the Capital and Expense Budgets

ADOPTING AND MAILING THE STATEMENT ON THE PRELIMINARY BUDGET

The **Statement on the Preliminary Budget** must be adopted by a majority vote of the community board, acting in the presence of a quorum. The **Statement** should be signed by the board chairperson who certifies that the text has been adopted by the board, the date of the meeting at which the board acted, and the recorded vote.

Send or e-mail the **Statement** to the Mayor, City Council, Office of Management and Budget, your Borough President and each member of your borough board. To reduce the number of addressees, each board may submit its comments to the City officials listed below. These officials will make the statutory distribution to all Charter-mandated recipients.

Addresses

Hon. Mark Page, Director
Office of Management and Budget
75 Park Place - 7th Floor
New York, New York 10007

Attention: Micky Josephs
Community Board Unit
josephsm@omb.nyc.gov

Hon. Christine Quinn
Speaker
The City Council
City Hall
New York, New York 10007

Your Borough President

Your Borough Board members

Will Distribute To

The Mayor
Office of Management and Budget
Operating Agencies

City Council members

8.

**THE CITYWIDE
BUDGET PROCESS**

THE CITYWIDE BUDGET PROCESS

The Charter mandates community board input into a formal Citywide budget process. While this **Manual** generally looks at these procedures from the community boards' viewpoint, what follows is the process from a Citywide prospective beginning after the community boards consult with City agencies and after they submit their capital and expense budget requests.

Refer to the community board budget process timetable at the front of the **Manual** for specific community board input into the Citywide budget process. Continue reading this chapter for more detailed descriptions of the City's budget structure and budget documents. **Most budget documents are available on the City's website: www.nyc.gov**

PRELIMINARY BUDGET - January 16

The proposed expenditures and revenues for the coming fiscal year. The **Preliminary Budget** has several components.

- The **Financial Plan** estimates expenditures and revenues for the next four fiscal years.
- The **Departmental Estimates** are the revenue estimates and expense and capital budget allocations requested by the agencies for the coming fiscal year, including any community board requests or proposals which the agencies recommend for funding.
- The **Program to Eliminate the Gap (PEG)** is a plan to balance the expense and revenue budgets.
- The planned **Capital Budget** expenditures for the following four years.
- A **Contract Budget** which sets forth, by agency, categories of contractual services for which appropriations are being proposed.

BOROUGH PRESIDENTS' ROLE

The five Borough Presidents divide a percentage of both the Expense and Capital Budget by formula. They also may propose budget reallocations.

Borough Allocation

The **Borough Allocation** for the **Capital Budget** is five percent of the proposed Preliminary Capital Budget with some exceptions. Each borough's share of the five percent is based equally on borough population and land area.

The **Borough Allocation** for the **Expense Budget** is five percent of the **discretionary** increases in the Preliminary Expense Budget. Each borough's share is based on the average of the borough's population, land area and poverty population.

Based on the Preliminary Budget and consultations with the Mayor, the Borough President uses the borough's allocation to fund projects which will be included in the Executive Budget. When the Executive Budget is different than the Preliminary, the Borough Presidents have until May 6 to propose changes to the Mayor and the City Council based on the newly released Executive Budget numbers.

Proposing Budget Reallocations

The spending priorities of the Borough Presidents may be different than those of the Mayor. For both the Preliminary and Executive Budgets these differences are accommodated by letting the Borough Presidents propose **spending changes in the budget**.

The budget total cannot be changed by the proposed reallocations. This means that whenever the Borough Presidents propose a spending increase they must also propose an equal spending cut.

CITY COUNCIL BUDGET HEARINGS - by March 25, May 25

After the release of the Preliminary and Executive Budgets, the City Council holds public hearings to help the Council members analyze the budget and make spending recommendations. City agencies, the Mayor's Office of Management and Budget, the community boards and the public testify at these hearings.

THE EXECUTIVE BUDGET - April 26

The **Executive Budget** is the Mayor's proposed spending plan for the coming fiscal year. It consists of the Revenue, Expense, Capital and Contract Budgets.

Accompanying the Executive Budget is a **budget message** which gives a general overview of City spending policy in the context of the economic condition of the City, the tax and fiscal base of the City and intergovernmental fiscal relations.

THE ADOPTED BUDGET - June 5

The Adopted Budget is the City's final spending plan for the coming fiscal year. The Adopted Budget is based on changes to the Executive Budget made by the City Council in time for the new fiscal year which begins on July 1.

These dates are specified in the City Charter but may be changed by agreement between the Mayor and City Council.

BOROUGH REALLOCATION OF PERSONNEL AND RESOURCES

Thirty days after the budget is adopted, agencies must let the Borough Presidents know how they plan to assign personnel and resources for the following programs in each borough.

- Local Park Services
- Street Cleaning and Refuse Collection
- Housing Code Enforcement
- Highway and Street Maintenance and Repair
- Sewer Maintenance and Repair
- Maintenance of Public Buildings

Within the next thirty days, a Borough President may propose changes in how the agency assigned people and equipment within the borough. Even if an agency disagrees with the Borough President's proposals, changes will take place provided no community district's allocation is changed by more than five percent.

9.

**THE STRUCTURE OF
THE CITY'S BUDGETS**

THE STRUCTURE OF THE CITY'S BUDGETS

New York City has three basic budgets; a day to day operating budget called the **Expense Budget**, a borrowing budget for long term physical projects and equipment called the **Capital Budget** and the **Revenue Budget** which anticipates how much money the City will have available to spend for the next fiscal year. The City also presents a **Contract Budget** which sets forth categories of contractual services by agency.

The Community Development Program allocates federal money to programs which principally benefit low and moderate income people.

THE EXPENSE BUDGET

The Expense Budget presents expenditures for the ongoing operations of the City. These include salaries, fringe benefits and pensions for City employees, the interest and repayment of the City's debt, supplies, equipment, and energy costs, etc.

About 45 percent of the Expense Budget is allocated to "uncontrollable" costs, those expenditures mandated by federal or state law. These costs include medical assistance, repayment of the City's debt and pensions for City employees. The rest of the Expense Budget consists largely of the salaries and fringe benefits for City employees and other than personal services costs such as supplies, rent, energy, etc.

The Expense Budget is divided by agency. Within each agency, the budget is further broken down into **Units of Appropriation or U of As**. Each U of A represents an activity within an agency which receives a specific allocation from the City Council. For example, in a given agency, there may be U of As for Administration, Management Services, etc.

In the Expense Budget money is appropriated for **Personal Services (PS)** and for **Other Than Personal Services (OTPS)**. Personal Service costs include salaries and fringe benefits for City employees. All other costs are covered by OTPS.

U of As are further divided into budget codes. These correspond to the specific programs or organizational breakdown of the agency. The titles of the budget codes correspond to the functions for which money is being spent.

Budget codes are further broken down into object level of detail. For example, object 100 represents supplies and materials. For OTPS this is the lowest level of detail.

Finally, **Supporting Schedules** detail, item by item, the purpose and amount of each expenditure within a budget line. These itemized expenses within **budget lines** represent the finest budget allocation for Personal Services. A budget line may be devoted to a single individual or a group of people with the same titles (Executive Budget only).

THE REVENUE BUDGET

The law requires that the City balance it's budget each year. This makes the Revenue Budget critical because it identifies the amount and source of money the City has available to spend. Income generated through collection of taxes, fines, license fees, permit charges, rentals or service charges as well as funds from the State and Federal governments are incorporated in the Revenue Budget.

The Revenue Budget identifies the funds that support operating expenditures in the Expense Budget which includes the debt service costs that support the Capital Budget. Capital Budget funds are also part of the Revenue Budget.

THE CAPITAL BUDGET

This budget allocates funds for physical improvements, land acquisition and major equipment. The Capital Budget is financed by borrowed money plus State, Federal and private grants. The borrowed funds are repaid in **debt service** payments which are noted as expenditures in the Expense Budget.

Capital Budget lines provide funding for specific capital projects and for lump sums. For specific projects there is detail about each project and site. Lump sums are several projects of the same type which are not assigned to an actual site when the budget is adopted. For example, improvements to small parks in a borough are funded in one lump sum. Purchase of equipment is usually funded as a lump sum. Capital budget eligibility is defined as costing more than \$35,000 and lasting more than five years.

Most capital projects cannot be completed in the course of a year. Therefore, the Charter requires a four-year capital improvement plan. This plan includes estimated project costs for projects that have been approved but require additional funds, and for projects that have not been approved, but which are expected to be within the following three year period.

The projects and project costs included in the three year plan are tentative. Changes in the City's fiscal situation, delays and changes in design or construction contribute to the uncertainty of funds allocated in the out years (the three years following the coming fiscal year). Funds included in the four-year plan that are not spent in the year they are appropriated must be reappropriated in the following fiscal year before they can be spent. The following illustrates why capital projects can take a long time from start to finish.

A Capital Project from Start to Finish

It can take many years to complete a capital project. Capital projects go through all or some of these phases of development.

- **Scope:** A written description of the project. This includes size, special features, purpose, schedule of design and construction, estimated cost.
- **Site Selection:** Where will the project be placed? This involves formal hearings and decisions by the community board and the City Planning Commission.
- **Preliminary Design:** When required; approval of plans by City and State agencies for projects before proceeding to final design.
- **Final Design:** Actual plans are prepared and approved before competitive bidding by contractors. Local and State law require that most contracts be subject to open market competition.
- **Construction Start:** When construction begins.
- **Completion:** When project is finished.

Phases of Funding for Capital Projects

- **Site acquisition:** Most City agencies have a lump sum amount to cover site purchases. When site acquisition is included in a lump sum, the letter "B" is listed on the individual project line in the Capital Budget.
- **Design:** Design is usually calculated as a percentage of the estimated construction cost. The current practice is to use lump sum money for preliminary design work. When design funds are appropriated for line projects, the letter "D" is listed in the Capital Budget.
- **Construction:** The total cost of construction must be appropriated before construction starts even though actual work may take several years.
- **Furnishings and Equipment:** These amounts are usually the last to be appropriated.

You can get information on the status of capital projects from the Capital Budget, the Capital Commitment Plan and the Capital Project Detail Data Report. In the Capital Budget you will find a budget line, a brief description of the project funded by that budget line, and the estimated costs. For existing lines, the Capital Budget lists previous appropriations, unspent funds, and additional funds proposed for the coming year. These documents are available on the City's website: www.nyc.gov.

THE CONTRACT BUDGET

The Contract Budget sets forth, by agency, categories of contractual services for which appropriations are being proposed. Every City agency with contracts registered through the City Comptroller's Office and accounted for in the City's accounting system determine their expense budget contract needs. Included are personal service contracts, technical contracts and consultant contracts. Not included are contracts for the purchase of supplies, materials and equipment.

CUTTING THE BUDGET - SOME WHYS AND WHEREFORES

Cutting the EXPENSE BUDGET

When the City needs to save a dollar by cutting the budget, it is important to know that different kinds of dollars mean different types of savings for the City. Budget revenues come from several sources, mainly the City, the State and the Federal governments.

City Tax Levy Funds

City tax levy money is just what the name implies; it is money raised solely from taxes imposed by the City. Traditional municipal services such as police, sanitation, fire and parks programs are examples of expense budget areas funded almost exclusively by City tax levy funds.

Federal and State Funds

The State and Federal governments fund part of many programs in New York City. Illustrating this are many Human Resource Administration (HRA) programs such as Medicaid where in general, the Federal government funds 50 percent, the State funds 25 percent and the City funds the remaining 25 percent. Education and Health programs are other areas which receive funds from other levels of government.

WHERE the money comes from impacts WHERE the budget is cut

When the City tries to close a budget gap, a specific amount of money must be saved. The City saves a full dollar for each dollar cut from programs fully funded by City tax levy funds. The City only saves part of a dollar when cutting programs partially funded by other levels of government. Thus, when an HRA dollar is cut, the City only saves 25 cents of its own money. But cutting a dollar from the Parks Department saves the City a full dollar. In this example, four HRA dollars must be cut to save the City one full dollar.

Why cut the CAPITAL BUDGET?

The City sells bonds to fund much of Capital Budget. The interest on these bonds, called **debt service**, is paid out of each year's Expense Budget. To cut the cost of this debt service, the Capital Budget is reduced when the City needs to save money in the Expense budget.

10.

**BUDGET DOCUMENTS:
GEOGRAPHIC
AND CITYWIDE**

DOCUMENTS IN THE BUDGET PROCESS

The annual budget preparation process generates a series of documents which are described in this section. They are all available to the public. Most are available at www.nyc.gov, the City's website.

Departmental Estimates

By early December, the Departmental Estimates are prepared by agencies and submitted to the Office of Management and Budget where they are summarized and distributed on January 16 as part of the Preliminary Budget. The Departmental Estimates are each

agency's requests for the coming fiscal year. They consist of three parts: Expense, Revenue and Capital Budget Estimates.

Expense Budget Estimates

Each agency's Expense Budget estimates includes:

- Proposed units of appropriation for:
 - personal services (PS), to provide for salaries and certain fringe benefits for personnel for a particular program, purpose, activity or institution;
 - other than personal services (OTPS) for the entire agency.
- Where practicable, a statement of proposed direct expenses in each local service district for each unit of appropriation.

The specific form in which these estimates are detailed is designed to provide information in the format required for the Executive and Adopted Budgets.

Revenue Budget Estimates

Each agency is also required to prepare a Revenue Budget estimating all funds they are responsible for recognizing and/or collecting. In addition, they must document their estimates.

Capital Budget Estimates

Agencies are required to prepare an estimate of all capital projects which are pending or proposed within the next fiscal year or three succeeding fiscal years. These estimates include for each line or lump sum project:

- budget allocations -- the total cost of the project, the amount already authorized and the amount required to advance the project in each of the four years of the budget and programs;
- project descriptions and justifications;
- estimates of cash flow requirements.

In addition, supporting information for lump sum lines is required including:

- analysis of allocations for personnel working on capital projects and subject to Interfund Agreements.

Mayor's Management Report

By January 30th, the Mayor is required to prepare the Preliminary Management Report containing for most City agencies:

- Program and performance goals for the current fiscal year, a statement and explanation of performance measures, and a statement of actual performance for the first six months of the fiscal year relative to goals;
- Proposed program and performance goals and measures for the next fiscal year;

- Where practicable, schedules of agency service goals, performance measures and actual performance relative to goals for each local service district or program within community districts and boroughs.

A final report covering the previous fiscal year is issued in September.

Executive Expense Budget - Message

By April 26th, the Mayor is required to issue the **Executive Expense Budget** accompanied by supporting information in the budget message. This must include:

- "An explanation, in summary terms, of major programs, projects, emphases and objectives of the budget; the general fiscal and economic condition of the City, the tax and fiscal base of the City, and intergovernmental fiscal relations" (Section 250(1));
- Expenditure supporting schedule, including positions, salaries and other than personal service expenses within units of appropriation comparing the proposal for the next fiscal year with the current and prior fiscal years;
- Revenues, including recommendations for the next budget, information on past revenues and identification of revenues not expected to be available in the future;
- A forecast of expenditures for the three ensuing fiscal years at existing levels of services, for existing revenue sources and for new or expanded programs after they have been fully implemented;
- Prior year budget, a comparison of the forecast with actual expenditures;
- Local service district information including a statement of proposed direct expenses in each service district for each unit of appropriation and a statement of the basis for the agency's allocation of direct expenses to local service districts.

Supporting Schedules for the Expense Budget

For the Executive Budget only, the Supporting Schedules for each unit of appropriation details how total amounts were arrived at.

Executive Capital Budget and Program

At the same time, the Mayor is required to issue his proposals for the next fiscal year's **Capital Budget** and the following three year programs. The **Capital Budget** recommends the appropriations for the next fiscal year. The **Executive Capital Program** is the proposed capital spending for the ensuing three years. The **Executive Capital Budget and Program** includes:

- A description of each budget line and total estimated cost of the project or projects funded by that line.
- Total appropriation for the budget line and the amount available.
- The proposed capital budget for the next fiscal year and the ensuing three years.
- The estimated date of completion if the line funds a single project. CP in this field indicates "continuing project."
- The amount of funds needed for the project in the six years following the four year capital program.
- The shortest statutory period of possible usefulness for every budget line.

THE CAPITAL COMMITMENT PLAN

For all active capital budget projects, the Capital Commitment Plan presents information on capital appropriations and spending commitments with implementation schedules for the rest of the current fiscal year and for the next three years. The implementation schedules give the best estimate of the earliest possible completion time for activities such as scope, design or construction. The **Geographic Commitment Plan**, organized by community district, lets the community boards see which projects are specific to their board when they are contained in agency wide lump sums.

THE CAPITAL PROJECT DETAIL DATA REPORT

Breaks down each capital budget project into its component parts, by detailing the location, estimated cost, activity schedule, funding sources and future appropriation needs of each capital project part. Crosswalks the details of capital projects with community board tracking codes to indicate community board support.

OTHER REPORTS TO LOOK FOR

The **Ten-Year Capital Plan** describes the strategy for developing the City's capital facilities for the next ten years including goals, policy constraints, assumptions, anticipated sources of financing as well as possible economic, social and environmental effects. Prepared by the Department of City Planning and the Office of Management and Budget for release every two years.

The **Strategic Policy Statement** includes a summary of the most significant long-term issues facing the City and proposed strategies for meeting related policy goals. Released every four years beginning February 1991.

Due sixty days before the community boards submit their budget requests, the **Annual Report on Social Indicators** analyzes the social, economic and environmental health of the city and proposes strategies for addressing the issues raised.

COMMUNITY DEVELOPMENT PROGRAM

The Community Development Block Grant Program was established by Congress to provide housing, economic development, neighborhood facilities and public services that will principally benefit low and moderate income people, prevent or eliminate slums and blight, or meet an urgent need. The Housing and Community Development Act of 1974 as amended, consolidated a variety of categorical grant programs to give local governments greater flexibility in deciding how to use the funds.

Under the program New York City is entitled to receive an annual allocation for eligible community development activities. In order to receive CD funds, the City must submit to the Department of Housing and Urban Development (HUD) an annual statement of objectives, the projected use of funds, and a strategy to address its needs for affordable and supportive housing, referred to as the Consolidated Plan. The Consolidated Plan combined the Community Development Statement of Objectives, HOME Program, Emergency Shelter Grant and Housing Opportunities for Persons with AIDS applications. HUD regulations 24 CFR PART 570 outlines the requirements of the Community Development Program.

Citizen Participation in the CD Program

Public hearings to get citizen comments on the City's housing strategy and Community Development Program are required by HUD. The Department of City Planning holds a hearing in April/May on the needs, priorities and performance of the City's HUD funded programs. The Department of City Planning also holds a hearing in September on the proposed Consolidated Plan. Citizens may also submit proposals to their community board and testify at board public hearings. The Consolidated Plan can be obtained at the Department of City Planning Book Store, 22 Reade Street, Manhattan from 10 am to 4 pm.

What Is Eligible

The Department of Housing and Urban Development has developed regulations concerning the activities that may be undertaken with Community Development funds. Under these regulations, all CD-funded activities must satisfy **both** of the following conditions.

- The program or project must be an eligible activity as defined in the Community Development regulations.
- The program or projects must either principally benefit low-and moderate-income persons or aid in the prevention or elimination of slums and blight, or meet an urgent need.

A brief explanation of these conditions is given below. The Office of Community Development within the Office of Management and Budget will assist citizens in determining whether a particular activity is eligible.

The kinds of programs and projects that are eligible can be broadly categorized as activities related to housing, community facilities, infrastructure, public services and economic development.

To be eligible for assistance, public services must be either a new service or a quantifiable increase over the previous level of service provided by the City. (570.201)

Ineligible activities include the purchase, construction and rehabilitation of buildings for the conduct of government. This restriction does not include such facilities as neighborhood service centers or special purpose buildings located in low-and moderate- income areas that house various non-legislative functions or services provided by government at decentralized locations.

Community-based activities that are located in "CD-eligible census tracts" are considered to principally benefit low-and moderate-income persons because the majority of the residents in

these tracts are low-and moderate-income persons. A list indicating these tracts is available, free of charge, from the Office of Community Development, Office of Management and Budget, 75 Park Place, 8th Floor, New York, New York 10007. Activities which directly benefit persons whose incomes fall within low-and moderate- income guidelines (Section 8) established by HUD are also eligible. The income guidelines are updated each year and can be obtained from the Office of Community Development, at the above stated address.

If an activity does not principally benefit low-and moderate-income persons, it must meet the slums and blight criteria to be eligible for CD assistance. Projects which are located in a blighted or deteriorating area as defined by State or City Law are considered to aid in the elimination of slums and blight regardless of their location. These activities include: acquisition and demolition of property, relocation, and rehabilitation necessary to eliminate conditions detrimental to public health or safety.

BUDGET DOCUMENTS -- GEOGRAPHIC AND CITYWIDE

Boards get budget and service information sorted two ways - by agency and by local service district. The first gives the big, Citywide picture and the second shows community and borough allocations of money, people and equipment. This is a geographic sort.

To make budget and service information meaningful to the City's neighborhoods, the Citywide budget and service documents are reorganized to present the same data on a geographic, community-level.

Boards can now find out how many people are assigned to their district, what they do, how much they are paid, the equipment assigned to the district and contract services for agencies which provide local level services.

Capital Budget information is also available: what is being funded, when the phases of a project are planned and how much it will cost.

Use this information to get a picture of what is happening in your district. Compare it to corresponding information for your borough and the entire City. This will help you testify and comment on the budgets presented throughout the year and to prepare good budget requests.

Documents Presented By Agency and Local Service District/Borough

- The Preliminary Budget/Departmental Estimates
- Executive Budget
- Adopted Budget

For the **Preliminary, Executive and Adopted Budgets**, both the **Expense** and **Capital Budget** are sorted by agency and service district/borough.

The **Capital Budget** includes line items, lump sums and equipment. Line items detail each project and site and are listed in the **Capital Budget** by community district.

Lump sums are several projects of the same type which are not assigned to an actual site when the budget is adopted. For example, all the small parks in a borough are funded by a single lump sum which can be found in the budget as Parks 245.

Service information and personnel headcounts which are presented Citywide in the **Mayor's Management Report** are reported by local service district in the **District Resource Statement**.

Budget Documents In Detail

Listed below are budget documents which are district based. The descriptions are somewhat technical. Check the glossary if you don't understand any budget terms or call 212-788-5932 for assistance.

EXPENSE BUDGET DOCUMENTS

The **Geographic Report for the Expense Budget** is published for the **Preliminary Budget** in mid-January, the **Executive Budget** in April and the **Adopted Budget** in July. Fourteen agencies providing local services are included. Reporting levels vary with the agency's coterminality plan. Turn to the end of this chapter to find a list of agencies and programs contained in the **Geographic Report for the Expense Budget**. They detail the operations for the next fiscal year at the local service district level. The **Geographic Reports for the Expense Budget** are available at www.nyc.gov.

There are four versions of the Geographic Expense Budget Report.

- **The Geographic Report for the Departmental Estimates** is published in January at the same time as the **Preliminary Budget Statements** and includes modified budget data as of October and proposed spending for the next fiscal year.
- **The Geographic Report for the Executive Budget** is published at the same time as the Executive Budget and includes modified budget data as of February and proposed budget data.
- **The Geographic Report for the Adopted Expense Budget** is published at the same time as the **Adopted Budget** and includes modified budget data as of February and the **Adopted Budget** for the coming fiscal year. Salaries of agency personnel are presented for the two fiscal years as well as programmatic contract costs and other than personal service expenditures.

- **The Geographic Report for the Expense Budget: Year End Report** shows year end budget and expenditure figures for the preceding fiscal year, the current modified budget as of October 31 and expenditures for the first four months of the current fiscal year.
- **The District Resource Statement (DRS)** is published annually and provides budgeted and actual headcounts and corresponding budget and expenditure dollars for the preceding and current fiscal year. It also reports many local performance indicators for 16 agencies that deliver community services. Reporting levels vary by program and are usually determined by the City's coterminality plan. Information falls into the following categories: personnel, equipment, performance levels and contractual services. The information is comparable to the Citywide data presented in the Mayor's Management Report. Turn to the end of this section to find a list of agencies and programs contained in the **District Resource Statement**.

CAPITAL BUDGET DOCUMENTS

- **The Geographic Reports for the Capital Budget** are released at the same time as the **Preliminary, Executive and Adopted Budgets**. They contain cost estimates of site-specific capital projects for the next fiscal year and the three succeeding years organized by community district. Appropriations-to-date and expenditures-to-date are included for each project, as is a list of borough and Citywide lump sum projects.
- **The Geographic Commitment Plan** includes capital appropriations, commitments, cash flow, and implementation schedules for all active capital budget projects. These schedules are the latest estimate of when specific implementation milestones such as scope, design, construction, etc., will be completed. It is sorted geographically for line item projects and lump sum schedules by community district. Within lump sums, projects specific to each community district are itemized.

- **The Geographic Capital Project Detail Data Report** breaks down each capital budget project into its component parts (project identifications), by detailing the location, estimated cost, activity schedule, funding sources and future appropriation needs of each capital project part. Community board support for a project is indicated when the tracking code is listed.

To track all the components of a capital budget project in the computer tracking system, each project component is assigned a project identification (i.d.) number.

Budget lines may contain from one to hundreds of project i.d. components. In the Capital Project Detail Data Report, each project i.d. line is reported separately.

COMMUNITY BOARD DOCUMENTS

- **Register of Community Board Budget Requests** publishes Capital and Expense Budget requests submitted by community boards. Agency, OMB and Adopted Budget funding recommendations are presented at the three successive stages of the budget process. Agency recommendations are reported for the Departmental Estimates in January, OMB recommendations for the Executive Budget in April and Adopted Budget status is reported in July.
- **Analysis of Community Board Service Program Priorities** annually presents how important each of 90 expense budget programs within 24 agencies are to the community boards. The rankings are presented by community board, borough and City. Released as part of the Preliminary Budget.

**PERFORMANCE INDICATORS AND REPORTING LEVELS IN
THE DISTRICT RESOURCE STATEMENT**

AGENCY/PROGRAM	REPORTING LEVEL
1. Department of Buildings	
• Plan Examination	Borough
• Construction Inspections/Unsafe Buildings	Borough
• Plumbing Inspections	Borough
2. Department of Environmental Protection	
• Water Supply Maintenance and Repair	Borough
• Sewer Maintenance and Repair	Service District
• Water and Energy Conservation	Borough
• Hazardous Materials Management	Community District
3. Fire Department	
• Extinguishment	Community District
• Prevention: Investigation	Community District
• Response Time - Fire/EMS	Borough
• Responses to Reported Incidences	Borough
4. Department of Health and Mental Hygiene	
• District Health Services	
-School Health Services	School District
- Immunization/HHC	Community District
- Chest/Tuberculosis	Community District
- Sexually Transmitted Diseases (STD)	Community District
• Pest Control	Community District
• Child & Adolescent Health	Community District
• HIV Prevention Services	Community District
• Maternal, Infant & Reproductive Health	Community District
• Lead Poisoning Prevention	Community District
• Children Served by Early Intervention Program	Borough
• Health Insurance Programs/Medicaid	
Managed Care Enrollment	Service District
• Shape-Up Free Fitness Program	Community District
• Information Contacts w High School Students	Community Districts
• Children With Asthma/Medication Forms Processed	Community Districts

5. Department of Housing Preservation and Development

- Division of Neighborhood Preservation Community District
- Code Enforcement/Inspection Services Community District
- Relocation/Emergency Housing Services Borough
- Relocation/Bureau of Relocation
 Management Services Borough
- Relocation/Vacant Apartment Repair & Rental Community District
- Demolition and Sealing Community District
- Housing Litigation Division Community District

Human Resources Administration

Service Program Data Administered by HRA Community District

7. New York City Libraries

- Branch Library Services Branch

8. Department of Parks and Recreation

- Maintenance and Operations
 and Joint Interest Areas Community District
- Forestry and Horticulture Borough
- Recreation Service District

9. Police Department

- Patrol Services & Crime Statistics Precinct
- Detective Services Borough
- Police Summonses Borough

10. Department of Sanitation

- Cleaning and Collection Community District
- Vacant Lot Clean-Up Community District
- Enforcement Community District

11. Department of Transportation

- Highway Street Maintenance Community District
- Traffic Engineering Borough
- Highway Inspection & Quality Assurance Borough

**AGENCIES AND PROGRAMS CONTAINED IN THE DISTRICT RESOURCE
STATEMENT AND GEOGRAPHIC REPORTS FOR THE EXPENSE BUDGET**
AGENCY/PROGRAM **REPORTING LEVEL**

1. Department for the Aging

- Contractual Services * Community District
- Information and Referral Services Borough

2. Department of Buildings

- Plan Examination Borough
- Construction Inspections/Unsafe Buildings Borough
- Plumbing Inspections Borough

3. Department of Cultural Affairs

- Institutional Services by Institution
- Program Services * Community District/Borough

4. Department of Small Business Services

- NYC Business Solutions* Community District
- Minority & Women owned Business Enterprise* Zip Code
- Workforce Development Unit* Borough/Community District
- Avenue NYC Program (was Commercial Revitalization)* Community District
- Industrial & Manufacturing Businesses* Community District

5. Department of Environmental Protection

- Water Supply Maintenance and Repair Borough
- Sewer Maintenance and Repair Service District
- Bureau of Wastewater Pollution Control Service District
- Bureau of Water and Energy Conservation* Borough
- Hazardous Materials Management* Community District

6. Fire Department

- Fire Extinguishment Community/Service District

- Fire Prevention Borough
- Fire Investigation Community District
- Special Services* Service District
- Emergency Medical Services* Borough

7. Department of Health and Mental Hygiene

- District Health Services/HHC Clinics Community/Service District
- Pest Control Borough
- School Children & Adolescent Health Community/Service District
- Health Related Services/Tuberculosis/STD Borough
- HIV Prevention Program* Community District
- Mental Health, Mental Retardation and Alcoholism Contractual Services * Community District

8. Department of Housing Preservation and Development

- Property Management * Community District/Borough
- Alternative Management * Community District
- Relocation Operation* Community District/Borough
- Evaluation and Compliance * Community District
- Code Enforcement Community District/Borough
- Anti-Abandonment * Community District
- Demolition and Sealing* Borough
- Legal Operations* Community District
- Rehabilitation* Community District

9. Human Resources Administration *

- Income Support Programs* Community District
- Office of Employment Services* Community District
- Medical Assistance Programs* Community District
- Homecare Programs* Community District
- Child Welfare/Foster Care Programs* Community District
- Crisis Intervention and Stabilization* Community District

10. New York City Libraries *

- Central Library Services Borough
- Branch Library Services Community District

11. Department of Parks and Recreation

- Maintenance and Operations Borough
- Facility Repair Shops Borough
- Vehicle Maintenance Borough
- Forestry and Horticulture Borough
- Recreation Borough

12. Police Department

- Patrol Services Precinct
- Detectives Borough Commands Borough
- Patrol Borough Commands Service District

13. Department of Sanitation

- Vacant Lot Cleaning* Community District
- Cleaning and Collection Community District
- Enforcement Community District
- Borough Commands* Service District
- Borough Mechanical Brooms* Service District

14. Department of Transportation

- Highway Street Maintenance/Engineering Community District/Borough
- Highway Inspection & Quality Assurance Borough
- Municipal Garages * Borough
- Contractual Services/Contractual Services * Borough
- Traffic Engineering * Borough

15. Youth and Community Development

- Contractual Services * Community District

* Not contained in the Geographic Reports for the Expense Budget (Departmental Estimates, Executive Budget, Adopted Budget and Year-End Report).

OTHER GEOGRAPHIC INFORMATION THE BOARDS CAN USE

DEPARTMENT OF CITY PLANNING REPORTS

Go to www.nyc.gov/planning for information on the departments 'strategies plan, current projects and proposals, and an array of resources including:

Annual Report on Social Indicators This report reviews selected quantitative indicators of the social, economic, and environmental health of the City. It includes indices of unemployment, poverty, child welfare, housing, homelessness, health, crime, etc.

Statement of Community District Needs, Fiscal Year 2012

Five borough volumes of community board Statement of Need with demographic/land use profiles for each district.

Citywide Statement of Needs, Fiscal Years 2011 and 2011

Part of the City's "fair share" planning process to inform communities about the City's needs for facilities and the criteria used to select locations for the facilities. Identifies by agency and program plans for facilities to be opened, closed or significantly changed in size.

Gazetteer and Atlas of City Property and Appendix of City Waterfront Property

Community Board 197-a Plans

Plans prepared by community boards and approved by the City Planning Commission and the City Council pursuant to Section 197-a of the City Charter, including: plans for Williamsburg and Greenpoint submitted by Brooklyn CB 1, a plan for Bronx CB 3, the Chelsea plan submitted by Manhattan CB 4, the Red Hook plan by Brooklyn CB 6, and the Stuyvesant Cove Plan by Manhattan CB 6.

To obtain Department of City Planning reports, maps and other products, call or visit the department's **Map and Bookstore** at 22 Reade Street, New York, NY 10007-1216 (212-720-3667 or 3668).

For a complete list of publications and excerpts of many of the reports, as well as an order form, visit the department's website at <http://nyc.gov/html/dcp/html/pub/publist.html>.

AGENCY GEOGRAPHIC REPORTS

Health and Hospitals

- Inpatient Utilization Data
- Outpatient Department Visits

Both documents, are statistical reports which show utilization by department, within hospital, within borough.

Human Resources Administration (HRA)

For each fiscal year, HRA publishes the programs serving each community district. Also available is a Directory of Officers which lists all administrative program officers and their location Citywide.

Department of Sanitation

- The **Monthly Report** rates city-wide street cleanliness. This report gives a "scorecard rating" for every sanitation district in the city. In addition, the report ranks districts by their cleanliness, and provides a trend analysis of the percentage of "acceptably clean" streets per district, over the previous twelve months.

Department of Transportation

- **Projects Status Report** is distributed by the Department of Transportation's Borough Commissioners. Summarizes by community district all locations identified as requiring capital improvements. This report includes planning, design, and construction phases. It is distributed in a timely fashion for District and Borough Level Consultations.

GLOSSARY OF TERMS

Additional Gross	Additions to regular wages such as overtime costs and night differential. Additional gross pay is budgeted centrally, but reported at a local service district level on an actual basis. Expenditures for additional gross pay are allocated to the district where the worker is assigned on a regular basis, not necessarily to the district where the work is done.
Adopted Budget	The Budget approved by the City Council on June 5. budget is based on modifications to the Executive Budget. The Adopted Budget is the City's plan of expenditures and finances for the coming fiscal year.
Allocation	A sum of money set aside for a specific purpose.
Appropriation	The amount of money allocated to a "Unit of Appropriation" within an agency. (See Unit of Appropriation) This is the maximum amount that an agency is authorized to spend for a specific function or activity performed by the agency.
Atlas of City Property	Published in conjunction with the Citywide Statement of Needs, each borough volume supplies information about the use and location of existing City owned and leased facilities. Within each community district are shown block and lot numbers, the name, address and type of use for each property as well as the agency responsible for the property.
Attrition	The natural reduction of employees from a payroll by resignation, retirement, death or transfer.
Budget Gap	The difference between the estimated expenditures and

(Deficit)	revenues for a fiscal year.
Budget	A change in an amount in any budget line during the Modification fiscal year.
Capital Budget Projects	Land acquisitions, major construction projects and equipment which cost more than \$35,000 and are expected to last more than five years. Funded by the sale of bonds and intergovernmental grants.
Capital Commitment Plan	Shows capital appropriations, cash flow and implementation schedules for all active capital budget projects. Latest estimate of activity-in-progress completion date.
Capital Project Detail Data Report	Breaks down each capital project into its components by detailing the location, estimated cost, activity schedule, funding sources and future appropriation needs. Crosswalks details with community board tracking codes if appropriate.
City Council District(s)	Fifty-one districts which elect representatives to City Council.
Citywide Statement of Needs	Part of the City's "fair share" planning process to inform communities about the City's needs for facilities and the criteria used to select locations for the facilities. Identifies by agency and program plans for facilities to be opened, closed or significantly changed in size.
Community Board	The budget requests a community board votes to have Submission included in the City's Capital and Expense Budgets.

- Community Development** A federal program which provides assistance for projects that qualify for such funding under eligibility and spending Program (CD) guidelines determined by the U.S. Department of Housing and Urban Development.
- Community Districts** One of 59 areas in the City, the boundaries of which were drawn according to the results of the 1970 census. Each community district is completely contained within a borough. Where feasible, community district lines were drawn to coincide with the boundaries of historically and geographically identifiable communities.
- Contract Budget** Sets forth, by agency, categories of contractual services for which appropriations are being proposed. Includes personal service, technical and consultant contracts.
- Consultations** Meetings between community boards and operating agencies to discuss service and capital needs in the community district. Community boards can consult at the district level with local agency managers, and at the borough level with top agency officials.
- Coterminality** As of January 1980, in accordance with Section 2704 of the City Charter, service delivery districts of specific City agencies were reorganized to coincide with community districts or aggregates of community districts. The services affected are: police street patrols (Police Department), local parks maintenance and recreation (Department of Parks and Recreation), street cleaning and refuse collection (Department of Sanitation), certain social and community services (Human Resources Administration), housing rehabilitation (Department of Housing Preservation and Development), sewer and street maintenance and repair (Departments of Environmental

Protection and Transportation) and health services other than those provided by municipal hospitals (Department of Health).

Current Modified Budget	The budget at a moment in time reflecting all changes made to the Adopted Budget during the fiscal year - the Adopted Budget with modifications.
Debt Limit	A ceiling on long-term borrowing imposed by the State Constitution.
Debt Services	Funds covering payments of principal and interest for outstanding bonds and notes issued by the City. Part of the Expense Budget.
Departmental Estimates	Agency requested Expense and Capital Budget allocations for the coming fiscal year. Any community board requests or proposals which the agencies recommend for funding are included. The Departmental Estimates are part of the Preliminary Budget.
Design for Physical Projects	The preparation of engineering and architectural plans and drawings for physical improvement projects. Improvement Most design activities are funded out of lump sum appropriations in each agency's budget.
District Resource Statement	Provides budgeted and actual headcounts and corresponding budget and expenditure dollars for the preceding and current fiscal year as well as many local performance indicators for 16 agencies that deliver community services. Reporting levels vary by program and are usually determined by the City's coterminality plan. Information falls into the following categories: Personnel, Equipment, Performance Levels and Contractual Services.
District Service	A committee consisting of local representatives of

Cabinet	City agencies which meets on a monthly basis to coordinate and resolve problems concerning delivery of services within the district. The community board's District Manager serves as the chairperson of the cabinet.
Encumbrance	When a purchase order has been placed on a contract or other commitment has been registered.
Executive Budget	The Mayor's proposed Revenue, Expense, Capital and Contract Budgets for the next fiscal year. Released April 26.
Expenditure	The payment of funds appropriated in a budget for a particular program activity, purpose or institution.
Expense Budget Program	On-going operations, including salaries and fringe benefits and the purchase of short-lived equipment, materials and supplies to fulfill maintenance and service requirements.
Financial Plan Savings	Amounts by which a detailed schedule of expenditures must be reduced in accordance with a budget reduction program.
Fiscal Year (FY)	The City's twelve-month accounting period which begins July 1 and ends on the following June 30. The calendar year that begins in January determines the number of the fiscal year.
Four-Year Financial Plan	Outlines the Mayor's proposed budget initiatives, including estimates of expenditures and revenues; proposed expenditure reductions and recommended Federal and State actions and the Capital Plan and Financing Program for the four subsequent fiscal years.

Fringe Benefits	Payments made by the City to cover pensions, health insurance, and other benefits to City employees.
Funding Source	A breakdown of agency revenues by source, such as City, State, Federal, Community Development (CD), Capital Interfund Agreement, and Intra-City Sales.
Lump Sum Appropriations	Amounts budgeted on a City or borough-wide basis for several projects having similar scope and design. These projects are itemized in the Capital Commitment Plan. Lump sum appropriations also provide reserve funds for emergency situations.
Message of the Mayor	A general policy statement and an overview of the major program emphases and objectives of the budget, the general fiscal and economic condition of the City, the tax and fiscal base of the City and inter-governmental fiscal relations. The Message of the Mayor is released concurrently with the Executive Budget.
NYC.gov	New York City's website
Other Than Personal (OTPS)	Expenses other than salaries, such as supplies, equipment, Services utilities and contractual services.
Personal Services (PS)	Salaries and fringe benefits for City employees.
Preliminary Budget	The proposed expenditures and revenues for the next fiscal year. Consists of a Financial Plan which estimates expenditures and revenues for the next four fiscal years, Departmental Estimates of agency expenditures, together with proposed sources of revenue for the next fiscal year, and a plan to balance the Expense and

Revenue Budgets also known as the Program to Eliminate the Gap (PEG). Also includes planned capital budget expenditures and a Contract Budget.

Program to Eliminate The Gap (PEG)	The means by which the City proposes to reduce the budget gap by balancing the Expense Budget with the Revenue Budget. It is part of the Preliminary Budget published on January 16 of each year.
Project ID	The project identification which allows projects to be entered into the City's computer tracking system. Together, the number of the managing agency and the ID number comprises the ID of a project.
Register of Community Board Budget Requests	Presents Capital and Expense Budget requests submitted by community boards. Agency, OMB and Adopted Budget funding recommendations are respectively available in January for the Departmental Estimates, in April for the Executive Budget and in July for Adopted Budget status.
Regular Gross	Personal Service costs within a Unit of Appropriation reflecting annual salaries without deductions.
Revenue Budget	All tax and non-tax levy funds the City expects to receive in the course of the fiscal year to finance day-to-day expenditures, including real property, sales, income, and other taxes, licenses, fees, permits, rentals and fines, Federal, State, and private assistance or grant-in-aid, receipts from Intra-City sales, or payments for services performed by one agency for another.
Scope of Project	A written description of a capital project indicating its size, special features, and other important characteristics to guide the architects and engineers who will design it.

Site Acquisition and Preparation	Conveying title to the City and clearing property that has been designated as a capital project site. Preparation for construction of a City capital improvement may involve the demolition of existing structures and the relocation of site tenants.
Statement of District Needs	A statement prepared by each community board describing the community's problems, unmet needs, and identifying projects or programs that could be used to solve them.
Statement on the Preliminary Budget	A statement prepared by the community boards commenting on the City's Preliminary Budget in relation to their budget submissions and Statement of District Needs .
Unit of Appropriation	A particular program or activity within an agency for which a sum of money is allocated in the agency's budget by the City Council. Agencies have discretion to spend money within each unit of appropriation.
Year-to-Date	Actual accumulated encumbrance and liabilities which the City is legally required to pay.

