



Diane Collier  
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## COMMUNITY BOARD ELEVEN

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### **District Needs & Budget Review Committee (AKA Budget Committee) September 7, 2017, 6:00 p.m. Board Office**

\*\*\* Minutes \*\*\*

Present: Melanee Farrah, Alex Kohen, Xavier A. Santiago, Jason Villanueva  
Excused: Joseph Goldbloom, Marissa Mack  
Absent: Marie Winfield  
Guests: Francis Mastrota

#### 1. Call to Order and Adoption of Agenda

Xavier Santiago called the meeting to order.

Alex Kohen made a motion to adopt the agenda, which was seconded by Melanee Farrah and passed unanimously.

#### 2. Discussions & Presentations

a. Discussion on committee work and agendas during 2017-2018 meetings session. The District Manager and Budget Committee Chair briefly reviewed the previous work from each of the committees, the prior process and the current state.

b. Review Draft Budget Process Workflow – comments and improvements – please see attached document for timelines. The DM and/or Chair will be issuing the workflow process at the individual committee meetings. Any CB member with questions should approach a Budget Committee member

c. Resources for committees: The committee discussed providing a cheat sheet of agency contacts for the committee chair, vice-chairs or duly appointed liaison. The Budget Requests and Statement of District Needs does not replace the relationships between the community board leadership and the agency representatives. The Budget Committee will initiate contact along with the DM or ADM and pass that information over to relevant committee leadership.

d. Review Parks/Open Spaces capital budget tracker as a possible template for other committees regarding workflow and deliverables. The committee discussed the merits of using the existing model. The Budget Committee will provide a clean model for the committees to implement. Discussion over previous years use of the survey process that supplanted committee

work was used as an example of inefficiency. Ms Mastrota raised her concerns that certain needs/requests would not be fulfilled and how the committee would address the concerns of committee requests. The committee discussed the remit from the CB11 By-laws enabling the committee to review, edit and possibly remove certain requests. Certain overlap between the individual committees was acknowledged and inter-committee dialogue will be encouraged. Documentation for education and training purposes will be forwarded as available. Each committee's work will inform the Budget Committee's process and workflow – ***each committee should vote on requests and prioritize them***. However, it was determined that the Budget Committee will operate in a more traditional Ways and Means / Appropriations capacity. The committee acknowledged that this model will require an adjustment period but once implemented, achieving our collective goals on behalf of CB11 will be easier

e. Committee engagement – Budget Committee will attend other committees to explain the new process. Individual members who serve on other committees will explain the process in conjunction with the DM and ADM. Any questions may be sent to the Budget Committee Chair and Vice-Chair.

f. The Budget Committee will meet in the Board Office on the 1st Thursday at 6:30pm except for February and October.

g. The next Budget Committee meeting is scheduled for October 13, 2017. The committee will review the revisions proposed by committees for inclusion in the Draft FY2019 Statement of District Needs, which will be subject to a public hearing and board vote during the CB11 Full Board meeting on October 19, 2017. Please be advised that those committees not submitting any requests will be placed into a default response from previous years – some edits or removals may apply.

### 3. Announcements

- a. Public hearing and board vote during the CB11 Full Board meeting on October 19, 2017

### 4. Adjournment

Alex Kohen made a motion to adjourn, which was seconded by Melanee Farrah and passed. The meeting was adjourned at 7:30pm.

**Community Board 11 - Budget Committee Workflow Timeline - Fiscal Year 2020**

		Committees Action	Budget Committee Action	Full Board Action
<b>District Needs Assessment Prep</b>	May/June	begin review for revision of SDN	compile and revise cmte for inclusion in Draft SDN	
<b>District Consultations</b>	July/Aug	cmte chair/budget liaison meet w/ agency budget reps.	continue outreach to agency budget reps to inform Sep/Oct work	none
<b>Borough Budget Consultations</b>	June	none	cmte chair/budget liaison review questions drafted by DMs for submission to agencies	none
	Sept	none	DM attends Budget Consultation meetings hosted by OMB; cmte/budget cmte reps may attend	none
<b>Budget Requests</b>	Sept	cmtes begin reconsideration of Draft SDN to discuss any necessary further revisions and budget requests	review agency responses provided at Borough Budget Consultations	none
	Oct	cmtes complete reconsideration of Draft SDN to discuss any necessary further revisions and budget requests	compile revisions proposed by cmte for inclusion in Draft SDN which will be posted 72 in advance of public hearing	hold public hearing on Draft SDN and Budget Requests; vote to adopt SDN w/ prioritized budget requests
<b>Preliminary Budget</b>	Jan	review Preliminary Budget documents and submit comments to Budget Cmte for inclusion in Board response to Preliminary Budget	compile cmte comments and draft boards' response to Preliminary Budget	hold public hearing on Preliminary Budget; vote to adopt written response to Preliminary Budget
	Feb/Mar	testify at NYC Council Hearings	prepare/submit testimony for NYC Council Committee hearings on Preliminary Budget	none
<b>Executive Budget</b>	May/June	review Executive Budget documents and submit comments to Budget Cmte for inclusion in testimony at NYC Council Hearings on Executive Budget	prepare/submit testimony for NYC Council Committee hearings on Executive Budget	none