



COMMUNITY BOARD No. 1

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HON. JENNIFER GUTIERREZ
COUNCILMEMBER, 34th CD

April 14, 2025

MEETING NOTICE

TO: **Members of the Capital Budget Committee**
(Barros, Chair; Feng, Co-Chair; Teague; LaBorde; Lopez; Gross;
Peterson; Jagtani* (*Non- Board Members)

FROM: Ms. Gina Barros, Committee Chair
Mr. Lloyd Feng, Committee Co-Chair

RE: Committee Meeting Scheduled for April 29, 2025
(5 members constitute a quorum for this committee)

Please be advised that a meeting of the **Capital Budget Committee** on the listed agenda item is scheduled as follows:

WHEN: Tuesday --- April 29, 2025
TIME: 6:30 P.M.
WHERE: Swinging Sixties Senior Center
211 Ainslie Street
Brooklyn, NY 11211
(Corner of Manhattan Avenue)

AGENDA

1. The NYC Department of City Planning, Capital Planning and Supports Team will give a presentation on the Capital Budget Request Process. Budget Request 101 Walk-through.
 - What are Best Practices for writing the District Needs Request Items that are clear and direct. What useful documents should be included?

- Revising the District Needs Requests. How to begin gathering input from the public on the community's needs and identifying priorities.
 - Initiating conversations with agencies and acquiring the contact information of agency liaisons to advocate for District Needs Requests.
2. Discussion on the next steps in our process.
 3. Questions and Answers.

cc: CB#1 Board Members

Board Meeting notices can be found at:

<https://www1.nyc.gov/site/brooklyncb1/meetings/agendas.page>

Note: For further information on accessibility or to make a request for accommodations, such as sign language interpretation services, please contact Brooklyn Community Board No. 1, Tel. (718) 389-0009; at least (5) business days in advance to ensure availability