District Manager's Report March/April 2007

For the month of March staff had approximately 1,100 contacts (see attached a-1)

Borough Services Cabinet – Highlights from the March Meeting at General Board.

District Services Cabinet - Highlights from the April 11th Meeting at General Board.

Office Relocation - Memo attached, discussion at April 12th Executive

Borough President's Zoning initiative (attached) – At Pat Jones request we have invited them to give a Power Point presentation at the April 30th 197A/Manhattanville Meeting.

MONTHLY LOG

Compiled From Telephone Logs-Sign In Sheets-Correspondence

MONTH March 2007

CATEGORY:	PHONE	WALK-IN	MAIL	TOTAL
BOARD BUSINESS	195	335@	110	640
PERMITS	5	20	5	30
COMPLAINTS				
A) Housing	5	15	5	21
B) Traffic	2(1)	1(1)	0	3
C) Police/Fire	5(2)	5	0	10
D) Environmental (noise, pollution, open hydrants, sanitation)	5	10(2)	5	20
E) Other	20	10	10	40
INFORMATION	65	40	15	120
REFERRAL	25	15	10	50
EMPLOYMENT	5	30	10	45
* OTHER	45	15	135	195
TOTAL:	377	496	305	1178

@ Includes Board & Committee Meetings * Includes Legal Aid
* Includes Site Visits

Date: March 21, 2007
To: Jordi Reyes- Montblanc
From: Lawrence T. McClean, District Manager
Re: Office RELOCATION Site Visits

MEMO

Today I went to look at the sites supplied by HPD for our temporary relocation which included 172 Amsterdam Avenue, 472 West 147th (aka 1753 Amsterdam), 543-55 West 125th Street, and 12-14 Old Broadway.

Present were Mr. Harvey and Polanco HPD/TIL, Search Committee Member Pat Lewis (at 453 & 12-14), and Committee Member Carlotta Damanda viewed 453. Here is my analysis;

472 West 147th Street was a lower level side entrance no wheel chair entry and considered unacceptable.

1772 Amsterdam Avenue was a former Grocery store badly in need of repair including bathrooms, wiring metal gate repair (or at least oiling). It measures approximately 29 feet by 46 feet (see pictures). It has a fairly large basement but the only access is through the front street, with an entranceway so short that file cabinets would have to be turned sideways and slid down, but then I'm not sure about getting them back up. No air conditioning, or access ramp, but door is wide enough for wheel chairs.

By M100 & 101 Bus Stop and three blocks from the # 1 or ABCD Lines

It is not clear how quickly this space could be put in shape.

453-55 West 125th was a former Beauty Salon, and is smaller than 1772. There is a small bathroom in the rear, wiring appears to be good but needs additional sockets. The air conditioner is over the door and works. There was no access at the time to the basement as it is through the building hallway, supposedly 600 square feet.

Because it is just off Amsterdam Avenue accessible to Buses and within walking distance to the #1 ABCD Lines.

12-14 Old Broadway This site is around the corner from CB9's current office but it was the smallest of the spaces with an entry door so narrow that Pat Lewis's wheel chair could not fit through. Not known if basement is available.

- Special Note – Adjacent to 12-14 was newly renovated office space at 16-18 under the control of West Harlem Group Assistance. Mr. Harvey suggested we reach out to them. I placed an initial call to Stanley Gleaton. After discussing it with you (it's an NRP site) I called TIL Director Victor Hernandez who said he had been told and reached out to them. If both sites are connectable it might be good for at the very least a temporary location with very little additional work to be done, and close proximity for a move. With out actually being inside it still looks good. Whatever can be done to facilitate it should be.

Next Meeting with HPD Monday March 26th.

L.T. McClean
Cc: Search Committee
V. Hernandez, HPD
R. Harvey, HPD
A. Polanco, HPD
Search Committee
1st Vice Chair C. Thompson
2nd Vice Chair P. Jones
Treas. B. Marshall
Assist. Treas. Y. Stennett
Executive Committee

Date: March 22, 2007
To: Chairman Jordi Reyes-Montblanc, and Staff
From: Lawrence T. McClean, D.M.
Re: Planning for Relocation of District Office

MEMO

While it has been touched on and talked around the need to plan for relocating the Office is now necessary, as HPD has indicated that they want us out of this space by the end of Fiscal 2007 which is June 30th. As you know I have been out looking at spaces individually and with members of the Search Committee. DCAS has indicated at least to HPD what the Chair and OMB has been saying that negotiations to could take a year. This is because DCAS ;

1) Would search for City owned space with in the District
2) Check any sites we have given them including 41 Convent Avenue
3) Seek determine if it was within the space allotment that Community Boards are allowed (approximately 1,700 – 2,000 square feet)
4) Determine if the lease amount was within the peramaeters they and OMB will approve.
5) We have been approved for the financing from OMB to move.
6) Any additional sites given them would be similarly investigated, so if we are given a location we should transmit it to DCAS.

HPD has indicated that they are willing to find us a temporary space and place our stuff in storage.

As of yesterday the spot that looked best was not a TIL space but NRP controlled by West Harlem Group Assistance (see memo to the Chair).

Be that as it may if a site is available we have to be ready, and determine what has to be moved. Listed below are some of things I feel we must do in order that they came to me. If you have suggestions please give them;

1) Files – we are mandated to keep the last seven (7) years from 2000 until now. I have asked for help at the Board meetings and Executive to almost no avail. Starting with the last Friday in March we will begin emptying Committee files pre 2000 starting with Health, Parks & Landmarks, Uniform Services/Trans., Harlem Piers & Economic Development, Youth, Seniors and Housing, if needed closing the office to the public that day. 197A stays intact but extras discarded.
2) We will put them in the back area for review by the Committee Chairs until Wednesday then have Sam put them out for recycling pickup if I have not

Finalized plans with Sanitation for specific pickups.

3) Anyone who has previously volunteered or offered to help we should check with and possibly schedule.
4) When the move comes we will keep the last two (2) years files, three (3) for outgoing correspondence, tapes (all others will be boxed), Three (3) years General Board files and sign in sheets, and all seven (7) years financial records in case of an audit.
5) I have applied to be a salvage Officer from DCAS so broken equipment can be disposed of there is a back up plan.
6) I have contacted Karen Witherspoon of City College about getting help from Architecture students to plan an office layout when we have a space so we know what furniture to move (we will have to catalogue all equipment and furniture so we can keep track of anything HPD stores.
7) We will have to go into space immediately with Kim to plan Computer wiring.
8) I will meet with Wilson Major Morris to schedule May General Board, and Ms. Aron of Teachers College to schedule Junes. I will seek to stabilize Fall and Winter General Board Meeting locations in a site that has mikes and sound and seats from fifty to sixty. Manhattan Pentecostal down the street form here is one possibility. This office will probably have to Budget in fees for this.
9) Will have to ask Committee Chairs to scout locations for their meetings. Some possibilities – Uniform Services at the 26th Precinct, Senior's to George Bruce Library (would have to move to Wednesday Mornings), Arts & Culture already tried Broadway Housing, Parks & Landmarks Columbia Library. Evening meetings would probably have to start at six and last no more than two hours. We will not be covering those meetings so as I've told them their paperwork will have to be done early enough for them to pick up.
10) The sooner we can move the better to get back up and running before the end of the fiscal. I would really taget the week after the May 17th General Board if possible.

LTM
Cc: 1st Vice Chair C. Thompson
2nd Vice Chair P. Jones
Treas. B. Marshall
Assist. Treas. Y. Stennett
Search Committee
Executive Committee