

# Manhattan Community Board 3

## Staff and Office Procedures

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### Staffing Key

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# Table of Contents

A. General Office Procedures.....	4
<i>Timesheets</i> .....	5
<i>Office Deliveries</i> .....	5
' <i>Out of Office</i> ' .....	5
<i>Walk-Ins</i> .....	6
<i>Complaints</i> .....	6
<i>Media Requests and Requests for Contact Info</i> .....	6
<i>Financial Management System (FMS)</i> .....	7
<i>District Service Cabinet (DSC) Meetings</i> .....	7
' <i>Freedom of Information Law</i> ' (FOIL) <i>Procedures Regarding Office Documents/Records</i> .....	8
B. Committee Procedures .....	8
<i>General Procedures</i> .....	9
<i>Committee Packages</i> .....	10
<i>Committee Minutes</i> .....	10
<i>Vote Sheet</i> .....	11
<i>Board Member Attendance</i> .....	12
C. SLA & DCA Committee Procedures .....	12
D. Landmarks Committee Procedures .....	14
Appendix .....	14
<i>Appendix A. Technology Procedures</i> .....	14
<i>Appendix B. Website Update Instructions</i> .....	14
<i>Appendix C. Updating website for SLA withdrawals</i> .....	15
<i>Appendix D. CA Set-up and Clean-up Procedures for District Service Cabinet Meetings</i> .....	16
<i>Appendix E. CA Instructions for Distributing Committee Meeting Packages</i> .....	17
<i>Appendix F. Preparation of Letters of No Objection and administrative approval packages for the SLA</i> .....	17
<i>Appendix G. How to order materials for front shelves</i> .....	18
<i>Appendix H. FOIL Procedures and Information</i> .....	18
General.....	18
	2

FOIL Information Regarding Inter-Agency or Intra-agency Materials ..... 18  
FOIL Questions and Answers ..... 20

## A. General Office Procedures

### *Basic*

1. If going to be out, such as sick or emergency, email or phone DM before starting time. E-mail is preferable.
2. All staff should check phone and e-mail messages first thing upon arriving in office. CA is responsible for checking the main phone line (rear desk) daily when the office opens.
3. Staff takes lunch between 12-2pm. Staff, Post-Exec, and Complaint Chart meetings must be scheduled before or after that time.
4. Make sure that front office is covered by at least 1 staff member at all times. Meals should not be eaten at front desks. Staff may sit at back table or the front office.
5. Do not leave office unattended or leave visitors alone in the office.
6. Be alert for phone calls. Please pick up phone calls rather than allowing calls to go to voicemail. Try to assist the caller, and if unable, be sure to e-mail the message to the intended recipient. Always include name, contact info, and detailed subject of call (unless it is personal). Please try to find out what the call is about if it is not personal.
7. For complaints or proposed agenda items received by phone, always ask callers to e-mail request. Walk-ins are requested to write it down on green forms located on front desk.
8. Allow phone calls to the Community board main line or general mailbox to ring once, then let the call go to the system directory. From there, callers will choose a specific extension which can be picked up by the appropriate staff member.
9. When mail comes in:
  - a. CA date stamps all SLA notices and places in SLA folder on DM's desk.
  - b. SLA renewal notices are an exception. CA places in renewal folder on front desk. One week before monthly application deadline, CA checks with SRCA to make sure all renewals have been seen and added to calendar, then files in front office.
  - c. All other mail, place in yellow plastic "MAIL" folder and put on DM's desk.
10. Every Friday, all staff must make sure that recycling is out. Do not leave food garbage in the office overnight.
11. CA should post notices and check that front windows, front shelf and bulletin board have current materials. Materials posted in windows must be free and based in CD 3. (Always check with DM before posting events, such as job fairs, pet adoptions, etc.)

12. CA should open front window gate every morning and SRCA close every night. All staff should check if gates are open in morning and closed at night.
13. All three front computers should be on and checked for important e-mails whenever a staff member is out.

### *Timesheets*

1. All staff members should try to submit timesheets via CityTime at close of business each Friday.
2. The DM is responsible for approving the timesheets by Tuesday of each week, but generally approves first thing Monday morning.
3. An employee who has a note from the doctor should input request for documented sick leave into CityTime and notify the DM that approval is required in CityTime. After approval, the employee should then notify the BP office via e-mail that the leave is ready for BP approval. The BP office may send a confirmation back once the leave has been approved, or staff should check, so that the DM can approve the timesheet with the documented sick leave.
4. Any staff member who is having trouble submitting their timesheet should immediately bring the issue to the attention of the Borough President's office. DM should be cc'd on all emails to Borough President's Office regarding timesheets.

### *Office Deliveries*

1. SRCA checks packing slip against that order. If there are any discrepancies, whomever is receiving order should find out why (SRCA and CA are 1 and 2 in line for receiving orders).
2. SRCA will file invoice in designated folder.
3. CA immediately empties the delivery carton, breaks down or places out of sight, and materials should be put away accordingly or delegated to other staff member. SRCA is back-up if CA is not available or needs assistance.

### *'Out of Office'*

1. When you plan to be out of the office, send an e-mail to entire staff the day before reminding of your absence and assign other staff any assignments or duties that may come up during that time.
2. If out for more than 1-2 hours or leaving early, send an e-mail to remind staff.
3. If you know you will be out of office more than 1 day, set up an 'out of office message' on your phone message. Check voice mailbox and e-mail first thing upon return to office.
4. Receive e-mail approval from DM prior to making any leave requests in CityTime. When leave is granted, make sure that all planned annual leave is marked on the office

calendar. Be sure to put in leave request before you take leave. This includes leave totaling a half day or more for planned vacation or doctor appointments.

### *Walk-Ins*

1. Please ask visitors to the office, other than people here for a meeting, to sign in.
2. Any walk-ins should be greeted and offered help immediately. Please go to them—do not yell or talk loudly across the office.
3. If they have a service delivery complaint, please have them fill out the green complaint form, unless there is language or a writing problem, or offer them the option of emailing the complaint after ascertaining it is an issue the CB can help with.

### *Complaints*

1. The ADM manages service-delivery complaints.
2. When complaints are received by any staff member, they should be entered onto the complaint chart on the shared drive within 24 hours.
  - a. Complaints are received by e-mail (including info@cb3manhattan.org), phone, and walk-ins.
  - b. Phone complaints should be instructed to e-mail and walk-ins must complete green complaint form. If someone other than DM adds a complaint to the chart they must include initials.
3. CA schedules Complaint Chart meetings at a minimum of once per week to go over outstanding complaints with DM and ADM.
  - a. CA must schedule meeting by Friday the week before and send Outlook calendar invite for complaint chart meeting to DM and ADM.
4. Complaint Chart Meetings
  - a. Before meeting: CA prints out 3 copies of chart on 11" X 17" paper in 20 pt. font.
  - b. After meeting: CA updates chart and should include initials of staff person doing the follow up.
  - c. Any items to discuss at the District Service Cabinet meeting should be added by the CA to a list located on the shared drive and emailed to DM by the Friday before the upcoming District Service Cabinet meeting.

### *Media Requests and Requests for Contact Info*

1. All media requests should be e-mailed to the DM.
2. For general requests for contact information of Board Members, letters or e-mails can be sent in care of the office. Messages can also be emailed and forwarded.
3. The CB office does not give out personal contact information. Requests to communicate with Board Members or Chairs should be emailed to the office to be forwarded. Many calls for members or Chair can be handled by the office, so it is necessary to ascertain the issue before deciding to forward.

4. An exception is made for elected officials or similar officials who need to speak to a member or otherwise require their contact information.

### *Financial Management System (FMS)*

1. SRCA is the lead on FMS
2. FMS work will be done on Fridays only for efficiency reasons, unless there is a pressing need. Everyone should make this a priority early in the day so there is time to check and deal with problems.
3. SRCA must notify CA, ADM, and DM by e-mail of any pending FMS approvals that are required.
4. CA, ADM, and DM must confirm completion of FMS approvals by e-mail.

### *District Service Cabinet (DSC) Meetings*

1. DSC meetings are held on the second Tuesday of every month at 2:30pm, except July and August.
2. CA is responsible for updating DSC attendees contact list on Shared Drive.
3. CA e-mails draft DSC agenda to Cabinet members 5 working days before the meeting.
  - a. Before sending, CA check with DM and ADM to identify any additional items or outstanding complaints from Complaint Chart that need to be added to agenda
  - b. If there are no agenda items ready, e-mail to DSC members 5 working days before meeting to remind them of meeting time and date and to request RSVP.
  - c. All recipients must be on BCC line
4. CA and ADM coordinate to identify any outstanding complaints from Complaint Chart meetings that need to be addressed at DSC meeting by Friday before meeting and send to DM.
5. Pre-meeting: CA orders coffee and assists with set-up procedures
  - a. See Appendix D for details
6. During-meeting: ADM types up minutes during meeting and saves on shared drive in the appropriate folder. ADM creates follow up list for items from DSC.
7. Post-meeting: CA assists clean-up procedures
  - a. See Appendix D for details

### ***"Freedom of Information Law" (FOIL) Procedures Regarding Office Documents/Records***

1. DM is responsible for all Freedom of Information Law (FOIL) determinations. Requests received by staff should be brought to the *immediate* attention of DM. Requests must be responded to in 5 days and material must be ready in 20 days after that response.
2. FOIL requests are managed by the DM or the ADM. Everyone must make FOIL request for any information so that we treat everyone in fair and equal manner. This is done by emailing or otherwise putting the request in writing.
3. People are not to look through office files. Copies must be made with personal information redacted (blacked out).
4. A person can only receive files that they have requested. If they ask for files that cover a period of time, such as what applications have been filed for liquor licenses, they must state for what time period.
5. Please see Appendix H for detailed FOIL procedures and information

## **B. Committee Procedures**

### ***Creating the Agenda***

Items mandated to be on agenda include but are not limited to:

- a. SLA
- b. Government resolutions (like from Manhattan Borough President's Office)
- c. Block parties that have not been meeting for 2 years without complaint
- d. A city agency may also mandate an agenda item, such as a BSA or ULURP action

Most items get on the agenda through e-mail, like through an organization that wants to present or is requesting a certain action or resolution from the Community Board. The process varies by Committee Chairs and communication "styles."

If a request does come through to be placed on the agenda, and it is unclear if or which committee it should go to, it goes to the DM. The DM may discuss with Executive Committee.

### ***An "Agenda Item" vs. a Service Delivery***

Service delivery is when the law/agency is not being enforced. It is often precipitated by a complaint from the community. The Community Board office handles service delivery complaints.

An agenda item may require a resolution, or an "ask," or may be informational presentation. This should be clarified when placed on the agenda.

1. If a resolution is needed, ADM or DM asks for a draft resolution from applicant.
2. AMD check's if there are digital supporting materials to be posted to the website in advance.
3. SCRA posts supporting materials to website. If unavailable, ADM or CA posts.

### *General Procedures*

1. Agenda items from Committee Chairs that come in via email or mail must go in DM's yellow committee folders and should be immediately put on the agenda, located in the "Future Agendas" folder on Shared Drive. As per the "CB 3 Manhattan Committee Chair Responsibilities Handbook (2011)," agenda items should be emailed to DM or the ADM as soon as possible, and the name and contact information of any specific invitees.
2. SRCA submits to DM updated operating budget by morning of Exec. Committee meeting.
3. The ADM reviews all resolutions prior to the Exec. Com. meeting in case of any questions or corrections needed by Committee chairs for Vote Sheet. Any content changes are made in "track changes" so the committee chair can see and approve. The ADM also reviews draft agenda for the next month.
4. Committee agendas are finalized at the Executive Committee meeting. When the Executive Committee meets, each Committee Chair reviews the draft agenda. Each Executive Committee green folder gets a draft agenda, which is marked with the Committee Chairs' signature showing that they have reviewed and approved it. Chairs make any changes on the draft agendas provided.
5. The morning after the Exec. Com., SRCA reviews all folders for changes and transfers materials to red folders.
6. DM copies the calendar on agenda in shared drive and labels it as "invite list" for next month's agenda. Anywhere it says "invited," those people must be confirmed, and then written as "confirmed" prior to final agenda approval at Executive Committee meeting.
7. The ADM, SRCA and CA can also add to the invite list to confirm or remove items.
8. CA is responsible for invites for block parties and intercity buses.
9. SRCA is responsible for sending invites to SLA applicants.
10. ADM is responsible for sending invites to Landmarks applicants and any others as requested by DM.
11. All RSVPs should be indicated on the invite list on shared drive.
12. CA e-mails the committee forms, invite list and materials to each committee chair one week before their meeting. The invite list should not go out to Chair with any office notes. CA must cc DM and ADM on this e-mail.

- See Appendix E for detailed instructions on sending out committee meeting packages
13. SRCA has posts the final agenda to the website after Full Board meetings.
  14. Any supplemental materials should be added to the website as external links or downloads.
  15. SRCA schedules locations for meetings by beginning of preceding month. SRCA uses template to give information for number of attendees, set up, beginning and end time.
  16. The day of any committee meeting, SRCA must confirm the meeting space and any room set up or special equipment needs.
  17. When a full board member or public member joins or leaves the Community Board, CA updates their name on the CB 3 website.
    - Name updates occur in two places:
      - i. Update in “Committees, Task Forces, and Community Advisory Boards” section on website home page. Note that members may belong to several committees.
      - ii. Update in “About CB 3” → “Members.”

### *Committee Packages*

1. SRCA creates agendas 12 months in advance on the Shared Drive.
2. Agenda items go directly on Shared Drive calendar in appropriate month and in print in the yellow committee folder on DM’s desk upon arrival.
  - a. Indicate whether a future agenda item is tentative.
3. Green folders go to Committee Chairs at Exec. Com. meeting with draft agenda to mark for any changes. Chairs can decide to move or take something off the agenda at the Exec. Com. meeting.
4. After the Exec Com. Meeting, SRCA goes through each green folder to see if there are any notes on the agenda or the agenda items in the folder.

### *Committee Minutes*

1. Committee chairs send minutes to SRCA (refer to "Committee Chair Responsibilities") as soon as possible after Committee meeting, but before the Exec. Com. meeting. As SRCA receives minutes, they must be archived on shared drive and used them to create the vote sheet.
2. Any questions about resolutions should be sent to the DM in advance of the Exec. Com. Meeting.
3. SRCA archives the minutes by month and year on shared drive. Minutes form is also archived for attendance, and it should be submitted for attendance even if no votes are

necessary, to inform the office that there are no resolutions. Any missing minutes are noted on vote sheet as "not yet submitted."

### *Vote Sheet*

1. The ADM reviews the vote sheet's resolutions before the Exec Committee for completeness, clarity, and compliance with style sheet and to make sure all have titles. Substance/content changes are shown with track changes.
2. Committee chairs sign off on the vote sheet at the Exec. Com. meeting and make any changes.
3. SRCA reviews the vote sheet the next morning and makes any requested changes, and then posts the vote sheet to the website and sends to members. This must be posted Friday before full board meeting. The draft Full Board minutes do not get posted to the website because they are not approved and therefore not ready for public viewing.
4. SRCA makes copies of vote sheet for the Full Board Meeting.
4. By noon day of Full Board meeting, SRCA sends the completed minutes template to the Board's Assistant Secretary. It is also put on a flash drive for the Full Board Meeting. Board's Secretary takes minutes of discussions on the minutes template and makes any changes to resolutions as voted on by the Board.
5. SRCA brings all materials to Full Board meeting
  - a. See SRCA check off list on the shared drive
6. At end of Full Board meeting, materials are collected to be returned to office. One set of elected officials' reports/materials is kept.
7. Morning after the Full Board meeting, the DM or ADM returns flash drive with meeting minutes and vote tallies along with other materials. DM files and/or discards remaining papers. ADM sends flash drive materials to all office staff.
8. SRCA posts Vote Sheet to the website, which is the first priority the day after the Full Board meeting. The ADM fills in when SRCA is not in the office. SRCA creates a copy of the Committee Reports with resolutions, strips out the discussion notes and then posts on website.
9. SRCA fills in attendance on original minutes and requests DM report approval. SRCA emails original minutes within 10 days of the Full Board meeting to the Board Assistant Secretary for revision and editing. SRCA gives Assistant Secretary one week deadline to return minutes.
10. The approved minutes from the Full Board will be posted to the website after the Full Board meeting under the meetings and vote records page.
11. If a committee does not meet, SRCA creates a document that says "DID NOT MEET" along with name of committee, month and year. Exp. "Landmarks Minutes Dec 2018 DID NOT MEET." Include the document in Committee Minutes folder on shared drive.

### ***Board Member Attendance***

1. The board member attendance spreadsheet is kept on the shared drive. CA is responsible for keeping attendance sheet updated from the committee and board meeting minutes.
2. Board member attendance should also be taken from the attendance and Full Board vote sheet.
3. The board member attendance sheet should be kept up to date, preferably updated within 48 hours.
4. CA keeps attendance chart updated as committee minutes are submitted. CA checks shared drive for attendance. If missing, CA notifies SRCA and DM.
  - a. After a committee meeting, the committee chair will send minutes to SRCA, which will be filed in the Shared Drive "COMMITTEE MINUTES" folder.

### **C. SLA & DCA Committee Procedures**

1. SLA Notifications that come in by return receipt must be date stamped.
2. Applications may also come by email or hand. The office does not stamp and make copies for Applicant. Applicant must send by return receipt to have proof of delivery.
3. CA uses post-its to note new wine-beer applications. SRCA reviews mailed 30-day notices for new wine-beer applications, alterations and other applications that may be eligible for administrative approval (see Administrative Approval Policy on website). Administrative approvals are listed as 'not heard at committee' on the SLA agenda. After the completed questionnaire, signed and notarized stipulations are received, then 'letters of no objection' are sent the day after the SLA Committee meeting. If they do not agree to the AA stipulations, then they are added to the agenda.
4. At least one week before Exec Com., SRCA posts SLA items on agenda and sends invites to applicants. SRCA puts a green mark on the top of the "30-Day Notice" form to note posted to agenda and orange mark when applicant is invited. Invite requests confirmation of receipt. If confirmation is not received within 2 days, SRCA forwards original e-mail for confirmation.
5. Most alterations are put on the agenda; SRCA will quickly contact the applicant to find out the nature of the alteration. The DM will email the SLA Committee Chair about it if in question for the agenda, and if it is a small alteration, it will be the Committee Chair's decision whether to keep it on the agenda. If the item is kept on the agenda, SRCA must note what kind of alteration it is on bottom of notice form.

6. Before SRCA types agenda, he creates a questionnaire due date for the month, and updates cover letter and poster for questionnaire package. SRCA sends out invites to applicants.
7. For the Exec Com., SRCA puts all notices in numerical order (based on the draft agenda, in the green folder) for the SLA Com. Chair to review at Exec Com. meeting.
8. Before the Exec. Com. meeting, agenda items are proofread (including spelling, type of license, addresses, possible administrative approvals, duplicate applications for one address, and for any unresolved notes) by the ADM.
9. After Exec. Com. meeting, SRCA reviews green folder for any changes or questions.
10. Day after Exec., SLA/DCA agenda is closed after mail delivery. The package of originals goes to the SLA/DCA Committee Chair at full board meeting.
  - \*CORPORATE CHANGE applicants get a one-page questionnaire, which SRCA posts on the website, and it is noted on the agenda, but not heard at the meeting unless there have been complaints in the last year.
11. After invites are complete, SRCA should check to make sure that every item has an agenda and an invite mark. (green and orange marks)
12. SRCA follows up with any applicants who do not confirm receipt of invite (within two days) or who do not send questionnaire by due date. SRCA must keep website agenda updated daily.
13. Day of meeting, CA sends minutes form to committee chair and vice-chair.
14. The ADM uses yellow stipulation form to ensure all stipulations are received and contacts non-compliant applicant. Morning of full board ADM emails DM/SLA chair of any missing or refused stipulations.
15. At Full Board Meeting, resolutions may be changed. All changes will have been incorporated into the minutes submitted by the Board secretary.
16. The ADM emails resolutions with attached stipulations, as appropriate, to SLA or DCA with copies to lawyers/applicants. ADM ensures a copy of every resolution is filed with the attached submitted material in the individual business' folder.
  - a. CA may assist with preparation of "Letters of No Objection" for administrative approvals. ADM sends letters to the SLA.
    - i. See Appendix F for Letters of No Objection preparation instructions
17. After Full Board meeting, CA files all SLA paperwork in front office, including: 30-day notices, stipulations, resolutions, speaker forms, written testimony & e-mail complaints, petitions for/against establishment, and throws out duplicates and SLA chair's notes.

## **D. Landmarks Committee Procedures**

1. The Landmarks Preservation Commission asks applicants to email ADM to be on agenda and for the subcommittee and full board meeting dates.
2. Upon receipt, ADM puts item on agenda and sends invite package to applicant. Package should have Landmarks Subcommittee meeting date and location, and the deadline for completing the package materials and repeated in email text.
3. Applicant materials are posted to the website within 24 hours of receipt.
4. Applicant materials must be received in CB 3 office no later than the Monday of the week preceding the scheduled Landmarks Committee meeting.
5. If no applications are received by this deadline, Landmarks Committee meeting is cancelled for the month. ADM notifies SRCA, who edits website to note meeting cancellation.
6. If application package received, ADM adds agenda item and materials to the calendar/agenda on the website. No C of A items are added to the printed agenda, only the following under the Landmarks Subcommittee: "Please see website for all landmark agenda items. Please check website to confirm meeting."

## **Appendix**

### ***Appendix A. Technology Procedures***

For website updates, use Firefox

For Constant Contact, use Chrome

For FMS, use Internet Explorer

For Office of Citywide Purchase (OCP), use Internet Explorer (with compatibility mode on)

To update website, see Appendix B

### ***Appendix B. Website Update Instructions***

#### **To update website**

- Log in to the VPN (Virtual Private Network)
- Open Mozilla browser
- Open Teamsite - Content Center Professional – the content management system for the website
  - Link is <http://mtc-iw.nycnet/iw-cc/command/iw.ui>

## **Adding a file to the website or calendar is a two-step process: uploading the file to Teamsite and updating the HTML**

### **Upload a file**

- Open the “Downloads” folder on Teamsite
- Click folder you want the file uploaded to
- On top of page, click on “Import”
- Locate file you want to upload from appropriate folder on your local computer
- Click “Add” to add file
- Click “Import” to import file
- Return to page directory
- Click item you are updating, then go to “Actions” and click “Unlock”
- Return to page directory
- Click item you are updating, then “Submit”

### **Update the content on the website**

- Open the “HTML” folder on Teamsite
- Click on folder for the page you want to update to open directory of items on that page
- Click on item you want to update
- Under the “Actions” column, click “Edit”
- A new window will open. Click on “Expand All Items” to see all items on page
- Scroll down to “Primary Feature Text” and edit as necessary
- To link to a recently uploaded file, highlight text and click the “chain” icon
- In the new window, locate your file with the “Browse” button to link and click “OK”
- Click “Finish” to submit your edited work
- Return to page directory
- Click item you are updating, then go to “Actions” and click “Unlock”
- Return to page directory
- Click item you are updating, then “Submit”

### ***Appendix C. Updating website for SLA withdrawals***

When an SLA applicant withdraws their application for a current meeting, it needs be reflected on the CB 3 website in two sections:

1. On the current Calendar of Meetings (“calendar” in the “html” directory)
2. In the SLA 30-Day Notices and Questionnaires section  
 (“SLA” → “sla\_questionnaires.shtml” in the “html” directory”)

Withdrawn SLA items are noted by their red text and strikethrough. To do this in either location:

- Scroll down to “Visual Format Blurb”
- Highlight item to edit
- Click on “styles”
- In the dropdown menu, scroll down to “redstrike” to strikeout item
- Click “Finish” to submit your edited work
- Return to page directory
- Click item you are updating, then go to “Actions” and click “Unlock”
- Return to page directory
- Click item you are updating, then “Submit”

#### *Appendix D. CA Set-up and Clean-up Procedures for District Service Cabinet Meetings*

##### **Friday before meeting:**

- Call Ray’s Pizza (212-533-6656)
- Order one box of coffee with milk and extras
- Request that they bring receipt with coffee delivery
- Note when ordering that CB 3 is tax exempt
- Get total (before tip) and email amount to DM when you place order

##### **Day before meeting, before 5:00 pm:**

- Print out sign-in sheets with current date of meeting and put on back table
- Print 30 copies of CB 3’s current monthly Calendar of Meetings and put on back table
- Print 30 copies of meeting agendas and put on back table
- Set up chairs around table and include additional chairs on outside of table

##### **Day of meeting:**

- Call Ray’s Pizza in AM to confirm they are delivering coffee at 2:00 pm
- At 1:00 pm, set up table next to copy machine with cookies, cups, sugar, stirrers
- Place “Sign In” sheet at front desk face down so attendees do not sign in at front of office
- Get cash from petty cash file behind DM’s desk
- Provide copy of CB 3’s tax exempt status form to delivery person when coffee arrives (on CA’s bulletin board, **Form ST-119-1**)
- When coffee is delivered, fill out petty cash log sheet and attach receipt with tip amount added in to log sheet in petty cash file

##### **Post-meeting:**

- Clear off extra papers from back table
- Put clipboards and papers in back behind DM's desk
- Put DSC sign-in sheets in inbox on DM's desk
- Return extra Calendars of Meetings to front office
- Put chairs back

#### *Appendix E. CA Instructions for Distributing Committee Meeting Packages*

- Committee meeting packages must be sent **one week** before committee meetings
  - Exceptions are:
    - SLA Committee because last-minute changes are always coming in
      - SRCA keeps agenda and invite list up to date
      - CA sends package before the first SLA meeting of the month, and must include items for both SLA meetings in the same package
    - Landmarks Committee, because an applicant may not be on Landmarks Preservation Commission calendar until closer to the CB 3 committee meeting date
- To prepare Committee Meeting Package:
  - Go to "My Computer" → "Data" → "Public" → "Committee Meeting Material" → locate folder for specific committee
- On "Minutes Form," update the month of meeting on file name and the date of meeting , meeting location, and agenda items in the form itself
- To prepare Committee Meeting Package e-mail:
  - Go to "My Computer" → "Data" → "Public" → "invite (month)" (with month) Word document and cut and paste agenda into an e-mail. Include date, time and address in email.
- Invited speakers will be confirmed in **red** by DM and ADM.
  - Check with DM and ADM if any invitees are not confirmed.
- Make sure the agenda items on the invite list match the wording and language the published agenda on website in the Calendar of Meetings
- Email the cut and pasted information to the appropriate committee chair and vice chair with the following files attached:
  - Updated minutes form
  - Sign-in sheet
  - Speaker Form

#### *Appendix F. Preparation of Letters of No Objection and administrative approval packages for the SLA*

- Using the Letter of No Objection template file, prepare a letter for each application by filling in pertinent information (corporate name, trade name, location, type of license they are seeking).

- Make sure the language in each letter matches the stipulations that were signed for that application.
- Save the updated letter as a PDF file
- Combine the letter PDF with the 30-day notice, stipulations, and questionnaire into a single PDF. These materials can be downloaded from the CB 3 website.
- These are stored on ADM's computer and sent directly to the SLA with applicants' representatives included on the CC line.

### *Appendix G. How to order materials for front shelves*

**Recycling decals** - blue and green, 8 1/2 X 12" Order online on the Dept. of Sanitation website through this link: <http://materials.bwpronline.org/home/235>

**Bike maps** – current year. Order online through the Dept. of Sanitation website via this link: <http://www.nyc.gov/html/dot/html/bicyclists/bikemaps.shtml>

**GreenThumb Program Guide (published quarterly)** Order from the Dept. of Parks.

Email Elena Dubas, Communications Coordinator [Elena.Dubas@parks.nyc.gov](mailto:Elena.Dubas@parks.nyc.gov)

**Tax season literature and posters** – Order at the beginning of January, from the Dept. of Consumer Affairs, fill out form, scan, and email - instructions via this link:

<https://www1.nyc.gov/assets/dca/downloads/pdf/media/TaxSeason-LiteratureRequestForm.pdf>

### *Appendix H. FOIL Procedures and Information*

#### **General**

1. Written requests:
  - a. The Board always requires a written request before releasing any information.
2. Email requests:
  - a. Request can be made by e-mail.
  - b. We always want to be sure that confidential and/or personal information is not released in the email, i.e. names, addresses personal data, and any other information that may be not be foil-able.
  - c. Information can be sent to requestor by e-mail if that is satisfactory and if we have it available electronically.

#### **FOIL Information Regarding Inter-Agency or Intra-agency Materials**

The Freedom of Information Law requires that all agency records, including email correspondence, are subject to disclosure.

1. Emails between and among CB members using solely their personal, non-CB email addresses (Yahoo, Gmail, etc.) are withheld mainly because they are NOT RECORDS IN THE POSSESSION OF THE CITY.
2. Emails between CB employees and CB members, regardless of whether a personal, non-CB email address is used should be disclosed only if they meet one of the four categories below. In other words, if the email is deliberative, then it should be withheld. Deliberative emails include email communications where there are expressions of opinion and recommendations for actions and policies to be considered. However, an email that simply states a fact, and this can include emails that are purely for logistical scheduling, could potentially be disclosable. You would need to print all the emails that pertain to the application and determine which ones should be disclosed and which should be withheld.
3. Emails between CB employees only are subject to the same disclosure requirements as in #2.
4. Emails between CB employees and other government staff are subject to the same disclosure requirements as in #2.
5. Emails between CB members (even on their personal, non CB emails) and non-CB government staff (e.g., MBPO staff) are subject to the same disclosure requirements as in #2.

However, under Section 87(2)(g) of FOIL, City agencies, including Community Boards, may withhold from disclosure records that are inter-agency or intra-agency materials which are not:

1. Statistical or factual tabulations or data;
2. Instructions to staff that affect the public;
3. Final agency policy or determinations or; and,
4. External audits, including but not limited to audits performed by the comptroller and the federal government.

The purpose of these exemptions from disclosure is to protect the deliberative process of the government by ensuring that persons in an advisory role will be able to express their opinions freely to agency decision makers. However, these exempted categories from disclosure must be construed narrowly when applied.

Under FOIL, agencies have an obligation to review records requested, in their entirety, to determine which portions, if any, might properly be withheld or deleted prior to disclosing the

remainder. "Factual data" means objective information, in contrast to opinions, ideas, or advice exchanged as part of the consultative or deliberative process of government decision making.

Therefore, under FOIL you must disclose any content of emails that fall under one of the four exemptions listed above. There are also other categories of information that may be withheld such as personal information and trade secrets.

### **FOIL Questions and Answers**

Q: If residents write a letter - or many of them sign a petition - and send to CB office complaining about an establishment-can the establishment request by FOIL to see these names?

A: Complaint letter complaining about an establishment need not be released since it may present a certain risk to the writer;

Q: If resident appears at a meeting to complain about an establishment, can the establishment request name by FOIL request?

A: If a person willingly gives their name at a public meeting, there would not seem to be any expectation of privacy by that person and the information could be released;

Q: If a resident wants to see ULURP or BSA notice of request for variance, must this information be FOILED or is this held by CB office as public repository?

A: First, refer them to the website. If it is not on the website, then the information should be FOILED by written request. (Since we now have electronic files attached to agenda—this should no longer be an issue)