



THE CITY OF NEW YORK
MANHATTAN COMMUNITY BOARD 3
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Gigi Li, Board Chair

Susan Stetzer, District Manager

Role of the CB 3 Office

Support for Committees

- Works with Committee Chairs to create agendas. Prepares materials for Chairs/committees.
- Communicates with agencies to invite for agenda or to implement CB 3 resolutions.
- Schedules meeting locations. Communicates with agencies and applicants about meetings.
- Sends out resolutions.

Service delivery

- The office receives complaints from residents, businesses, and block associations regarding situations under City jurisdiction. The current top three types of complaints are:
 - Bar noise.
 - Construction noise and other impacts.
 - Intercity buses not following regulations.
- The Office encourages calling 311 first, and if that doesn't resolve the problem, following up with the CB 3 office with the complaint number. (See Make a Complaint form on website." Calling 311 makes a record of the complaint and also is tracked on City complaint map. Budgets follow recorded complaints.
- The office meets monthly with local representatives of agencies (District Service Cabinet meeting) to discuss multi-agency issues or chronic problems. All local elected officials send representatives to ensure everyone is working together in a coordinated manner. This is a closed meeting so that agencies can speak freely when planning how to resolve issues.
- Systemic problems can be referred to the committees for policy recommendation or to expose an issue that is not being resolved.
- The office implements resolutions by submitting testimony, working with officials and agencies, and working with the press.

Additional office functions

- All District Managers meet monthly with the Borough President. This is an opportunity to discuss problems that impact other Community Boards for collective action. This may be to combat a drug such as K 2, or to work on common procedures, such as the budget process.
- Office also has organizing functions such as working with block associations to facilitate issues with a construction company or to educate on how to participate in a process such as SLA applications.

- Formulate ideas and recommendations about community needs and make policy recommendations. Provides technical resources and support for members/committees in areas such as explaining process and providing supporting material—such as for District Needs and Budget Priorities.

How Items Get on the Agenda

- Most agenda items are from city agencies. Some notifications to the community board are mandated and have time limits such as SLA notifications, ULURPs, sidewalk cafes, intercity bus stops. Some changes must go to the design commission and CB resolution is required – example of this is park redesigns. Agencies often ask for community input, such as with traffic redesigns.
- Some items are informational from local nonprofits – such as a first-time medical marijuana dispensary or new arts charter school. The agencies will generally contact the office. The office will confer with chair or chair will approve on draft agenda at the exec meeting. We do not take positions on these informational items.
- Some items are referred by the office because of service delivery problems that indicate a systemic problem that needs to be exposed or needs the strength of a community board resolution or help from elected officials. An example of this is the K2 drug problem. The resolution asking for a policy change was also presented to the 12 Manhattan community boards who voted on similar positions. An example of problem needing exposure is the 3-year overdue Houston Street reconstruction. This needs public follow up and accountability. These items are discussed by the chair and office.
- Board members may have a proposal to ask the board to support. A current example of this is a board member asking for support for improvements to a Green Street. Improvements to park land by residents forming a "friends of" group is the most common agenda item from residents. The committee chair may be contacted and, if in support, will ask resident or board member to send item to the office. Or generally the resident or member contacts the office. All the agenda items go to the office either directly or from the committee chair, and the committee chair and office coordinate all agenda items.
- There may be a safety issue that needs change – the most common of these is traffic redesigns or traffic controls. Either the chair or office may be contacted, and will confer about placing on the agenda. The agenda item may first require research.
- A local organization such as the Community Education Council may come to the board for support on a position.
- Community boards may ask the Borough President to have the Borough Board vote on a position or request. The resolution will first be put on community board agendas for a vote so the Board Chairs can represent the position of the boards.