

GRANADA RELOCATION CENTER
Granada, Colorado

INSTRUCTIONS

1. Do not move from one apartment to another, or from one apartment into a vacant apartment, without prior approval from the Housing Division. Please submit written Request forms for all adjustment changes desired with the Housing Division Office.
2. Make your requests for additional cots, mattresses, or comforts with the Housing Division.
3. Under no circumstance remove cots, mattresses, or comforts from your apartment to the outside in the weather. If your apartment has surplus equipment please notify the Housing Division and a truck will remove all surplus.
4. Each person is allowed one cot, one mattress, and two comforts. Each apartment has a broom and a bucket.
5. Please keep the Housing Division notified at all times of changes of address.
6. Please report all maintenance problems (locks, heating, lighting, broken windows, etc.) to the Maintenance Division.
7. If you are bothered with ants or pests notify the Housing Division.

List of Works for Blk. Managers

1. Convey all administration orders, announcements, and notices of other nature
2. Conduct all blk. meetings and elections
3. Fire prevention, sanitation
4. Aid emergency cases, sick call, utilities, etc.
5. Supervise all survey and census
6. Verify all leaves and change of address of residents
7. Social welfare, π , morale, recreation, arbitration
8. Supply and maintenance, keep fuses, blulbs, etc.
9. Manage blk. affairs
10. Aid employment
11. Aid various campaign drives, such as Red Cross, Coop. shares, Xmas Seal, March of Dime etc.
12. Convey administration the desires of residents
13. To promote landscape of blk, and blk. improvements
- 14.

COMMUNITY GOVERNMENT MANUAL

II. Plan for Permanent Government.

(1) Distinction between Block Managers or Administrative Agents and Councilmen

Several projects have established the position of Block Manager to assist and cooperate with the Project Director. The duties and responsibilities of Block Managers are different from those of Councilmen; and if these differences are kept in mind, it will be useful in avoiding conflict and promoting the administration of community affairs. Both the Block Manager and the Councilman should realize that they are interested in a common goal. This is the promotion of the general welfare. Each has a contribution to make in securing the goal, but it is made in an entirely different manner.

The Block Manager is an administrative employee, performing such administrative duties as are assigned to him by the Project Director. Among the duties which he performs in some of the projects are: Distribute information such as rules, regulations, and instructions issued by the Project Director to the residents in his block; collects and distributes mail; assists in housing problems including changes in residence, repairs, etc.; distributes supplies such as soap, brooms, and mops to the residents; assists residents in emergency cases such as serious illness.

The Councilman serves an entirely different function. As the representative of the residents, he is interested in the determination of policies which affect the whole community. His selection is by the people and his responsibility is to them. Thus from the point of view of selection, duties, and responsibility, there is a clear line of demarcation between the Block Manager and the Councilman. If the Block Manager restricts his activities to serving as an agent of the administration, and the Councilman limits his activities to the determination of policies affecting the whole community, there can be no conflict of jurisdiction. Each should realize that he has a job to do and his aim should be to do it well. That is the greatest contribution he can make to successful community government and administration.