

**Draft Substitute to**  
**BOE's motion to adopt the ordinance reorganizing Planning and Development**

As part of reorganization of the Department of Planning and Community and Economic Development, the Director of the Department will create an ad hoc committee to explore creation of an Office of Neighborhood Support. This 11-person committee will consist of the following representatives:

- One resident from a neighborhood with an active neighborhood association;
- One resident from a neighborhood with no association;
- One resident from a neighborhood consisting primarily of rental housing;
- One member of a planning council;
- One member of the Plan Commission;
- One member of the CDBG Commission;
- One member of the Community Services Commission;
- One member of the Mayor's staff;
- One alderperson; and,
- Two citizens.

Appointments to the committee will be made by the Mayor and confirmed by the Common Council. The committee will seek public input on and consider the desirability of creating an Office of Neighborhood Support and using the new Planner III position to create a new staff position entitled "Neighborhood Support Officer," who will be the chief staff person to this office. A report with findings and recommendations on the creation of the office will be issued to the Mayor by 10/15/2007.

It is envisioned that the Neighborhood Support Officer will facilitate city support for neighborhoods; serve as a clearinghouse for neighborhood requests, issues and services; aid the Neighborhood Guidance Team and Neighborhood Resource Teams; and, assist in implementing many of the Neighborhood Staff Team draft recommendations, including such tasks as:

- Developing comprehensive, multi-agency responses to challenged neighborhoods;
- Improving the coordination and strength of the Neighborhood Resource Teams;
- Developing and tracking neighborhood early warning indicators;
- Creating and implementing a neighborhood framework to improve the coordination and delivery of services to all neighborhoods;
- Providing information on City department/agency functions and city processes in addressing neighborhood issues;
- Maintaining the neighborhood association database, listserv and website;
- Providing data and technical assistance on topics such as demographics, land use, housing, transportation, and neighborhood revitalization;
- Informing residents on procedures to establish neighborhood associations, assist in formation of and technical support in organizational development and maintenance;
- Coordinating neighborhood conferences, neighborhood roundtables, and other informational venues for neighborhood leaders;
- Participating in neighborhood planning and revitalization activities, including implementation;
- Improving tracking of neighborhood plan recommendations; and
- Synchronizing grant programs, assisting in the administration of the Neighborhood Grant Program, and providing information on other City and non-City resources available to accomplish neighborhood goals.

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