

# Neighborhood Improvement Programs and Approaches

## Overview of Staff Roles for Requested Positions by Department/Division

### 1. Neighborhood Blight Reduction Program

#### Dept: ***Neighborhood Services and Life Safety***

- Proactive v/s reactive
- Enhancement of code enforcement
- Enrich timely follow up process
- Enhance neighborhood pride
- Reduction of “Broken window theory”
- Manty revitalization

#### Dept: ***City Attorney***

- Advise inspectors on code compliance issues
- Prepare blight determinations at request of Fire – Neighborhood Services and Life Safety
- Prepare raze orders at request of Fire – Neighborhood Services and Life Safety
- Litigate any restraining orders as a result of raze orders
- Prepare real estate documents for blighted property acquisitions
- Advise Council and CDA on blight determinations
- Record raze orders at ROD office
- Assist Fire with preparing contracts for demolition of properties
- Determine whether Phase 1 Environmental Assessment is needed

#### Dept: ***Community Development***

- Implement process of acquisition by CDA when opportunity exists
- Produce CDA and Council resolutions and public notices; coordinate public hearings
- Facilitate CDA review of blight determinations
- Procure Phase 1 Environmental Assessment when appropriate
- Maintain CDA property deeds and program records
- Collect and analyze housing data; assist with prioritization and targeting of efforts

### 2. 5422Home Program

#### Dept: ***Neighborhood Services and Life Safety***

- Work in collaboration identifying opportunities for revitalization
- Ensure compliance with the program requirements; perform annual inspections for program recipients
- Gateway to selling/marketing better

#### Dept: ***City Attorney***

- Prepare policy to distribute lenders
- Train bank and City staff on eligibility screening
- Review mortgage paperwork from lenders
- Advise CDA on eligibility or appeal issues

#### Dept: ***Community Development***

- Create program documents and forms
- Promote program to lenders, realtors, and employers/HR departments
- Track program utilization and funds availability
- Monitor participant compliance on

neighborhoods and sense of pride and ownership

- Manty revitalization

### 3. CDBG Funded Programs

Dept: ***Neighborhood Services and Life Safety***

- None at this time.

Dept: ***City Attorney***

- Review loan paperwork
- Answer questions from staff about eligibility for programs
- Draft resolutions for additional funds or continuing grants

minimum residency terms

- Respond to any issues that arise

Dept: ***Community Development***

- Respond to borrower and lender inquiries on existing loans (relieve administrative staff)
- Explore opportunities to utilize additional program funds (existing and new)
- Collect and analyze housing data; assist with prioritization and targeting of efforts
- Facilitate CDA review of new rehab loan projects forwarded by consultant