



City of Cleveland Memorandum
Justin M. Bibb, Mayor

9-18-23

Bertovich

To: Mark Griffin
Director of Law

From: Alyssa Hernandez
Director of Community Development

Date: August 28, 2023

Subject: Attorney Assignment Request
Community Development Reorganization Legislation

The Department of Community Development is requesting legislation to change to sections of Chapter 137 for:

- Delete the following sections:
 - i. 137.07 Division of Neighborhood Services
 - ii. 137.08 Duties of Commissioner of Neighborhood Services
 - iii. 137.09 Division of Neighborhood Development
 - iv. 137.10 Duties of the Commissioner of Neighborhood Development
 - v. 137.11 Division of Administrative Services
 - vi. 137.12 Duties of Commissioner of Administrative Services

- Creation of new Divisions and corresponding Commissioners for the following:
 - i. Division of Community Programming
 - ii. Division of Program Operations
 - iii. Division of Enterprise Operations
 - iv. Division of Residential Improvement
 - v. Division of Housing Development
 - vi. Division of Real Estate

- Other necessary authorizations

Other legal assistance as necessary for the adoption of ne

Attached:

- New Department Organizational Chart
- Roles and Responsibilities
- Community Development Commission Job Description

Feel free to contact me, or Assistant Director Michiel Wackers, for additional information.

CHAPTER 137 – DEPARTMENT OF COMMUNITY DEVELOPMENT

- 137.01 Establishment
- 137.02 Duties of the Director of Community Development
- 137.021 Homesteading
- 137.022 Provision of Services for Fees
- 137.03 Office of Fair Housing and Consumer Affairs
- 137.04 Duties of the Manager of Fair Housing and Consumer Affairs

- + 137.05 Reserved
- 137.06 Reserved
- + 137.07 Division of Neighborhood Services
- 137.08 Duties of Commissioner of Neighborhood Services
- + 137.09 Division of Neighborhood Development
- 137.10 Duties of the Commissioner of Neighborhood Development
- + 137.11 Division of Administrative Services

137.12 Duties of Commissioner of Administrative Services

- 137.13 Housing Clinic
- 137.14 Function of the Housing Clinic
- 137.15 Housing Clinic Rules and Regulations
- 137.16 Demolition Bureau – Repealed
- 137.161 City Demolition Contracts – Repealed
- 137.17 Lease Agreements
- 137.18 Refreshments at Community Meetings and Workshops

137.121
137.122
137.123
137.124

§ 137.05 Reserved

§ 137.06 Reserved

§ 137.07 Division of Neighborhood Services

There is hereby established a Division of Neighborhood Services in the Department of Community Development, which shall be administered by a Commissioner of Neighborhood Services, subject to the provisions of the Charter and ordinances of the City, and to the direction of the Director of Community Development.

(Ord. No. 57-94. Passed 6-13-94, eff. 6-18-94)

§ 137.08 Duties of Commissioner of Neighborhood Services

The Commissioner of Neighborhood Services shall administer City programs for the Department of Community Development that strengthen City neighborhoods through direct services to homeowners, tenants, merchants, and community-based institutions, that preserve dwelling units through direct loans and grants to property owners for repairs, renovations, and energy conservation improvements, that maintain safe, high-quality and affordable housing for low income households, and that provide direct social services to low and moderate income citizens of the City, including services provided by community-based institutions; and shall perform such other duties as may from time to time be required by ordinance or by the Director of Community Development.

(Ord. No. 57-94. Passed 6-13-94, eff. 6-18-94)

§ 137.09 Division of Neighborhood Development

There is established a Division of Neighborhood Development in the Department of Community Development, which shall be administered by a Commissioner of Neighborhood Development, subject to the provisions of the Charter and ordinances of the City, and to the direction of the Director of Community Development.

(Ord. No. 1329-10. Passed 12-6-10, eff. 12-6-10)

§ 137.10 Duties of the Commissioner of Neighborhood Development

The Commissioner of Neighborhood Development shall administer City programs intended to encourage the development or improvement of residential and commercial property in Cleveland's neighborhoods; shall manage public acquisition of real estate to be used in furtherance of the City's neighborhood development objectives; shall manage and propose allocation of the City's capital resources to provide incentives for private investment in residential and commercial development within the City; shall plan and implement City programs intended to foster the construction of safe, high-quality, and affordable housing for low income residents; and shall perform such other duties as may from time to time be required by ordinance or by the Director of Community Development.

(Ord. No. 1329-10. Passed 12-6-10, eff. 12-6-10)

§ 137.11 Division of Administrative Services

There is hereby established a Division of Administrative Services in the Department of Community Development which shall be administered by a Commissioner of Administrative Services subject to the provisions of the Charter and ordinances of the City, and to the direction of the Director of Community Development.

(Ord. No. 1241-80. Passed 7-31-80, eff. 8-4-80)

§ 137.12 Duties of Commissioner of Administrative Services

The Commissioner of Administrative Services shall administer all activities and personnel of the Division of Administrative Services; shall coordinate departmental support for the various divisions within the Department of Community Development in the areas of personnel, office services, auditing, budgeting, accounting, information system services, compliance with state and federal grant requirements and in such additional areas as are determined by the Director of Community Development for the efficient operation of the department; and shall perform such other duties as may from time to time be required by ordinance or by the Director of Community Development.

(Ord. No. 57-94. Passed 6-13-94, eff. 6-18-94)

City of Cleveland
Department of Community Development
Department Operating Unit Descriptions, Roles, and Responsibilities

Unit Name	Director's Office	Division of Enterprise Operations	Division of Program Operations	Division of Community Programming
Unit Leader	Community Development Director	Commissioner	Commissioner	Commissioner
Role	To serve as the strategic and day-to-day management and supervisory unit for the department with oversight and accountability of all programs, personnel, and activities.	Support the Department's centralized activities, including budgeting, accounting, administrative contracts (including certification), payment processing, data analysis, research, and aggregation, legislation, and serves as liaison to the Information Technology Systems (ITS) Department.	To assist the Department in planning for program implementation needs and risk analysis, establishing and managing program financial activities (e.g., draws, subaward closeouts, program audit adjustments, etc.), assisting with new hire and current staff training, monitoring compliance with applicable requirements, and serving as a strategic partner with the programmatic operating units in their pursuit and administration of the Department's programs.	Serve as the Department's central unit focused on community outreach, implementation of public-facing communication plans, coordinate and manage in-person applicant intake, and neighborhood improvement and resident support.
Responsibilities	<ul style="list-style-type: none"> Develop strategy for the Department Oversee the Office of Financial Empowerment Direct the activities of the Personnel 	<ul style="list-style-type: none"> Develop and monitor the department's operating and capital budgets Process non-program 	<ul style="list-style-type: none"> Review sponsored award agreements prior to submission to Director for signature Conduct annual risk assessment of 	<ul style="list-style-type: none">

Commented [ER1]: Programs we need to place: HWAP, HELP, Neighborhood Historic Preservation and Heritage Program, Exterior Repair Program, Repair-A-Home

Unit Name	Director's Office	Division of Enterprise Operations	Division of Program Operations	Division of Community Programming
	<p>Administrator and Operations Assistant.</p> <ul style="list-style-type: none"> • Certify federal financial reports, Consolidated Plan, Annual Action Plan, Environmental Reviews, CAPERS, and other documents as needed. • Execute contracts, legislation, deeds, and other items as needed. • Represent the Department and the City in public events, on boards and commissions, and other matters as required. • Manage interdepartmental relations. • Direct the activities of the Office of Homelessness and Unhoused Programming 	<p>contracts through certification</p> <ul style="list-style-type: none"> • Manage the department's accounting entries and general ledger • Process payments for contractors • Conduct data analysis and report development to identify industry trends, regional needs, and program progress • Draft legislation and submit to City Council staff, based on Director's Office instruction • Monitor department accounts receivable and accounts payable balances • Conduct department physical 	<p>federal funding and subrecipients</p> <ul style="list-style-type: none"> • Develop annual subrecipient monitoring plan and lead execution of procedures accordingly • Coordinate corrective action in response to any Single Audit or other sponsored award funding-related findings • Execute draw and claims processes for sponsored awards • Assist with onboarding new employees and promoted personnel • Coordinate and oversee subaward closeout activities • Review subawards prior to issuance • Conduct internal compliance monitoring and oversight activities. 	

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Unit Name	Director's Office	Division of Enterprise Operations	Division of Program Operations	Division of Community Programming
		inventories and reconciliations <ul style="list-style-type: none"> • Collaborate with the central ITS Department to address technological needs for the department • Lead procurement of non-program contracts • Respond to audit requests 	<ul style="list-style-type: none"> • Manage annual conflict of interest disclosures • Monitor current and future federal and state funding opportunities and assist with proposal development • Complete development of annual indirect cost rate proposal • Complete closeout activities related to federal awards • Communicate changes in federal and state rules, laws, and regulations to the department • Lead financial reporting for sponsored awards • Oversee and implement annual training plans 	
Programs	All	None	All	<ul style="list-style-type: none"> • CDBG • Fair Housing • Commercial/Storefront • Middle Neighborhoods • Citywide

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Unit Name	Director's Office	Division of Enterprise Operations	Division of Program Operations	Division of Community Programming
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Unit Name	Division of Residential Improvement	Division of Housing Development	Division of Real Estate	Office of Housing Security and Homelessness Prevention
Unit Leader	Commissioner	Commissioner	Commissioner	Senior Manager
Role	Manage construction projects, including residential repair and rehabilitation, drafting scopes of work for contractor-provided services, maintain price lists, recruit contractors, and maintain relationships with contractors.	Manage and oversee the HOME Investment Partnerships Program, identify opportunities for uses of General Fund and other financial mechanisms to assist with gap financing, and direct the tax abatement program.	Develop and implement a strategy for the Land Bank, manage the Land Bank current inventory, oversee the Asset Redevelopment Office's activities, and coordinate interdepartmental real estate efforts.	To develop, document, and implement strategies to provide homelessness assistance, prevention, and rapid re-housing in coordination with Cuyahoga County Government and other City departments.
Responsibilities				
Programs	<ul style="list-style-type: none"> • Lead Hazard • Home Maintenance • Home Repair (Senior Housing Assistance Program) 	<ul style="list-style-type: none"> • HOME Investment Partnerships • Tax Abatement 	Land Bank	Emergency Solutions Grant

Commented [ER2]: Use creative juices for a title.

Unit Name	Office of Fair Housing & Consumer Affairs	Office of Community Engagement	ARPA Program Management Office (PMO)	Office of Asset Redevelopment
Unit Leader	Manager	Manager	Manager	Manager
Role	To identify impediments to housing access for vulnerable populations and to develop and implement programs		The PMO is the unit accountable for the Design, documentation, and implementation of	

Unit Name	Office of Fair Housing & Consumer Affairs	Office of Community Engagement	ARPA Program Management Office (PMO)	Office of Asset Redevelopment
	communicating fair housing rights and requirements, responding to complaints and allegations of discriminatory treatment and/or other violations of fair housing protections, and conducting hearings and other follow-up activities on allegations of fraudulent business practices and unfair business and banking practices related to housing.		ARPA/SLCFRF administrative and program management procedures, including reporting, subrecipient and contractor monitoring, subaward closeout, cash management, audit report reviews, and contract administration.	
Responsibilities				
Programs	Fair Housing	Citywide	SLCFRF	

Unit Name	Land Bank Office	Office of Middle Neighborhoods	Office of Financial Empowerment
Unit Leader	Manager	Manager	Manager
Role	To acquire vacant land and market it to individuals, developers, and non-profit organizations for redevelopment with the objective of bettering the City through redevelopment of City-owned property.	To assist neighborhoods with aging homes and infrastructure improve long term vitality and develop strategies to ensure the same.	
Responsibilities			
Programs			