

Ordinance No. 1135-2023

By Council Members Hairston and Griffin
(by departmental request)

AN EMERGENCY ORDINANCE

An Emergency Ordinance to discontinue the Divisions of Neighborhood Services, Neighborhood Development, and Administrative Services by repealing Sections 137.07, 137.08, 137.09, 137.10, 137.11 and 137.12 of the Codified Ordinances of Cleveland, Ohio, 1976, as amended by various ordinances; and to establish the Divisions of Community Programming, Program Operations, Enterprise Operations, Residential Improvement, Housing Development and Property Utilization within the Department of Community Development by enacting new Sections 137.05 through 137.12, and 137.121, 137.122, 137.123, and 137.124 relating to the duties of the new commissioners.

WHEREAS, this ordinance constitutes an emergency measure providing for the usual daily operation of a municipal department; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CLEVELAND:

Section 1. That, upon the concurrence of the Board of Control, as required by Sections 77 and 79 of the Charter, the Division of Neighborhood Services is discontinued and Sections 137.07 and 137.08 of the Codified Ordinances of Cleveland, Ohio, 1976, as enacted by Ordinance No. 57-94, passed June 13, 1994, are repealed.

Section 2. That, upon the concurrence of the Board of Control, as required by Sections 77 and 79 of the Charter, the Division of Neighborhood Development is discontinued and Sections 137.09 and 137.10 of the Codified Ordinances of Cleveland, Ohio, 1976, as enacted by Ordinance No. 1329-10, passed December 6, 2010, are repealed.

Section 3. That, upon the concurrence of the Board of Control, as required by Sections 77 and 79 of the Charter, the Division of Administrative Services is discontinued and Sections 137.11 and 137.12 of the Codified Ordinances of Cleveland, Ohio, 1976, as enacted by Ordinance No. 1241-80, passed July 31, 1980 and Ordinance No. 57-94, passed June 13, 1994, are repealed.

Section 4. That, upon the concurrence of the Board of Control, as required by Sections 77 and 79 of the Charter, the Division of Community Programming, Division of Program Operations, Division of Enterprise Operations, Division of Residential Improvement, Division of Housing Development, and Division of Property Utilization are established within the Department of Community Development and for such

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purposes the Codified Ordinances of Cleveland, Ohio, 1976, are supplemented by enacting new Sections 137.05, 137.06, 137.07, 137.08, 137.09, 137.10, 137.11, 137.12, 137.121, 137.122, 137.123, and 137.124 to read as follows:

Section 137.05 Division of Community Programming

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

Section 137.06 Duties of the Commissioner of Community Programming

The Commissioner of Community Programming shall serve as the Department's central unit focused on community outreach, implementation of public-facing communication plans, coordination and management of in-person applicant intake, and neighborhood improvement and resident support; survey the condition and needs of residents, residential properties and general neighborhood conditions; establish and foster partnerships that will further the capacity of the City to address community programming issues; oversee the development and implementation of departmental policies, guidelines, and procedures related to projects, programs, and activities applicable to the assigned division(s); and shall perform such other duties as may from time to time be required by the Director of Community Development.

Section 137.07 Division of Program Operations

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

Section 137.08 Duties of the Commissioner of Program Operations

The Commissioner of Program Operations shall assist the Department in planning for program implementation needs and risk analysis, establishing and managing program financial activities, such as draws, subaward closeouts, program audit adjustments, training new hire and current staff, maintaining and 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; manage the application, administration, implementation and close-out for reoccurring and non-reoccurring funding; establish and foster partnerships that will further the capacity of the City to address program needs for the City; oversee the development and implementation of departmental policies, guidelines, and procedures related to projects, programs, and activities applicable to the assigned division(s); and shall perform such other duties as may from time to time be required by the Director of Community Development.

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Section 137.09 Division of Enterprise Operations

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

Section 137.10 Duties of the Commissioner of Enterprise Operations

The Commissioner of Enterprise Operations shall support the Department's centralized activities, including budgeting, accounting, administrative contracts (including certification), payment processing, data analysis, research, aggregation, legislation and serve as liaison to the Division of Information Technology and Services; routinely update data necessary for the strategic deployment of programming, resources and projects; oversee the development and implementation of departmental policies, guidelines, and procedures related to projects, programs, and activities applicable to the assigned division(s); and shall perform such other duties as may from time to time be required by the Director of Community Development.

Section 137.11 Division of Residential Improvement

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

Section 137.12 Duties of the Commissioner of Residential Improvement

The Commissioner of Residential Improvement shall manage construction projects, including residential repair and rehabilitation, draft scopes of work for contractor-provided services, maintain price lists, recruit contractors, and maintain relationships with contractors; establish and foster partnerships that will further the capacity of the City to address residential improvement issues; oversee the development and implementation of departmental policies, guidelines, and procedures related to projects, programs, and activities applicable to the assigned division(s); and shall perform such other duties as may from time to time be required by the Director of Community Development.

Section 137.121 Division of Housing Development

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

Section 137.122 Duties of the Commissioner of Housing Development

The Commissioner of Housing Development shall manage and oversee the strategies related to housing construction, housing rehabilitation and housing preservation identified by any adopted Housing Plans by the City of Cleveland, coordinate interdepartmental residential development efforts; establish and foster

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partnerships that will further the capacity of the City to address housing development issues; manage and oversee HOME Investment Partnerships Program, identify opportunities for uses of the General Fund and other financial mechanisms to assist with gap financing, and direct the tax abatement program and perform the roles of Housing Officer for purposes of the tax abatement program; oversee the development and implementation of departmental policies, guidelines, and procedures related to projects, programs, and activities applicable to the assigned division(s); and shall perform such other duties as may from time to time be required by the Director of Community Development.

Section 137.123 Division of Property Reutilization

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

Section 137.124 Duties of the Commissioner of Property Reutilization

The Commissioner of Property Reutilization shall develop and implement a strategy for the Land Bank, develop disposition strategies for properties in need of reutilization; manage the Residential Land Bank current inventory, oversee the Asset Redevelopment Office's activities, and coordinate interdepartmental property reutilization efforts; establish and foster partnerships that will further the capacity of the City to address property reutilization issues; oversee the development and implementation of departmental policies, guidelines, and procedures related to projects, programs, and activities applicable to the assigned division(s); and shall perform such other duties as may from time to time be required by the Director of Community Development.

Section 5. That concurrence of the Board of Control shall be evidenced by a certified copy of the resolution of the Board of Control duly filed with the Clerk of Council by the Secretary of the Board of Control immediately on the adoption of the concurring resolution, which resolution shall be attached by the Clerk of Council to this ordinance.

Section 6. That this ordinance is declared to be an emergency measure and, provided it receives the affirmative vote of two-thirds of all the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

RB:nl
10-2-2023
FOR: Director Hernandez

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**REPORT
after Second Reading**

By Council Members Hairston and Griffin (by departmental request)

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READ FIRST TIME on OCTOBER 2, 2023

REPORTS

**and referred to DIRECTORS of Community Development, Finance, Law;
COMMITTEES on Development Planning and Sustainability,
Finance Diversity Equity and Inclusion**

CITY CLERK

READ SECOND TIME

CITY CLERK

READ THIRD TIME

PRESIDENT

CITY CLERK

APPROVED

MAYOR

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Published in the City Record _____

**PASSAGE RECOMMENDED BY
COMMITTEE ON
DEVELOPMENT, PLANNING AND
SUSTAINABILITY**

FILED WITH COMMITTEE

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and INCLUSION**

FILED WITH COMMITTEE

