

PART 7. - HOUSING AND COMMUNITY DEVELOPMENT DIVISION

Sec. 30.701. - Establishment; functions.

There is hereby created a division within the executive branch of the City to be known as the Housing and Community Development Division. The Division shall be responsible for:

- (a) Housing services, including but not limited to:
 - (1) Affordable Housing Coordinator. The Affordable Housing Coordinator shall have a bachelor's degree from an accredited institution and at least five years' experience in housing development. The Affordable Housing Coordinator shall:
 - i. Serve as a central resource of information regarding all processes required to bring an affordable or workforce housing development to completion; and
 - ii. Proactively assist developers of affordable and workforce housing developments with the different processes required to bring an affordable or workforce housing development to completion; and
 - iii. Communicate with other City Departments to ensure that affordable and workforce housing developments are not delayed within processes managed by other City Departments; and
 - iv. Where appropriate, act as a liaison between developers of affordable and workforce housing developments and all permitting agencies to expedite the permitting processes; and
 - v. Provide other necessary support to ensure that affordable and workforce housing developments are completed to meet the housing needs of the citizens of Jacksonville.
 - (2) Administration and operation of affordable housing program(s) to preserve and enhance the supply of affordable housing within Duval County. With the exception of those matters that are the responsibility of the Jacksonville Housing Authority, the Housing and Community Development Division is hereby designated as the City agency for housing initiatives and all matters relating to affordable housing.
- (b) Community development (including Community Development Block Grant funds, town center initiatives, and the administration of the Northwest Quadrant Economic Development Fund); including but not limited to:
 - (1) To serve as a liaison to the Office of Economic Development (d/b/a Economic Development Board).
 - (2) To provide a program for the relocation of displaced persons.
 - (3) To effectively provide for the rehabilitation, conservation and redevelopment of slums and blighted areas in the city.
 - (4) To prevent the growth and recurrence of slums and blighted areas in the city.
- (c) All other matters related thereto, including but not limited to the planning, development, supervision, and implementation of programs and projects funded by State of Florida funds (including but not limited State Housing Initiatives Partnership funds), and funded by Housing and Urban Development funds (including but not limited to Emergency Shelter Grant funds,

Housing Opportunities for Persons with Aids funds, HOME Investment Partnership Program funds, Community Development Block Grant funds, and Neighborhood Stabilization Program funds). It is the intent of Council that the funding and utilization of these program funds should be consistent with past practices and subject to applicable law.

- (d) The Division shall also serve as the liaison for the Jacksonville Human Rights Commission (with respect to housing matters only).
- (e) Advise on and facilitate the creation of neighborhood organizations.
- (f) Compile and continually update an inventory of all officially-recognized neighborhood organizations operating in the community. In order to qualify as an officially-recognized neighborhood organization, such organization should be incorporated in the State of Florida and hold an IRS 501(c)(3) or 501(c)(9) tax exempt status.
- (g) Establish an awards program for various categories of neighborhood organizations that demonstrate outstanding progress in increasing their effectiveness as advocates for neighborhood interests, as service delivery mechanisms, as information resources, and in other areas.
- (h) Act as a clearinghouse for all information intended for dissemination to neighborhoods and citizens, and as a one-stop resource for neighborhood organizations seeking information or City assistance with regard to common neighborhood activities such as establishment of a Neighborhood Watch, temporary street closures, organization of block parties, cleanup campaigns, etc.
- (i) Serve as a communications channel with the neighborhood organizations to enable them to better communicate with the City government, including serving as staff to and coordinating with the Citizens Advisory Committees.
- (j) Effective October 1, 2011, and applicable to Town Center projects whose design and construction have been approved by the City and completed by July 1, 2011, and whose maintenance has not been provided for by a signed maintenance agreement, the City of Jacksonville, through its appropriate department, shall be responsible for the continued landscape and hardscape maintenance of such Town Center projects, the cost of which may be supplemented or offset with such private assistance as may be secured.

(Ord. 2013-209-E, § 27)

Sec. 30.702. - Chief of the Housing and Community Development Division.

There shall be a Chief of the Housing and Community Development Division. The Chief shall:

- (a) Have a bachelor's degree or higher from an accredited college or university and at least five years of experience in affordable housing or in community planning, and have proven administrative experience;
- (b) Be appointed by the Mayor, subject to confirmation by the Council, and shall serve at the pleasure of the Mayor; and
- (c) Manage all operations of the Housing and Community Development Division.

(Ord. 2013-209-E, § 27)

Sec. 30.703. - Jacksonville Housing and Community Development Commission; Commission Members.

(a)

There is hereby established a Commission to be known as the "Jacksonville Housing and Community Development Commission," which shall be comprised of 11 members, all of whom shall be residents of Duval County. It is hereby determined that all persons serving on the Jacksonville Housing and Community Development Commission prior to the effective date of this chapter have continued in their offices notwithstanding this ordinance code transfer. Six members shall be appointed by the Mayor and confirmed by Council, and five members shall be appointed by the Council. Pursuant to the requirements of section 420.9076, Florida Statutes (as amended from time to time) the Commission shall be deemed the "advisory committee" as required by state law. The Commission membership shall consist of the following persons (each of whom is actively engaged in her/hers respective activity): (1) residential home building industry in connection with affordable housing; (2) banking or mortgage banking industry in connection with affordable housing; (3) areas of labor in home building in connection with affordable housing; (4) advocacy for low-income persons in connection with affordable housing; (5) for-profit provider of affordable housing; (6) not-for-profit provider of affordable housing; and (7) real estate professional in connection with affordable housing. With respect to the foregoing specific requirement in any of the above seven activities of an affordable housing connection, if a finding is made regarding the presence of a conflict of interest or other reasonable factor that would result in an appointment not otherwise being made, then a member may nonetheless be appointed in that activity without the specific requirement of the affordable housing connection. The Commission shall also consist of the following additional persons: (1) a representative also actively serving on the local planning agency pursuant to section 163.3174, Florida Statute, and if the local planning agency is comprised of the governing board of the municipality, then the appointment of a person knowledgeable in the local planning process; (2) a representative of employers in Duval County; and (3) a representative of essential services personnel (as defined in the Local Housing Assistance Plan as adopted from time to time). The only statutory qualification for the last Commission member is residency in Duval County. Each member shall serve a term of four years; provided, however the initial appointments shall be as follows: four (4) members shall serve terms of four (4) years each, four (4) members shall serve terms of three (3) years each, and three (3) members shall serve terms of two (2) years each. Thereafter, all members appointed to the Commission shall serve terms of four (4) years. Commencing with the effective date of this chapter, no member may serve for more than two consecutive terms. Members shall serve for the term of their respective offices until they are reappointed and confirmed, or until their qualified successors have been appointed and confirmed, or such member resigns, whichever occurs first. The Mayor shall appoint the Chairman from the eleven member board, for a term of two years of the Commission, and the Commission members shall elect the remaining officers.

- (b) A quorum for the Commission shall consist of a simple majority of appointed members.
- (c) The Chairman may create such committees as he deems necessary.
- (d) The Commission, acting as the advisory committee, shall conduct any required public hearings, undertake the review, take any and all required actions for compliance, and make recommendations to the Council for adoption (and authorize the transmittal) as required by section 420.9076, Florida Statutes.
- (e) The Commission shall conduct any required public hearings, undertake the review, take any and all required actions for compliance, and recommend to the Council for adoption (and authorize the transmittal) a "Consolidated Plan" as required by 24 CFR Part 91

(Ord. 2013-209-E, § 27)

Sec. 30.704. - Reserved.

Editor's note— Ord. 2014-185, § 1, amended the Code by repealing former § 30.704 in its entirety. Former § 30.704 pertained to the Jacksonville Housing Finance Authority, and derived from Ord. 2013-209-E, § 27.

Sec. 30.705. - Execution of instruments.

Except as may otherwise be specifically set forth in Section 111.620, Ordinance Code, all instruments in writing to be signed by the Housing and Community Development Division shall be executed by the Mayor or his designee.

(Ord. 2013-209-E, § 27)