



**OFFICE OF THE CITY COUNCIL**

COUNCIL MEMBER PELUSO  
DISTRICT 7  
OFFICE (904) 255-5207

SUITE 425, CITY HALL  
117 WEST DUVAL STREET  
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**MEMORANDUM**

**TO:** The Honorable Joe Carlucci  
Chair, Special Committee on Homelessness & Affordable Housing

**FROM:** The Honorable Jimmy Peluso, City Council District 7

**SUBJECT:** Memo to Special Committee on Homelessness & Affordable Housing

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Please see the below structure for the Homelessness Trust Board of Trustees.

**Voting Members:**

- 1 Member appointed by Council President
- 2 Members appointed by Mayor
- 1 Member appointed by Chamber of Commerce
- 1 Member appointed by Jacksonville Civic Council
- 1 Member appointed by Continuum of Care (Changing Homelessness)
- 1 Member with Healthcare Expertise, appointed by Mayor

**Non-voting:**

- 1. Council Liaison (chosen by the Council President)
- 2. Member of Interfaith Community
- 3. Jacksonville Sheriff's Office Liaison
- 4. Chief of the City of Jacksonville Neighborhoods Department
- 5. Jacksonville Housing Authority Representative



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**Please contact Brooks Dame, Executive Council Assistant at (904) 255-5135 for additional information or correspondence.**

**JP/bd**

**cc:**

**Margaret "Peggy" Sidman, Director/Council Secretary  
Merriane Lahmeur, Chief, Legislative Services Division  
Yvonne Mitchell, Chief, Administrative Services Division  
Jeff Clements, Chief, Research Division  
CITYC@COJ.NET  
Mayor's Office  
Electronic Notice Kiosk – 1st Floor City Hall  
Public Notice System – City Council Web Page  
Media Box  
File Copy**

1 Introduced by Council Member J. Carlucci:  
2  
3

4 **ORDINANCE 2024-**

5 AN ORDINANCE CREATING A NEW CHAPTER 86  
6 (HOMELESSNESS PREVENTION INITIATIVES  
7 COMMISSION), *ORDINANCE CODE*, TO CREATE A  
8 HOMELESSNESS PREVENTION INITIATIVES COMMISSION  
9 AND TO ESTABLISH THE FUNCTIONS, POWERS AND  
10 DUTIES OF SAID COMMISSION; PROVIDING FOR  
11 SEVERABILITY; PROVIDING FOR CODIFICATION  
12 INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.  
13

14 **BE IT ORDAINED** by the Council of the City of Jacksonville:

15 **Section 1. Creating a New Chapter 86 (Homelessness**  
16 **Prevention Initiatives Commission), *Ordinance Code*.** A new Chapter  
17 86 (Homelessness Prevention Initiatives Commission), *Ordinance Code*,  
18 is hereby created to read as follows:

19 **CHAPTER 86 - HOMELESSNESS PREVENTION INITIATIVES COMMISSION**

20 **Sec. 86.101. - Intent.**

21 It is the intent of this Chapter to create an advisory body to  
22 oversee and make recommendations regarding the use and distribution  
23 of all funds deposited in the Homelessness Prevention Special Revenue  
24 Fund established in Section 111.920, *Ordinance Code*.

25 **Sec. 86.102. - Establishment.**

26 Addressing the needs of Duval County's homeless and chronically  
27 unhoused populations is an issue of significant concern and importance  
28 to the City and the Jacksonville community. To ensure funds deposited  
29 in the Homelessness Prevention Special Revenue Fund are utilized in  
30 a way that maximizes the impact of those dollars in combatting  
31 homelessness and supporting a variety of programs and initiatives to

1 meet the needs of the homeless and chronic unhoused populations in  
2 Duval County, there is hereby established an advisory commission to  
3 be known as the Homelessness Prevention Initiatives Commission  
4 (hereinafter referred to as the "Commission").

5 **Sec. 86.103. - Composition; City Council Liaison; Terms; Removal.**

6 (a) *Composition.* The Commission shall be composed of seven voting  
7 members as follows:

8 (1) One member of the Council designated by the Council  
9 President.

10 (2) The Director of the Neighborhoods Department, or their  
11 designee.

12 (3) Three members of the general public appointed by the  
13 Council President and confirmed by Council.

14 (4) Two members of the general public appointed by the Mayor  
15 and confirmed by Council.

16 To the extent possible, each of the members of the general public  
17 should possess specialized knowledge about the needs of the  
18 homeless and chronic unhoused populations. This would include  
19 individuals who currently work or have worked with these  
20 populations and/or individuals who have knowledge of existing  
21 programs, initiatives and services as well as knowledge of  
22 current or potential funding sources that are or could be  
23 directed to those programs, initiatives and services.

24 (b) *Liaison.* The City Council President shall annually appoint a  
25 City Council Member to serve as a liaison to the Commission.  
26 This is a non-voting position and shall not be considered a  
27 member of the Commission for Sunshine purposes.

28 (c) *Terms.* Members shall be appointed for staggered three-year  
29 terms commencing March 1 or upon confirmation by Council,  
30 whichever is earlier, but shall serve until their successor is  
31 appointed and confirmed by the City Council. Of the initial

1 appointments, two members appointed from the general public  
2 shall serve for two-year first full terms and three members  
3 appointed from the general public shall serve for three-year  
4 first full terms. The Council President's initial appointments  
5 shall include two members to serve an initial three-year first  
6 full term and one member to serve an initial two-year first full  
7 term. The Mayor's initial appointments shall include one member  
8 to serve an initial two-year first full term and one member to  
9 serve an initial three-year first full term. No member shall  
10 serve more than two consecutive full terms; but appointments to  
11 fill vacancies for partial terms (less than 50 percent of a full  
12 term) and initial appointments under the preceding sentence for  
13 less than three years, shall not be deemed to be full terms and  
14 may be reappointed for up to two additional consecutive full  
15 terms.

16 (d) *Removal.* Commission members appointed by the Mayor shall serve  
17 and be removed at the pleasure of the Mayor. Members appointed  
18 by the City Council shall serve and be removed at the pleasure  
19 of the Council President.

20 **Sec. 86.104. - Functions, powers and duties.**

21 In addition to such powers, duties and authority as may be set  
22 forth elsewhere in the Ordinance Code, the Commission is hereby  
23 authorized to:

24 (a) Review and assess the current unmet needs of Jacksonville's  
25 homeless and chronic unhoused populations and any gaps in  
26 existing programs and services targeting these populations;

27 (b) Annually review and recommend programs, initiatives and services  
28 to be funded by Homelessness Prevention Special Revenue Fund  
29 dollars, including specific amounts to be allocated to those  
30 programs, initiatives and services, for inclusion in the City's  
31 annual budget;

- 1 (c) Identify funding sources, both public and private, to assist in  
2 the provision of appropriate services for Duval County's  
3 homeless and chronic unhoused populations and make  
4 recommendations to the City Council and the Mayor with respect  
5 to how these funding sources are best utilized and administered,  
6 including how said funding could be leveraged for additional  
7 funds;
- 8 (d) Create a three-year Strategic Plan outlining appropriate  
9 programs, services and initiatives to combat homelessness - this  
10 Strategic Plan should be tailored to address the unique needs  
11 of Duval County's homeless and chronic unhoused populations; the  
12 initial Strategic Plan shall be presented to the City Council  
13 on or before September 1, 2024;
- 14 (e) Create an annual Action Plan that includes specific goals and  
15 measurables to effectuate the Strategic Plan; the initial Action  
16 Plan shall be presented to the City Council on or before  
17 September 1, 2024;
- 18 (f) Annually review the Strategic Plan and Action Plan and make  
19 recommendations to the City Council for updates and changes to  
20 both Plans on or before July 1 each year;
- 21 (g) Act as a motivating and coordinating body to encourage joint  
22 public and private participation in serving the needs of Duval  
23 County's homeless and chronic unhoused populations.

24 **Sec. 86.105. - Organization and proceedings.**

- 25 (a) *Officers.* The Commission shall select a chairperson and a vice-  
26 chairperson from among its members to serve for a one-year term  
27 commencing in July and may create and fill such other offices  
28 as it may deem necessary or desirable.
- 29 (b) *Rules of procedure.* The Commission shall establish rules of  
30 procedure necessary to its governing and the conduct of its  
31 affairs, consistent with the applicable provisions of the

1 Ordinance Code.

2 (c) *Voting; quorum.* All decisions and recommendations of the  
3 Commission shall require a concurring vote of a majority of the  
4 members present. Four members shall constitute a quorum. Tie  
5 votes shall result in the subject agenda item being continued  
6 to the next meeting of the Commission.

7 (d) *Administrative support.* The Commission shall receive staff  
8 support from the Neighborhoods Department.

9 (e) *Meetings.* The Commission shall meet at least monthly with the  
10 exception that the Commission may meet once between November and  
11 December each year so long as it timely meets all deadlines and  
12 obligations outlined in this Chapter. All meetings shall be open  
13 to the public.

14 (f) *Notice.* Notice of regular meetings shall be posted at least  
15 seven days in advance, excluding weekends and holidays, on the  
16 City of Jacksonville web events calendar. Notice of special  
17 meetings shall be posted at least 48 hours in advance, excluding  
18 weekends and holidays, on the City of Jacksonville web events  
19 calendar. No other advertisement or notification is required.

20 (g) *Compensation.* Members shall serve without compensation, pension  
21 or retirement benefits; however, members may be compensated for  
22 travel expenses as provided in Chapter 106, Part 7, *Ordinance*  
23 *Code.*

24 (h) *Compliance.* The Commission shall be subject to the provisions  
25 of Chapter 112, Part III, *Florida Statutes*, and Chapters 50, 58  
26 and 602, *Ordinance Code*, except as may be set forth in this  
27 Chapter.

28 **Section 3. Severability.** The provisions of this Ordinance,  
29 including sections and subsections within the Ordinance, are intended  
30 to be severable and if any provision is declared invalid or  
31 unenforceable by a court of competent jurisdiction, such provision

1 shall be severed and the remainder shall continue in full force and  
2 effect, with the Ordinance being deemed amended to the least degree  
3 legally permissible.

4           **Section 4.           Codification Instructions.** The Codifier and the  
5 Office of General Counsel are authorized to make all chapter and  
6 division "table of contents" consistent with the changes set forth  
7 herein. Such editorial changes and any other necessary to make the  
8 *Ordinance Code* consistent with the intent of this legislation are  
9 approved and directed herein, and the changes to the *Ordinance Code*  
10 shall be made forthwith and when inconsistencies are discovered.

11           **Section 5.           Effective Date.** This Ordinance shall become  
12 effective upon signature by the Mayor or upon becoming effective  
13 without the Mayor's signature.

14  
15 Form Approved:

16  
17 \_\_\_\_\_  
18 Office of General Counsel

19 Legislation Prepared By: Mary E. Staffopoulos

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