



TO: VERNA JACKSON, GRANTS AND REPORTING SPECIALIST

FROM: SARA HEDGES, CITY ATTORNEY *SH*

RE: LOCAL HOUSING ASSISTANCE PROGRAM (LHAP) FOR 2024-2027

CAO RLS FILE: RLS 24-235

DATE: MAY 29, 2024

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I have reviewed the above Request for Legal Services (RLS) related to the Local Housing Assistance Program (LHAP) for 2024-2027. Per your email, I have only reviewed the Certification and the Resolution for legal form and correctness. Each are addressed below.

**Certification:**

The document is approved as to legal form and correctness. The City Attorney's Office has not reviewed the factual assertions for correctness, as you should be ensuring they are correct. Therefore, this Office does not take a position on factual correctness of the document.

**Resolution:**

The Resolution submitted does not follow the format used by the City of Fort Pierce and is not complete. In the future, the Clerks Office has sample Resolutions you are able to utilize for template purposes. Additionally, this Office is always willing to assist with providing samples to work from. I would point you to Resolution No. 21-R23 for a prior version of this Resolution. Please correct the following aspects of this Resolution:

1. Correct the formatting of the Resolution number to read as our Resolution numbers read.
2. Correct the font type and size for the entire Resolution.
3. Correct the title block location and margins.
4. Correct the margins of the entire Resolution.
5. This Resolution states the Economic and Community Development Department prepared the LHAP. I do not believe that is correct. This should be reviewed and corrected for the appropriate department within the City.

I have corrected the following in the Resolution:

1. The name of the City Commission in the title block has been corrected.
2. I have removed the asterisks after the title block.
3. The appropriate name of the City Commission and the City of Fort Pierce have been included where left blank.
4. Grammatical errors.
5. Legal references.

6. The adoption clause has been corrected.
7. A signature block for the City Attorney's approval as to form and correctness has been added.

The substance of the Resolution's language has also been reviewed. A track changes version has been uploaded to Agenda Quick for you to incorporate my changes into the changes still needed to be completed by you. With the above corrections (those done by me and those still needed by you) incorporated by you, the Resolution is approved as to form and correctness.

If you have any questions, please do not hesitate to contact this Office via phone or e-mail.

Thank you.  
SH/mm