



LEGAL REQUEST MEMORANDUM (LRM)

From: (Name) Urie Helen (Dept) Community Services - 5340
(Title) Housing Grant Manager (Phone) 352-671-8781
Signature *Helen Urie* Date Tuesday, March 18, 2025

The Office of the County Attorney is requested to provide legal assistance as detailed in this legal request and supporting documents (attached).

Request for: ☒ New Document ☐ Review & Comment ☐ RESUBMIT LRM No. _____
☐ Approve as to Form ☐ Other

Description of Request

Community Services would like to make changes to our Local Housing Assistance Plan (LHAP) for our Homeowner Rehabilitation Program. The request was presented to and accepted by Florida Housing Finance Corporation, the funding entity of the State Housing Initiatives Partnership (SHIP). SHIP funds are used for this program and the LHAP is a requirement to receive SHIP funds. By increasing our assistance amount to \$75,000, we would like to request signature authority for the County Administrator to be able to sign off on payment request forms not to exceed \$75,000.

For more information or discussion, contact: ☒ Same as above

(Name) _____ (Title) _____ (Phone) _____
Last First

Agenda Item? ☒ Yes ☐ No

Agenda Deadline Date for Legal: Thursday, March 14 Agenda Deadline Date for Admin: Thursday, March 14 Agenda Date: Tuesday, April 1

Note: Please allow a MINIMUM of 5 working days BEFORE deadlines for LRM to be completed.

DO NOT COMPLETE - Office of the County Attorney use ONLY

LRM No. 2025-242

Assigned to: ☐ Matthew Guy Minter, County Attorney ☐ Dana E. Olesky, Chief Asst. County Attorney ☒ Thomas Schwartz, Asst. County Attorney ☐ Valdoston Shealey, Asst. County Attorney

Outcome:

Date Received:

Please see attached guidance

RECEIVED

By Marion County Attorney- AT at 1:32 pm, Mar 18, 2025

Attorney Signature: *Thomas Schwartz* Date: 3/20/25 RECEIVED
Staff Signature: *Ashlyn Trick* 3/20/25 Returned: ☒ Department ☐ Admin ☐ MAR 20 2025
Completed

Rev 11/22/2023

COMMUNITY SERVICES

Schwartz, Thomas

From: Schwartz, Thomas
Sent: Thursday, March 20, 2025 8:45 AM
To: Urie, Helen
Subject: LRM No. 2025-242

Good morning Helen,

This will further our conversation yesterday re increasing the County Administrator's (CA) monetary signing authority to \$75,000 for SHIP Rehab awards under the LHAP plan, per your LRM No. 2025-242 request.

After our call, I consulted with Mr. Minter and Dana Olesky for their thoughts re our next steps. They both agreed the request exceeds the CA's current signing authority of up to \$50,000 per Ordinance Nos. 21-10 and 24-05, Resolution #22-R-249 and Secs. 2-48 (County Administrator) and 2-239 (Procurement) of the Code of Ordinances.

As a result, we will need the BOCC's authorization to increase the CA's signing authority guidelines, by way of an amending Ordinance. Please have the CA or BOCC instruct us to prepare the requested Ordinance.

Thanks,
Tom