JACKSONVILLE HOUSING FINANCE AUTHORITY

Jacksonville
Where Florida Begins.

MEMORANDUM

DATE: June 22, 2017

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Laura Stagner-Crites, Director - Finance
Jacksonville Housing Finance Authority

SUBJECT: P-22-14 (Financial Advisor)
Request for Amendment #3 (3rd Renewal Option)

The Jacksonville Housing Finance Authority respectfully requests that the 3rd renewal option on the above be utilized. We would like to extend the period of services from July 1, 2017 to June 30, 2018 in an amount not to exceed $120,000, bringing the new maximum total indebtedness to $480,000:

Please do not hesitate to contact me if you need additional information or if you have any questions or concerns. Thank you.

Attachments: PSEC Award Dated June 30, 2016

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214 North Hogan Street, 7th Floor Jacksonville, FL 32202 Phone: 904.255-8200 Fax: 904.255-8280 www.coj.net

PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

June 30, 2016

William I. Gulliford, III, Chairman
Jacksonville Housing Finance Authority Board
214 N. Hogan Street, Suite 800
8th Floor, Ed Ball Building
Jacksonville, Florida 32202

Dear Mr. Gulliford:

Ref: P-22-14 Financial Advisor Services (Amendment No. 2)
Jacksonville Housing Finance Authority (JHFA)

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above referenced contract.

The following motion/recommendation was **adopted**:

That the agreement between the Jacksonville Housing Finance Authority (JHFA) and The Hendrickson Company and the Community Concepts Group, Inc., to provide Financial Advisor Services; is amended to (i) exercise the second of three (3) one-year renewal options extending the period of service from July 1, 2016 to June 30, 2017, with one renewal option remaining at terms mutually agreeable; and (ii) increase the not-to-exceed maximum amount by $120,000.00 for the services to a new not-to-exceed total maximum indebtedness of $360,000.00. All other terms and conditions shall remain the same.

If the foregoing meets your approval, please affix your signature and return to my office.

Respectfully submitted,

Gregory Pease, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:

William Gulliford, III, Chairman
JHFA Board

This 6th day of July, 2016

GP: ab

CC Subcommittee Members
Council Auditor,
James McCain, OGC
Philip Boston, GAD

JACKSONVILLE HOUSING FINANCE AUTHORITY

MEMORANDUM

DATE: June 21, 2016

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Laura Stagner-Crites, Director - Finance
Jacksonville Housing Finance Authority

SUBJECT: P-22-14 (Financial Advisor)
Request for Amendment #2 (2nd Renewal Option)

The Jacksonville Housing Finance Authority respectfully requests that the 2nd renewal option on the above be utilized. We would like to extend the period of services from July 1, 2016 to June 30, 2017 in an amount not to exceed $120,000, bringing the new maximum total indebtedness to $360,000:

Please do not hesitate to contact me if you need additional information or if you have any questions or concerns. Thank you.

Attachments: PSEC Award Dated May 14, 2015

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214 North Hogan Street, 3rd Floor Jacksonville, FL 32202 Phone: 904.255-8200 Fax: 904.255-8280 www.coj.net

PROCUREMENT DIVISION

Jacksonville
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May 14, 2015

William I. Gulliford, III, Chairman
Jacksonville Housing Finance Authority Board
214 N. Hogan Street, Suite 800
8th Floor, Ed Ball Building
Jacksonville, Florida 32202

Dear Mr. Gulliford:

Ref: P-22-14 Financial Advisor Services (Amendment No. 1)
Jacksonville Housing Finance Authority (JHFA)

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above referenced contract.

The following motion and/or recommendation was adopted:

That the agreement between the Jacksonville Housing Finance Authority (JHFA) and The Hendrickson Company and the Community Concepts Group, Inc., to provide Financial Advisor Services; is amended to (i) exercise the first of three (3) one-year renewal options extending the period of service from July 1, 2015 to June 30, 2016, with two renewal options remaining at terms mutually agreeable; and (ii) increase the not-to-exceed maximum indebtedness by $120,000.00 for the services to a new not-to-exceed total maximum of $240,000.00. All other terms and conditions shall remain the same.

If the foregoing meets your approval, please affix your signature and return to my office.

Respectfully submitted,

Gregory Pease, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:

William Gulliford, III, Chairman
JHFA Board

This 20 day of May, 2015

GP:

CC Subcommittee Members
Council Auditor,
James McCain, OGC
Philip Boston, GAD

PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

May 27, 2014

William I. Gulliford, III, Chairman
Jacksonville Housing Finance Authority Board
214 N. Hogan Street, Suite 800
8th Floor, Ed Ball Building
Jacksonville, Florida 32202

Dear Mr. Gulliford:

Ref: P-22-14 Financial Advisor
Jacksonville Housing Finance Authority (JHFA)

The Professional Services Evaluation Committee met Thursday, May 22, 2014, in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of concluding fee and contract negotiations with the number one ranked company for the above-captioned project.

The following motion and/or recommendation was adopted:

That the Jacksonville Housing Finance Authority (JHFA) enter into a Contract with The Hendrickson Company and The Community Concepts Group, Inc., to provide Bond Trustee Services by: (i) incorporating the attached RFP identified as Exhibit "A"; (ii) incorporating the attached Fee Schedule identified as Exhibit "B"; (iii) providing a not-to-exceed total maximum indebtedness of $120,000.00 annually; (iv) the period of service shall be from date of execution of the contract to June 30, 2015, with three (3) one-year renewal options remaining at terms mutually agreeable. All terms shall be in accordance with the RFP and the standard contractual language as is customary to the Jacksonville Housing Finance Authority.

Respectfully submitted,

Gregory Pease, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:

William Gulliford, III, Chairman
JHFA Board

This 23 day of June, 2014

GP:

cc: Jacksonville Members

JACKSONVILLE HOUSING FINANCE AUTHORITY

Jacksonville
Where Florida Begins.

JACKSONVILLE HOUSING FINANCE AUTHORITY

Board of Directors Meeting

MINUTES

EXCERPT

OF

REGULAR MEETING

April 15, 2015

Staff and Financial Report

Ms. Stagner presented her Staff and Financial Report. She noted that the regular updates on the budget and expenditures were in the report.

Ms. Stagner presented a draft Write-Off Procedure/Policy. After discussion, the Board **directed staff to bring back a policy for adoption at the May meeting, which would include a policy that the Chairman of the JHFA would be required to approve any write-off in excess of $1,000 (in addition to staff), and that for loan write-offs and/or short sales, the term "servicer" be used rather than "collection agency".**

Ms. Stagner presented the rationale that would accompany the legislation moving money from JHFA reserves to the Loan Fund.

Ms. Stagner presented an update on the progress made on the JHFA website and Facebook page.

Ms. Stagner noted that the FHFC May meeting would be held in Jacksonville, and invited JHFA Board members to attend the meeting.

Ms. Stagner stated that a representative from SWBC, the primary lender in the single family program, would be invited to the May meeting.

Ms. Stagner reported that the professional team contracts would expire June 30, 2015, unless extended by the Board. After discussion, Mr. Pellot moved, with a second by Ms. Green-Cobb, that the Board **recommend that all professional service contracts be extended for a one-year period, effective July 1, 2015.** The motion passed 4-0.

Mr. Pellot inquired as to the status of Board member appointments. Ms. Stagner reported that while two potential Board members had been identified, their appointments had not yet been introduced for Council action.

Ms. Stagner and Ms. Leigh reported on the Florida ALHFA Annual Education Conference. After discussion, Ms. Green-Cobb and Mr. Filip indicated that they would like to attend the conference.