



Department Source: Community Development - CDBG/Home

To: City Council

From: City Manager & Staff

Council Meeting Date: December 20, 2021

Re: Columbia Community Land Trust-City of Columbia Agreement Renewal

## Executive Summary

Staff has prepared for Council consideration an ordinance authorizing a one-year extension of the Administrative Services Agreement between the City of Columbia and the Columbia Community Land Trust. The current agreement expires on January 10, 2022 (five years from the date signed by all signatories). As discussed at the Council work session on November 15, 2021, staff is recommending a one-year renewal of the agreement.

## Discussion

On January 10, 2022, an Administrative Services Agreement between the City of Columbia and the Columbia Community Land Trust Organization Board will expire unless renewed. The agreement, authorized by the City Council in January 2017, provides for City staff support of the CCLT. The agreement provides that it shall be extended for a period of five years unless other action is taken. Staff and the CCLT have had recent discussions regarding the transition of the CCLT to a more independent organization with its own staff – or possibly a new partnership with another other agency - in the near future. Toward that end, the staff is recommending a renewal of the relationship for one year to work out the details of such a transition.

At the City Council work session on November 15, 2021 the Council heard a staff presentation and generally agreed that the Administrative Services Agreement should be extended for one year. Council members were also receptive to collection of an administrative services fee for administrative daily duties (preparation of real estate closings; paying invoices; collection of ground lease payments; arranging for property maintenance; assistance to auditors, etc.) that should not be charged to the Community Development Block Grant (CDBG) or HOME Investment Partnerships administration accounts. Section 20 of the current agreement states that no administrative fees were to be charged by the city for a period of three years from the effective date of the agreement (January 2017- January 2020). The amendment provides for up to \$15,000 to be provided to the City to offset CCLT-related administrative duties.

## Fiscal Impact

Short-Term Impact: Up to \$15,000 to be provided to City as offset for staff administrative duties.

Long-Term Impact: Enter the cost of proposed legislation to the city for years **beyond two**.



## Strategic & Comprehensive Plan Impact

### [Strategic Plan Impacts:](#)

Primary Impact: Resilient Economy, Secondary Impact: Inclusive Community, Tertiary Impact: Tertiary

### [Comprehensive Plan Impacts:](#)

Primary Impact: Livable & Sustainable Communities, Secondary Impact: Secondary, Tertiary Impact: Tertiary

## Legislative History

Date	Action
January 3, 2017	Ordinance 0230055 Authorizing an agreement for transfer of real estate, establishment of funding account, and provision of administrative services (agreement executed January 6, 2017).
September 6, 2016	Ordinance 022919 Establishing a Community Land Trust Organization.

## Suggested Council Action

Approval of the Administrative Services Agreement as amended.