



Department Source: Community Development - CDBG/Home

To: City Council

From: City Manager & Staff

Council Meeting Date: December 5, 2022

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, Inc. (CCLT). The current agreement, which had been extended for one year in January 2022, expires on December 31, 2022. Staff is recommending a one-year renewal of the agreement to enable the CCLT and city staff to continue planning a transition to an organization independent of the city.

Discussion

On December 31, 2022, an Administrative Services Agreement between the City of Columbia and the Columbia Community Land Trust Organization Board will expire unless renewed. The agreement, originally authorized by the City Council in January 2017 and extended for one year in January 2022, provides for City staff support of the CCLT. The amended agreement provides that it shall be extended for a period of five years unless other action is taken. The CCLT has had ongoing discussions regarding the transition of the CCLT to a more independent organization with dedicated staff, and during 2022 the CCLT explored a possible partnership with the Columbia Housing Authority. To continue discussions of restructuring the CCLT, staff is recommending a renewal of the relationship with the city for another year. The agreement provides that either party may terminate the agreement prior to renewal.

Last year's amendment of the Administrative Services Agreement also instituted the 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 original agreement stated 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 amended agreement provided for up to \$15,000 to be provided to the City to offset CCLT-related administrative duties. This fee arrangement will continue in 2023. As reported at the most recent CCLT board meeting, actual charges to the CCLT for administrative staff duties through September 30, 2022 have been \$5,170.

On November 2, 2022, the Columbia Community Land Trust Organization Board approved a motion to recommend a one-year extension of the Administrative Services Agreement with the city.



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, 2022	Ordinance 024891 An ordinance authorizing an amendment to an administrative services agreement with the Columbia Community Land Trust, Inc.
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, extending the Administrative Services Agreement until December 31, 2023.