



Department Source: Housing & Neighborhood Services

To: City Council

From: City Manager & Staff

Council Meeting Date: November 18, 2024

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

Executive Summary

Staff has prepared for Council consideration an ordinance authorizing a one-year Administrative Services Agreement between the City of Columbia and the Columbia Community Land Trust (CCLT). The current agreement, which has been extended three times, expires on December 31, 2024. Staff is recommending approval of a one-year Agreement to enable city staff to continue providing administrative services to the CCLT.

Discussion

On December 31, 2024, an Administrative Services Agreement between the City of Columbia and the CCLT will expire unless renewed. The agreement, originally authorized by the City Council in January 2017 and last extended for one year in January 2024, provides for City staff support of the CCLT. The proposed Agreement will extend the period to December 31, 2025.

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). In 2022, the Administrative Services Agreement was amended to authorize the collection of an administrative services fee for the administrative duties that should not be charged to the Community Development Block Grant (CDBG) or HOME investment Partnerships (HOME) administrative accounts. Such administrative duties include: preparation of real estate closings; paying invoices; collection of ground lease payments; arranging for property maintenance; assistance to auditors, etc. The amended agreement provided for up to \$15,000 to be paid by the CCLT to the City to offset CCLT-related administrative duties. This fee arrangement will continue in 2025.

On November 6, 2024, the CCLT Board passed a motion to approve the one-year Administrative Services Agreement with the city.

Fiscal Impact

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

Long-Term Impact: NA



Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
January 16, 2024	Ordinance 025555 An ordinance authorizing an amendment to an administrative services agreement with the Columbia Community Land Trust, Inc.
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. This Administrative Services Agreement will expire on December 31, 2025.