



Department Source: Community Development - CDBG/Home

To: City Council

From: City Manager & Staff

Council Meeting Date: August 20, 2018

Re: Authorizing a Services Agreement with Mike Brown of Burlington Associates in Community Development

Executive Summary

Staff has prepared for Council consideration a resolution authorizing a services agreement to procure Mike Brown of Burlington Associates in Community Development, LLC. Services will include an on-site visit with City staff, Columbia Community Land Trust (CCLT) Board, and key partners. The primary purpose of the visit will be to build board capacity and complete a strategic planning process to help guide the CCLT in the most beneficial direction for the CCLT, the City and the community at-large. The total project cost including work hours and travel is \$6,000.

Discussion

The Columbia Community Land Trust has successfully completed the sale of its first homes at the Lynn Street Cottages. Substantial progress has also been completed on developing stewardship procedures, refining the homebuyer selection policies, developing a website, adopting accounting procedures and developing required legal documents for closing at sale with partnering organizations. City staff supporting the CCLT has experienced a significant level of interest from board members and potential community partners in supporting the effort. The CCLT is also in a critical period of gaining organizational, operational and financial stability to ensure a sustainable organization that can steward investments in affordable housing for generations to come.

Growing the CCLT's portfolio is an important component for gaining long-term stability; however, the manner and rate at which the CCLT grows involves several critical questions that impact organizational stability and broader City affordable housing funding goals. City staff presented a draft proposal to the CCLT Board and the Board was supportive and expressed a desire for the City to engage in seeking assistance from Mike Brown. City staff further refined the proposal City staff and the CCLT Board desire to engage with the expertise of Mike Brown to assist in discussing these critical questions and further aligning the efforts of City staff and the CCLT Board.

Fiscal Impact

Short-Term Impact: \$6,000.

Long-Term Impact: None.



Strategic & Comprehensive Plan Impacts

[Strategic Plan Impacts:](#)

Primary Impact: Social Equity, Secondary Impact: Economy

[Comprehensive Plan Impacts:](#)

Primary Impact: Economic Development, Secondary Impact: Livable & Sustainable Communities

Legislative History

Date	Action
2/1/2016	City Council approved a resolution authorizing funding and a contract for services with Burlington Associates in Community Development, LLC.
9/6/2016	Council approved an ordinance authorizing the establishing a Community Land Trust Organization and authorizing a contract for services with Burlington Associates in Community Development, LLC.
1/3/2017	Council approved transfer of real estate, establishment of funding account and provision of administrative services with the Columbia Community Land Trust, Inc.

Suggested Council Action

Council motion approving the resolution authorizing an agreement with Mike Brown of Burlington Associates for consulting services.