

**To: Columbia Community Land Trust (CCLT) Board**  
**From: Randy Cole**  
**Date: 11/13/2017**  
**Subject: 11/14/2017 CCLT Agenda Item Summary Memo**

This memo provides a summary of the 11/14/2017 Columbia Community Land Trust (CCLT) meeting agenda.

#### *Lynn Cottages Update*

R. Anthony has made significant progress at the project site with all 4 foundations installed and a majority of the framing complete on each home. R. Anthony completed its first draw request in the amount of 74,968.80, which covers 15% of the total contract amount for successfully completing the installation of the footers and foundations. Staff is in the process of drawing down funds for the framing of 1 home and anticipates 1 additional home draw request by the end of the week. Staff is currently awaiting approval of property tax exempt status from the County Assessor's office. Staff anticipates approval by the end of this week. Once approval is complete, staff will submit materials to the State for Missouri State Tax Exempt status. This step is critical to ensuring R. Anthony is exempt from paying for tax on materials purchased from suppliers.

The Solar RFP was released the beginning of November and sent to all 9 solar contractors listed on Water & Light's approved solar contractor list. Staff held an informational meeting on Friday, November 10, 2017 regarding the RFP and had 2 companies in attendance. 2 additional companies have reached out with questions regarding the Solar RFP. Staff anticipates an adequate level of interest and number of bids to be submitted.

#### *Board Member Application Process*

The Columbia Community Land Trust implementation ordinance provided for the appointment of initial board members in staggered terms to allow for the continuity of collective board member knowledge. The implementation ordinance provided for initial board members to have 2 with 1-year terms, 2 with 2-year terms and 3 with 3-year terms. Board Members Shirley Rhoades and Jerry Dowell have terms expiring on 12-1-2017. Applications were received by Shirley and Jerry prior to the November 3<sup>rd</sup> deadline. Appointments will be made by the City Council at its November 20, 2017 meeting.

The CCLT's Bylaws call for the Board of Directors to request the Columbia City Council to designate a City Council person to serve as a non-voting Director. The City Council will determine this at its November 20, 2017 meeting.

#### *Summary of Marketing Session and Next Steps*

City staff included a summary of the Marketing Session feedback that is included within this packet. Staff requests that board members review the summary and ensure all information shared was included. Staff will be providing recommendations for next steps at the November 14, 2017 meeting, which will include exploring the procurement of a marketing firm to develop a website and flyers for public/partners/funders as well as for program participants.

#### *N. Eighth Street Project Timeline*

Board Member Susan Maze led a neighborhood feedback discussion on Saturday November 12, 2017 with the assistance of other board members. Susan will provide a summary of feedback obtained.

### *Fundraising Work Session Plans*

Staff and Board Member Susan Maze previously developed an agenda for a fundraising planning session to be completed in conjunction with the marketing planning session. Board members requested that this be tabled to a later date. Staff recommends the board set a date involving 2 hours to complete a work session dedicated to developing a fundraising plan for the CCLTs fiscal year 2018, scheduled to begin January 2018. Staff anticipates a final plan being approved by the CCLT Board at a minimum of 60 days beyond the initial planning session, therefore staff recommends beginning this process in order to no longer delay the development of a fundraising plan.

### *Update on Supporting Staff Operations*

City Housing and CDBG Programs staff have seen a significant increase in budgetary and project related responsibilities over the past 2 years. It is critical that staff support be valued similarly to support for completing projects, in order to maintain compliance and effective management of operations. City Council will be considering 2 items at the November 20, 2017 meeting that will directly impact and support the operational capacity of Housing and CDBG Programs staff. These items will significantly impact staff's support of the CCLT and management of the housing and community development efforts of the City. These two items include upgrading the Senior Administrative Assistant position to an Administrative Technician, as well as the purchase of a new web-based software system to further streamline program operations, record keeping and project workflow.