

**To: Columbia Community Land Trust (CCLT) Board**  
**From: Randy Cole**  
**Date: 12/31/2017**  
**Subject: 1/9/2018 CCLT Agenda Item Summary Memo**

This memo provides a summary of the 2//2018 Columbia Community Land Trust (CCLT) meeting agenda.

## **Old Business**

### Website, Marketing and Fundraising

Final Drafts of the brochures have been completed and are included within the agenda packet. Additional revisions have been made to the website. The board needs to discuss, prioritize and assign tasks for fundraising and grant application deadlines in the coming year.

### Beacon of Hope Partnership

City staff had further communication with the Beacon of Hope Foundation regarding increasing access to healthy eating for CCLT homeowners. The Beacon of Hope Foundation has committed to providing up to \$900 in vouchers for Lynn Street CCLT homeowners (7 in total) to purchase fruits and vegetables. The remaining \$700 will be paid to the City of Columbia Boone County Department of Health and Human Services for administration of the vouchers and program.

## **New Business**

### Approval of 700 Oak Agreement

City Council allocated \$38,500 in HOME funds within the FY 2017 budget for the development of an affordable home at 700 Oak. This property is nearby to the Lynn Street Cottages and the land will be placed within the Columbia Community Land Trust.

The attached agreement models CHDO agreements executed on the Lynn Street properties with Habitat, CMCA and Job Point. Staff amended the agreement and received a review by the City legal department for additional minor revisions. The agreement spells out the roles and responsibilities of Job Point-COMO CHDO and the CCLT, while also including the donation of the land and \$1,000 to the CCLT at closing. Upon approval and execution of the attached agreement, City staff will put forth a Job Point COMO CHDO funding agreement before Council referencing the attached agreement. Staff recommends the CCLT Board approve the attached agreement.

### Consideration of Amendment to Bylaws

The current CCLT Bylaws require 2 officer signatures on purchases as indicated in Article IX: Miscellaneous Provisions 3, as stated below:

***3. Checks, etc.*** All checks, drafts, endorsements, notes and evidences of indebtedness of the Corporation shall be signed by two officers of the Corporation and in such manner as the Board of Directors from time to time may determine.

Staff has had a few minor purchases below \$100 requiring signatures. For more efficient operations and coordination with Board members, staff recommends the following change to the CCLT Bylaws:

**3. Checks, etc.** All checks \$100 or higher and all, drafts, endorsements, notes and evidences of indebtedness of the Corporation shall be signed by two officers of the Corporation and in such manner as the Board of Directors from time to time may determine. Small dollar purchase of \$0-\$99 can be approved by the Board President, provided the item is identified within an approved operating budget category and sufficient funds remain in that category to cover the expense.

#### Consideration of Financial Procedures Amendment

Should the CCLT Board approve the amendment to the CCLT Bylaws regarding Article IX: Miscellaneous Provisions, 3. Checks, etc., City staff recommends the consideration and approval of amending the CCLT Financial Procedures to match the Bylaws. This recommended change is as stated below:

Purchasing Limit Thresholds			
Dollar Amount(s)	Category Name	Description	Pre-Purchase Approval Requirements
\$0-\$100	Small Dollar	No contract or comparative bids are necessary.	CCLT Board President.
\$0-\$999	Open Market	No contract or comparative bids are necessary.	CCLT Board President and 1 additional Board Officer.
\$1,000-\$9,999	Informal Bid	3 bids: by phone, internet search, email, or cooperative contract.	CCLT Board by formal vote and simple majority. If no quorum is established, Board President and Treasurer may authorize procurement.
\$10,000 and above	Formal Bid	Formal bid process through RFP or RFQ, sole source or cooperative contract.	CCLT Board by formal vote of at least two thirds majority.

CCLT Board Member, Susan Maze, has also assisted the CCLT in setting up a PayPal account for the CCLT to receive donations. Staff recommends the following procedures be added to its financial procedures in order to ensure efficient, effective and transparent management of that account:

#### **Web-Based Donation Account Procedures**

1. Staff shall maintain the log-in and password for account.
2. The account shall be set-up in a manner to provide emails to City staff and all Board Members regarding all transactions within account.
3. Staff shall transfer funds from web-based system to CCLT checking account not more than once per month and within 7 days of the last day of the month.
4. Staff shall record deposit record within accounting software prior to the end of the month.
5. The CCLT 3<sup>rd</sup> Party Accountant shall reconcile monthly web based account report in addition to CCLT Checking Account and accounting system.

## Consideration of DocuSign Purchase

The CCLT has been increasing the number of purchases and each purchase takes at least 2 approvals (Board President, Officer) per the CCLT's purchasing guidelines. This ensures adequate oversight over purchases and funding, however obtaining approvals via email and uploading emails to the accounting software is more time intensive and cumbersome than what can be achieved. Staff has identified DocuSign software that will allow electronic signature to be received from Board Members. This method will allow for a more efficient collection of signatures and it will allow documentation to be clearer. Staff identified the following DocuSign options:

Personal: \$10 per month (Must be annual purchase \$120)

Standard: \$25 per month (Must be annual purchase \$300)

Business Pro: \$40 per month (Must be annual purchase \$480)

Each of the above monthly prices are only valid if a year is purchased all together. The "Personal" option only allows for 5 documents per month, therefore staff recommends proceeding with the "Standard" option. The Board needs to discuss its FY 2018 Annual Budget prior to this decision. There is currently \$4,100 allocated for Bookkeeping & Accounting and staff estimates QuickBooks and annual accounting to be \$2,100. \$2,000 remains in this budget, however the CCLT Board had discussed potentially purchasing an audit during FY 2018.

## **Reports**

### March 5, 2018 Council Work Session

The CCLT Board and Staff are on the agenda for the March 5, 2018 Council Work Session. The meeting will last for 1 hour and begins at 6pm. Staff will provide an overview of the presentation at the Feb 13<sup>th</sup> CCLT meeting.

### Fair Housing Task Force

City Council will be considering the establishment of a Fair Housing Task Force at its February 19, 2018 meeting. The purpose of this task force will be to:

1. Assist City staff in a public engagement process to inform fair housing needs.
2. Review required fair housing data presented by staff and local partners.
3. Review public input collected through the public engagement process.
4. Provide recommendations to Council for fair housing goals and policies.

The CCLT will likely need to appoint a member of its board to this task force should Council approve proceeding in this manner. The proposed make-up of the board is as follows:

#### **City boards and commissions (1 each):**

Community Development Commission  
Columbia Community Land Trust Board  
Planning and Zoning Commissioner  
Human Services Commission Member  
Disabilities Commission Member

**The Fair Housing Task Force shall have five (5) members representing the following local organizations (1 each):**

- Columbia Housing Authority Staff Member
- Columbia Board of Realtors
- Columbia Apartment Association
- Columbia Home Builders Association
- Columbia NAACP

**The Fair Housing Task Force shall have three (3) individuals appointed by the City Council and representing the Columbia community in the following groups (1 each):**

- Local Social Service Providers
- Local Faith Community
- Central City Neighborhood Representatives living in Census Tract 9, 21, or 7.

#### Remaining Report Items

Staff will provide a brief overview of the remaining report items at the February 13, 2018 CCLT Board Meeting.