

To: Columbia Community Land Trust (CCLT) Board
From: Randy Cole
Date: 7/6/2018
Subject: 7/10/2018 CCLT Agenda Item Summary Memo

This memo provides a summary of the 7/9/2018 Columbia Community Land Trust (CCLT) meeting agenda. Staff will provide further information regarding the ground lease language at the meeting.

Old Business

Lynn Cottages Final Payout

City staff recommends the CCLT consider the following final payout policy to ensure transparency and accuracy in final payouts for future CCLT construction projects. Should the CCLT Board approve, this payout policy will be included within the CCLT's Financial Procedures, Contract Approval Procedures.

5. For all CCLT construction projects, final payout to contractor shall only occur after CCLT accounting firm has reviewed and reconciled final payout amount, and upon final board approval of releasing final payout.

Lynn Cottages Final Payout

The CCLT Accountant confirmed the final payout amount of \$6,468.62 to R. Anthony development, which matches staff records. Staff recommends approving the final payout

N. 8th Street Work plan

City staff has formulated a request for quotation of predevelopment services that is going through City procurement. City staff will be working with an engineering firm and the North Central Neighborhood Association to conduct a neighborhood meeting on June 24th. Staff is also in the process of building out a work plan for the following 9 months.

QuickBooks Subscription

The CCLT Board needs to renew its QuickBooks subscription in order to maintain access to recording and viewing its financial transactions. The annual fee is \$430.

Grounded Solutions National Conference 2018

The Grounded Solutions National Conference will be held in Pittsburg Pennsylvania from October 1-4, 2018. The FY 2018 CCLT Budget allows for \$2,100 in travel and training for the conference. This was initially budgeted to cover the costs of 2 CCLT Board members. The total estimated CCLT Board costs (for 3 members) is estimated at \$3,029. Staff is completing the application for a \$1,000 scholarship to pay for board member conference costs, however has not yet received notification of award.

Burlington Associates Proposal

The CCLT Board has demonstrated a desire to build additional homes and organizational capacity beyond the initial plans of the CLT Steering Committee and feasibility report. The CCLT has also been gaining interest

and support community wide with the completion of its first project. City staff contacted Mike Brown of Burlington Associates to provide a proposal for additional planning services. The attached proposal outlines additional services that could be provided by Mike Brown to the City and the CCLT. The purpose of Mike Brown's assistance would be to assist with setting a strategic direction on the future of the CCLT. Mr. Brown would also provide additional portfolio projections and feasibility assessments, if the results of the strategic planning results push the CCLT board to this specific direction. City staff is requesting initial feedback from CCLT Board Members and plans to proceed with next steps with the City Council.