



Department Source: Community Development - CDBG/Home

To: City Council

From: City Manager & Staff

Council Meeting Date: December 18, 2023

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

## Executive Summary

Staff has prepared for Council consideration an ordinance authorizing a one-year Agreement for the Administrative Services Agreement between the City of Columbia and the Columbia Community Land Trust (CCLT). The current agreement, which has been extended twice, expires on December 31, 2023. Staff is recommending approval of a one year Agreement to enable the CCLT and city staff to continue planning as to the CCLT's future endeavors

## Discussion

On December 31, 2023, an Administrative Services Agreement between the City of Columbia and the Columbia Community Land Trust (CCLT) will expire unless renewed. The agreement, originally authorized by the City Council in January 2017 and last extended for one year in January 2022, provides for City staff support of the CCLT. The proposed Agreement will extend the period to December 31, 2024.

The agreement in 2022 Administrative Services Agreement instituted the collection of an administrative services fee for the administrative duties (e.g., preparation of real estate closings; paying invoices; collection of ground lease payments; arranging for property maintenance services; assistance to auditors, etc.) that should not be charged to the Community Development Block Grant (CDBG) or HOME investment Partnerships administrative accounts. Section 20 of the original agreement stated that no administrative fees were to be charged by the city of the period of three years from the effective date of the agreement (January 2017-January 2020). The amended agreement provided for up to \$15,000 to be provided to the City to offset CCLT-related administrative duties. This fee arrangement will continue in 2024. The Agreement provides that either party may terminate the arrangement with appropriate notice to the other party.

On December 6, 2023 the Columbia Community Land Trust Organization Board approved a motion to recommend a one-year Agreement of the 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: Resilient Economy, Secondary Impact: Inclusive and Equitable Community, Tertiary Impact: Not Applicable

### Comprehensive Plan Impacts:

Primary Impact: Livable & Sustainable Communities, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

## Legislative History

Date	Action
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, 2024.