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Council Finance Committee Hybrid Meeting
CIC Room / Teams
October 2, 2025
4:00 - 6:00 pm

Council Attendees: Mayor Arndt, Emily Francis, Kelly Ohlson, Susan Gutowsky, Tricia Canonico

Staff: Kelly DiMartino, Tyler Marr, Caleb Weitz, Ginny Sawyer, Emily Land Dianne Criswell, Terri Runyan, Taryn Moran, Joe Wimmer, Vanessa Fenley, Jen Poznanovic, Victoria Shaw, Wendy Bricher, Jo Cech, Carissa Clinton, Alexis Coppello, Christina Cornelius-Spight, Caryn Champine, Monica Martinez, Seth Lorson, Jeff Rochford, Gerry Paul, Trevor Nash, Adam Halvorson, Renee Reeves, Garrison Dam, Lawrence Pollack, Jill Wuertz, Jacob Castillo, Drew Brooks, Josh Birks, Mallory Gallegos, Peggy Streeter, Annabelle Phillips, Carolyn Koontz

Others:

Zachary White with WBA Local Government
Forest Hancock from the Montava Development

Meeting called to order at 4:00 pm

Approval of minutes from September 4, 2025, Council Finance Committee meeting.
Motion made to approve by Emily Francis and seconded by Kelly Ohlson.
Approved via roll call.

A) Affordable Housing CCIP Request

Vanessa Fenley, Sr. Housing Manager
Joe Wimmer, Director, Utilities Finance

EXECUTIVE SUMMARY

Staff will present information on a recent request from Volunteers of America (VOA) to access $1.4 million from the City's Affordable Housing Capital Fund in the CCIP to support a new age-restricted, income-restricted housing development (Switchgrass Crossing). CCIP funds have been appropriated for the general purpose of supporting affordable housing development; this provides an opportunity for Council Finance Committee to gain additional information on this specific request prior to this item moving forward to City Council.

STAFF RECOMMENDATION

Staff recommends moving the Affordable Housing Capital Fund request from VOA forward for full Council consideration.

BACKGROUND / DISCUSSION

Background on CCIP Affordable Housing Capital Fund

The 2015 Community Capital Improvement Program (CCIP) package includes $4 million, over 10 years, for the Affordable Housing Capital Fund (AHCF). The AHCF has been used for “last in” gap financing for projects, provided as direct subsidy and fee credits. Funding provided as direct subsidy is structured as a due-on-sale loan; given the developers awarded funding do not intend to sell the development, the City does not anticipate any funding from the AHCF awarded to-date to be returned. Four affordable housing projects have accessed funding from the AHCF. While funding has been appropriated for the general purpose of supporting affordable housing developments, specific requests have been approved by Council through resolutions or ordinances. A summary of AHCF awards is included in Table 1.

Table 1. Projects Awarded Funding from the AHCF

Year	Amount	Project	Units	Type
2022-2023	$610,000	Oak 140	79	Direct Subsidy
2021	$200,000	VOA Cadence	45	Fee Relief
2020-2021	$876,662	Mason Place PSH	60	Direct Subsidy
2019	$100,000	Mason Place PSH	-	Fee Relief
2019	$541	Village on Redwood	72	Fee Relief
2019	$806	Redtail Ponds PSH	60	Fee Relief
2018-2019	$92,375	Oakridge Crossing	110	Fee Relief
2018	$119,257	Village on Horsetooth	96	Fee Relief

The AHCF has approximately $2 million available and appropriated to support affordable housing development. This includes $400,000 set aside to provide fee credits for eligible units through the City’s administrative process, leaving $1.6 million available for direct subsidies or additional fee credits.

VOA Switchgrass Crossing Request

Volunteers of America has requested $1.4 million in last-in gap financing to support development of Switchgrass Crossing. Switchgrass Crossing will be located at 3800 S. Mason St and comprise 45 units, including 39 1-bedroom units and six 2-bedroom units. The project will serve adults 55 years of age and older in the area median income range of 30% - 60% (currently between $26,820 and $53,640 for a one-person household).

Other sources of funding include 9% Low Income Housing Tax Credits and a $1.2 million award from the City’s 2025 affordable housing competitive funding process (federal HOME and CDBG funding). In addition, Volunteers of America is in process of requesting an additional $1 million in gap financing from the State Division of Housing. Volunteers of America has reported increases in development costs due to Build America Buy America (BABA) requirements. The Build America Buy America Act was passed as part of the 2021 Infrastructure Investment and Jobs Act. It requires federally-funded infrastructure projects to use construction materials produced in the United States.

Additional information regarding Switchgrass Crossing and this funding request are included in the attached letter from Volunteers of America.

CITY FINANCIAL IMPACTS

Funding is available within the CCIP Affordable Housing Capital Fund to support VOA's request of $1.4 million in direct subsidy. No additional requests from the Affordable Housing Capital Fund are pending at this time.

PUBLIC OUTREACH

Public outreach was conducted as part of the 2015 CCIP process. The Affordable Housing Board reviewed and discussed this specific request for funding. Their memo of support is included as an attachment.

DISCUSSION / NEXT STEPS:

Kelly Ohlson; I didn't see the total project cost.

Vanessa Fenley; $24.6M total estimated project cost

Kelly Ohlson; percentage wise this is a pretty good increase – the additional that they are asking for They don't have any additional motives as they aren't for profit, but how do you know this is a legitimate ask? Did they present something to you?

Vanessa Fenley; they have gone through the competitive process, so we were able to look at some of the project financing with that request. We are looking at some of the rational they are providing so they are sighting Build America, Buy American requirements some of the increases for development costs and extra expenses they are experiencing there.

ACTION ITEM
Kelly Ohlson; this will come to us for a vote. We need more of that information when the time comes for us to vote.

Emily Francis; how do people usually come to request more of the direct subsidy? Do they know how to come and ask? How does that work?

Vanessa Fenley; if we hear of an affordable housing development happening, usually conversations around fee credits and the opportunities to request assistance through the city are part of those conversations. It usually starts very early on. Someone from our team gets a call from a developer who is interested in learning more. The developer doesn't work frequently in the community, you will see a lot of the awards are coming from Housing Catalyst. Volunteers of America now working here more frequently, they have become more familiar with what that process looks like. It has been like a rolling basis, and we try to make it a simple process to request the dollars to be able to provide support where needed.

Emily Francis; it looks like the highest amount we have ever awarded was around $600K. This is quite a bit higher. The amount compared to what we have given out in the past.

Vanessa Fenley; I don't know if I can speak to that just not knowing all of the finances from previous projects and the gaps they were experiencing versus the gaps that this project is experiencing. We are hearing developers being really concerned about making projects pencil especially the lower income units, those 30% AMI units are getting harder to provide.

Emily Francis; is this all CCIP funds?

Joe Wimmer; yes, this request for $1.4M

Emily Francis; so that is over 25% of the 10-year $4M?

Joe Wimmer; yes, so a lot of that was loaded on the back half, so we have built up $2M, that is $500K appropriated just this year and $500K last year. It hasn't been sitting there for over ten years to spend.

Emily Francis; what was the plans to spend it if someone didn't come forward?

Joe Wimmer; it would be available for the next request, we positioned the fund to be a last in finance support for these, so they go through the competitive process, they apply for fee credits and then this is the last resort for making the project work.

Emily Francis; no cap

Joe Wimmer; no cap for a request to come through

Emily Francis; this also funds our fee waivers, and we only do up to 30% AMI, right?

Vanessa Fenley; $14K per unit for only those 30% units.

Emily Francis; going forward, are we going to look at how we are administering the CCIP fund? Only 30% AMI units are being given $14K and then we are giving a $1.4M chunk with this request

Joe Wimmer; on the list to evaluate how the next 10 years of that $10M and one of the options to evaluate is the $14K for fee credits – that amount becomes more flexible and more useful

Emily Francis; legally, we do fee waivers up to 80%

Vanessa Fenley; I am not sure I want to answer that question right now, I think generally, moving into, if this passes, I think we really want to be able to have conversations around what do we want to achieve with these dollars and what are the right strategies. Looking at the fee credits is one of the options on the table.

Emily Francis; if the CCIP package passes, will that revamping of the CCIP fund be coming back to the Council Finance Committee?

Joe Wimmer; yes, those dollars and the plans for the next 10 years would need appropriated through the budget. For the first year, 2026, we will have to appropriate before spending. I picture that a plan for 2026, the first year of the tax as well as 2027 and 2028 to be in the next budget cycle. 2026 will need to come forward soon after approval.

Emily Francis; not so much the allocation by the plan, but are we going to increase fee waivers, are we going to do more than 30% of 30%? Are we going to do larger chunks or put caps on these one-time requests?

Kelly DiMartino; depending on where we land, Council Finance Committee could be a spot for that, or it may be a full Council Work Session. There will be engagement in figuring out the strategy for those dollars.

Mayor Arndt; it feels like URA is coming to an end and people in the know see that money sitting there and are making requests. It feels like we are waiting for requests, If will be much better in the future if we have a plan. People who are regularly engaged can see that this is coming to an end and there is this money. It doesn't mean we shouldn't spend it, we should. But in terms of fair distribution of scarce resources.

Emily Francis; I am for it, but it just seems like 25% of the entire CCIP is a little hard -

Kelly Ohlson; I think we are requesting a little more information before this comes for a vote.
I am for being more generous with the fees for certified, affordable housing projects.
In the future, it makes sense to me, especially since we have money sitting there, I am for throwing in a few more trees. People in affordable housing should have the same tree standards as the city – subsidize trees for affordable housing projects.