

**DOWNTOWN DEVELOPMENT AUTHORITY  
Regular Directors' Meeting**

Susan Gutowsky, Council Liaison	970-294-2575
Kristin Stephens, County Commission Liaison	970-498-7001
Dave Lingle, Board Chair	970-227-4166

**MINUTES of February 13, 2025**

The Board of Directors of the Downtown Development Authority met in Regular Session at 7:30 a.m. on Thursday, February 13, 2025, at Rocky Mountain Innosphere, 320 E. Vine Drive, Fort Collins, CO 80524.

**PRESENT**

Abigail Christensen; Sam Coutts; Susan Gutowsky; Dave Lingle; Holli McElwee; Jenny Schultz; Randy Shortridge; Kristin Stephens (arrived 7:35 a.m.); Cheryl Zimlich

**ABSENT**

Rebecca Hill; Mandi Huston

**STAFF**

Matt Robenalt, Executive Director; Jala Curtis, Marketing and Communications Program Supervisor; Todd Dangerfield, Project Manager; Tom Dent, Technology & Maintenance Manager; Janna Dickerson, Marketing and Communications Coordinator; Derek Getto, Project Manager for Policy & Programs; Kristy Klenk, Finance & HR Manager; Krista Knott, Administrative Manager; Josh Liley, Legal Counsel

**GUESTS**

Michael Bussman, City of Fort Collins; Kelly DiMartino, City of Fort Collins; Florian Fiebig, City of Fort Collins; Cortney Geary, City of Fort Collins; Dana Hornkohl, City of Fort Collins; Erin Udell, Coloradoan

**CALL TO ORDER**

Dave Lingle called the meeting to order at 7:31 a.m. Mr. Lingle welcomed the newest Board member, Abigail Christensen.

**APPROVAL OF MINUTES**

**Moved by Jenny Schultz, seconded by Susan Gutowsky: To approve the minutes of December 12, 2024. The motion passed unanimously.**

**ALL IDEAS: BIG AND SMALL**

There were no ideas presented by the public.

**UPDATES**

There were no questions about updates.

**CONSENT AGENDA**

**RESOLUTION 2025-01 POSTING OF PUBLIC MEETING NOTICES**

Matt Robenalt noted this annual housekeeping item establishes the designation of the official location for the public meeting notices on the downtownfortcollins.org website.

**Moved by Sam Coutts, seconded by Susan Gutowsky: To approve Resolution 2025-01 designating a location for the posting of public meeting notices. The Resolution passed unanimously.**

**REGULAR AGENDA**

**EXECUTIVE SESSION**

**Moved by Jenny Schultz, seconded by Kristin Stephens: to enter into executive session for the purpose of 360 Linden Street Redevelopment, pursuant to C.R.S. 24-6-402(4)(e)(I): the motion carried.**

**Moved by Jenny Schultz, seconded by Susan Gutowsky to move out of executive session and return to the regular session of the meeting. The motion passed unanimously.**

**EXECUTIVE SESSION FOLLOW UP**

There was no further discussion or formal action resulting from the executive session.

**RESOLUTION 2025-02 APPROVING THE ESTABLISHMENT OF A LINE OF CREDIT WITH FIRST NATIONAL BANK OF OMAHA FOR THE FINANCING OF DDA PROJECTS AND PROGRAMS AND APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF FORT COLLINS, COLORADO, IN RELATION THERETO**

Matt Robenalt recounted a brief history of the DDA's Line of Credit financing model, noting its establishment in 2012 and renewed in 2018. In 2024, the second six-year term of Line of Credit expired. The tax increment revenues created each year from the private investment that has occurred downtown and as determined by the County Assessor, and as required by the DDA Act is to be used specifically to pay off debt. The City and DDA are required by the DDA statute to work collaboratively to establish and finance debt, and the proceeds created from the debt is to be used by the DDA to undertake its projects and programs.

Mr. Robenalt reviewed the major categories of funding needs between now and 2030, which include the ongoing commitment to the long-term debt service on the Firehouse Alley Parking Garage, a loan with Housing Catalyst for Oak 140, the capital asset maintenance obligations for all enhanced public infrastructure, commitments for multi-year reimbursements for public-private partnerships, the Board approved 5-year Investment Plan, and anything additional that may come up as a partnership opportunity. He noted this form of financing using a line of credit with a local bank is beneficial as it results in significantly shorter periods of time in which debt incurs interest, which allows for more funding available to invest in projects and programs downtown.

Mr. Robenalt highlighted the desired outcomes of this Line of Credit financing approach, which minimizes the cost to deliver investments, demonstrates good fiduciary stewardship of public funds, and recognizes that 82% of tax increment comes from the Poudre School District and Larimer County, and maintains long-standing practice that the DDA can grant money for partnerships with the City with no cost of capital assessed to City projects. Additionally, using the line of credit financing approach, which

is set up with a defined process through an IGA with the City to ensure no more than seven days transpire before the debt is paid off, and results in having no effect on the City's fund balance at the end of the fiscal year. The DDA has financed over \$46 million in principle debt with financing fees and interest amounting to little more than \$17,000 using the line of credit approach, and during the same time period financed \$17 million in principal debt, using traditional methods such as certificates of participation and private placement bonds, and paid more than \$3.7 million in financing costs. Mr. Robenalt pointed out the significant amount of saving realized from lower financing costs, thus allowing the DDA to direct more investment into projects and programs.

A bill amending the DDA Act was signed into law in 2023 that provided a new option for arranging the financing relationship between the DDA and City and creating the opportunity that the DDA may have its own debt and have it paid off with tax increment revenues received by the City. Prior to the amendment, the statute required debt only to be held in the City's name on behalf of the DDA. The City and DDA agreed to pursue this new option provided by SB23-175, as it will remove excessive busy work for City Finance staff that it was previously subject to when administering the line of credit on the DDA's behalf.

The new six-year Line of Credit term that has been negotiated with First National Bank for a third time will be in the DDA's name this time rather than in the City's name. The process steps for how the City and DDA will work together to administer payments for the line of credit debt is defined in the Intergovernmental Agreement. Adoption of Resolution 2025-02 would approve the IGA with the City, and approves three bank related documents that include the Promissory Note and Agreement for the line of credit, an Assignment of Account collateralizing a new account that the DDA will set up at First National Bank with a commitment by the City to pay off the line of credit with tax increment funds, and a Governmental Certificate, which acknowledges DDA's status as a governmental entity.

Susan Gutoswsky asked how it was determined which bank to go to for this Line of Credit. Mr. Robenalt said First National Bank was the City's primary account holder and that is where the DDA tax increment funds are currently held so it makes the transfer of funds to pay off the line of credit simpler and also the reason why the bank can offer these beneficial financing terms. He explained that this arrangement with the line of credit for the DDA is one of the ways that First National Bank meets its federal Community Reinvestment Act mandates and with the fees they basically charge they cover their costs for transacting the transfer of funds. The interest earned on a line of credit draw is inconsequential to the bank because of the seven day or less window in which the debt exists before it is paid off so this is about First National Bank recognizing the community benefit the DDA delivers. Randy Shortridge asked if that established relationship would ever move to a different bank. Mr. Robenalt noted that it could and this situation is specifically addressed in the IGA. Because the tax increment funds are held by the City in an account at First National Bank, if the City decides to move their funds to a different primary institution then the DDA would need to renegotiate with First National Bank or another bank for a line of credit. Mr. Shortridge asked if the City ever explored using other banks. Mr. Robenalt said that the City periodically goes out through an RFP process to determine its primary banking relationship, and this occurred a few years ago.

**Moved by Jenny Schultz, seconded by Susan Gutowsky: To approve Resolution 2025-02 that the Executive Director will advance the IGA to the City Finance Department for adoption by the City Council, and subsequent execution of the Promissory Note & Agreement, Assignment of Deposit Account, and Government Certificate by the Executive Director. The Resolution passed unanimously.**

NOTE: THIS DRAFT COPY OF MEETING MINUTES IS NOT INCLUSIVE OF ALL AGENDA ITEMS DISCUSSED BY THE DDA BOARD ON 2/13/2025. COMPLETE MEETING MINUTES WILL BE ISSUED FOR APPROVAL AT THE 3/13/2025 REGULAR DIRECTOR'S MEETING.

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