



TOWN BOARD WORK SESSION

April 27, 2020 - 6:00 PM

Zoom Meeting, Click on the link <https://windsorgov.zoom.us/j/92395725107> OR join by telephone 888-788-0099 (Toll Free) or 877-853-5247 (Toll Free) Webinar ID: 923 9572 5107

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

AGENDA

1. Collection of Building Permit fees at Certificate of Occupancy Discussion - S. Ballstadt
2. Downtown Development Authority IGA Extension Request - S. Hale

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: April 27, 2020
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Scott Ballstadt, Director of Planning
Re: Collection of Building Permit fees at Certificate of Occupancy Discussion
Item #: 1.

Background / Discussion:

Please see attached staff and SAFEbuilt memos.

CC:

Robin Volner, Building Permit Technician
Russ Weber, SAFEbuilt
Caleb Sulzen, SAFEbuilt
Eric Pendley, SAFEbuilt

ATTACHMENTS:

- ▢ Memo - Deferring Permit Fee Payment to CO
- ▢ SAFEbuilt memo - Deferring Permit Fee Payment to CO



MEMORANDUM

Date: March 27, 2020
To: Mayor and Town Board
From: Scott Ballstadt, Director of Planning
Re: Collection of Building Permit fees at Certificate of Occupancy

Background / Discussion

Based on an inquiry from the development community, staff was asked to provide information regarding the possibility of deferring collection of building permit fees from the time of permit issuance to the time of issuance of a certificate of occupancy (CO).

Building Permit Fees Due to SAFEbuilt for Building Services

Since the Town contracts with SAFEbuilt to perform building services, the enclosed memorandum from SAFEbuilt outlines issues from a building code standpoint, as well as their perspective as a business that relies on fees to provide the Town's building permit plan review and building inspection services.

Building Permit Fees Due to the Town

The Town has on occasion deferred payment of certain impact fees on commercial or industrial projects on a case-by-case basis as part of a negotiated incentive package based on the Town's economic development criteria. Deferring fees on a commercial or industrial project can be made to work through up front agreement between the property owner/tenant and the Town, as opposed to a single family home project, where the buyer is oftentimes not known until closing. Staff would not recommend changing the current process for considering commercial or industrial projects, as case-by-case analysis is necessary to determine what is appropriate for each project.

However, deferring collection of single-family residential building permit fees to the very last step of the building permit process is problematic. From an administrative standpoint, tying requirements to issuance of a CO can create a "fire drill" at the last minute when new homebuyers and builders may have several property closings with outstanding fees scheduled on the same day. More importantly, if the builder does not perform, it is the unsuspecting homebuyer that loses. If the fees are not paid in a timely fashion, causing the Town to withhold issuance of the CO, the closing is held up through no fault of the homebuyer or the Town. The homebuyer oftentimes has all of their belongings in a moving truck and they can't move into their new home without a CO.

Additionally, the Town experienced issues during the last economic downturn where some home builders went through bankruptcy, lost properties to foreclosure or simply walked away, leaving behind open foundation holes that the Town was forced to mitigate from a safety standpoint. The Town had to purchase safety fencing and utilize Public Works staff resources to temporarily fence open foundation holes and place liens on the respective properties. If

similar economic conditions return and permit fees are not paid at permit issuance, the Town's potential issues are only compounded if a home builder walks away midway through a project without any fees paid.

encl:

SAFEbuilt memorandum

cc:

Robin Volner, Building Permit Technician

Russ Weber, SAFEbuilt

Caleb Sulzen, SAFEbuilt

Eric Pendley, SAFEbuilt

3755 Precision Dr, STE 140
Loveland, CO 80538



MEMO

Shane Hale
Town Manager

I am writing this memo on behalf of SAFEbuilt in response to the Town of Windsor's request to evaluate the possibility of waiving building permit fees at the time the permit is issued. It is my understanding that this request is the result of communications the Town has received from local members of the development community. This proposal would require all fees to be collected at or before the issuance of the Certificate of Occupancy. Talking with the town staff, this proposal raises a serious concern relating to the impact this would have on how SAFEbuilt would continue to deliver quality services to the citizens of Windsor. Below are some of the areas of concern that a decision like this raise:

1. SAFEbuilt's monthly revenue under our contract with Windsor is generated by permit fees. These fees cover all of our operating costs. Without these fees, SAFEbuilt would need to significantly increase its operating capital in order to pay these costs prior to getting paid for the work done. In essence this would create a credit exposure for the company.
2. The Town of Windsor allows building permits to remain active for 2 years before they expire (Which is an excellent service for the citizens). Consequently, SAFEbuilt's operating capital increase would have to be sufficient to cover up to two years of our operating costs.
3. The net effect of the proposal is to make SAFEbuilt a lender to the construction industry in Windsor. In addition to the increased operating expense, this would require us to make a significant allowance for bad debt – projects that end without issuance of a Certificate of Occupancy.
4. All projections are that the economy will slow in the second quarter of 2020 and possibly longer for some types of construction. SAFEbuilt understands that and is taking precautions now to minimize disruption while continuing to deliver the best building department services to the Town. Not collecting these fees would presumably have some impact on our go-forward operating decisions.
5. SAFEbuilt delivers these services all over the country, now in 27 States, serving over 1000 municipalities. While we continuously look for innovative ideas, this specific proposal presents significant challenges under our existing contractual arrangement with Windsor and would require a number of changes including moving to a different billing structure, such as payment by the Town of a monthly retainer or payment for services on an hourly basis.
6. All adopted building codes in Colorado and across the Country require that "All fees must be paid" prior to the issuance of any building permit. The Towns adopted codes would need amended to meet this proposal.

SAFEbuilt is proud to be celebrating a 27-year partnership with the Town of Windsor and will work with the Town council and staff to maintain that high level of service they deserve.

Sincerely,

Russ Weber
Account Manager





MEMORANDUM

Date: April 27, 2020
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Shane Hale, Town Manager
Re: 2016 Town/DDA IGA
Item #: 2.

Background / Discussion:

Please see the attached request from the Downtown Development Authority to consider extending the date of our existing IGA for five years beyond the current expiration.

The 2016 DDA/Town IGA states that:

Review and Evaluation in 2021. During the first half of Fiscal Year 2021, the parties will review and evaluate downtown Windsor needs and the DDA's progress in meeting the objectives of the Downtown Plan, the DDA Plan of Development, the Downtown Strategic Plan and any other objectives established by mutual agreement during the preceding fiscal years. The purpose of such review and evaluation shall be to determine: (1) whether further Town sales tax funding will continue and, if so, at what levels; and (2) the disposition of any funds that remain in the DDA Reserve Fund on December 31, 2021. The parties anticipate that the completion of such review and evaluation will result in an amendment of this IGA or a separate intergovernmental agreement with respect to ongoing sales tax base and/or sales tax increment funding by the Town.

Financial Impact:

In 2019 we collected/remitted \$547,462.24 in sales tax receipts to the DDA, so a 5 year extension would be an additional \$2.7M +/-.

ATTACHMENTS:

- ▢ Town-DDA 2016 IGA
- ▢ DDA Extension Request

**AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT BETWEEN
THE TOWN OF WINDSOR, COLORADO AND THE WINDSOR DOWNTOWN
DEVELOPMENT AUTHORITY REGARDING CONTINUING TOWN SUPPORT OF
THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY**

This AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT (“IGA”) is made and executed this 14th day of March, 2016, by and between the TOWN OF WINDSOR, a Colorado home rule municipal corporation (the “Town”), and the WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY, a body corporate and politic (the “DDA”).

WITNESSETH:

WHEREAS, by Ordinance No. 2011-1401, the Town created and established the DDA with all the purposes and powers now or hereafter authorized by Part 8 of Colorado Revised Statutes Title 31, Article 25 (the “DDA Statute”), and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part 8 within the boundaries of the DDA as such boundaries presently exist and may in the future be expanded (“DDA Boundaries”); and

WHEREAS, the DDA Statute has declared that the organization of downtown development authorities will serve a public use; promote the health, safety, prosperity, security, and general welfare of the inhabitants thereof and of the people of this state; will halt or prevent deterioration of property values or structures within central business districts; halt or prevent the growth of blighted areas within such districts, and assist municipalities in the development and redevelopment of downtowns and in the overall planning to restore or provide for the continuance of the health thereof; and

WHEREAS, pursuant to C.R.S. §31-25-808, the DDA is empowered to cooperate with the Town, to enter into contracts with the Town and to make or receive from the Town grants, contributions and loans; and

WHEREAS, the citizens of Windsor have consistently urged that the Town make revitalization of downtown a priority; and

WHEREAS, the Town and the DDA recognize the overall economic benefit to the Town of maintaining and revitalizing its downtown, which area serves as the Town’s center for commercial, financial, governmental, social, recreational, historic and cultural activities; and

WHEREAS, the Town and the DDA desire to promote redevelopment opportunities in the downtown that will generate economic development that results in increased employment, and increased tax revenue while preserving and enhancing the unique character of downtown as the heart of Windsor; and

WHEREAS, on February 22, 2010, the Town Board adopted Resolution No. 2010-13, within which the Town Board approved and adopted the Town of Windsor Downtown Design Guidelines and Financing Plan (“Downtown Plan”); and

WHEREAS, the Town and DDA acknowledge that Resolution No. 2010-13 directs Town staff and administration to work cooperatively with downtown business and property owners to implement the objectives of the Downtown Plan; and

WHEREAS, on June 15, 2011, the Board of Directors of the DDA adopted the DDA Plan of Development, which identifies the needs of downtown, and the programs, projects and actions that will be necessary to satisfy those needs; and

WHEREAS, one purpose of the DDA Plan of Development is to establish a framework by which the DDA will assist the Town in meeting its objectives on several Town-adopted plans impacting downtown, including the Downtown Plan; and

WHEREAS, it is important that the Town and the DDA work closely together to develop and approve appropriate planning and funding tools to maximize quality redevelopment opportunities in the downtown in order that the objectives of the DDA Plan of Development and the Downtown Plan can be accomplished; and

WHEREAS, on November 28, 2011, the Town and the DDA entered into an intergovernmental agreement which memorialized their respective commitments in connection with downtown planning objectives, the 2010 Election and the interim funding of the DDA through fiscal year 2016 (the “2011 IGA”);

WHEREAS, under the 2011 IGA, the Town agreed to provide funding to the DDA in recognition of the fact that, until sufficient property tax increment is being generated and property tax monies are available for DDA operations and capital program expenditures, the DDA would be unable to make significant progress toward achieving the objectives set forth in the DDA Plan of Development and the Downtown Plan; and

WHEREAS, the DDA has retained an Executive Director to provide administrative and managerial assistance to the DDA; and

WHEREAS, while the amount of funds available to the DDA through independent sources have increased in the years since the 2011 IGA was executed, including through tax increment financing mechanisms and other sources such as state-level grant funding, the amount of funds annually available to the DDA remains insufficient for the DDA to advance the goals of the DDA Plan of Development and the Downtown Plan without continued funding from the Town; and

WHEREAS, the Town and the DDA desire to enter into this IGA to memorialize their respective continued commitments in connection with downtown planning and redevelopment objectives and to continue Town funding of the DDA for fiscal years 2017 through 2021; and

WHEREAS, the DDA Board, on _____, 2016, , determined that this IGA is consistent with and in furtherance of the goals and purposes of the DDA and thereupon approved the terms of this IGA and authorized its Chairperson to execute it;

WHEREAS, the Town Board, on _____, 2016, determined that this IGA is consistent with and in furtherance of the goals and purposes of the Town and the DDA and thereupon approved the terms of this IGA and authorized the Town Manager to execute it; and

NOW, THEREFORE, in consideration of the mutual promises and other valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

ARTICLE ONE

TOWN COMMITMENTS

1.1 Development and Redevelopment Regulations.

The Town will work cooperatively with the DDA to evaluate new or additional regulations intended to promote responsible development and redevelopment within downtown Windsor (“New Land Use Regulations”). Town staff will prepare any proposed New Land Use Regulations, but will consult with the DDA before referring any such regulations for Town Board consideration, adoption or approval. The parties recognize that the adoption of Town policy is exclusively within the discretion and authority of the Town Board.

1.2 Funding with Town Sales Tax Revenue.

- a. **Funding Duration.** For fiscal years 2017 through 2021 and subject to the terms set forth herein, the Town will provide funding to the DDA in an amount equal to the portion of sales tax revenue collected within the DDA Boundaries, as set forth below in Sections 1.2.b. through 1.2.g. inclusive.
- b. **Sales Tax Base.** The Town will collect and set aside in a special fund for DDA budget revenue purposes a sum equal to all sales tax revenue collected by the Town within the original DDA boundaries for fiscal year 2010, less that percentage which is required by law for retirement of the bonded indebtedness associated with construction and expansion of the Community Recreation Center. This sum will be considered the “Sales Tax Base” for purposes of this IGA. Contingent upon Town approval of the DDA budget for each of the fiscal years identified in Section 1.2.a. above, the Sales Tax Base may be used by the DDA for its budgeted operations, programming, capital projects and the maintenance of appropriate reserves in accordance with the terms of this IGA. In the event the DDA original boundaries for fiscal year 2010 are expanded, the Town, in consultation with the DDA, shall determine whether such additional property should be added to the Sales Tax Base.
- c. **Sales Tax Increment.** In addition to the Sales Tax Base, the Town shall collect and set aside in a special fund for DDA budget revenue purposes a sum equal to the portion of sales tax revenue collected within the DDA Boundaries in excess of the Sales Tax Base revenue, which excess will be considered the “Sales Tax Increment” for purposes of this IGA. Contingent upon Town approval of the DDA budget for each fiscal year, the Sales Tax Increment may be used by the DDA for its budgeted operations, programming, capital projects and the maintenance of appropriate reserves in accordance with this IGA. Notwithstanding the funding duration timeframe set forth in Section 1.2.a, above, it is the intent of the Town Board that the Sales Tax Increment shall be appropriated by the Town Board to the DDA through the thirty-year tax increment term permitted under State law for the purpose of creating an incentive to downtown businesses to maximize retail opportunities and to assist the DDA in meeting the goals of the DDA Plan of Development and the DDA’s Downtown Strategic Plan (such strategic plan being addressed in Section 2.2 below).
- d. **Unexpended Town Funds.** To the extent that DDA budgeted funds from the Sales Tax Base or the Sales Tax Increment, or any combination thereof, is not expended as provided in this IGA in a given DDA fiscal year, the Town agrees that any such unexpended funds shall be transferred at the conclusion of each

fiscal year to a DDA Reserve Fund, which Reserve Fund monies may be used by the DDA for one or more capital projects, subject to the approval of the Town Board of any DDA budget which includes expenditure of such monies. Any funds present in the DDA Reserve Fund upon execution of this IGA shall remain in such fund for use by the DDA in accordance with the terms and conditions of this Section 1.2.d. Any funds that remain in the DDA Reserve Fund as of December 31, 2021, shall be subject to the provisions of Section 1.2.g. below.

- e. **Interest Earned on Town Funds.** The DDA shall be entitled to retain any interest earned on funds provided by the Town, including interest earned on unexpended Town funds. Interest on Town funds shall be separately accounted for as revenue within the DDA budget for each fiscal year during the initial funding duration described in this Section.
- f. **Credit for Town Administrative Support.** Given the substantial value of the administrative support provided by the Town to the DDA, the Town shall be entitled to offset against the revenue sources identified in Sections 1.2.b. and 1.2.c. the actual cost of direct administrative support provided to the DDA for those Town services listed on Exhibit “A,” attached hereto and incorporated herein by this reference, not to exceed a total of Thirty-five Thousand Dollars (\$35,000) in any calendar year. The Town and the DDA will meet during the last quarter of each year in which this IGA is in effect to review actual costs of such administrative support for the then-current year and projected administrative support needs for the subsequent year.
- g. **Review and Evaluation in 2021.** During the first half of Fiscal Year 2021, the parties will review and evaluate downtown Windsor needs and the DDA’s progress in meeting the objectives of the Downtown Plan, the DDA Plan of Development, the Downtown Strategic Plan and any other objectives established by mutual agreement during the preceding fiscal years. The purpose of such review and evaluation shall be to determine: (1) whether further Town sales tax funding will continue and, if so, at what levels; and (2) the disposition of any funds that remain in the DDA Reserve Fund on December 31, 2021. The parties anticipate that the completion of such review and evaluation will result in an amendment of this IGA or a separate intergovernmental agreement with respect to ongoing sales tax base and/or sales tax increment funding by the Town.

1.4 Downtown Incentive Program.

The Town hereby states its intention to continue its Town-wide retail development incentive program, including the retail development incentives for the downtown area. The Town will work cooperatively with the DDA with respect to any downtown development incentives proposed during the term of this IGA prior to Town Board action on any such incentives. Such downtown development incentives may include deferral, reimbursement or waiver of all or any portion of fees customarily included in the cost of building permits or other development approvals. The parties acknowledge that the adoption of Town policy is exclusively within the discretion and authority of the Town Board.

1.5 Continuance of Routine Maintenance of Downtown Improvements.

The Town will continue to be responsible for routine maintenance of Town improvements within the DDA Boundaries. However, in the event that any capital improvements funded by the DDA requires extra maintenance due to the enhanced nature of such improvements, in conjunction with annual Town Board approval of DDA budgets, the Town and DDA will reach specific agreements with respect to the allocation of maintenance responsibility for any such DDA capital improvements reflected in each such budget.

ARTICLE TWO

DDA COMMITMENTS

2.1 Financial and Administrative Self-Sufficiency. As part of its effort to become a self-sustaining entity supported by financial and administrative resources distinct from Town resources, the DDA agrees to undertake the following efforts:

- a. **Grant Funding.** The DDA will actively seek available grant funding from both public and private sources to further support its revenue requirements.
- b. **Capital Projects Focus.** The DDA acknowledges that one of its primary purposes is to increase property values within its boundaries, thus generating *ad valorem* property tax revenue statutorily available to the DDA. Therefore, the DDA will concentrate on the development of a formal Capital Improvements Plan emphasizing projects which are likely to result in increased property values within the DDA boundaries, while recognizing that a variety of DDA-funded activities and programs will also be necessary to provide needed economic vitality.

2.2 Downtown Strategic Plan.

The DDA has developed and approved a Downtown Strategic Plan, which establishes DDA priorities and strategies for accomplishing such priorities. The Downtown Strategic Plan, as may be amended from time-to-time, will guide the DDA in its approach to its objectives, such that the dedication of funds provided to the DDA by the Town is consistent with a strategy developed in advance.

2.3 Preparation of Annual Budget and Work Plan.

- a. **Annual Budget.** The DDA will provide to the Town the DDA's annual budget by no later than November 1 of each year. The Town Board will complete its review of the DDA budget and issue its budget approval by December 31 of each year. The format for such DDA annual budgets shall be substantially the same as that submitted by the DDA in 2015.
- b. **Annual Work Plan.** The DDA shall annually prepare and submit to the Town a Work Plan in association with the DDA's budget submittals as provided in Section 2.3.a. The format of such DDA Work Plans shall be substantially the same as that submitted by the DDA in 2015.

ARTICLE THREE

MISCELLANEOUS

3.1 Expansion of DDA Boundaries. The parties acknowledge that the DDA Statute governs the expansion of downtown development authority boundaries, and agree that the procedures set forth in said Part 8 shall apply to any expansion of the original DDA boundaries.

3.2 Notices. All notices to be given to parties hereunder shall be in writing and shall be sent by certified mail to the addresses specified below:

If to the DDA: Windsor Downtown Development Authority
Attn: Chairperson
P.O. Box 381
Windsor, CO 80550

With a copy to: Liley Law Offices, LLC
Attn: Lucia A. Liley, Esq.

419 Canyon Ave., Ste.220
Fort Collins, CO 80521

If to the Town: Town of Windsor
 Attn: Town Manager
 301 Walnut Street
 Windsor, CO 80550

With a copy to: Windsor Town Attorney's Office
 Attn: Ian McCargar, Town Attorney
 301 Walnut Street
 Windsor, CO 80550

- 3.3 **Governing Law.** This IGA shall be governed by, and its terms construed under the laws of the State of Colorado.
- 3.4 **Third Party Beneficiaries.** It is the mutual intent of the parties hereto that this IGA shall inure to the benefit of only the parties hereto. Accordingly, nothing in this IGA shall be construed as creating any right or entitlement which inures to the benefit of any third party.
- 3.5 **Annual Appropriation.** All financial obligations of the Town or the DDA arising under this IGA that are payable after the current fiscal year are contingent upon funds for that purpose being annually appropriated, budgeted and otherwise made available by the Town Board of the Town, in its discretion, and/or the Board of Directors of the DDA, in its discretion, as applicable.
- 3.6 **Benefit, Binding Effect, Covenant.** The parties hereto recognize that there are legal constraints imposed upon them by the constitution, statutes, and rules and regulations of the State of Colorado and of the United States, and imposed upon them by their respective governing statutes, charters, ordinances, rules and regulations, and that, subject to such constraints, the parties intend to carry out the terms and conditions of this IGA. Notwithstanding any other provision of this IGA to the contrary, in no event shall either of the parties be obligated hereunder to exercise any power or take any action that is prohibited by applicable law. Whenever possible, each provision of this IGA shall be interpreted in such a manner so as to be effective and valid under applicable law.
- 3.7 **2011 IGA.** It is the intention of the parties that this IGA shall supersede the 2011 IGA.

IN WITNESS WHEREOF, the parties have executed this IGA the day and year first above written.

TOWN OF WINDSOR, COLORADO, a
municipal corporation

By: 
Kelly Arnold, Town Manager

ATTEST:


Patti Garcia, Town Clerk



APPROVED AS TO FORM:


Ian McCargar, Town Attorney

WINDSOR DOWNTOWN
DEVELOPMENT AUTHORITY, a body
corporate and politic

By: 
~~Bob Winter, Chairperson~~
Dan Stauss, Vice Chairperson

ATTEST:


Craig Peterson, Secretary

Exhibit "A"

Town Services to include:

Financial services – accounts payable, monthly report of bills, monthly financial statement, annual budget preparation

Planning services – support related to development within the DDA and façade improvement program

Administrative services – staff liaison to the DDA, grant administration, community partnerships, meeting facilitation, public communications



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

April 15, 2020

Mayor Kristie Melendez
Honorable Town Board
Town Manager Hale

Dear Community Partners:

Downtown is the lifeblood of our community and during the past month, we've experienced challenges unimaginable just a few short weeks ago. Business owners have described the situation as "having to write a new business plan every day." While there are glimmers of hope on the horizon, it will likely be months and even years before our downtown district begins to bounce back to what it was at the beginning of 2020.

While mounting worries add to building stress levels, the constant that has helped see us through are the partnerships and support of our friends and neighbors. We're all in this together!

Over the past weeks, the Downtown Development Authority has shifted its focus from several large development initiatives toward aiding the successful weathering of this storm day-to-day. Our communications with our businesses have increased dramatically. Over the past month, our social media post engagement is up 211%, page likes are up 500%, video views are up 4300%, and page followers are up 520%. One post, highlighting local restaurant's takeout options, was viewed by more than 2,800 people.

Just prior to the virus outbreak, we celebrated the reawakening of the Windsor Mill. A major milestone achievement illustrating the outstanding progress that can be made by building partnerships. In fact, the 4th Quarter of 2019 experienced an increase in sales tax across the District of 32% over the same Quarter of 2018. This represented a total increase of nearly \$40,000 from the Mill block, along with increases across several other downtown blocks.

Without a strong partnership, this landmark project would not have been possible.

Looking forward to tomorrow, and a brighter future when our focus returns to large catalyst projects, the DDA would respectfully request consideration by the Town Board to continue the momentum we've built over the past decade. While the DDA strives to achieve sustainability, we are firmly convinced that as partners, we can be more successful. To help accelerate our partnership, we request your consideration to extend the Intergovernmental Agreement that has helped build the DDA into a strong partner, leading efforts to propel Windsor Downtown's economy to a prosperous future. We would request consideration to extend the IGA an additional 5-years from the current agreement's ending date. This request for your consideration was discussed with unanimous support from the DDA Board on April 15, 2020.

We look forward to partnering with in you the future!

Sincerely,


Dan Stauss, Chair

Windsor Downtown Development Authority Board of Directors