Office of Business Development

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Date: January 25, 2013

To: Redevelopment Authority Citizens Committee
Meeting of February 4, 2013

From: Lee Plemel, Planning Director

Subject: Special Event funding application deadline policy modification

Recommended Motion: "I move to recommend to the Redevelopment Authority the proposed amendments to the Redevelopment Authority Policies and Procedures to change the submittal deadline for Special Event funding applications from February 15 to April 15 each year, and other related amendments as presented and recommended by staff."

Discussion:
The current deadline for submitting an application for Redevelopment Special Event funding is February 15 each year, and the Redevelopment Authority is required to review the application within 30 days, per the adopted Redevelopment Authority Policies and Procedures. However, it is not known how much funding will be available for special events until approximately May as the budget for the following fiscal year beginning July 1 is being developed and reviewed by the Redevelopment Authority. In addition, the Redevelopment Authority has adopted a Resolution requiring the RACC (Redevelopment Authority Citizens Committee) to review and make recommendations on Special Event applications, making it difficult to bring the applications to the Redevelopment Authority within 30 days of the application deadline as required by the policy.

Therefore, staff is recommending amending the Redevelopment Authority Policies and Procedures to change the Special Event application deadline date from February 15 to April 15. This will allow the RACC to review the applications at its meeting on the first Monday in May and the Redevelopment Authority to review the applications at either its second meeting in May or first meeting in June. The recommended changes to the Policies and Procedures Section 3.2 are noted below in Track Changes format. The complete Policies and Procedures document with the proposed modifications is attached.

Section 3.2 Financial Assistance for Special Events

3.21 Financial Assistance for Special Events Application Process

The deadline for filing an application for financial assistance ~~[with]~~ for a special event is ~~[February]~~ April 15 each year. If excess funding is available after the initial application review process has been concluded, the Redevelopment Authority, at its sole discretion, may decide to entertain additional applications for financial assistance. All applications for financial assistance for a special event must be complete and must be submitted to

the Redevelopment Authority Director prior to the application deadline. If an application is deemed to be incomplete it may lose its eligibility for consideration.

The Redevelopment Authority Citizens Committee must review any application for financial assistance for a special event and make a recommendation to the Redevelopment Authority on the application within 30 days after receipt of the application by the Redevelopment Authority Director. The Redevelopment Authority must review any application for financial assistance for a special event within 30 days after ~~[receipt from the applicant]~~ the Redevelopment Authority Citizens Committee makes its recommendation. In order to recommend that financial assistance for a special event be granted, the Redevelopment Authority must determine that the financial assistance for the special event is necessary or incidental to the carrying out of the Redevelopment Plan which has been adopted by the Board of Supervisors. If the Redevelopment Authority does not recommend the approval of the application for financial assistance for a special event, the applicant cannot appeal the Redevelopment Authority's decision.

If, after determination by the Redevelopment Authority that financial assistance for a special event should be given, it must submit the application request to the Board of Supervisors with its findings. The Board of Supervisors must consider the application within 30 days from receipt of the Redevelopment Authority. The consent of the Board of Supervisors must be made by a resolution of the Board of Supervisors consenting to the payment of financial assistance for the special event and authorizing the expenditure from the Revolving Fund for the Redevelopment Authority for the payment of the financial assistance for the special event. The resolution of the Board of Supervisors must be passed by the applicable number of votes required for an expenditure from the Revolving Fund as set forth in Section 6.3.

The determinations by the Redevelopment Authority and the Board of Supervisors are final and conclusive.

3.22 Materials to Be Submitted in Conjunction with Application for Financial Assistance for a Special Event

In order for the Redevelopment Authority to properly assess an application for financial assistance for a special event and analyze conformance with the standards for granting financial assistance for a special event, the applicant must submit to the Redevelopment Authority, at the time the application is submitted, the following materials:

(a) A narrative description of the proposed special event, including the estimated number of local and out-of-town participants.
(b) A history of the entity conducting the special event.
(c) Resumes for all principals and key individuals in the entity conducting the special event.
(d) Organizational structure of the entity conducting the special event including delineation of lines of responsibility.
(e) A narrative history of the event in Carson City (if applicable), including the event's longevity and importance to the community.
(f) Proof that the entity conducting the special event has or has a plan to acquire the authority to conduct the special event, including control of the property on

which the special event will be conducted and all necessary and proper permits, licenses or certifications required by any governmental entity.
(g) A breakdown of the sources and use of funds for the special event, including efforts made to obtain funding from other sources.
(h) A pro-forma profit and loss statement for the special event.
(i) Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognition of revenues and expenses. Corresponding tax returns should also accompany the financial statements.
(j) Identification of current banking relationships and major credit references.
(k) Demonstration of why Redevelopment Authority funds are required for the special event.
(n) Explanation of how the special event complies with the objectives of the Redevelopment Authority plan.
(o) Explanation of how the special event may be able to be expanded in the future.
(p) Explanation of how the special event will be able to transition away from City funding support in the future.

3.23 Review Criteria in Considering an Application for Financial Assistance for a Special Event

The Redevelopment Authority shall consider the following factors when evaluating applications for Special Event funding:

(a) The number of participants the event draws compared to the amount of Redevelopment funding and other City support requested for the event.
(b) The amount of City funding requested for the event compared to funding obtained or sought from other sources.
(c) The amount of funding requested in past years compared to funding currently being requested.
(d) The longevity of the event in Carson City and its importance to the community.
(e) The possibility for the event to grow in the future.
(f) Potential conflicts with other special events on the same date as the proposed event.
(g) Other factors as deemed appropriate by the Authority.

Another section that the Redevelopment Authority may wish to consider modifying is 3.22 regarding the Special Event application submittal requirements. As noted above, subparagraph 3.22(i) requires the submittal of “current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognition of revenues and expenses” and “corresponding tax returns.” This is the same requirement as for other incentive applications in Section 3.1 of the policies.

However, some applicants, particularly private businesses, have been reluctant to provide this information for Special Event funding. Typically, this information has been provided in the form of various financial statement and income tax forms. Based upon past experience and practices, the Office of Business Development does not include this information in the public information packets provided to the RACC or Redevelopment Authority, but it may be made available upon individual request. The detailed financial information is rarely requested and has not been

considered when making recommendations or approving funding for Special Events. A budget for the Special Event is also required as part of the application. A copy of the current Special Event funding application is attached for reference.

The RACC and Redevelopment Authority may consider whether or not they feel this information is necessary in order for an applicant to receive funding for Special Events. If not, it is recommended by staff to delete subparagraph (i) of Section 3.22.

Staff plans on bringing this item to the Redevelopment Authority on Thursday, February 7, 2013, and will forward RACC's recommendation at that meeting. Contact Lee Plemel at 283-7075 or lplemel@carson.org if you have any questions regarding this item.

Attachments:

1) Amended Redevelopment Authority Policies and Procedures
2) 2013 Redevelopment Special Event funding application

REDEVELOPMENT AUTHORITY
POLICIES AND PROCEDURES

FOREWORD

Nevada state law regarding Redevelopment of Communities is set forth in Nevada Revised Statute (NRS) Chapter 279. In1984, pursuant to NRS 279.428, the Carson City Board of Supervisors declared that there was a need for a redevelopment agency to function in Carson City, and the Board of Supervisors established the Carson City Redevelopment Authority in Ordinance No. 1986-10. The Carson City Redevelopment Authority is a public body, corporate and politic of Carson City. The Carson City Redevelopment Authority may transact any business or exercise any powers set forth in NRS 279.382 to 279.685, inclusive.

In an effort to perpetuate the redevelopment of Carson City, the Carson City Redevelopment Authority has approved and published Policies and Procedures for the Carson City Redevelopment Authority. The policies and procedures are intended as guidelines for the fair administration of the Carson City Redevelopment Authority funds and the projects under the jurisdiction of the Carson City Redevelopment Authority.

It is expected that as the state law changes or as circumstances change in the Carson City Redevelopment District, the policies and procedures will also change to reflect the declarations of state policy regarding redevelopment of communities. These Redevelopment Authority Policies and Procedures replace and supersede the Policies and Procedures adopted on May 7, 2009.

Adopted by the Carson City Redevelopment Authority on December 1, 2011.

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TITLE 1.0
ORGANIZATION

Section 1.1 General

Chapter 279 of the Nevada Revised Statutes provides that a city council, board of county commissioners or other legislative body of the community may create a public body, corporate and politic known as the redevelopment agency of the community. In 1984, the Carson City Board of Supervisors declared that there was a need for a redevelopment agency to function within the jurisdictional limits of Carson City, and the Board adopted Ordinance No. 1986-10, a resolution creating the Carson City Redevelopment Authority.

Section 1.2 Composition of the Redevelopment Authority

The Carson City Board of Supervisors declared itself the Carson City Redevelopment Authority. Therefore, the Carson City Redevelopment Authority is composed of the five (5) members of the Carson City Board of Supervisors.

The Board of Supervisors selects the Chairperson and Vice Chairperson, who serve 2 year terms. The Chairperson and Vice Chairperson are selected by the Board of Supervisors at the first meeting in January.

Section 1.3 Responsibility

The Redevelopment Authority is responsible for redeveloping those areas designated by the Authority for redevelopment due to blight.

The Carson City Redevelopment Authority has designated two areas as being "blighted", the Downtown Carson City Redevelopment Area and the South Carson Street Redevelopment Area. *See* Ordinance No.1986-10 and Ordinance No. 2004-17.

The Carson City Board of Supervisors has adopted two plans to redevelop the Downtown and South Carson Street areas. *See* Ordinance No. 1986-10 and Ordinance No. 2004-17. The Carson City Redevelopment Authority is responsible for carrying out the plans adopted by the Board of Supervisors. The Redevelopment Authority may not take any action that will constitute a material deviation from the plans.

Section 1.4 Interest in Property Included in Redevelopment Area Forbidden; Disclosure of Interest; Exception

1. Except as provided in subsection 2, no officer or employee of the Carson City Redevelopment Authority or of Carson City who in the course of his duties is required to participate in the formulation of or to approve plans or policies for the redevelopment of a redevelopment area may acquire any interest in any property included within a redevelopment area within Carson City. If any officer or employee owns, purchases or has or acquires any direct or indirect financial interest in such property, he shall immediately make a written disclosure of it to the Redevelopment Authority and the Carson City Board of Supervisors which must be entered on their minutes. Failure to disclose constitutes misconduct in office.

2. Such an officer or employee may purchase or acquire property in the redevelopment area if he uses it for his residence.

Section 1.5 Redevelopment Authority's Powers

The Redevelopment Authority may:
1. Sue and be sued.
2. Have a seal.
3. Make and execute contracts and other instruments necessary or convenient to the exercise of its powers.
4. Make, amend and repeal bylaws and regulations not inconsistent with, and to carry into effect, the powers and purposes of NRS 279.382 to 279.685, inclusive.
5. Obtain, hire, purchase or rent office space, equipment, supplies, insurance and services.
6. Authorize and pay the travel expenses of Redevelopment Authority members, officers, agents, counsel and employees on Redevelopment Authority business.

The Redevelopment Authority exercises governmental functions and has the powers prescribed in NRS 279.382 to NRS 279.685, inclusive.

Section 1.6 Duties of Redevelopment Authority

The Redevelopment Authority may:

1. Prepare plans for the improvement, rehabilitation and redevelopment of blighted areas.

2. Disseminate redevelopment information.

3. Accept financial or other assistance from any public or private source, for the agency's activities, powers and duties, and expend any funds so received for any of the purposes of NRS 279.382 to 279.685, inclusive.

4. For each neighborhood within the redevelopment area, create a residential plan for the neighborhood or appoint an advisory council for redevelopment and delegate the authority to create the residential plan to the advisory council. A residential plan created by an advisory council must be approved by the agency, and each residential plan created pursuant to this subsection must include a financing plan.

5. Include in its budget all money received from any source, including, without limitation, money received from Carson City for use by an advisory council in carrying out a residential plan approved by the Redevelopment Authority.

Section 1.7 Organization of the Office of Redevelopment

The Office of Redevelopment provides administrative assistance to the Redevelopment Authority. It is composed of the Carson City, City Manager, the Redevelopment Authority Director and any other staff deemed necessary by the City Manager. The Redevelopment Director is responsible for reporting to the City Manager.

The Redevelopment Authority shall have access to the services and facilities of the planning commission, the city engineer and other departments and offices of Carson City.

The Redevelopment Authority may select, appoint and employ such permanent and temporary officers, agents, counsel and employees as it requires, and determine their qualifications, duties, benefits and compensation, subject only to the conditions and restrictions imposed by the Carson City Board of Supervisors on the expenditure and encumbrance of the funds appropriated to the administrative fund.

Section 1.8 Meetings

The Redevelopment Authority will meet at the request of the City Manager, Redevelopment Authority Director or any Redevelopment Authority member. A quorum consists of a majority of all the members of the Redevelopment Authority.
The Authority is comprised of elected officials. Therefore, in order for the Authority to take action, there must be a vote of at least three members in favor of the action to be taken, even if only three members are present at the meeting. *See* NRS 241.015.

The Redevelopment Authority will utilize a prepared agenda. Items for discussion or action must be submitted to the City Manager by the Redevelopment Authority Director, no later than 14 calendar days before the meeting date. The City Manager may waive the 14day requirement upon good cause shown by the Redevelopment Authority.

Section 1.9 Advisory Committees

1. The Carson City Redevelopment Authority may create advisory committees as it deems appropriate.

2. Advisory committees are responsible for making recommendations to the Redevelopment Authority regarding incentives that may be given to property owners to assist in the redevelopment of their property in accordance with the applicable redevelopment plan.
3. Advisory committees are responsible for making recommendations to the Redevelopment Authority regarding redevelopment activities associated with advisory committee's particular redevelopment area.

4. The Redevelopment Authority Director is responsible for providing administrative assistance to both advisory committees, and must attend all meetings of the committees.

TITLE 2.0
REDEVELOPMENT PLANS

Section 2.1 Designation of Areas for Redevelopment

The Carson City Board of Supervisors is responsible for designating areas of Carson City for evaluation to determine if a redevelopment project within the area is feasible.

Any person may, in writing, request an evaluation of an area within Carson City for a determination of whether or not the area is feasible for a redevelopment project. Such request should be submitted to the City Manager, who will prepare a resolution to be presented to the Board of Supervisors. The resolution designating the area for evaluation must contain: (1) a finding that the area requires study to determine if a redevelopment project within the area is feasible and (2) a description of the boundaries of the area designated.

Before a resolution is presented to the Board of Supervisors, the City Manager and the Redevelopment Authority Director must make a determination that the area requested to be designated as a redevelopment area meets the requirements set forth in NRS 279.519.

Upon approval of the resolution designating the area for evaluation, the Board of Supervisors must direct the Carson City Planning Commission to evaluate and formulate a preliminary plan for the redevelopment of the area. The Planning Commission has the authority to select one or more redevelopment areas comprising all or part of the area for evaluation, and formulate a preliminary plan for the redevelopment of each redevelopment area. The preliminary plan(s) must meet the requirements of NRS 279.526.

Upon completion of the preliminary plan(s), the Planning Commission shall submit the plan(s) to the Carson City Redevelopment Authority. The Authority must make an analysis of the preliminary plan(s) and include the analysis in its report to the Carson City Board of Supervisors. The Planning Commission and the Authority shall cooperate in the selection of redevelopment areas and in the preparation of the preliminary plans.

Following review of the preliminary plans by the Carson City Board of Supervisors, the Redevelopment Authority must adopt a final redevelopment plan for each redevelopment area. Prior to adoption of the final plan, the Redevelopment Authority must conduct at least one informational hearing on the plan.

The final plan must comply with the provisions of NRS 279.566, NRS 279.568, NRS 279.572, NRS 279.574, NRS 279.576, and NRS 279.598.

Once the Redevelopment Authority has adopted the final redevelopment plan, it must submit the plan to the Planning Commission for its report and recommendation. In

addition to its report and recommendation on the plan, the Planning Commission must make a finding that the redevelopment plan conforms to the Carson City Master Plan. The Planning Commission must make and file its report and recommendation to the Redevelopment Authority within 30 days after receiving the plan.

The Redevelopment Authority must formulate a report pursuant to NRS 279.578.

The Redevelopment Authority must then submit the redevelopment plan, the report and recommendation from the Planning Commission and the report from the Redevelopment Authority to the Carson City Board of Supervisors.

The Carson City Board of Supervisors shall consider the redevelopment plan submitted by the Redevelopment Authority and all evidence and testimony for or against the adoption of the plan at a public hearing, notice of which must be given by publication for not less than once a week for 4 successive weeks in a newspaper of general circulation published in Carson City. The notice must comply with the provisions of NRS 279.580.

If, at the hearing, the Carson City Board of Supervisors determines that certain land should be excluded from the Redevelopment Plan, the Board of Supervisors, prior to adoption of the Redevelopment Plan, may submit a proposal to the Planning Commission a proposal to exclude land from the proposed redevelopment area.

The Planning Commission must submit its report and recommendation to the Carson City Board of Supervisors within 30 days of receipt of the Board of Supervisors' proposal.

Following receipt of the Planning Commission's recommendation, the Board of Supervisors must hold a hearing to adopt the Redevelopment Plan. The Board of Supervisors is not required to follow the notice requirements set forth in NRS 279.580 again, but it must follow the notice requirements set forth in NRS Chapter 241. The Redevelopment Plan must be adopted by ordinance. Pursuant to the Carson City Charter, the ordinance must first be introduced before adopted.

The Board of Supervisors must make the findings set forth in NRS 279.586. If the Board of Supervisors does not receive the report and recommendation from the Planning Commission, it may proceed to exclude the land from the proposed redevelopment area.

If the Planning Commission recommended against approval of the redevelopment plan, the Board of Supervisors may adopt the plan by a two-thirds vote of its entire membership (4 of 5 members). If the Planning Commission recommends approval of the redevelopment plan, or fails to make any recommendation within the 30 day time period, the Board of Supervisors may adopt the plan by a majority vote of its entire membership.

The Board of Supervisor's decision regarding the redevelopment area is final and conclusive pursuant to NRS 279.589. Once the ordinance is filed, it shall be transmitted to the Redevelopment Authority, who is responsible for carrying out the plan. The Board of Supervisors is also responsible for following the recording provisions required by NRS 279.603.

Section 2.2 Material Deviation or Amendment of Redevelopment Plan

If the Redevelopment Authority desires to take an action that will constitute a material deviation from the Redevelopment Plan or determines that it would be necessary or desire able to amend the Redevelopment Plan, the Redevelopment Authority must make a recommendation to the Board of Supervisors. An amendment may include the addition of one or more areas to any redevelopment area.

"Material Deviation" means an action that, if taken, would alter significantly one or more of the aspects of a redevelopment plan that are required to be shown in the redevelopment plan pursuant to NRS 279.572. The term includes, without limitation, the vacation of a street that is depicted in the streets and highways plan of the master plan described in paragraph (p) of subsection 1 of NRS 278.160 which has been adopted for Carson City and the relocation of a public park. The term does not include the vacation of a street that is not depicted in the streets and highways plan of the master plan described in paragraph (p) of subsection 1 of NRS 278.160 which has been adopted for Carson City.

Before the Redevelopment Authority makes a recommendation to the Board of Supervisors that the Redevelopment Plan should be amended, the Redevelopment Authority must hold a public hearing. The public hearing must be conducted in accordance with NRS 279.608.

If the Redevelopment Authority recommends substantial changes to the redevelopment plan which affects the Carson City Master Plan, the Redevelopment Authority must submit the changes to the Carson City Planning Commission for its report and recommendation. The Planning Commission must give its report and recommendation to the Carson City Board of Supervisors within 30 days after receipt of the changes from the Redevelopment Authority.

The Board of Supervisors must be provided with the Redevelopment Authority's recommended changes and the report and recommendations of the Planning Commission. Upon receipt, the Board of Supervisors must hold a public hearing. Notice of the meeting must comply with the requirements of NRS 279.608(2) as well as NRS 241 et. seq..

If the Board of Supervisors determines at the hearing that the amendments in the redevelopment plan proposed by the Redevelopment Authority are necessary or

desirable, the Board of Supervisors shall hold another hearing for the adoption of an ordinance amending the ordinance adopting the plan.

Section 2.3 Limitations on Challenging the Validity of a Redevelopment Plan or Amendment to a Redevelopment Plan

Any challenges to a redevelopment plan or an amendment to a redevelopment plan may only be brought after the adoption of the plan or amendment or within 90 days after the date of adoption of the ordinance adopting or amending the plan.

TITLE 3.0
FINANCIAL INCENTIVES

Section 3.1 Financial Incentives for Value of Land or Cost of Construction

[Note: The Carson City Incentives Program for small, private redevelopment projects was suspended indefinitely by Resolution 2010-RA-R-3 in July 2010 and reaffirmed by Resolutions 2011-RA-R-3 and 2011-R-41. The policies and procedures of Section 3.1 are only applicable as determined by the Redevelopment Authority and Board of Supervisors.]

3.11 Financial Incentives to Carry Out Plans

The Redevelopment Authority may, with the consent of the Board of Supervisors, pay all or part of the value of the land for the construction of any building, facility structure or other improvement which is publicly or privately owned and located within or without the redevelopment area.

The Redevelopment Authority may, with the consent of the Board of Supervisors, pay all or part of the cost of construction of any building, facility structure or other improvement which is publicly or privately owned and located within or without the redevelopment area.

The Redevelopment Authority may, with the consent of the Board of Supervisors, pay all or part of the cost of the installation of any improvement which is publicly or privately owned and located within or without the redevelopment area.

3.12 Incentive Application Process

The Redevelopment Authority considers incentive applications on a quarterly basis. The deadline for filing an incentive application is April 1st, July 1st, October 1st and December 1st. All applications for incentive payments must be complete and must be submitted to the Redevelopment Authority Director prior to the application deadline in order for it to be considered for payment within that quarter.

If the incentive request is for a redevelopment project in or near a particular redevelopment area, the Director must place it on the redevelopment agenda of the advisory committee for that particular area no later than 30 days after the application deadline.

The advisory committee must review the application and make a recommendation to the Redevelopment Authority as to whether the incentive should be given and the amount of the incentive. In order to recommend that an incentive be given, the advisory committee must determine that: (1) The buildings, facilities, structures or other improvements are of benefit to the redevelopment area or the immediate neighborhood

in which the redevelopment area is located; and (2) No other reasonable means of financing those buildings, facilities, structures or other improvements are available.

If the advisory committee determines that an incentive should be given, it must make its recommendation to the Redevelopment Authority. If the advisory committee recommends that an incentive should not be given, the applicant has 10 days to file an appeal with the Redevelopment Authority.

The Redevelopment Authority must review any incentive recommendation as well as any appeal within 30 days after receipt from either the advisory committee or the applicant. In order to recommend that an incentive be given, the Redevelopment Authority must determine that: (1) The buildings, facilities, structures or other improvements are of benefit to the redevelopment area or the immediate neighborhood in which the redevelopment area is located; and (2) No other reasonable means of financing those buildings, facilities, structures or other improvements are available. If the Redevelopment Authority does not recommend the approval of the incentive application, the applicant cannot appeal the Redevelopment Authority's decision.

If, after determination by the Redevelopment Authority that an incentive should be given, it must submit the application request to the Board of Supervisors with its findings and the findings of the advisory committee, if any. The Board of Supervisors must consider the application within 30 days from receipt of the Redevelopment Authority. The Board of Supervisors may consent to the payment of the incentive if it determines that: (1) The buildings, facilities, structures or other improvements are of benefit to the redevelopment area or the immediate neighborhood in which the redevelopment area is located; and (2) No other reasonable means of financing those buildings, facilities, structures or other improvements are available. The consent of the Board of Supervisors must be made by a resolution of the Board of Supervisors consenting to the payment of incentive and authorizing the expenditure from the Revolving Fund for the Redevelopment Authority for the payment of the incentive. The resolution of the Board of Supervisors must be passed by the applicable number of votes required for an expenditure from the Revolving Fund as set forth in Section 6.4.

The determinations by the Redevelopment Authority and the Board of Supervisors are final and conclusive.

3.13 Materials to Be Submitted in Conjunction with Application for Financial Incentive

In order for the Redevelopment Authority to properly assess an application for a financial incentive and analyze conformance with the standards for granting a financial incentive, the applicant must submit to the Redevelopment Authority, at the time the application is submitted, the following materials:

(a) A description of the proposed development.

(b) A history of the development entity.
(c) Resumes for all principals and key individuals in the development entity.
(d) Organizational structure of the development entity including delineation of lines of responsibility.
(e) Narrative description of the project.
(f) Schematic drawings of a conceptual site plan.
(g) Proof that the development entity controls the ownership of the property or a description of how the development entity intends to gain control of the ownership of the property.
(h) A breakdown of the sources and use of funds for the construction of the project.
(i) A pro-forma profit and loss statement for the project covering at least five (5) years.
(j) Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognition of revenues and expenses. Corresponding tax returns should also accompany the financial statements.
(k) Identification of current banking relationships and major credit references.
(l) Name, address and phone number of companies that have issued performance bonds on previous developments.
(m) Demonstration of why Redevelopment Authority funds are required for the development. There must also be evidence provided that no other reasonable means of financing is available.
(n) Explanation of how the project complies with the objectives of the Redevelopment Authority plan.
(o) Description of how you intend to adhere to the employment plan if applicable.

3.14 Factors That Must Be Considered Prior to Awarding An Incentive

The advisory committee, the Redevelopment Authority and the Board of Supervisors must consider the following factors when determining whether or not an incentive application is of benefit to the redevelopment area or the immediate neighborhood in which the redevelopment area is located:

(a) Whether the buildings, facilities, structures or other improvements are likely to:

(1) Encourage the creation of new business or other appropriate development;

(2) Create jobs or other business opportunities for nearby residents;

(3) Increase local revenues from desirable sources;

(4) Increase levels of human activity in the redevelopment area or the immediate neighborhood in which the redevelopment area is located;

(5) Possess attributes that are unique, either as to type of use or level of quality and design;

(6) Require for their construction, installation or operation the use of qualified and trained labor; and

(7) Demonstrate greater social or financial benefits to the community than would a similar set of buildings, facilities, structures or other improvements not paid for by the agency.

(b) The opinions of persons who reside in the redevelopment area or the immediate neighborhood in which the redevelopment area is located.

(c) Comparisons between the level of spending proposed by the agency and projections, made on a pro forma basis by the agency, of future revenues attributable to the buildings, facilities, structures or other improvements.

3.15 Prevailing Wage

If the Redevelopment Authority, with the consent of the Board of Supervisors, provides property for development at less than the fair market value of the property, or provides financial incentives to the developer with a value of more than $100,000, the Redevelopment Authority must provide in the agreement with the developer that the development project is subject to the provisions of NRS 338.010 to 338.090, inclusive, to the same extent as if the Authority had awarded the contract for the project. This provision applies only to the project between the Redevelopment Authority and the Developer. It does not apply to future development of the property unless additional financial incentives with a value of more than $100,000 are provided to the Developer.

3.16 Conditions on Lessees and Purchasers

When the Redevelopment Authority leases or sells property the following conditions may be placed on the property:

1. The lessee or purchaser must use the property for the purpose designated in the redevelopment plan.

2. The lessee or purchaser must begin redevelopment of the property within a period of time which the Redevelopment Authority believes is reasonable.

3. The lessee or purchaser must comply with any other condition the Redevelopment Authority deems necessary to carry out the purposes of NRS 279.382 to NRS 279.685, inclusive, including, without limitation, the provisions of an employment plan or a contract approved for a redevelopment project.

3.17 Employment Plan

As appropriate for a particular project, each proposal for a redevelopment project must include an employment plan. The employment plan must include:

1. A description of the existing opportunities for employment within the area;

2. A projection of the effect that the redevelopment project will have on opportunities for employment within the area; and

3. A description of the manner in which an employer relocating his business into the area plans to employ persons living within the area of operation who:

   (a) Are economically disadvantaged;
   (b) Have a physical disability;
   (c) Are members of racial minorities;
   (d) Are veterans; or
   (e) Are women.

3.18 Deed of Trust or Lien to Secure Incentive Funding

If the Redevelopment Authority approves, with the consent of the Board of Supervisors, a financial incentive, the person to whom the financial incentive is paid shall agree to execute a Deed of Trust or other appropriate lien to secure the performance of the person to who the financial incentive is paid. The Deed of Trust or other lien shall have the amount of the financial incentive as the principal amount secured by the Deed of Trust or other lien. The Deed of Trust or other lien shall provide that the principal amount secured will be reduced annually by equal amounts over a period of 7 years. Any financial incentive approved by the Redevelopment Authority, and consented to by the Board of Supervisors, shall not be paid until the appropriate Deed of Trust of other lien has been executed.

Section 3.2 Financial Assistance for Special Events

3.21 Financial Assistance for Special Events Application Process

The deadline for filing an application for financial assistance ~~[with]~~ for a special event is ~~[February]~~ April 15 each year. If excess funding is available after the initial application review process has been concluded, the Redevelopment Authority, at its sole discretion, may decide to entertain additional applications for financial assistance. All applications for financial assistance for a special event must be complete and must be submitted to the Redevelopment Authority Director prior to the application deadline. If an application is deemed to be incomplete it may lose its eligibility for consideration.

The Redevelopment Authority Citizens Committee must review any application for financial assistance for a special event and make a recommendation to the Redevelopment Authority on the application within 30 days after receipt of the application by the Redevelopment Authority Director. The Redevelopment Authority must review any application for financial assistance for a special event within 30 days after [receipt from the applicant] the Redevelopment Authority Citizens Committee makes its recommendation. In order to recommend that financial assistance for a special event be granted, the Redevelopment Authority must determine that the financial assistance for the special event is necessary or incidental to the carrying out of the Redevelopment Plan which has been adopted by the Board of Supervisors. If the Redevelopment Authority does not recommend the approval of the application for financial assistance for a special event, the applicant cannot appeal the Redevelopment Authority's decision.

If, after determination by the Redevelopment Authority that financial assistance for a special event should be given, it must submit the application request to the Board of Supervisors with its findings. The Board of Supervisors must consider the application within 30 days from receipt of the Redevelopment Authority. The consent of the Board of Supervisors must be made by a resolution of the Board of Supervisors consenting to the payment of financial assistance for the special event and authorizing the expenditure from the Revolving Fund for the Redevelopment Authority for the payment of the financial assistance for the special event. The resolution of the Board of Supervisors must be passed by the applicable number of votes required for an expenditure from the Revolving Fund as set forth in Section 6.3.

The determinations by the Redevelopment Authority and the Board of Supervisors are final and conclusive.

3.22 Materials to Be Submitted in Conjunction with Application for Financial Assistance for a Special Event

In order for the Redevelopment Authority to properly assess an application for financial assistance for a special event and analyze conformance with the standards for granting financial assistance for a special event, the applicant must submit to the Redevelopment Authority, at the time the application is submitted, the following materials:

(a) A narrative description of the proposed special event, including the estimated number of local and out-of-town participants.
(b) A history of the entity conducting the special event.
(c) Resumes for all principals and key individuals in the entity conducting the special event.
(d) Organizational structure of the entity conducting the special event including delineation of lines of responsibility.
(e) A narrative history of the event in Carson City (if applicable), including the event's longevity and importance to the community.

(f) Proof that the entity conducting the special event has or has a plan to acquire the authority to conduct the special event, including control of the property on which the special event will be conducted and all necessary and proper permits, licenses or certifications required by any governmental entity.
(g) A breakdown of the sources and use of funds for the special event, including efforts made to obtain funding from other sources.
(h) A pro-forma profit and loss statement for the special event.
(i) Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognition of revenues and expenses. Corresponding tax returns should also accompany the financial statements.
(j) Identification of current banking relationships and major credit references.
(k) Demonstration of why Redevelopment Authority funds are required for the special event.
(n) Explanation of how the special event complies with the objectives of the Redevelopment Authority plan.
(o) Explanation of how the special event may be able to be expanded in the future.
(p) Explanation of how the special event will be able to transition away from City funding support in the future.

3.23 Review Criteria in Considering an Application for Financial Assistance for a Special Event

The Redevelopment Authority shall consider the following factors when evaluating applications for Special Event funding:

(a) The number of participants the event draws compared to the amount of Redevelopment funding and other City support requested for the event.
(b) The amount of City funding requested for the event compared to funding obtained or sought from other sources.
(c) The amount of funding requested in past years compared to funding currently being requested.
(d) The longevity of the event in Carson City and its importance to the community.
(e) The possibility for the event to grow in the future.
(f) Potential conflicts with other special events on the same date as the proposed event.
(g) Other factors as deemed appropriate by the Authority.

TITLE 4.0
ACQUIRING, DISPOSING AND ENCUMBERING REAL AND PERSONAL PROPERTY TO CARRY OUT A REDEVELOPMENT PLAN

Section 4.1 Real and Personal Property Acquisition

Within the Redevelopment Area or for purposes of redevelopment, the Redevelopment Authority may:

a. Purchase, lease, obtain option upon or acquire by gift, grant, bequest, devise or otherwise, any real or personal property, any interest in property and any improvements thereon.

b. Except as provided in NRS 279.471 and NRS 279.4712, acquire real property by eminent domain.

c. Clear buildings, structures or other improvements from any real property acquired.

d. Sell, lease, exchange, subdivide, transfer, assign, pledge, encumber by mortgage, deed of trust or otherwise, or otherwise dispose of any real or personal property or any interest in property.

e. Insure or provide for the insurance of any real or personal property or operations of the Redevelopment Authority against risks or hazards.

f. Rent, maintain, manage, operate, repair and clear such real property.

Without the consent of an owner, the Redevelopment Authority may not acquire any real property on which an existing building is to be continued on its present site and in its present form and use unless such building requires structural alteration, improvement, modernization or rehabilitation, or the site or lot on which the building is situated requires modification in size, shape or use or it is necessary to impose upon such property any of the standards, restrictions and
controls of the plan and the owner fails or refuses to agree to participate in the redevelopment plan.

Section 4.2 Lease or Sale of Redevelopment Authority Property

Any lease or sale may be made without public bidding but only after a public hearing is conducted by the Redevelopment Authority, notice of which must be given by publication for not less than once a week for 2 weeks in a newspaper of general circulation published in the county in which the land lies.

The Redevelopment Authority may impose conditions on lessees and purchasers of Redevelopment Authority property pursuant to NRS 279.482. In addition, the Redevelopment Authority may require the reversion of any property back to the Redevelopment Authority, if a purchaser violates any condition or obligation placed upon the land.

Whenever property in any redevelopment project has been redeveloped and thereafter is leased by the Redevelopment Authority to any person or persons or whenever the agency leases real property in any redevelopment project to any person or persons for redevelopment, the property shall be assessed and taxed in the same manner as privately owned property, and the lease or contract shall provide that the lessee shall pay taxes upon the assessed value of the entire property and not merely upon the assessed value of his or its leasehold interest.

Section 4.3 Development of Redevelopment Authority Property

The Redevelopment Authority may develop as a building site any real property owned or acquired by it. In connection with such development it may cause streets, and highways to be laid out and graded, and pavements or other road surfacing, sidewalks and curbs, and public utilities to be constructed and installed.

Any work of grading, clearing, demolition or construction in excess of $10,000 undertaken by the Redevelopment Authority must be done by contract after competitive bids.

The provisions of NRS 338.010 to 338.090, inclusive, apply to any contract for new construction, repair or reconstruction which is awarded by the Redevelopment Authority for work to be done on a project.

Section 4.4 Payment of Money in Lieu of Taxes by Redevelopment Authority

The Redevelopment Authority may pay to Carson City an amount of money in lieu of taxes on any property it owns which is not exempt from taxation.

Section 4.5 Acquisition of Property By Eminent Domain

The Redevelopment Authority has the authority to use the power of eminent domain to acquire property. Any use of that power must comply with the provisions of NRS 279.471, NRS 279.4712, NRS 279.488 and NRS 279.492.

Section 4.6 Acquisition of Property by Redevelopment Authority From Member by Eminent Domain

The Redevelopment Authority shall not acquire from any of its members or officers any property or interest in property except through eminent domain proceedings.

Section 4.7 Request By Private Individual to Have Redevelopment Authority Acquire Property By Eminent Domain

An individual may request that the Redevelopment Authority acquire property through eminent domain within the redevelopment area to accomplish a redevelopment project. If the individual chooses to make the request he must comply with the provisions of NRS 279.4714 and provide proof that he has complied with the requirements of the statute. The Redevelopment Authority, if it chooses to use the power of eminent domain to acquire the property on the individual's behalf, must follow the provisions of NRS 279.471 and NRS 279.4712.

Section 4.8 Sale or Lease of Property from Revolving Fund

1. No real or personal property, or any interest therein, acquired or constructed in whole or in part with money from the redevelopment revolving fund may be sold or leased for an amount less than its fair market value in accordance with any covenants and conditions governing that sale or lease, unless the Redevelopment Authority finds that a sale or lease for a lesser consideration is necessary to effectuate the purposes of the redevelopment plan.

2. All money received by the Redevelopment Authority from the sale, lease or encumbering of property acquired with money from the redevelopment revolving fund in excess of the money required to repay the loans and interest thereon authorized by NRS 279.382 to 279.685, inclusive, must be redeposited in the fund.

3. If any property acquired in whole or in part from the redevelopment revolving fund is to be sold or leased by the Redevelopment Authority, the sale or lease must be first approved by the Carson City Board of Supervisors by resolution adopted after public hearing. Notice of the time and place of the hearing must be published once in a newspaper of the community at least 1 week before the hearing. The resolution must be adopted by a majority vote.

Section 4.9 Assessment and Taxation of Leased Redeveloped Property; Provision in Lease for Lessee to Pay Taxes

Whenever property in any redevelopment project has been redeveloped and thereafter is leased by the Redevelopment Authority to any person or persons or whenever the Redevelopment Authority leases real property in any redevelopment project to any

person or persons for redevelopment, the property shall be assessed and taxed in the same manner as privately owned property, and the lease or contract shall provide that the lessee shall pay taxes upon the assessed value of the entire property and not merely upon the assessed value of his or its leasehold interest.

TITLE 5.0
INVESTMENTS AND FINANCIAL ASSISTANCE

Section 5.1 Investments

The Redevelopment Authority may:

1. Invest any money held in reserves or sinking funds, or any money not required for immediate disbursement, in:

(a) Obligations issued by the United States Postal Service or the Federal National Mortgage Association, whether or not the payment of principal and interest thereon is guaranteed by the Federal Government.

(b) Bonds or other obligations issued by a redevelopment agency created pursuant to NRS 279.382 to 279.685, inclusive, or a legislative body that has elected to exercise the powers granted to an agency pursuant to the provisions of NRS 279.382 to 279.685, inclusive.

(c) Bonds or other securities issued pursuant to the provisions of NRS 349.150 to 349.364, inclusive, 350.500 to 350.720, inclusive, or 396.809 to 396.885, inclusive.

(d) Money market mutual funds that:

(1) Are registered with the Securities and Exchange Commission;

(2) Are rated by a nationally recognized rating service as "AAA" or its equivalent; and

(3) Invest only in securities issued or guaranteed as to payment of principal and interest by the Federal Government, or its agencies or instrumentalities, or in repurchase agreements that are fully collateralized by such securities.

(e) Any other investment in which a city may invest pursuant to NRS 355.170.

2. Purchase its bonds at a price not more than their principal amount and accrued interest. All bonds so purchased must be cancelled.

Section 5.2 Financial Assistance

The Redevelopment Authority may borrow money or accept financial or other assistance from the state, the Federal Government or private sources for any redevelopment project within its area of operation, and may comply with any conditions of that loan or grant.

TITLE 6.0
Redevelopment Authority Funds

Section 6.1 Administrative Fund

The Carson City Board of Supervisors has established an administrative fund to pay the expenses and overhead of the Redevelopment Authority. Administrative expenses include, the common understanding and usual interpretation of the term, in addition to expenses of redevelopment planning and dissemination of redevelopment information.

The Redevelopment Authority shall annually submit to the Carson City Board of Supervisors a proposed budget of its administrative expenses. The Carson City Board of Supervisors may adopt an annual budget for the administrative expenses of the Redevelopment Authority in such amounts as it deems necessary and may provide such conditions and restrictions upon the expenditure or encumbrance of the money appropriated pursuant to the budget as it deems advisable.

The money appropriated for administrative expenses shall be kept in a special revenue fund which is known as the Redevelopment Authority Administrative Fund, and money shall be drawn from the fund to meet the administrative expenses of the Redevelopment Authority in substantially the same manner as money is drawn by other agencies and departments of Carson City.

The Carson City Board of Supervisors has the authority to appropriate money to the Redevelopment Authority Administrative Fund in an amount necessary to cover the administrative expenses and overhead of the Redevelopment Authority. If the Carson City Board of Supervisors chooses to appropriate money, the appropriation may be made in the form of a grant or as a loan to be repaid upon such terms and conditions as the Board of Supervisors deems appropriate. The money appropriated by Carson City to the Redevelopment Authority Administrative Fund is money granted by the community to defray the administrative expenses of the Authority which is performing a public function of the community and the grant of money in this manner is not to be construed as making the Authority a department of the community or as placing the officers, agents, counsel and employees under civil service of Carson City, unless agreed to by the Carson City Board of Supervisors and the Redevelopment Authority.

Section 6.2 Revolving Fund

The Carson City Board of Supervisors has established a Revolving Fund for the Redevelopment Authority. The Board of Supervisors has the authority to appropriate money to this fund or it may sell general obligation bonds for the purpose of providing funds to the Redevelopment Authority. The issuance and sale of general obligation bonds must comply with state law. *See* NRS 279.622-NRS 279.626

Section 6.3 Expenditures from Revolving Fund

The Carson City Board of Supervisors may resolve by majority vote to expend money for:

1. The acquisition of real property in any redevelopment area.
2. The clearance, aiding in relocation of occupants of the site and preparation of any redevelopment area for redevelopment.

The Carson City Board of Supervisors may resolve by a two-thirds vote to pay to the Redevelopment Authority from the revolving fund and upon such terms and conditions as the Board of Supervisors may prescribe, money for the following purposes:

1. Deposit in a trust fund to be expended for the acquisition of real property in any redevelopment area.

2. The clearance of any redevelopment area for redevelopment.

3. Any expenses necessary or incidental to the carrying out of a redevelopment plan which has been adopted by the Board of Supervisors.

Before the Board of Supervisors may approve the expenditure of money from the revolving fund for expenses incidental to the carrying out of a redevelopment plan, the Board of Supervisors must make the following findings:

1. There is a causal connection between the redevelopment effort and the need for the incidental expenses.

2. The incidental expenses are needed to ensure the success of the redevelopment plan.

3. The amount of incidental expenses to be given are minor in comparison to the money required for the overall redevelopment plan.

Section 6.4 Abolishing Revolving Fund

The Carson City Board of Supervisors may abolish the revolving fund when it finds that the purposes for which it was established have been accomplished.

At the time of abolishing the fund, the Board of Supervisors shall transfer all money in the fund to the general obligation bond redemption fund and provide that all money thereafter to be deposited or re-deposited in the revolving fund shall be deposited in the general obligation bond redemption fund. Any surplus existing in the general obligation

bond redemption fund after payment of principal and interest shall be transferred to the City's general fund.

Section 6.5 General Obligation Bond Redemption Fund

The Carson City Board of Supervisors established the General Obligation Bond Redemption Fund for the Redevelopment Authority. This fund collects all the proceeds, if any, arising from bonds issued by the Redevelopment Authority and all taxes, if any, levied upon taxable property in the redevelopment area(s).

Section 6.6 Bonds

The Redevelopment Authority has the authority to issue bonds. All bonds must be issued in accordance with NRS 279.382 to NRS 279.685, inclusive.

Section 6.7 Taxes

The levy of any taxes upon property in a redevelopment area must comply with the provisions of NRS 279.674 to NRS 279.676.

Section 6.8 Reporting Requirements

The Redevelopment Authority shall file with the Carson City Board of Supervisors an annual report no later than December 1st of each year, detailing all of its transactions, including a statement of all revenues and expenditures.

Section 6.9 Contract Approval

All contracts the Redevelopment Authority wishes to enter into must be approved by the Carson City Board of Supervisors prior to being entered into by the Redevelopment Authority.

Carson City
Office of Business Development
108 East Proctor Street
Carson City, NV 89701

Special Event Funding Request Form

_____
ORGANIZATION NAME / APPLICANT

_____
MAILING ADDRESS, CITY, STATE, ZIP CODE

_____ _____
PHONE # WEBSITE URL

_____
CONTACT / EVENT DIRECTOR NAME

_____
MAILING ADDRESS, CITY, STATE, ZIP CODE

_____ _____
PHONE # EMAIL

_____
NAME OF EVENT

$ _____
TOTAL FUNDING REQUEST

Event Dates: _____

Project Area (check one):
Redevelopment Area #1 ☐
Redevelopment Area #2 ☐

Event Description and Objectives
Include history of the event and importance to the community (use additional pages as needed):

Estimated number of local participants: _____ Estimated number of out-of-town participants: _____

Number of years event has taken place in Carson City: ____

Event Costs (Attach additional sheets, if necessary)			
Activity (e.g. Advertising, Equipment Rental, etc.)	Redevelopment Funds	Other Funds	Total
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
Totals:	$	$	$
Redevelopment Funds as a % of total Event costs:	____%		
		Projected Revenues:	$
		Projected Net Profit/Loss:	$

Annual Budget of Organization:

	Last Year	Present Year	Next Year
Income:	$_____	$_____	$_____
Expenses:	$_____	$_____	$_____
Reserves:	$_____	$_____	$_____

Number of years your organization has existed: ____

Redevelopment funding your organization received for this event in prior years, if any:

2011: $ _____
2010: $ _____
2009: $ _____
2008: $ _____

Have other organizations besides yours committed funding for this event? ☐ Yes ☐ No
If yes, what organization(s) and how much funding?

Describe any efforts to obtain funding from other sources:

Describe why Redevelopment funds are required for the special event:

Describe how the special event meets the objective of the Redevelopment Plan to strengthen the local economy by attracting and expanding private investments in the Area, create new employment opportunities, increase the city's tax base, and expand public revenue (for Downtown Redevelopment Area 1); or to promote South Carson Street as an auto purchase destination for the region (for Redevelopment Area #2):

List other organizations and businesses partnering or participating in the event:

Describe the facilities and/or area in which the event will occur. Include any proposed street closures:

Have you obtained all necessary approvals and/or permits for the event? ☐ Yes ☐ No If not, what approvals are still pending?
How do plan to market and advertise the event?
Explain how the special event may be able to be expanded in the future:
Explain how the special event will be able to transition away from City funding support in the future:

List current banking relationships and major credit references:	

Acknowledgement of Application Provisions: (please check each that you acknowledge)

☐ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.

☐ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.

☐ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.

☐ If this event is selected for an incentive from the Consolidated Municipality of Carson City, I acknowledge that photographs of my event may be used in promotional materials for Downtown Carson City.

Applicants Signature	Date:

*Note: ALL project related invoices must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

- ☐ Complete, signed Special Event Funding Request Form
- ☐ Organization chart/structure of the organization conducting the special event, including delineation of lines of responsibility
- ☐ Resumes of the key individuals in the organization conducting the special event
- ☐ Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses. Corresponding tax returns should also be included.