

COMMERCIAL VISUAL IMPROVEMENT PROGRAM



Handbook Includes:

Program Details | Process Checklist | Application Forms

PROGRAM DETAILS

Commercial Visual Improvement Program (CVIP):

- The CVIP is available in the Redevelopment Areas only [link to map](#)
- Designed to help reduce urban blight
- Serves as a catalyst for improvements to other nearby properties
- Helps bring properties up to city code standards
- Provides financial assistance for significant exterior improvements, as determined by the city of Las Vegas Redevelopment Agency. (For example, painting or the installation or rehabilitation of a sign alone would not be considered significant exterior improvements.) Interior improvements are not eligible.
- Rebates 50 percent — up to a maximum of \$50,000 — of a project's renovation/ upgrade costs. Minimum project cost of \$10,000 is required.
- Funding is available annually on a first-come, first served basis. Once all fiscal-year funds have been expended, no further applications for that year will be accepted.

Targeted Area Upgrade:

- If your property falls within the designated Targeted Area, the following applies:
 - ◆ Rebates are up to 100% of eligible costs up to a maximum of \$50,000
 - ◆ Remaining program eligibility requirements remain the same
 - ◆ The Targeted Area Upgrade is applicable to the portion of the Historic Westside bounded by West Owens Avenue to the north, West Bonanza Road to the south, Interstate 15 to the east, and North Martin Luther King Boulevard to the west as depicted on the map on page 7.

Time Frame:

- Application process takes approximately 60 calendar days once all necessary documents and materials are received from the applicant.
- All projects receiving Commercial Visual Improvement ("CVIP") funds must be completed within 180 calendar days of the date application is approved by Las Vegas City Council (acting as the city of Las Vegas Redevelopment Agency Board of Directors). Projects not completed within the specified 180 days may forfeit all approved and allocated VIP funds.
- Reimbursement of funds takes approximately 30-45 calendar days once copies of all paid invoices, cancelled checks and photos of completed project are received and city inspection completed. (The city of Las Vegas Redevelopment Agency reserves the right to pay applicant in one lump sum or installments.)

Property/Business Requirements:

- Located within one of the city of Las Vegas Redevelopment Areas in tax district 203, 204, 207, 212, 213 or 214, or in a future Redevelopment Area
- Zoned for commercial or mixed-use operations.
- Properties with multiple retail tenants and/or vacant store fronts are considered on a case-by-case basis
- Visible from a street, sidewalk or public right-of-way
- Free of all mechanic's liens
- Work must result in a combination of significant exterior visual improvements. Examples: façade upgrades; parking facilities; matching signage; painting; lighting; new or repaired/replaced windows, doors and awnings; window tinting; improved entryways; extensive cleaning; exterior security systems; and external improvements required to bring a building/property up to code. New signs, or the rehabilitation of existing signs, alone are not eligible.
- Permanent landscaping may be covered in this program, but must comply with city codes and ordinances and be consistent with any development plans adopted by the city of Las Vegas and the city of Las Vegas Redevelopment Agency. (Check with the city's Department of Planning at 702.229.6301 or planning@lasvegasnevada.gov before submitting VIP application forms.)
- Additions and expansions to buildings that will benefit the overall appearance of the property may be eligible.
- Demolition of obsolete structures or signage improvements may apply when undertaken as part of an overall renovation project.
- Work such as HVAC installation/replacement and roof repairs do not apply unless they are done in conjunction with substantial exterior visual improvements.
- Funds may not be used for working capital, soft costs, purchasing property, equipment or inventory acquisition, and/or refinancing of existing debt or private funding.

Ineligible Properties:

- Single-family residential properties
- Multifamily residential properties (See Multifamily Incentive Program)
- Properties or projects not meeting eligibility requirements
- Businesses specifically excluded are those requiring a privileged license* with the exception of wedding chapels and businesses that serve alcohol for consumption on the premises where the same are sold; any off-premise sales must be incidental to the on-premise sales and consumption of alcoholic beverages.

- Other excluded businesses are: bail bonds, check cashing, churches, convenience stores, establishments with gaming, reflexology and sexually oriented businesses
- New construction – newly constructed buildings which have been completed within 12 months of the applicant's application for the CVIP do not meet the objectives of the program to eliminate blight and bring outdated buildings up to code

* For a list of Privileged Licenses, go to

<https://www.lasvegasnevada.gov/Business/Business-Licenses/Types-of-Business-Licenses>

Applicant Requirements:

- Include three project bids for all work; if you are unable to get three bids, justify why a single bid is being submitted. A legitimate attempt must be made to get three bids.
- No organizational or personal bankruptcy proceedings within the past five years
- No past-due federal, state, county or city of Las Vegas tax bills
- No past-due bills or debts to the city of Las Vegas or the city of Las Vegas Redevelopment Agency
- Have no other reasonable means of financing structural improvements without benefit of a CVIP, defined by one or more of the following:
 - ◆ New business locating, or existing business remaining, in Redevelopment Area because of grant assistance. (Requires letter/statement from business owner.)
 - ◆ City ordinance is currently too costly for business to comply.
 - ◆ Lack of area rehabilitation where it would be unreasonable to invest in improvements unless grant is provided. (Evidenced by photos of immediate surrounding area displaying slums and/or blight.)
 - ◆ Exterior improvements to property/business do not have a direct effect on revenues, therefore they are not deemed acceptable by a customary financial institution. (Evidenced by a denial letter.)
- Show proof of a current city of Las Vegas business license for both the property owner and tenant, if applicable
- Supply copy of property owner's deed
- If applicant is a landlord, provide current tenant list and/or leasing plan
- If applicant is a tenant, supply lease with at least five years occupancy remaining
- If applicant is a tenant, the owner must provide signed and notarized copy of "VIP Real Property Owner Consent" form
- Applicant must make a brief presentation at a city of Las Vegas Redevelopment Agency Board/ City Council meeting. It is preferable that the applicant (owner or tenant, as may be applicable)

attends, but a knowledgeable applicant's representative may also make the presentation, as well as accompany an applicant.

- Execute the city of Las Vegas Redevelopment Agency Commercial Visual Improvement Program Agreement (the "CVIP Agreement").
- Receive city of Las Vegas Redevelopment Agency and Las Vegas City Council approval of the CVIP Agreement before beginning work. Any work started prior to this approval will be the applicant's responsibility.
- Obtain all entitlements and/or permits needed for the project. Approval of CVIP funds does not mean you are guaranteed entitlements or permits – you must apply and be approved.
- Execute a building maintenance agreement and grant/convey non-exclusive façade easement to city's Redevelopment Agency for five years. (It can be repurchased by owner.)
- Complete all Qualified Expenditure improvements within 180 days of City Council approval of the CVIP Agreement. Per NRS 279.500(c), if the value of incentives received by the applicant from the city of Las Vegas Redevelopment Agency exceeds \$100,000, the project will be registered with the State of Nevada Office of the Labor Commissioner as a Public Works project and the applicant will be required to pay Prevailing Wage to all applicable workers and submit certified payroll records to both the city of Las Vegas Redevelopment Agency and the Labor Commissioner on a biweekly basis.
- Prior to receiving any matching contribution, submit to the city of Las Vegas Redevelopment Agency for approval all paid invoices, cancelled checks or other proof of payment for the Qualified Expenditure improvements and photos of completed project. (The Redevelopment Agency reserves the right to refuse payment for any change orders not authorized prior to construction commencement.)
- Maintain and sustain improvements

Approval Policies:

- Applications will be reviewed and considered in the order they are received
- Approval will be evaluated and based on the following criteria:
 - ◆ Condition of the existing structure or property
 - ◆ Value of the completed improvements considered Qualified Expenditures
 - ◆ Amount of matching funds contributed by participant (unless in targeted area)
 - ◆ Compliance with city of Las Vegas development and construction requirements
 - ◆ Potential to stabilize or increase economic activity within the surrounding neighborhood
 - ◆ Current and future tenant mix, if applicable

- ◆ Quality of proposed design
- ◆ Significant exterior visual improvement
- Applicant participation in this program and approval of any grant monies is at the sole discretion of the city of Las Vegas Redevelopment Agency Board.
- The city of Las Vegas Redevelopment Agency shall have the ultimate authority to accept or reject each application, and have complete authority to decide whether requested work is eligible for this program.
- The city of Las Vegas Redevelopment Agency shall be obligated to commit funds only after a CVIP agreement with the applicant is approved by the Las Vegas City Council acting as the Board of Directors for the city of Las Vegas Redevelopment Agency.
- Any action taken by the city of Las Vegas Redevelopment Agency Board of Directors is final. There is no appeal process for applications that are not approved by the city of Las Vegas Redevelopment Agency Board of Directors.

Qualifier:

- Final selection of a contractor(s) is the sole responsibility of the participating applicant. The Agency shall offer no warranty on work performed. The applicant should obtain any desired warranty information from the contractor(s) in writing.



APPLICATION CHECKLIST:

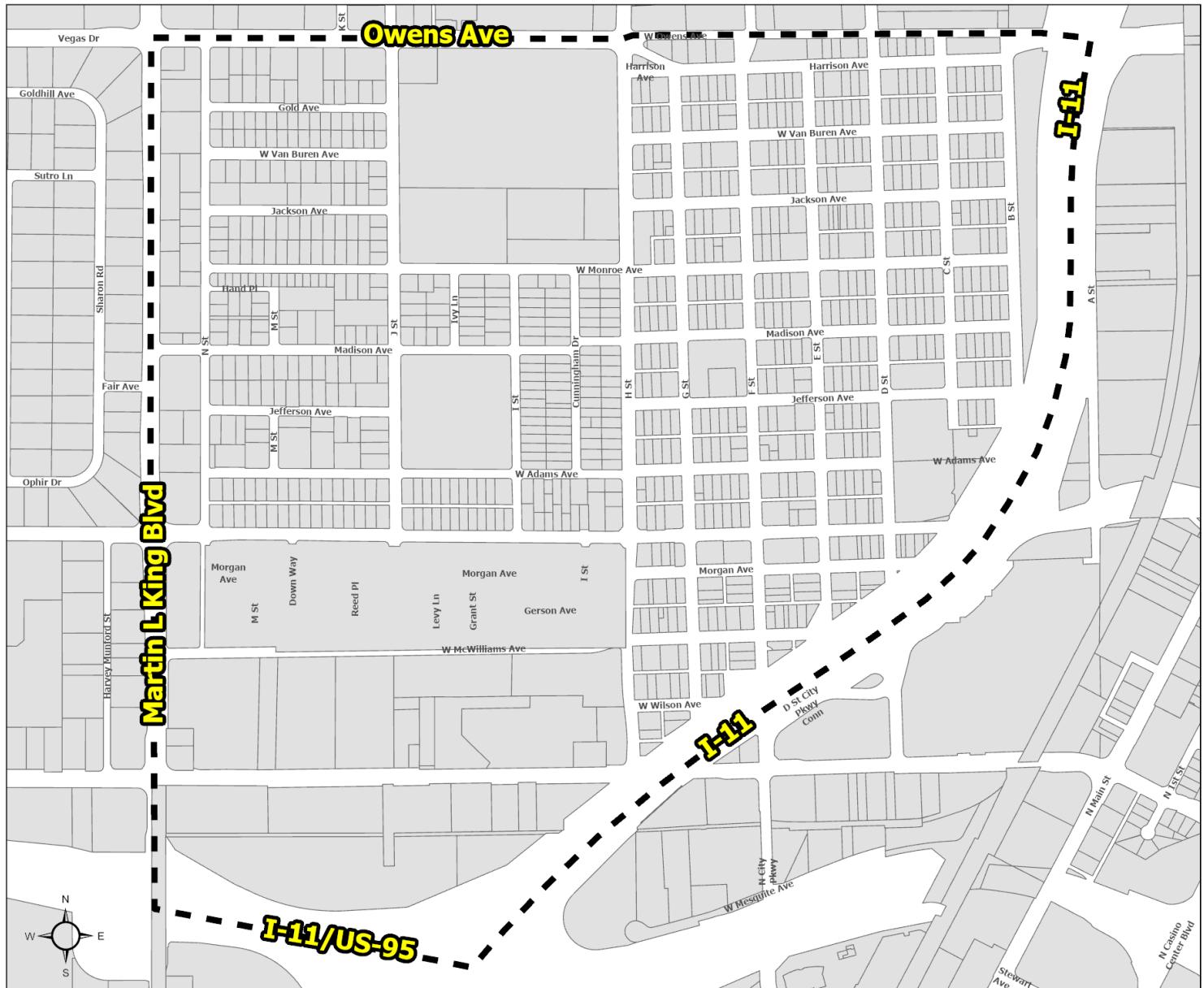
All information included in this checklist must be submitted to the Redevelopment Agency before we can begin the process:

- All documents signed by person certified as one of company's principals on the following pages: 12, 15, 17, 19, 20
- List of proposed improvements with estimated project costs (page 10)
- Notarized & signed **Disclosure of Ownership/Principals – Real Property** (pages 14 & 15) (Landlord completes)
AND Notarized & signed **Disclosure of Ownership/Principals – Business** (pages 16 & 17)
- Notarized & signed **Participant Affidavit and Employment Plan** (pages 18 & 19)
- Notarized & signed **Real Property Owner Consent** (page 20) (Landlord completes, if applicable)
- Copy of current **City of Las Vegas business license for property** owner and tenant
- Copy of current **City of Las Vegas business license for property** owner and tenant, if applicable
- Copy of property owner's deed
- If a tenant, lease with at least five years occupancy remaining
- Landlord's current tenant list or leasing plan, if applicable
- All applicable contractor bids
- High-quality "before" images of property from all sides/angles *
- High-quality images of renderings of proposed project *
- Three contractor bids for all work being done or justification for why only one bid submitted

* Please send three to four separate high-resolution jpegs of "before" photos and also a few separate high-resolution jpegs of your "after" renderings. These are needed for the PowerPoint presentation we will put together for you when you make your presentation to the RDA Board/City Council.



TARGET AREA MAP



CVIP PROPERTY OWNER APPLICATION

Applicant's Owner Information:

Owner's Corporate Name (company name as listed on city of Las Vegas business license): _____

Corporate Officer Name and Title: _____

Corporate Mailing Address: _____

Project/Property Address: _____

Assessor Parcel Number(s): _____

Size of Building/Project (square footage, # of levels, # of seats): _____

In which of these eligible tax districts is the property located: 203 204 207 212 213 214

What classification is property zoned for? _____

| Additional Businesses at Project Address | City Business License # |
|--|-------------------------|
| | |
| | |
| | |

Owner's city of Las Vegas Business License Number: _____

Owner's Office Phone #: _____ Cell #: _____

Owner's Email Address: _____

Current Number of Employees: Full-Time _____ Part-Time _____ Contract _____

Estimated Number of Employees (Post Project Completion): Full-Time _____ Part-Time _____ Contract _____

Estimated Number of Construction Workers for Project: _____

Current and/or Projected Wages for Employees: (please attach additional sheet if necessary)

| Job Title: | Salary Range \$ | |
|------------|-----------------|-----------------|
| | | (annual/hourly) |
| | | (annual/hourly) |
| | | (annual/hourly) |

CVIP TENANT APPLICATION

Applicant's Tenant Information:

Applicant's Corporate Name (company name as listed on city of Las Vegas business license): _____

Corporate Officer Name and Title: _____

Project/Property Address: _____

Assessor Parcel Number(s): _____

Size of Building/Project (square footage, # of levels, # of seats): _____

In which of these eligible tax districts is the property located: 203 204 207 212 213 214

What classification is property zoned for? _____

Corporate Mailing Address: _____

Applicant's city of Las Vegas Business License Number: _____

Applicant's Office Phone #: _____ Cell #: _____

Applicant's Email Address: _____

Property Lease Expiration Date: _____ Option to Extend: Yes / No How long: _____ years

Property Manager: _____ Phone: _____

Current Number of Employees: Full-Time _____ Part-Time _____ Contract _____

Number of Employees (Post Project Completion): Full-Time _____ Part-Time _____ Contract _____

Number of Construction Workers for Project: _____

Current and/or Projected Wages for Employees: (please attach additional sheet if necessary)

| Job Title: | Salary Range \$ | |
|------------|-----------------|-----------------|
| | | (annual/hourly) |
| | | (annual/hourly) |
| | | (annual/hourly) |

Property Owner Information:

| Additional Businesses at Project Address | City Business License # |
|--|-------------------------|
| | |
| | |
| | |

CVIP APPLICATION

Please list and describe each of the proposed exterior improvements:

Please describe the extent to which the existing building or on-site conditions are dilapidated:

CVIP APPLICATION

Please describe how you plan to leverage VIP grant funds with other contributed funds.

Please describe how you intend to maintain the improvements through their useful life.

ESTIMATED BUDGET FOR EXTERIOR IMPROVEMENTS

| Use of Funds (Activity) | Source of Funds | Estimated Cost |
|------------------------------|-----------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Exterior Budget | | \$ |

Exterior Costs: \$ _____ Interior Costs: \$ _____ Project Total: \$ _____

Project Funded with: _____ Owner Equity _____ Bank Financing _____ Investors _____

Other (_____)

Execution of Application

The applicant acknowledges that the Redevelopment Agency will not pay for work begun prior to approval of the VIP grant application and corresponding VIP Agreement by the Las Vegas City Council, acting as the Redevelopment Agency Board. Any work started prior to this approval will be the applicant's responsibility. Furthermore, applicant acknowledges that the identified project must be completed within 180 days of the original approval date; if said project is not completed within 180 days, all funds approved and allocated for said project will be forfeited by applicant and the corresponding VIP agreement terminated. Applicant also acknowledges that it must expend its full matching contribution prior to any reimbursement of VIP grant funds.

Signature: _____ Date: _____

Print Name: _____

Title: _____

VIP DISCLOSURE OF OWNERSHIP/PRINCIPALS

DETAILS ABOUT COMPLETING “DISCLOSURE OF OWNERSHIP/PRINCIPALS” FORMS THAT FOLLOW

Definitions

- “City” means the city of Las Vegas.
- “City Council” means the governing body of the city of Las Vegas.
- “Contracting Entity” means the individual, partnership or corporation seeking to enter into a contract or agreement with the city of Las Vegas.
- “Principal” means individual or entity holding more than one percent interest;
- For each type of business organization:
 - ◆ (a) *Sole Proprietorship*: Owner of business
 - ◆ (b) *Corporation*: Directors and officers of corporation, but not any branch managers of offices which are a part of the corporation;
 - ◆ (c) *Partnership*: General and limited partners
 - ◆ (d) *Limited liability company*: Managing member as well as all other members
- For each type of real property interest:
 - ◆ (a) *Estate in Severalty*: Sole ownership by one individual or entity
 - ◆ (b) *Tenancy in Common*: Multiple owners without right of survivorship
 - ◆ (c) *Joint Tenancy*: Multiple owners with right of survivorship

Policy

In accordance with Resolutions 79-99 and 105-99 adopted by the Las Vegas City Council, Contracting Entities seeking to enter into certain contracts or agreements with the city of Las Vegas must disclose information regarding ownership interests and principals. Such disclosure generally is required in conjunction with a Request for Proposals (RFP). In other cases, such disclosure must be made prior to the execution of a contract or agreement.

Instructions

The disclosure required by the resolutions referenced above shall be made through the completion and execution of the “Disclosure of Owners/Principals” certificate. (See next page.) The Contracting Entity shall complete Block 1, Block 2 and Block 3. The Contracting Entity shall complete either Block 4 or its alternate in Block 5. An officer or other official authorized to contractually bind the Contracting Entity shall sign and date the Disclosure Certificate, and such signing shall be notarized.

Incorporation

The Disclosure Certificate shall be incorporated into the CVIP Agreement between the city and the Contracting Entity. Upon execution of the CVIP Agreement, the Contracting Entity is under a continuing obligation to notify the city in writing of any material changes to the information in this disclosure. This notification shall be made within 15 days of the change. Failure to notify the city of any material change may result, at the option of the city, in a default termination (in whole or in part) of the CVIP Agreement, and/or a withholding of payments due the Contracting Entity.

CVIP DISCLOSURE OF OWNERSHIP/PRINCIPALS – REAL PROPERTY

CVIP Contracting Entity Information

Corporate Name: _____

Mailing Address: _____

Business Phone: _____

Ownership Interest

Estate in Severalty _____ Tenancy in Common _____ Joint Tenancy _____

Disclosure of Ownership/Principals:

In the space below, the Contracting Entity must disclose all persons/individuals holding more than one percent ownership interest in the real property.

Additional Ownership/Principals

The Contracting Entity shall continue the above list on a sheet of paper entitled "Disclosure of Principals – Continuation" until full and complete disclosure is made. If continuation sheets are attached, please indicate the *number of sheets*: _____

CVIP DISCLOSURE OF OWNERSHIP/PRINCIPALS – REAL PROPERTY

Alternative Disclosure of Ownership/Principal

If the Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this certificate in lieu of providing the information set forth on the previous page. A description of such disclosure documents must be included below.

Name of Attached Document: _____

Date of Attached Document: _____

Number of Pages: _____

Certification of Disclosure of Ownership/Principal - Real Property

I certify, under penalty of perjury, that all the information provided in this certificate is current, complete and accurate.

Signature: _____

Date: _____

State of Nevada
County of Clark

This instrument was acknowledged before me on

_____ (date) by

_____ (name of person)

Notary Public

CVIP DISCLOSURE OF OWNERSHIP/PRINCIPALS – BUSINESS

CVIP Contracting Entity Information

Corporate Name: _____

Mailing Address: _____

Business Phone: _____

Type of Business

Sole Proprietor _____ Partnership _____ Limited Liability Company _____

Corporation _____

Disclosure of Ownership/Principals:

In the space below, the Contracting Entity must disclose all persons/individuals holding more than one percent ownership interest in the real property.

| Full Name & Title | Business Address | Business Phone |
|-------------------|------------------|----------------|
| | | |
| | | |
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| | | |

Additional Ownership/Principals

The Contracting Entity shall continue the above list on a sheet of paper entitled "Disclosure of Principals – Continuation" until full and complete disclosure is made.

If continuation sheets are attached, please indicate the *number of sheets*: _____

VIP DISCLOSURE OF OWNERSHIP/PRINCIPALS – BUSINESS

Alternative Disclosure of Ownership/Principal

If the Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this certificate in lieu of providing the information set forth on the previous page. A description of such disclosure documents must be included below.

Name of Attached Document: _____

Date of Attached Document: _____

Number of Pages: _____

Certification of Disclosure of Ownership/Principal - Business

I certify, under penalty of perjury, that all the information provided in this certificate is current, complete and accurate.

Signature: _____

Date: _____

State of Nevada
County of Clark

This instrument was acknowledged before me on

_____ (date) by

_____ (name of person)

Notary Public

CVIP PARTICIPANT AFFIDAVIT & EMPLOYMENT PLAN

STATE OF NEVADA }
 } ss:
COUNTY OF CLARK }

I, _____, being first duly sworn, depose and state under penalty of perjury as follows:

1. I am a corporate officer, managing member, or sole proprietor of the _____, a company duly organized in the State of Nevada as a _____, (Corporation/LLC/Sole Proprietorship).

The Participant is seeking the assistance of the city of Las Vegas Redevelopment Agency ("Agency") for making improvements to the property at _____ ("Site"), as more particularly described by the VIP agreement ("Agreement") being contemplated by the city of Las Vegas Redevelopment Agency.

2. I hereby warrant that I either own the site, or have a leasehold interest in the site for a minimum of five years subsequent to the effective date of this agreement.

Assistance from the Agency will allow me to make improvements to the site which I could not otherwise do. This will result in substantial benefit to the Redevelopment Plan Area and the neighborhood adjacent to the Site because of one or more of the following reasons (check one or more):

- a. Encourage the creation of new business or other appropriate development;
- b. Create jobs or other business opportunities for nearby residents;
- c. Increase local revenues from desirable sources;
- d. Increase levels of human activity in the redevelopment area or the immediate neighborhood in which the redevelopment area is located;
- e. Possess attributes that are unique, either as to type of use or level of quality and design;
- f. Require for their construction, installation or operation the use of qualified and trained labor; and
- g. 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.

3. No other reasonable means of financing those buildings, facilities, structures or other improvements are available, because of one or more of the following reason(s) as checked by the Participant:
 - a. An inducement for new businesses to locate, or existing businesses to remain within, the redevelopment area in which the business would ordinarily choose to locate outside the redevelopment area if the grant were not provided. Evidenced by a "but for" letter or statement from the business owner; or
 - b. There is a public objective and/or requirement that is more stringent and/or costly to undertake than a business would ordinarily embark upon. Evidenced by state or city ordinance; or
 - c. There has been a lack of rehabilitation in the area and it is deemed unreasonable for the business to invest in improving the area unless the grant is provided. Evidenced by photographs of the immediate surrounding area displaying the slum and blight; or
 - d. The exterior improvements to the property or business do not have a direct effect on revenues therefore, making such an investment is not deemed acceptable by a customary financial institution. Evidenced by a denial letter from a financial institution.

CVIP PARTICIPANT AFFIDAVIT & EMPLOYMENT PLAN

Participant agrees to submit to the Agency its documentation which evidences that no reasonable means of financing are available to the Participant.

4. Participant hereby warrants the following:

- a. The property on which the project is situated is free of all Mechanic's Liens at the time of application. _____ (initial) Landlord must verify
- b. The applicant has no current bankruptcy proceedings, or past bankruptcy proceedings, whether corporate or personal, within the past five years. _____ (initial)
- c. The applicant has no past-due federal, state, county or city of Las Vegas tax bills at the time of application. _____ (initial)
- d. The applicant has no past-due bills or debts payable to the city of Las Vegas or the Redevelopment Agency. _____ (initial)

5. Participant hereby acknowledges that existing opportunities for employment within the surrounding neighborhood of the redevelopment project are limited for neighborhood residents. Most residents must travel outside the neighborhood to find employment opportunities outside the redevelopment area, via public transportation or personal vehicles. Of the existing businesses within the neighborhood, many are family- owned and have been in business for a long time. These existing businesses are not in an expansion mode and are not likely to employ neighborhood residents.

Furthermore, the project will help facilitate the continued expansion of employment opportunities by setting an example to other property/business owners to renovate their property/business and help create more employment opportunities through an expansion of business and renovation of vacant storefronts. The Project will allow neighborhood residents to apply for those positions (when available) for which they are qualified for as an employment opportunity. Appropriate measures will be taken to ensure that the neighborhood is aware of any job opportunities available from the business.

DATED this _____ day of _____, _____.

Authorized Signature: _____

SIGNED AND SWORN TO before me

this _____ day of _____, _____, by _____.

NOTARY PUBLIC

My Commission Expires:

CVIP PARTICIPANT REAL PROPERTY OWNER CONSENT

STATE OF NEVADA }
 } ss:
COUNTY OF CLARK }

I, _____, owner and/or authorized representative of APN#
_____, also commonly known as _____, hereby
consent to the proposed exterior improvements on the above-listed property and consent to the participation in the
Visual Improvement Program, which are to be undertaken by _____
_____, the tenant and/or business owner.

I also, hereby agree to and understand that in conjunction with participation in the Visual Improvement Program, the city of Las Vegas will record a non-exclusive façade easement and building maintenance agreement to the above-listed property, at the completion of the pre-qualified improvements. The documents will be recorded in the Office of the County Recorder of Clark County, Nevada Records for a period of five years. The property owner and/ or business owner will have the option to repurchase the façade easement and building maintenance agreement from the Agency during the five-year period.

DATED this _____ day of _____, _____.

Authorized Signature: _____

SIGNED AND SWORN TO before me

this _____ day of _____, _____, by _____.

NOTARY PUBLIC
My Commission Expires:



ECONOMIC AND URBAN DEVELOPMENT DEPARTMENT

495 S. Main St., Sixth Floor

Las Vegas, NV 89101

Office: 702.229.6551

www.lasvegasnevada.gov/EUD

**TTY
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