

Sales Tax Support Process Map

The steps in this process map must be followed before sales tax revenues can be used to support any development efforts. This requirement applies to specific requests as well as fulfilling broad needs.

Step 1
Provide required information found in the Request for RDA Assistance Application.



Step 2
Discuss the request with the City's Economic Development Director.



Step 3
The Economic Development Director reviews the request with the City Administrator.



Step 4
The Economic Development Director prepares a recommendation to present to the City Council and RDA Board.



Step 5
City Council and RDA Board consider the recommendation. If approved, an interlocal agreement is signed.



Step 6
Economic Development Director explains why request was denied or, if request was approved, a participation agreement is signed.

Step 1

Complete the Request for RDA Assistance Application. Questions relating to the form should be directed to the City's Economic Development Director, Audra Sorensen.

Step 2

Discuss the need for assistance with the City's Economic Development Director. This person is the point of contact. Other appointed or elected City staff should not be consulted with on the issue.

Step 3

The Economic Development Director discusses the request with the City Administrator to estimate the extent to which the request for assistance aligns with the goals and efforts of the City.

Step 4

Based on information gathered from the previous three steps, the Economic Development Director prepares a recommendation whether to grant the request or not.

Step 5

The Economic Development Director presents the recommendation to the City Council and RDA Board. If approved by both bodies, an interlocal agreement between the City and the RDA is drafted and signed to solidify agreement conditions.

Step 6

If request was denied in Step 5, the Economic Development Director informs the requestor why their request was denied. If the request was approved, a participation agreement between the Agency and the requestor is drafted and signed.