



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** January 18, 2018

**Staff Contact:** Nick Marano, City Manager

**Agenda Title:** For Possible Action: To appoint two members to the Cultural Commissions "Citizen-at-Large" position each to fill a three year term expiring January 2021.

**Staff Summary:** Per Carson City Municipal Code Chapter 2.41 Section 2.41.040, "The Carson City Cultural Commission shall consist of seven (7) members appointed by the Board of Supervisors." There are two vacancies due to expiration of term. Reappointment requests were received from Guadalupe Ramirez and Barbara D'Anneo. A new application was received from Starr Nixdorf.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 45 mins

## **Proposed Motion**

I move to appoint \_\_\_\_\_ & \_\_\_\_\_ to the Cultural Commissions "Citizen-at-Large" position each to fill a three year term expiring January 2021.

## **Board's Strategic Goal**

Quality of Life

## **Previous Action**

N/A

## **Background/Issues & Analysis**

N/A

## **Applicable Statute, Code, Policy, Rule or Regulation**

C.C.M.C., Chapter 2.41, Section 2.41.040.

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: N/A

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: N/A

## **Alternatives**

Re-open the position announcement for additional applicants.

**Board Action Taken:**

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_


Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


\_\_\_\_\_  
(Vote Recorded By)




## BOARD DETAILS




OVERVIEW



**SIZE** 7 Seats



**TERM LENGTH** 3 Years



**TERM LIMIT** N/A

Carson City Cultural Commission will act as the primary advisory body for the Carson City Board of Supervisors for matters relating to arts and culture and will serve as the coordinator and catalyst bringing government, the arts and cultural community and public together for the cultural benefit of all Carson City’s citizens.



### DETAILS

#### MEETINGS

- 5:30 p.m.
- Bimonthly on the 2nd Monday of January, March, May, July, September and November
- Community Center, Sierra Room  
851 East William Street, Carson City, Nevada

Refer to the Carson City Visitors Bureau website for agendas and other information: <http://visitcarsoncity.com/cccc-meetings/>

#### POWERS & DUTIES

1. Advising the Board of Supervisors on matters pertaining to the city’s arts and cultural programming.
2. Fostering public and private partnerships for providing arts and cultural programs for the citizens of Carson City, without directly engaging in program management deemed in competition with existing constituent organization programming.
3. Promoting access and awareness for the public to the highest quality arts opportunities possible.
4. Promoting an environment that supports the work and advancement of artists and arts groups and celebrate the city for its ethnic diversity, creativity and its leadership in arts and culture.
5. Making recommendations to the board of supervisors regarding grants-in-aid to individual and group of artists, cultural groups and arts organizations.
6. Encouraging the provision of cultural and artistic facilities and features in public and commercial construction.
7. Facilitating and promoting the establishment of an Art in Public places policy that supports the installation of publicly significant art installations, and encourage the inclusion of public art components in private development.
8. Helping to identify and designate cultural districts, neighborhoods and landmarks throughout the city.
9. Promoting a cultural environment that stimulates economic development, cultural tourism and enhanced public participation.
10. Promoting greater arts education in the schools and through programs accessible to the public.

**ADDITIONAL INFORMATION**

[Chapter 2.41 CARSON CITY CULTURAL COMMISSION.pdf](#)

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**ADDITIONAL INFORMATION**

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Carson City, NV

# CULTURAL COMMISSION

## BOARD ROSTER



**KAREN ABOWD**

**2nd Term** Jan 01, 2015 - Dec 31, 2017

**Position** Board of Supervisors



**ELINOR BUGLI**

**1st Term** Aug 31, 2013 - Dec 31, 2017

**Position** CC Arts & Culture Coalition



**BARBARA M D'ANNEO**

**1st Term** Mar 31, 2015 - Jan 31, 2018

**Position** Citizen at Large



**TERRI MCBRIDE**

**2nd Term** Jan 05, 2017 - Jan 31, 2020

**Appointing Authority** Board of Supervisors

**Position** Citizen at Large

**Office/Role** Chair



**SANDRA NAGEL**

**1st Term** Jan 30, 2017 - Jan 30, 2020

**Position** Convention & Visitors Bureau



**GUADALUPE RAMIREZ**

**1st Term** May 04, 2017 - Jan 31, 2018

**Appointing Authority** Board of Supervisors

**Position** Citizen at Large



**CLAUDIA VECCHIO**

**1st Term** Feb 26, 2016 - Jan 31, 2019

**Appointing Authority** Nevada Dept. of Cultural Affairs

**Position** Nevada Dept. of Cultural Affairs

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## Profile

Guadalupe

First Name

Middle Initial

Ramirez

Last Name

[REDACTED]

Email Address

[REDACTED]

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

[REDACTED]

Primary Phone

[REDACTED]

Alternate Phone

## Which Boards would you like to apply for?

Cultural Commission: Submitted

Question applies to multiple boards

### Why would you like to serve of this Board/Committee/Commission?

I have enjoyed the experience and have been delighted to learn about all the activities this board supports to improve the quality of life in our community.

Question applies to multiple boards

### Are you currently a registered voter in Carson City?

Yes  No

Question applies to multiple boards

### Are you currently a member on any other Carson City Board, Committee or Commission?

Yes  No

Question applies to multiple boards

### If yes, please list:

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Question applies to multiple boards

**Term expiration:**

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## **Conflict of Interest**

Question applies to multiple boards

**Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?**

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Yes  No

Question applies to multiple boards

**Do you currently have a contract with Carson City for services/good?**

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Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

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Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

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Yes  No

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## **Education**

Note: only complete this section if a degree is required for this position

**College, Professional, Vocational or Other Schools attended:**

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**Major Subject:**

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**Degree Conferred:**

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**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

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I have been a resident of Carson City for over 30 years. I am very involved in the community promoting higher education to the Latino population. As a member of this community, I am very engaged with the Latino culture and the community as a whole. I feel that my relationships I have established over the years would help me contribute to the mission of this committee. I am passionate about helping other families engage with activities and events that will help their children excel as individuals. I believe that a diverse community is a strong community.

**List the community organizations in which you have participated and describe participation:**

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Carson City School District Parent Engagement Committee - committee member - engaged in discussions to engage parents in school activities  
Quality of Life Committee - committee member - coordinated events for the community  
United Latino Community - Served as a committee member and conducted presentations  
Latino Parent Committee - member - assisted with school events

**List your affiliation with professional or technical societies: \*if required for the position.**

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Hispanic Association of Colleges and Universities Alliance of Hispanic Serving Institution Education

[resume\\_Latino\\_Outreach\\_Coordinator\\_revised\\_11.7.17.docx](#)

Upload a Resume

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**Personal/Professional References**

**Name, Telephone Number:**

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Ina Funke (personal) - 775-883-5126

**Name, Telephone Number:**

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Connie Capurro (professional) - 775-882-2444

**Name, Telephone Number:**

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Diane Nungary (personal) - 775-720-2551

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.



**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

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**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

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I Agree \*

# Guadalupe Ramirez

## Objective

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Latino Outreach Coordinator : Serve as a liaison between the college and the Latino community. Serve the needs of the underrepresented population. Empower first-generation Latinos by increasing the number of students attaining a college degree. Represent the college with integrity. Assist every student with accurate information respectfully and cordially.

## Professional Accomplishments

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### Latino Outreach Coordinator

- Primary point of contact for the underserved population
- Oversee 105 students: monitor their progress and guide them to degree completion
- Create and manage programs to increase Latino student access and success
- Develop, manage and supervise the “Latino Cohort Program”
- Develop and coordinate the college Latino outreach efforts
- Implemented the Latino Student Club
- Hire students and provide training to assist with student retention
- Attend conferences to learn about best practices on Latino Student Retention
- Promote higher education in the School Districts from our service areas and in the community
- Collect and provide data to evaluate the success of the programs
- Serve on committees in the community to build partnerships
- Conduct presentations to the Latino Community, leaders in the community, the Chancellor, and to the Board of Regents
- Community Engagement: Nevada State Museum: Co-hosted El Dia de los Muertos

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### Additional Professional Activities

- Founder, WNC Associated Latin-American Students (former name: Latino Student Club)
- Founder, WNC Latino Cohort
- Member, Carson City School District Parent Engagement Committee
- Member, Nexus Advisory Board Committee
- Commencement Committee
- Hiring Committees
- Member, Cultural Commission

## Guadalupe Ramirez

### Employment History

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|                         |  |   |
|-------------------------|--|---|
| January, 2017 – Present | Latino Outreach Coordinator  | Western Nevada College<br>Carson City, NV |
| 2013 – 2017             | Latino Outreach Coordinator/Assistant to the Dean                                    | Western Nevada College<br>Carson City, NV |
| 2007- 2012              | Executive Assistant to the Dean of Student Services                                  | Western Nevada College<br>Carson City, NV |
| 2004-2007               | Administrative Assistant IV/Administrative Assistant to the Dean of Student Services | Western Nevada College<br>Carson City, NV |
| 2002-2003               | Administrative Assistant III/Scheduler/Assistant to the AA IV                        | Western Nevada College<br>Carson City, NV |
| 2001-2002               | Administrative Assistant II/Typing Pool  | Western Nevada College<br>Carson City, NV |
| 1989-2000               | Administrative Assistant I/Receptionist - Educational Services                       | Western Nevada College<br>Carson City, NV |

### Education

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|                |   |                              |
|----------------|---|------------------------------|
| 2013 – Present | Bachelor of Science Business Management | Western Governors University |
| 2005-2013      | Transfer Courses                        | Western Nevada College       |
| 05/2005        | Associate of Applied Sciences           | Western Nevada College       |

### Professional Development

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- Hispanic Association of Colleges and Universities Conference
- HACU Institute
- NEW Leadership Nevada Institute
- Carson City Leadership Institute
- ACT Conference
- Alliance of Hispanic Institute Education Conference

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**Profile**

Barbara

First Name

M

Middle Initial

D'Anneo

Last Name

bdanneo@aol.com

Email Address

1721 Andorra Drive

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

Home: (775) 884-9728

Primary Phone

Mobile: (775) 721-9525

Alternate Phone

**Which Boards would you like to apply for?**

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Cultural Commission: Submitted

Question applies to multiple boards

**Why would you like to serve of this Board/Committee/Commission?**

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I am currently a member of the Cultural Commission. I believe I have helped a lot tis past couple of years,. Was one of the members to update the Master Plan for the Carson City Arts and Culture. Involved in selection of Mark Salinas- Director Reviewing financial requests from various non profit cultural organizations. Very exciting to watch and help Carson City develop our city as a cultural destination. ,

Question applies to multiple boards

**Are you currently a registered voter in Carson City?**

---

 Yes  No

Question applies to multiple boards

**Are you currently a member on any other Carson City Board, Committee or Commission?**

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 Yes  No

Question applies to multiple boards

**If yes, please list:**

Question applies to multiple boards

**Term expiration:**

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## Conflict of Interest

Question applies to multiple boards

**Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?**

---

Yes  No

Question applies to multiple boards

**Do you currently have a contract with Carson City for services/good?**

---

Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

---

Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

---

Yes  No

---

## Education

Note: only complete this section if a degree is required for this position

**College, Professional, Vocational or Other Schools attended:**

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4 yr. College Bay Area Cal State Hayward

**Major Subject:**

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Special degree - Communication in the Non Profit Organization - Mix Business, Marketing and Speech Communication

**Degree Conferred:**

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BA Cum Laude

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

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Very interested in the Arts, Marketing and ability to present issues - across the board to most any group

**List the community organizations in which you have participated and describe participation:**

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9 boards and organization in the Bay area - CA Carson City Rotary - 17 years here Consistent board member and spokesperson for various serviced for the Rotary District F I S H Board member Brewery Art Center Board St. Peter's Episcopal board CCCC Carson Tahoe Medical Center Foundation - Board member and chair

**List your affiliation with professional or technical societies: \*if required for the position.**

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Upload a Resume

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**Personal/Professional References**

**Name, Telephone Number:**

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Fr. Jeff Paul St. Peter's Episcopal Ch. Carson City Rob Hooper NNDA 291-0110 Bruce Robertson NAI Alliance 724-7904

**Name, Telephone Number:**

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Sheri Woodsgrewen 775-691-2672 One Globe Foundation Andie Wilson NAI Allince

**Name, Telephone Number:**

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Katie Leao Exec. Dir Boys and Girls Club -- President of Carson City Rotary Ernie Adler Esq. Mark Beauchamp Construction

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

---

**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

---

I Agree \*

**Profile**

Starr Nixdorf  
First Name Middle Initial Last Name

[Redacted]  
Email Address

[Redacted]  
Street Address

3430 Executive Pointe Way  
Suite or Apt

Carson City  
City

NH 89706  
State Postal Code

[Redacted]  
Primary Phone

[Redacted]  
Alternate Phone

**Which Boards would you like to apply for?**

Cultural Commission: Submitted

Question applies to multiple boards

**Why would you like to serve of this Board/Committee/Commission?**

My experience in the Arts and economic development can benefit our city. I want to make sure art and the Arts are accessible to everyone living in the Capitol City.

Question applies to multiple boards

**Are you currently a registered voter in Carson City?**

Yes  No

Question applies to multiple boards

**Are you currently a member on any other Carson City Board, Committee or Commission?**

Yes  No

Question applies to multiple boards

**If yes, please list:**



Question applies to multiple boards

**Term expiration:**

---

---

## **Conflict of Interest**

Question applies to multiple boards

**Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?**

---

Yes  No

Question applies to multiple boards

**Do you currently have a contract with Carson City for services/good?**

---

Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

---

Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

---

Yes  No

---

## **Education**

Note: only complete this section if a degree is required for this position

**College, Professional, Vocational or Other Schools attended:**

---

**Major Subject:**

---

**Degree Conferred:**

---

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

---

I am a member of the community, and have lived here since 1981. I currently own Paradise.  
(www.ParadiseSalonSpaWellness.com )

**List the community organizations in which you have participated and describe participation:**

---

I hosted the World Dance Open Floor for the last 13 1/2 years. Previously I was the bookkeeper for the BAC and then the Northern Nevada Development Authority. I was on the board of the Professional al Saleswomen of Nevada, and I was President of Women Entrepreneurs of the World.

**List your affiliation with professional or technical societies: \*if required for the position.**

---

---

Upload a Resume

---

**Personal/Professional References**

**Name, Telephone Number:**

---

Most of the current commission members know me, and I'm sure they would be happy to speak on my behalf.

**Name, Telephone Number:**

---

Mayor Bob Crowell

**Name, Telephone Number:**

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Gina Hill, Brewery Arts Center 775-883-1976

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

---

**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

---

I Agree \*

## Chapter 2.41 - CARSON CITY CULTURAL COMMISSION

### Sections:

#### 2.41.010 - Purpose of the Carson City cultural commission.

The Carson City cultural commission will act as the primary advisory body for the Carson City board of supervisors for matters relating to arts and culture and will serve as the coordinator and catalyst bringing government, the arts and cultural community and public together for the cultural benefit of all Carson City's citizens.

(Ord. 2008-4 § 2, 2008).

#### 2.41.020 - Findings supporting the creation of the Carson City cultural commission.

The Carson City board of supervisors finds that:

1. The creation of the Carson City cultural commission:
  - a. Is necessary to further develop our community's heritage as it relates to culture, history, the Arts and the Humanities.
  - b. Will enhance the interests of the peace, health, safety and welfare of the community.
2. The professions relating to the performing, fine arts and the humanities are essential to human needs and enhance the city's physical beauty, economic health and quality of life.
3. An increase in cultural amenities is crucial to further stimulate economic development and redevelopment.

(Ord. 2008-4 § 3, 2008).

#### 2.41.030 - Creation of the Carson City cultural commission.

1. There is hereby established the Carson City Cultural Commission.
2. The creation of the Carson City Cultural Commission is consistent with the objectives of the community at large as those objectives relate to arts and culture in Carson City.

(Ord. 2008-4 § 4, 2008).

#### 2.41.040 - Membership and terms of office of the Carson City cultural commission.

1. The Carson City cultural commission shall consist of seven members appointed by the board of supervisors.
2. Except as otherwise provided in this subsection, members shall be appointed for a term of 3 years which commence and end on January 1st and may serve for unlimited consecutive terms. For the initial terms of the members of the commission, 2 members shall be appointed to serve a term beginning on the date of appointment and ending on January 1, 2009; 3 members shall be appointed to serve a term beginning on the date of appointment and ending on January 1, 2010 and 2 members shall be appointed to serve a term beginning on the date of appointment and ending on January 1, 2011.
3. A member shall continue in office for the term for which that member was appointed or until a successor is appointed.

4. If a member has three unexcused absences from regularly scheduled meetings of the Carson City cultural commission in a single calendar year, the office of the member shall be declared vacant. Carson City staff assigned to assist the commission shall advise the Carson City board of supervisors of any member with 3 absences from regular meetings. Attendance at meetings called outside the regular schedule, are not subject to absence quotas.
5. The board of supervisors may remove any member of the commission for cause.
6. Vacancies, whether scheduled or unscheduled, shall be filled, by appointment by the board of supervisors.

(Ord. 2008-4 § 5, 2008).

#### 2.41.050 - Requirements for membership on the Carson City cultural commission.

Members of the commission must meet the following qualification criteria:

1. Be residents of Carson City;
2. Have a broad and informed perspective of the arts along with a demonstrated knowledge and responsiveness to the existing arts community and community at large;
3. Represent a cross section of the city's age, multi-cultural, socio-economic, professional, artistic and volunteer diversity;
4. Have an appreciation for Carson City's rich cultural tradition.

(Ord. 2008-4 § 6, 2008).

#### 2.41.060 - Duties and powers of the Carson City cultural commission.

1. At the first meeting of the Carson City cultural commission, and thereafter at its first meeting of each subsequent year, the members shall elect a chair and a vice chair. In the absence or disability of the chair and vice chair, the commission may designate a temporary chair.
2. The commission shall meet at least quarterly and all its meetings shall be open to the public pursuant to the Open Meeting Law.
3. The commission's chair or a majority of the commission may call special meetings.
4. A seat will be deemed filled once the city clerk has sworn in a nominee.
5. The commission shall keep minutes, which shall be available for public inspection, of all of its resolutions, proceedings, and other actions.
6. The commission shall adopt and amend, by the affirmative vote of a majority of the members, rules and regulations for the conduct of the commission's business. Such rules and regulations shall be submitted to the board of supervisors and shall not become effective until approved and ordered.
7. The commission shall submit an annual report and work-plan to the board of supervisors no later than May 1 of each year. Attendance records of members shall be included as part of the annual report.
8. Members of the commission shall be required to file annual statements of economic interest pursuant to the city's conflict of interest requirement pursuant to Nevada Revised Statutes. Members are expected to declare their conflicts of interest on associated agenda items and must abstain from any votes taken in relation to declared conflicts of interest.
9. The commission may create committees and subcommittees to advise the commission on any of the functions, duties or responsibilities of the commission.

(Ord. 2008-4 § 7, 2008).

2.41.070 - Functions of the Carson City cultural commission.

The functions of the Carson City cultural commission include, but are not limited to:

1. Advising the board of supervisors on matters pertaining to the city's arts and cultural programming.
2. Fostering public and private partnerships for providing arts and cultural programs for the citizens of Carson City, without directly engaging in program management deemed in competition with existing constituent organization programming.
3. Promoting access and awareness for the public to the highest quality arts opportunities possible.
4. Promoting an environment that supports the work and advancement of artists and arts groups and celebrate the city for its ethnic diversity, creativity and its leadership in arts and culture.
5. Making recommendations to the board of supervisors regarding grants-in-aid to individual and group of artists, cultural groups and arts organizations.
6. Encouraging the provision of cultural and artistic facilities and features in public and commercial construction.
7. Facilitating and promoting the establishment of an Art in Public places policy that supports the installation of publicly significant art installations, and encourage the inclusion of public art components in private development.
8. Helping to identify and designate cultural districts, neighborhoods and landmarks throughout the city.
9. Promoting a cultural environment that stimulates economic development, cultural tourism and enhanced public participation.
10. Promoting greater arts education in the schools and through programs accessible to the public.

(Ord. 2008-4 § 8, 2008).

2.41.080 - Cooperation of Carson City cultural commission with other private and public entities.

1. The commission may act in the capacity of a peer panel:
  - a. To select public art and art in public places;
  - b. To review and evaluate requests for funding; and
  - c. To advise on the allocation of funds from a cultural trust fund and other general fund revenues appropriated to the arts.
2. From time-to-time, the commission shall make recommendations to the board of supervisors on the selection of professional management firms and staff to administer the city's arts and cultural program and initiatives.
3. The commission will work with its partners in the community including, but not limited to, the Carson City Arts & Culture Coalition, Western Nevada College, Nevada Department on Cultural Affairs, Carson City's Convention & Visitors Bureau, the Carson City Redevelopment Authority and Carson City's future downtown business improvement district.

(Ord. 2008-4 § 9, 2008).

2.41.090 - Duties of Carson City to support the Carson City cultural commission and other arts and cultural entities.

Carson City shall provide staff support to the Carson City cultural commission, local and regional philanthropic organizations and foundations, and various partner organizations affiliated with the Carson City Arts & Cultural Coalition.

(Ord. 2008-4 § 10, 2008).