

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
CULTURAL COMMISSION**

**Day:** Monday  
**Date:** March 8, 2021  
**Time:** Beginning at 5:30 pm  
**Location:** Community Center, Robert "Bob" Crowell Board Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

**NOTICE TO THE PUBLIC:**

The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the Governor's Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of Carson City will NOT have a physical location open to the public until such time this Directive is removed.

- Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the Cultural Commission meeting at [www.carson.org/granicus](http://www.carson.org/granicus) and by clicking on "In progress" next to the meeting date, or by tuning in to cable channel 191.
- The public may provide public comment in advance of a meeting by written submission to the following email address: [publiccomment@carson.org](mailto:publiccomment@carson.org). For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.
- Members of the public who wish to provide live public comment may do so during the designated public comment periods, indicated on the agenda, via telephonic appearance by dialing the numbers listed below. Please do NOT join by phone if you do not wish to make public comment.

**Join by phone:**

**Phone Number: 1-408-418-9388**

**Meeting Number: 187 420 0533**

**1. Call to Order, Roll Call, and Determination of Quorum**

**2. Public Comments and Discussion (three-minute time limit):\*\***

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of the Carson City Cultural Commission.

**3. For Possible Action: Approval of Minutes - May 11, 2020, May 19, 2020, and November 19, 2020**

**4. For Possible Action: Adoption of Agenda as presented.**

**5. For Possible Action Items:**

5.a For Possible Action: Discussion and possible action to elect a Chair and Vice-Chair for the Carson City Cultural Commission (Commission). (Nancy Paulson, npaulson@carson.org)

Staff Summary: Section 2.41.060(1) of the Carson City Municipal Code requires the members of the Commission to elect a chair and a vice chair of the Commission at the first meeting of the Commission each year.

5.b For Possible Action: Discussion and possible action regarding ratification of all official action taken in 2020 by the Carson City Cultural Commission (Commission). (Nancy Paulson, npaulson@carson.org)

Staff Summary: At the February 18, 2021, Board of Supervisors meeting, the Board reappointed 6 Commission members due to resignations and terms expiring at different times. Due to the terms of some members previously expiring in 2020, the Commission is being asked to ratify all actions taken in 2020 to address any concerns that might possibly exist with regard to the prior actions.

5.c For Possible Action: Discussion and possible action to update/amend the Fiscal Year 2021/2022 Redevelopment Special Event Grant Guidelines, Application and Final Report to reflect updated procedures and a possible increase of the maximum award amount to \$10,000 per organization. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The current guidelines need to be updated/amended to reflect the transfer of the arts and culture program to the Carson City Culture and Tourism Authority. City staff will propose updates/amendments to the Redevelopment Special Event Grant Guidelines, Application and Final Report which was last updated by the Cultural Commission on January 27, 2020.

**6. For Discussion Only Items:**

6.a For Discussion Only: Discussion and presentation regarding the continuation of the 1% transient lodging tax (tax) dedicated to the Arts and Culture Program currently administered by the Carson City Culture and Tourism Authority (CTA). (Nancy Paulson, npaulson@carson.org)

Staff Summary: On May 5, 2016, the Carson City Board of Supervisors adopted Ordinance No. 2016-7 imposing a 1% transient lodging tax to be used primarily for the implementation of the Carson City Arts & Cultural Master Plan and development of a Cultural Tourism Campaign. The tax is set to expire by limitation on June 1, 2021. Staff will provide an update on the process to amend the Carson City Municipal Code (CCMC) to remove the expiration of the existing tax.

6.b For Discussion Only: Discussion and presentation regarding the transition of the administration of the 1% Transient Lodging Tax (tax), dedicated to the implementation of the Carson City Arts & Culture Master Plan and the development of a cultural tourism campaign, back under the authority of the Carson City Culture and Tourism Authority (CTA). (Nancy Paulson, npaulson@carson.org)

Staff Summary: On December 17, 2020, the Carson City Board of Supervisors (City) approved the recommendations of both the CTA and the Carson City Cultural Commission (Commission) to move the administration of the tax back under the authority of the CTA. City and CTA staff will provide an update on the transition of the arts and culture program to the CTA and an accounting of the tax funds.

6.c For Discussion Only: Discussion and presentation regarding the introduction of the Carson City Culture and Tourism Authority (CTA) Arts & Culture Program Services contracted vendor and an update on the tasks to be completed. (Nancy Paulson, npaulson@carson.org)

Staff Summary: On December 21, 2020, the CTA issued Request for Proposal (RFP) CTA 2021-001 for Arts and Culture Program Services, inviting qualified persons to submit proposals for Arts and Culture Program Services, for the anticipated initial period of February 1, 2021 to May 31, 2021. This item is to introduce the Brewery Arts Center as the contracted vendor and discuss the tasks to be completed by May 31, 2021.

**7. For Discussion:**

- a. City Manager’s Report
- b. Commissioner Reports / Comments
- c. Future Agenda Items
- d. Upcoming Meetings and Events

**8. Public Comments and Discussion (three-minute time limit):\*\***

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

**9. For Possible Action: To Adjourn**

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**\*\*PUBLIC COMMENT LIMITATIONS - Although it has been the ordinary practice of public bodies to provide an opportunity for additional public comment during each specific item designated for possible action on the agenda, public comment will be temporarily limited to the beginning of the agenda before any action is taken and again at the end before adjournment. This policy will remain effective during the period of time the State of Nevada is under a State of Emergency as declared by the Governor due to the COVID-19 pandemic, and is intended to achieve the efficient conduct of meetings while facilitating public participation via telephonic means.** No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Chair, also retain discretion to only provide for the Open Meeting Law’s minimum public comment and not call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person’s or entity’s due process appeal or hearing rights provided by statute or the Carson City Municipal Code. Comments may be limited to three minutes per person or topic at the discretion of the Chair in order to facilitate the meeting.

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Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

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Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

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Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager's Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775) 887-2100 at least 24 hours in advance.

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To request a copy of the supporting materials for this meeting contact Rachael Evanson at [revanson@carson.org](mailto:revanson@carson.org) or call (775) 887-2100.

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**NOTICE TO PUBLIC: In accordance with the Governor's Emergency Declaration Directive 006 suspending state law provisions requiring the posting of public meeting agendas at physical locations, this agenda was posted electronically at the following Internet websites:**

[www.carson.org/agendas](http://www.carson.org/agendas)

<http://notice.nv.gov>

**MINUTES**  
**Regular Meeting**  
**Carson City Cultural Commission**  
**Monday, May 11, 2020 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Commission Members**

<b>Chair – Barbara D’Anneo</b>	<b>Vice Chair – Lupe Ramirez</b>
<b>Commissioner – Karen Abowd</b>	<b>Commissioner – Elinor Bugli</b>
<b>Commissioner – Christopher Leyva</b>	<b>Commissioner – Terri McBride</b>

**Staff**

Mark Salinas, Arts and Culture Coordinator via WebEx  
Pierron Tackes, Deputy District Attorney via WebEx  
Danielle Howard, Public Meetings Clerk via WebEx

**NOTE:** A recording of these proceedings, the board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

An audio recording of this meeting is available on [www.carson.org/minutes](http://www.carson.org/minutes).

**1. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.**

(0:00:00) – Chairperson D’Anneo called the meeting to order at 5:43 p.m. Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Barbara D’Anneo, Chair	Present via WebEx	
Lupe Ramirez, Vice Chair	Present via WebEx	
Karen Abowd	Present via WebEx	
Elinor Bugli	Present via WebEx	
Christopher Leyva	Present via WebEx	
Terri McBride	Present via WebEx	

**2. PUBLIC COMMENTS AND DISCUSSION (THREE-MINUTE TIME LIMIT).**

(0:01:33) – Chairperson D’Anneo entertained public comments; however, none were forthcoming.

**3. FOR POSSIBLE ACTION: ADOPTION OF AGENDA AS PRESENTED.**

(0:03:15) – Mr. Salinas noted that there were no changes to the agenda.

**4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES (JANUARY 27, 2020).**

(0:32:00) – Chairperson D’Anneo introduced the item and entertained comments, corrections, and/or a motion. Commissioner Bugli pointed out that in the second paragraph from the end of page #5, “Gold” should be changed to “Golf.”

**(0:05:12) – MOTION: Vice Chairperson Ramirez moved to approve the minutes of the January 27, 2020 meeting as corrected.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Ramirez
<b>SECONDER:</b>	Bugli
<b>AYES:</b>	D’Anneo, Ramirez, Leyva, Abowd, Bugli, McBride
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**5. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO MAKE RECOMMENDATIONS TO THE REDEVELOPMENT AUTHORITY REGARDING APPLICATIONS REQUESTING FY20/21 REDEVELOPMENT ARTS & CULTURE SPECIAL EVENT FUNDING.**

(0:06:16) – Chairperson D’Anneo introduced the item. Mr. Salinas referenced the agenda materials and explained to the Commissioners the scoring process for the Redevelopment Arts and Culture Special Event Funding applicants, which included six categories that would be scored from zero (lowest) to five (highest) for each applicant for a total out of 30 possible points. Mr. Salinas, using a Microsoft Excel spreadsheet, would add up the scores for a percentage of the requested funds of each application that would then factor into a recommended monetary amount for each applicant. Each applicant was given three minutes to present on their request for funding before responding to Commissioner questions.

(0:13:30) – Brewery Arts Center (BAC) Executive Director Gina Lopez introduced herself and presented the grant application for the Falsettos event starting on October 9, 2020 through October 18, 2020, which is incorporated into the record.

(0:15:49) – Mr. Salinas entertained Commissioner comments and questions, and Ms. Lopez responded to clarifying questions. Chairperson D’Anneo believed that the event was a “wonderful direction and certainly [was] needed in today’s society.” Vice Chairperson Ramirez was in favor of the topic and agreed with Chairperson D’Anneo’s comment.

(0:16:44) – In response to Commissioner Abowd’s question, Ms. Lopez assured that she planned on accommodating with the social distancing guidelines in whatever way she may have to, including adjusting the event dates if necessary.

(0:21:19) – Ms. Lopez informed Vice Chairperson Ramirez that the Brewery Arts Center events are “barrier-free,” so people who may not be able to afford a ticket could volunteer for free for the event or the Brewery Arts Center will claim responsibility [for their ticket].

(0:22:20) – Mr. Salinas entertained Commissioner scoring for the Brewery Arts Center. Commissioner Abowd awarded 29 total points, Commissioner Bugli awarded 30 total points, Chairperson D’Anneo awarded 28 total points, Commissioner Leyva awarded 30 total points, Commissioner McBride awarded 30 total points, and Vice Chairperson Ramirez awarded 30 total points. The average total score was 29.5.

(0:26:21) – Commissioner Bugli stated that, pursuant to NRS 281A.420, she was abstaining from scoring for the Carson City Symphony Association and the Mile High Jazz Band Association due to her positions as the Carson

City Symphony Association President and the Mile High Jazz Band Association Director being disqualifying conflicts of interest, as both of these organizations had submitted grant applications to compete with other organizations for grant funding.

(0:27:11) – Vice Chairperson Ramirez disclosed that, per NRS 281A.420, she had a disqualifying conflict of interest due to being the Project Advisor of the LatinXpressions series conducted by the Carson City Symphony Association, which would be competing with other organizations for grant funding; therefore, she would abstain from scoring for the Carson City Symphony Association.

(0:28:26) – Carson City Symphony Association Vice President Grant Mills presented the grant application for the Carson City Symphony Series, which is incorporated into the record.

(0:30:49) – Mr. Salinas entertained Commissioner questions and comments. In response to Commissioner Abowd’s question, Mr. Mills stated that the group sizes of performers could be restructured in order to adhere to social distancing guidelines and that creating social distance for the audience would be “a little bit limiting, but not unduly.”

(0:33:37) – In response to Chairperson D’Anneo’s question, Mr. Mills noted that audience attendance and participation has grown extensively over the years as well as the seasonal differences in attendance, including the increase in attendees in the Latin Series. He also indicated that the Carson City Symphony Association staff attends seminars to improve on grant writing and to increase grant writing efforts.

(0:38:31) – Mr. Salinas entertained Commissioner scoring for the Carson City Symphony Association. Commissioner Abowd awarded 28 points, Chairperson D’Anneo awarded 28 points, Commissioner Leyva awarded 30 points, and Commissioner McBride awarded 30 points. The average total score was 29.

(0:40:20) – Mile High Jazz Band Association President David Bugli introduced himself and presented the grant application for the Jazz and Beyond Carson City Music and Art Festival starting on August 7 through August 23, 2020, which is incorporated into the record.

(0:44:36) – Mr. Salinas entertained Commissioner questions and comments, and Mr. Bugli responded to clarifying questions. He informed the Commission that some of the printing for marketing purposes was done by Data Graphics. In response to Commissioner Abowd’s inquiry, Mr. Bugli confirmed that the Carson City Visitors Bureau has helped in the past, though it would not be assisting in printing for the current year. She also complimented the event’s poster.

(0:48:08) – Mr. Bugli mentioned that some of the events could be done later in the year assuming that there may be less restrictions, including social distancing.

(0:50:50) – Mr. Salinas entertained Commissioner scoring for the Mile High Jazz Band Association. Commissioner Abowd awarded 29 points, Chairperson D’Anneo awarded 29 points, Commissioner Leyva awarded 30 points, Commissioner McBride awarded 30 points, and Vice Chairperson Ramirez awarded 30 points. The average total score was 29.6.

(0:52:55) – Wild Horse Productions Executive Director Carol Scott introduced herself and presented the grant application for the Wild Horse Children’s Theater: Disney’s Moana, Jr. for December 4, 5, 6, 11, 12, 13, 18, and 19, 2020, which is incorporated into the record.

(0:56:10) – Mr. Salinas entertained Commissioner questions and comments. Commissioner Abowd wished to applaud Ms. Scott for hiring a consultant through the Nevada Arts Council (NAC) Circuit Riders Grant to assist the Wild Horse Productions board with fundraising, donor engagement, and developing and planning ideas. Chairperson D’Anneo agreed with Commissioner Abowd’s comment.

(0:57:02) – In response to Commissioner McBride’s question, Ms. Scott explained that “sensory-friendly equipment/modifications/training” refers to such things as different seating, bouncy-balls, and headphones and laptops for participants to block out sound, all of which need funding in order for Wild Horse Productions to continue with at least one sensory-friendly performance for each show as intended.

(0:59:33) – Mr. Salinas entertained Commissioner scoring for Wild Horse Productions. Commissioner Abowd awarded 30 points, Commissioner Bugli awarded 30 points, Chairperson D’Anneo awarded 29 points, Commissioner Leyva awarded 30 points, Commissioner McBride awarded 30 points, and Vice Chairperson Ramirez awarded 30 points. The average total score was 29.8.

(1:01:55) – Chairperson D’Anneo recessed the meeting.

(1:03:48) – Chairperson D’Anneo reconvened the meeting.

(1:04:00) – Commissioner Abowd announced their final recommended funding would be a total amount of \$17,197.

**(1:06:33) – MOTION: Commissioner Abowd moved to recommend to the Redevelopment Authority the allocation of fiscal year 2020/21 Redevelopment Arts and Culture Special Event Funding as follows:**

- **Brewery Arts Center Falsettos [Event]: \$2,458**
- **Carson City Symphony Concert Series: \$4,833**
- **Mile High Jazz Band Association Jazz and Beyond Events: \$4,933**
- **Wild Horse Productions Wild Horse Children’s Theater: \$4,972**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Abowd
<b>SECONDER:</b>	McBride
<b>AYES:</b>	D’Anneo, Ramirez, Leyva, Abowd, Bugli, McBride
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**6. FOR DISCUSSION ONLY: PRESENTATION AND DISCUSSION OF ARTS + CULTURE AND THE CARSON CITY CULTURAL COMMISSION FY19/20 ANNUAL REPORT AND FY20/21 WORK PLAN.**

(1:08:38) – Chairperson D’Anneo introduced the item, and Mr. Salinas presented the agenda materials. Chairperson D’Anneo commended Mr. Salinas on his report. There were no additional comments.

**7. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF DEPARTMENT OF ARTS & CULTURE’S PROJECT CALENDAR AND BUDGET FOR PUBLIC ART PROGRAMMING FOR FY20/21.**



(1:27:16) – Chairperson D’Anneo introduced the item. Mr. Salinas presented the agenda materials and responded to clarifying questions.

(1:40:50) – Chairperson D’Anneo entertained a motion.

**(1:40:59) – MOTION: Commissioner Abowd moved to approve the Department of Arts and Culture Calendar and Budget for the Public Art Programming for fiscal year 2020/21 as presented.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	McBride
<b>SECONDER:</b>	Bugli
<b>AYES:</b>	D’Anneo, Ramirez, Leyva, Abowd, Bugli, McBride
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**8. FOR DISCUSSION ONLY: DEPARTMENT REPORT.**

(1:42:10) – Chairperson D’Anneo introduced the item. Mr. Salinas presented his report, which is incorporated into the record, and responded to clarifying questions.

**9. COMMISSIONER REPORTS AND/OR COMMENTS.**

(1:46:11) – Chairperson D’Anneo introduced the item. Commissioner Abowd announced that the flower baskets for the 2020 Flower Basket Program had been sponsored, and the flower baskets would be hung in downtown Carson City on June 1, 2020. She noted that, even though the Concert Under the Stars had been cancelled, The Greenhouse Project was able to raise \$52,000 for its outdoor classroom at Carson High School, and the Carson City School District was granted the William N. Pennington Foundation \$25,000 grant on The Greenhouse Project’s behalf. She mentioned that The Greenhouse Project outdoor classroom was fully funded and would break ground at the end of May 2020. Commissioner Abowd wished to thank The Union, Gather, and Cucina Lupo for assisting with fundraising events before having to shutdown due to the Coronavirus outbreak.

(1:47:40) – Commissioner Bugli announced that the Capital City Arts Initiative and the Carson City Symphony Association had both applied for the Coronavirus, Aid, Relief and Economic Security (CARES) Act grant, which would start in July 2020 if effective.

**10. FUTURE AGENDA ITEMS.**

(1:48:10) – Chairperson D’Anneo introduced the item and entertained suggestions for future agenda items. Commissioner McBride mentioned that the Commission would be looking at a draft of the Public Art Policy during the next meeting.

**11. UPCOMING MEETINGS AND EVENTS.**

(1:48:20) – Chairperson D’Anneo noted that a special meeting was scheduled for May 19, 2020 at 5:30 p.m.

**12. PUBLIC COMMENTS AND DISCUSSION (THREE-MINUTE TIME LIMIT):**

None.

**13. FOR POSSIBLE ACTION: TO ADJORN.**

**(1:52:56) – Chairperson D’Anneo adjourned the meeting at 7:38 p.m.**

The Minutes of the May 11, 2020 Carson City Cultural Commission meeting are so approved this 14<sup>th</sup> day of September, 2020.

**MINUTES**  
**Special Meeting**  
**Carson City Cultural Commission (CC)**  
**Tuesday, May 19, 2020 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Commission Members**

<b>Chair – Barbara D’Anneo</b>	<b>Vice Chair – Lupe Ramirez</b>
<b>Commissioner – Karen Abowd</b>	<b>Commissioner – Elinor Bugli</b>
<b>Commissioner – Christopher Leyva</b>	<b>Commissioner – Terri McBride</b>

**Staff**

Mark Salinas, Arts and Culture Coordinator  
Pierron Tackes, Deputy District Attorney via WebEx  
Danielle Howard, Public Meetings Clerk

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An audio recording of this meeting is available on [www.carson.org/minutes](http://www.carson.org/minutes).

**1. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.**

(5:42:16) – Chairperson D’Anneo called the meeting to order at 5:42 p.m. Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Barbara D’Anneo, Chair	Present	
Lupe Ramirez, Vice Chair	Present via WebEx	
Karen Abowd	Present via WebEx	
Elinor Bugli	Present via WebEx	
Christopher Leyva	Absent	
Terri McBride	Present via WebEx	

**2. PUBLIC COMMENT**

(5:43:53) – Chairperson D’Anneo entertained public comments; however, none were forthcoming.

**3. FOR POSSIBLE ACTION: ADOPTION OF AGENDA AS PRESENTED.**

(5:44:08) – Mr. Salinas noted that there were no changes to the agenda.

**4. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF A PUBLIC ART PROPOSAL BY LEPORI CONSTRUCTION ON PROPERTY LOCATED AT 1112 NORTH CARSON STREET, APN 001-178-06.**

(5:44:18) – Chairperson D’Anneo introduced the item. Commissioner Abowd disclosed that, per NRS 281A.420, she and her husband had privately sold a parcel of property to Jacksons Food Stores being developed by Lepori Construction, and the real estate transaction was finalized in January 2020. She noted that she no longer had a

commitment at a private capacity to Jacksons Food Stores, nor a substantial or continuing business relationship. She also stated that the art installation referenced in the item was not contemplated or included as a term in the real estate transaction between Jacksons Food Stores and Commissioner Abowd; therefore, because she did not have a personal or economic interest in the property, and she did not believe that her independence of judgment was materially affected, she did not have a disqualifying conflict of interest and would be voting on the matter.

(5:46:22) – Mr. Salinas referenced the Staff Report and the accompanying pictures, all of which are incorporated into the record, and introduced Lepori Construction Design Project Manager Dominic Gonzalez.

(5:50:00) – Mr. Gonzalez presented the Public Art Proposal and accompanying documents, all of which are incorporated into the record. Mr. Salinas added that Jacksons Food Stores would purchase, install, and maintain the artwork per the arrangement with the Carson City Planning Commission, as the artwork would be the property of Jacksons Food Stores. Mr. Gonzalez confirmed that the installation would be an aluminum brushed surface instead of a rusted steel surface, and the aluminum would have a shinier finish and will not rust. He also responded to clarifying questions.

(5:58:10) – Commissioner Bugli inquired about other shape designs that had been considered, and discussion ensued regarding incorporating a star into the piece. Chairperson D’Anneo noted that every capital city on a map has a red star on it and inquired about adding a star to the piece where Carson City would be on the State of Nevada map with a different color LED lighting. Commissioner McBride and Mr. Salinas suggested making the punched-out shapes in the piece stars rather than the proposed State of Nevada shapes. Mr. Gonzalez stated that he could ask the artist, Jeff Schomberg, if the suggestions could be considered.

(6:15:40) – Chairperson D’Anneo entertained a motion.

**(6:17:15) – MOTION: Commissioner Abowd moved to approve Lepori Construction’s [Public] Art Proposal, fulfilling their Notice of Decisions LU-2019-0070, Conditions of Approval Item #7 as issued by the Carson City Planning Commission, “with the note that during this discussion, the sound went out for approximately five minutes.”**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Abowd
<b>SECONDER:</b>	McBride
<b>AYES:</b>	D’Anneo, Ramirez, Abowd, Bugli, McBride
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Leyva

**5. FOR DISCUSSION ONLY: PRESENTATION AND DISCUSSION OF A DRAFT PUBLIC ART POLICY FOR THE MUNICIPALITY OF CARSON CITY.**

(6:20:05) – Chairperson D’Anneo introduced the item. Mr. Salinas presented the draft Public Art Policy, which is incorporated into the record, and responded to clarifying questions.

(6:47:56) – Chairperson D’Anneo complimented the draft Public Art Policy, though she also believed that an idea for where the Commission could find a storage facility was missing from the document.

(6:48:29) – Commissioner Abowd suggested the following revisions to the document:

- The phrase “... a public arts administration acts...” in the last paragraph of page #3 should read “... a public arts administration adds...”
- The phrase “... the Department of Arts & Culture for acceptance and...” in the first paragraph of page #9 should read “... the Department of Arts & Culture for acceptance and/or...”
- The phrases “since private owners benefit from the display of publicly art, they will be expected to share in costs such artist fees...” in the second to last paragraph of page #11 should read “since private owners benefit from the display of public art, they will be expected to share in costs such as artist fees...”
- The phrase “municipal public art collections are valuable and appreciating cultural assets...” in the first paragraph of page #20 should read “municipal public art collections are valuable cultural assets...”

(6:50:51) – Mr. Salinas proposed adding the discussion of the Public Art Policy as a future agenda item for any new questions or updates to the document, and he believed it would give him time to share the document with other department heads in the meantime. No formal action was taken on this item.

## **6. FOR DISCUSSION: PRESENTATION AND DISCUSSION OF A DEPARTMENT OF ARTS & CULTURE ARTS DATA REPORT.**

(6:52:10) – Chairperson D’Anneo introduced the item. Mr. Salinas presented the report, which is incorporated into the record, and responded to clarifying questions.

(7:06:09) – Chairperson D’Anneo entertained Commissioner comments and questions. She and Commissioner Bugli complimented Mr. Salinas on his report.

## **7. FOR DISCUSSION ONLY: PRESENTATION AND DISCUSSION OF COMMISSIONER TERMS AND UPDATES.**

(7:07:43) – Chairperson D’Anneo introduced the item. Mr. Salinas and Ms. Tackes referenced the agenda materials and noted that, because of the new Commissioner vacancy resulting from Commissioner McCormick’s resignation, they discovered that five Commissioners are scheduled to end their terms by the end of 2020. Mr. Salinas explained that the Board of Supervisors (BOS) had originally staggered the initial terms in July 2008.

(7:11:59) – Ms. Tackes added that she and Mr. Salinas wished to inform the Commission about the plan to straighten out the Commissioner terms by having new Commissioner vacancies be filled for the remainder of the vacant position’s term before the person filling that seat would need to reapply, which was originally the intention of the BOS. She also pointed out that the Carson City’s Boards, Committees and Commissions (BBC) Policies and Procedures indicate that no one person may sit on one board or commission for more than 12 years with the exception being that they may reapply for their position if no one that is qualified has applied.

## **8. FOR DISCUSSION ONLY: DEPARTMENT OF ARTS & CULTURE REPORT**

(7:18:15) – Chairperson D’Anneo introduced the item. Mr. Salinas presented his report, which is incorporated into the record, and entertained Commissioner questions and comments. He also responded to clarifying questions.

(7:25:50) – Commissioner Abowd called the Greetings Tour referenced in the report an exciting idea and believed it was “the shot in the arm that we need.”

(7:28:03) – Chairperson D’Anneo mentioned that Carson City Rotary Club President Rachelle Resnick had applied for a grant for the Greetings Tour project to the Carson City Rotary Club’s district, and Chairperson D’Anneo had invited Mr. Salinas to speak to the Rotary Club the following week to share the same information regarding the Greetings Tour.

(7:31:15) – Commissioner Bugli thanked Mr. Salinas and believed that other art coalitions would like to be involved with the Greetings Tour.

(7:31:38) – Vice Chairperson Ramirez suggested student involvement in the Greetings Tour project.

#### **9. COMMISSIONER REPORTS AND/OR COMMENTS.**

(7:32:07) – Chairperson D’Anneo introduced the item. Commissioner McBride inquired about an update on the one percent room tax that funds the public arts programming, as it was set to expire in May 2021. Mr. Salinas suggested organizing a virtual meeting with Americans for the Arts Vice President of Research and Information Randy Cohen to provide answers for Commissioner McBride. Commissioner McBride was concerned about losing an arts supporter in the Carson City Mayor’s office and two more arts supporters on the BOS due to the upcoming City election, which would be two Commission meetings away from this meeting. She also urged reaching out to the BOS, specifically Supervisor Stacey Giomi, to voice support for continuing arts and culture programming.

(7:38:56) – Concerning Commissioner McBride’s comment, Commissioner Bugli suggested updating letters of support for arts and culture programming.

#### **10. FUTURE AGENDA ITEMS.**

(7:39:48) – Chairperson D’Anneo introduced the item, and Mr. Salinas proposed further discussion on the Public Art Policy for the next meeting’s agenda.

#### **11. UPCOMING MEETINGS AND EVENTS (TENTATIVE).**

(7/40/19) – Chairperson D’Anneo introduced the item and noted that the next CC meeting was scheduled for July 13, 2020 at 5:30 p.m.

#### **15. PUBLIC COMMENT**

(7:40:34) – Chairperson D’Anneo entertained public comments; however, none were forthcoming.

#### **16. FOR POSSIBLE ACTION: TO ADJORN.**

**(7:41:44) – Chairperson D’Anneo adjourned the meeting at 7:41 p.m.**

The Minutes of the May 19, 2020 Carson City Cultural Commission meeting are so approved this 19<sup>th</sup> day of November, 2020.

**DRAFT MINUTES**  
**Special Joint Meeting**  
**Cultural Commission (CC)**  
**Culture & Tourism Authority (CTA)**  
**Thursday, November 19, 2020 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**CTA Members**

**Chair – Mike Jones**

**Member – Stacey Giomi**

**Member – Bobbi Rahder**

**Member – Steve Kehm**

**CC Members**

**Chair – Barbara D’Anneo**

**Vice Chair – Lupe Ramirez**

**Commissioner – Karen Abowd**

**Commissioner – Elinor Bugli**

**Commissioner – Christopher Leyva**

**Staff**

Nancy Paulson, City Manager

Stephanie Hicks, Deputy City Manager

David Peterson, CTA Executive Director

Danielle Howard, Public Meetings Clerk

**NOTE:** A recording of these proceedings, the board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and are available for review during regular business hours.

An audio recording of this meeting is available on [www.CarsonCity.org/minutes](http://www.CarsonCity.org/minutes).

**1. CALL TO ORDER**

(6:05:23) – CTA Chairperson Jones called the meeting to order at 6:05 p.m.

**2. ROLL CALL AND DETERMINATION OF QUORUM**

(6:05:44) – Roll was called, and a quorum was present.

<b>CTA Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Mike Jones	Present	
Member Stacey Giomi	Present	
Member Bobbi Rahder	Present	
Member Steve Kehm	Present	

<b>CC Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Barbara D’Anneo	Present	
Vice Chairperson Lupe Ramirez	Present	
Commissioner Karen Abowd	Present	
Commissioner Christopher Leyva	Present via WebEx	
Commissioner Elinor Bugli	Present	

**3. PLEDGE OF ALLEGIANCE**

(6:06:28) – Led by CTA Chairperson Jones.

**4. PUBLIC COMMENTS**

(6:06:57) – CTA Chairperson Jones entertained public comments; however, none were forthcoming.

**5. FOR POSSIBLE ACTION: ADOPTION OF AGENDA**

(6:10:06) – CTA Chairperson Jones considered the agenda adopted as published.

**6. FOR DISCUSSION ONLY ITEMS:****6.a FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION ON THE RESULTS OF THE CARSON CITY ARTS AND CULTURE SURVEY.**

(6:10:18) – CTA Chairperson Jones introduced the item. Ms. Paulson presented the results from the Carson City Arts and Culture Survey, which are incorporated into the record, and noted that a little more than 150 people participated in the survey. She also responded to clarifying questions.

(6:18:00) – CTA Chairperson Jones entertained Member discussion, and he believed that people have a diverse interest in arts and culture based on the results. CC Chairperson D’Anneo called the survey terrific and believed it was interesting that members of the public wished to have more and larger musical events. She commented that the results could be used as a template for someone assisting with deciding the future of arts and culture.

(6:20:20) – CC Chairperson D’Anneo entertained Commissioner comments. Commissioner Abowd complimented the survey and pointed out that the results indicate that the members of the public “understand that you want to bring people together for several days [and] that we can combine things within what we are doing to expand those to make them more interesting, to make them more engaging, [and to have] something for everyone kind of scenario.”

(6:21:01) – Commissioner Bugli, as the Carson City Symphony Association President, noted that many people had heard about the Carson City Symphony through word-of-mouth.

(6:21:40) – Member Giomi commented that there is a lot of opportunity to “co-locate” events and believed that it was possible to match complementary [events] to attract people while exploring the culture of the community.

(6:24:12) – CC Vice Chairperson Ramirez echoed the compliments given for the survey and believed that the City had a very diverse community that needed to be recognized, and the City needed to bring in different types of performances for people to feel welcome. She noted the Carson City Symphony’s diverse turnout of participants and the variety of performances that had brought the community together, and she believed that that was what needed to be done in the City.

(6:25:20) – Commissioner Abowd believed that the City should invest public funds for arts and culture.



**7. FOR POSSIBLE ACTION ITEMS:****7.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS TO MOVE THE ADMINISTRATION OF THE 1% TRANSIENT LODGING TAX (TAX), DEDICATED TO THE IMPLEMENTATION OF THE CARSON CITY ARTS & CULTURE MASTER PLAN AND THE DEVELOPMENT OF A CULTURAL TOURISM CAMPAIGN, BACK UNDER THE AUTHORITY OF THE CARSON CITY CULTURE AND TOURISM AUTHORITY (CTA).**

(6:26:27) – Based on Member Giomi’s proposal, the Authority and Commission agreed to entertain discussion on item 7.a and item 7.c simultaneously, as both matters were intertwined. CTA Chairperson Jones introduced this item and item 7.c. Ms. Paulson referenced the Staff Report and accompanying documents for item 7.a, all of which are incorporated into the record.

(6:32:25) – CTA Chairperson Jones entertained discussion, and Ms. Paulson responded to clarifying questions. In response to Member Giomi’s question, Mr. Reese advised that the matter could be placed on the Board of Supervisor’s (BOS) December 17, 2020 meeting agenda for approval with the expectation that action would be taken at the December 14, 2020 CTA meeting to approve the item, and the item could be removed from the December 17, 2020 BOS meeting agenda if the item had not been approved at the CTA meeting. Member Giomi strongly believed that the tax money should be administered by the CTA, as “it fits better there.” He was concerned about trying to “cram it into the CTA in a very short amount of time we have.” He inquired about if it would be better to have the CTA prepare the Agreement for the contractor from this point to the end of May 2021, and once exploration of the extension of the tax and the administration going forward begins, the Agreement could be reviewed with a sufficient amount of time. Furthermore, work on the Master Plan could continue and possibly be updated so the CTA has a completed document, input from the CC and the CTA, and “we’re ready to roll” by June or July 1, 2021.

(6:35:09) – Commissioner Abowd wished to prepare the agreement at this time and believed that there was enough time to do so because the list of what the Request for Proposal (RFP) would contain and the [contract employee] tasked to fulfill the RFP meld well with the Master Plan and the direction the CC and the CTA are trying to head in. Member Giomi agreed with Commissioner Abowd’s comment.

(6:37:24) – CC Chairperson D’Anneo agreed with Member Giomi’s and Commissioner Abowd’s comments, although she was concerned about Mr. Peterson and the time that the CTA would need to invest.

(6:38:15) – Discussion ensued regarding the RFP and the contract employee. Mr. Peterson believed that he would have enough time to prepare a RFP with the City’s help and suggested setting the date for the completed Agreement to no later than February 1, 2021, since the RFP would need to be evaluated and kept open for three weeks for a Professional Services Agreement (PSA), and a decision would be made based on the bids that came back.

(6:42:57) – CTA Chairperson Jones agreed with Commissioner Abowd, as he wished to “keep momentum” in going forward with the Agreement. When no further discussion was forthcoming, CTA Chairperson Jones entertained a motion.

**(6:43:45) – MOTION: Member Giomi moved to recommend to the Board of Supervisors that the administration of the 1% Transient Lodging Tax be placed under the authority of the Carson City Culture and Tourism Authority and direct Staff to take the necessary steps to complete the changes to the Agreement as quickly as possible. The motion was seconded by Commissioner Abowd. Motion carried 9-0-0 by both the CTA and the CC.**

(6:44:54) – Ms. Paulson presented the Staff Report for 7.c and the Scope of Services, both of which are incorporated into the record, and responded to clarifying questions. CC Chairperson D’Anneo added that, as Rotary Club of Carson City Director and Foundation Chair, the time frame to commission a mural goes until the end of June 2021 and involves quickly acquiring muralists and proposals.

(6:55:30) – CTA Chairperson Jones entertained questions and discussion. Commissioner Abowd suggested including an item in the Scope of Services [for] coordinating with the CTA on partnering events so that multiple matters could be taken care of at the same time. Member Giomi proposed adding to the Scope of Services that the contracted employee provide the CTA and the CC with an update on the status and suggested updates to the Carson City Arts and Culture Master Plan, and Commissioner Abowd’s suggestion could be included in that Master Plan for adoption as a function going forward.

(6:57:07) – CC Chairperson D’Anneo wished to add an item stating that the contracted employee will be tasked with creating linkages with the various community arts organizations, and Commissioner Abowd agreed. CTA Chairperson Jones suggested adding an item to the Scope of Services about developing relationships with the hoteliers and the people who fund the tax. CC Chairperson D’Anneo believed that CTA Chairperson Jones’ suggestion should go at the top of the Scope of Services. Commissioner Bugli commented that “it seems like a lot” for a single employee to accomplish all of the suggested items within four months. Member Giomi noted that many of the items that the Members and Commissioners want cannot all be added to the Scope of Services, and he did not want to set this employee up to fail by asking for too much. CTA Chairperson Jones inquired about whether these tasks had to be completed or simply started, and Member Giomi suggested adding that the employee establish an inventory and a contact list for the various community arts and cultural organizations instead.

(7:00:52) – Commissioner Abowd pointed out that meeting with the hotel properties could possibly be one meeting wherein the contract employee is introduced, and he/she could participate in a virtual meeting with all of the arts organizations’ staff. She added that establishing a relationship and putting a face on the position would not take too much time, and she believed that that contact is critical. Member Giomi, CC Chairperson D’Anneo, and CC Vice Chairperson Ramirez agreed with holding introductory meetings with the hotel industry and the various arts and cultural organizations.

(7:02:44) – Commissioner Bugli pointed out that the events grants, the 2021 Mayor’s Arts Awards, coordination with the Reno-Tahoe International Airport, and the mural project were already funded and had already been coordinated; therefore, it was important to complete those items, and doing so could help create many of the referenced linkages.

**7.b FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION OR ADVICE TO STAFF REGARDING A PROPOSED PUBLIC/PRIVATE MURAL PROJECT WITH THE FOLLOWING PARTNERS: CARSON CITY (CITY), CARSON CITY CULTURE AND TOURISM AUTHORITY (CTA), THE ROTARY CLUB OF CARSON CITY (CLUB), AND THE CARSON CITY DOWNTOWN NEIGHBORHOOD IMPROVEMENT DISTRICT (NID).**

(7:08:57) – CTA Chairperson Jones introduced the item. Ms. Paulson referenced the Staff Report and the accompanying documents, all of which are incorporated into the record.

(7:11:18) – CTA Chairperson Jones entertained questions and discussion. He and Commissioner Abowd believed that the mural project should continue moving forward, and Commissioner Abowd stated that the muralist “needs to do their homework on all of the opportunities and things that are available in Carson City.”

(7:12:19) – Commissioner Bugli agreed with Commissioner Abowd’s comment and added that regional artists should be used due to the short time frame, though she believed that it would be a good thing to open the project up to national or international artists. Commissioner Abowd believed that having someone who is local was important in order to have “a feel for community.”

(7:14:21) – Discussion ensued regarding ownership of the project as well as ideas for a building for the placement of the mural, and the consensus was that the City would take ownership of the project. Ms. Paulson informed Member Giomi that the location has not yet been discussed with any property owners.

(7:19:34) – Member Giomi suggested that the call for a muralist could go out in the middle of January 2021, and when the contract employee is hired, one of the first things he/she could do is review the documents and pick a muralist.

(7:20:38) – CTA Chairperson Jones clarified that the CTA would be responsible for the administrative part of the project and working with the CC on content and possibly the selection of the muralist. Member Giomi added that the City would help or request for bid (RFB) for the muralist. No formal action was taken on this item.

**7.c FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE SCOPE OF SERVICES THAT SHOULD BE INCLUDED IN THE CITY’S REQUEST FOR PROPOSAL (RFP) FOR ARTS AND CULTURE PROGRAM SERVICES THROUGH MAY 31, 2021.**

Discussion on this item occurred under item 7.a.

**(7:06:04) – MOTION: Member Giomi moved to recommend that the Arts and Culture Program contractor perform the following scopes of services:**

- **Item #3 on the Scope of Services, which is the coordination of the [Fiscal Year] 2022 allocation of Carson City Redevelopment Authority (RDA) funding**
- **Item #2 on the Scope of Services, which is “The First Lady presents...”**

- **Item #5 on the Scope of Services, which is the coordination with the Reno-Tahoe International Airport**
- **Item #6 on the Scope of Services, which is the coordination on the downtown mural [project]**
- **[Item #7 on the Scope of Services, which is overseeing the call for a muralist to create a mural for the entryway of the Culture and Tourism Authority office building]**
- **Conducting introductory meetings with the Chamber of Commerce, the hotel industry, and the arts and cultural organizations within the community**
- **Doing an initial overview of the Carson City Arts and Culture Master Plan with a presentation to both the Culture and Tourism Authority and the Cultural Commission with the intention to be an initial “first pass”**

**CC Chairperson D’Anneo seconded the motion. Motion carried 9-0-0 by both the CTA and the CC.**

#### **8. PUBLIC COMMENT:**

(7:21:40) – CTA Chairperson Jones entertained public comments. Member Giomi commented that the concept for the meeting was a great idea and believed that such joint meetings need to happen at least once a year. He stated that if the Transient Lodging Tax and the contract employee continue, then a meeting with that employee needs to happen at least once a year in order to have a direction, discuss the Master Plan, and make sure that the efforts of the CTA and the CC are “linking.”

(7:23:05) – CC Chairperson D’Anneo believed that the joint meeting was “wonderful” and noted the objective of making people want to come to Carson City and making those living in Carson City want to stay in the City. She and Commissioner Abowd commended Ms. Hicks, Ms. Paulson, and Mr. Peterson for their assistance with putting the meeting together.

(7:24:33) – CTA Chairperson Jones thanked all of those involved with putting the meeting together and believed that the meeting was long overdue.

#### **9. FOR POSSIBLE ACTION: TO ADJOURN**

(7:25:38) – CTA Chairperson Jones adjourned the meeting at 7:25 p.m.

The Minutes of the November 19, 2020 Carson City Cultural Commission and the Carson City Culture & Tourism Authority special joint meeting are so approved this , 2020.



# STAFF REPORT

**Report To:** \_\_\_\_\_ **Meeting Date:** March 8, 2021

**Staff Contact:** Nancy Paulson, City Manager

**Agenda Title:** For Possible Action: Discussion and possible action to elect a Chair and Vice-Chair for the Carson City Cultural Commission ("Commission"). (Nancy Paulson, npaulson@carson.org)

Staff Summary: Section 2.41.060(1) of the Carson City Municipal Code requires the members of the Commission to elect a chair and a vice chair of the Commission at the first meeting of the Commission each year.

**Agenda Action:** Formal Action / Motion **Time Requested:** 5 Minutes

**Proposed Motion**

I move to appoint \_\_\_\_\_ as Chair and \_\_\_\_\_ as Vice-Chair for calendar year 2021.

**Board's Strategic Goal**

Efficient Government

**Previous Action**

On January 27, 2020, the Commission appointed Barbara D'Anneo as Chair and Lupe Ramirez as Vice-Chair for calendar year 2020.

**Background/Issues & Analysis**

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

CCMC 2.41.060

**Financial Information**

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

**Alternatives**

**Attachments:**

**Board Action Taken:**

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

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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

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

## 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 most 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).



# STAFF REPORT

**Report To:**

**Meeting Date:** March 8, 2021

**Staff Contact:** Nancy Paulson, City Manager

**Agenda Title:** For Possible Action: Discussion and possible action regarding ratification of all official action taken in 2020 by the Carson City Cultural Commission (Commission). (Nancy Paulson, npaulson@carson.org)

Staff Summary: At the February 18, 2021, Board of Supervisors meeting, the Board reappointed 6 Commission members due to resignations and terms expiring at different times. Due to the terms of some members previously expiring in 2020, the Commission is being asked to ratify all actions taken in 2020 to address any concerns that might possibly exist with regard to the prior actions.

**Agenda Action:** Formal Action / Motion

**Time Requested:** 5 Minutes

## Proposed Motion

I move to ratify all official actions taken by the Carson City Cultural Commission in 2020.

## Board's Strategic Goal

Efficient Government

## Previous Action

N/A

## Background/Issues & Analysis

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

CCMC 2.41.060

## Financial Information

**Is there a fiscal impact?** No

**If yes, account name/number:**

**Is it currently budgeted?**

**Explanation of Fiscal Impact:**

## Alternatives

**Attachments:**

**Board Action Taken:**

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

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



# STAFF REPORT

**Report To:**

**Meeting Date:** March 8, 2021

**Staff Contact:** Nancy Paulson, City Manager

**Agenda Title:** For Possible Action: Discussion and possible action to update/amend the Fiscal Year 2021/2022 Redevelopment Special Event Grant Guidelines, Application and Final Report to reflect updated procedures and a possible increase of the maximum award amount to \$10,000 per organization. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The current guidelines need to be updated/amended to reflect the transfer of the arts and culture program to the Carson City Culture and Tourism Authority. City staff will propose updates/amendments to the Redevelopment Special Event Grant Guidelines, Application and Final Report which was last updated by the Cultural Commission on January 27, 2020.

**Agenda Action:** Formal Action / Motion

**Time Requested:** 15 Minutes

**Proposed Motion**

I move to approve the Redevelopment Special Event Grant Guidelines, Application and Final Report, as presented.

**Board's Strategic Goal**

Quality of Life

**Previous Action**

On January 27, 2020, the Commission approved edits to the Redevelopment Special Event Grant Guidelines, Application and Final Report.

**Background/Issues & Analysis**

Historically, the Carson City Redevelopment Authority has allocated \$25,000 annually to support arts and culture special events from a portion of the Redevelopment Revolving Fund.

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

NRS Chapter 279; Redevelopment Authority Policies and Procedures

**Financial Information**

**Is there a fiscal impact?** No

**If yes, account name/number:**

**Is it currently budgeted?**

**Explanation of Fiscal Impact:**

**Alternatives**

Do not accept the recommendations and/or provide alternative direction.

**Attachments:**

[RDA\\_Grant\\_Guidelines\\_clean \(2\).docx](#)

[Redevelopment Application 2021.02.12.pdf](#)

**Board Action Taken:**

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

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## Redevelopment Special Event Grant Guidelines, Application, Final Report

For information, funding availability, and application deadlines, contact:  
Carson City Culture & Tourism Authority (CTA): [CTAArtsandCulture@visitcarsoncity.com](mailto:CTAArtsandCulture@visitcarsoncity.com)

### Grant Guidelines:

Carson City's Redevelopment Special Event Grant supports professional arts and culture events- such as community festivals, special performances, exhibitions, concerts- within the fields of Theater, Music, and Visual Art held within Carson City's established Redevelopment Districts.

Examples of arts and culture experiences include, but are not limited to, the following: performance/dance; film/video/media; folk arts; music/opera; theater; poetry; visual arts/crafts; murals/outdoor installations.

Event proposals will enhance the cultural vibrancy in Carson City communities within the Redevelopment District(s) and be accessible to the public either for free or for a reasonable admission fee. Events should be designed to attract the maximum number of people, as appropriate for the event and site. Applicants will be responsible for securing the appropriate public exhibition space for their discipline.

Awards to Organization will be up to \$10,000 at the discretion of the Carson City Cultural Commission.

Redevelopment Special Event Grants are based upon availability of annual funds as budgeted by the Redevelopment Authority. For example: Fiscal Year 2021/22 budget funds - events occurring July 1, 2021 through June 30, 2022

### Eligibility:

- Applicant organizations must hold event(s) within the Redevelopment District(s) of Carson City: <http://carson.org/government/departments-a-f/community-development/redevelopment>
- Organizations must have an active leadership that meets to determine and review policy.
- Organizations must have an active website with a posted mission statement as well as a social media presence such as Instagram or Facebook.
- Organizations must have existed for at least one year in proven efforts of mission.
- An organization may submit applications for several projects; however total awards to one organization will not be over \$10,000.
- Grant applications are typically due mid-April. Applications will be presented to the Cultural Commission in June.
- Grant funded events must occur within fiscal year from July 1 –June 30.
- Invoice, receipts, and final report must be submitted via e-mail to Lee Plemel, [lpemel@carson.org](mailto:lpemel@carson.org) within 30 days of event.

### Ineligibility:

- Received grant in a previous year but failed to submit a Final Report.
- Applicant is under the age of 18 or a full-time student in a higher education program.
- Applicant organization is a Carson City public school district, Carson City or State agency or department, or public college or university administration.
- Projects that serve membership-only organizations or exclude the general public.
- Operating expenses of privately owned facilities, such as homes, studios, and galleries.
- Student scholarships or any re-granting programs. Stipends to Artists are permissible.
- Major equipment purchases, property or mortgage payments, or capital improvements such as building construction or renovation.
- Expenditures for the establishment of a new organization, such as legal fees.
- Administrative costs unrelated to the proposed project.
- Fundraisers
- Food or drink at receptions, catering.

### Standard Application Process:

- All applications must be submitted using the fillable PDF Grant Application Form and submitted via e-mail to CTAArtsandCulture@visitcarsoncity.com by April 15, 2021.
- No handwritten applications will be accepted. No applications delivered in-person will be accepted.

Prior to submitting your grant request, please be aware that the CTA provides different levels of partner support that may help with printing and graphic design. Please contact the CTA directly to discuss what support may be available to your organization by contacting James Salanoa at 775.283.7687.

### Scoring Criteria:

Commissioners will individually score grant proposals 0 - 5 points in six categories for a total of 30 possible points. Commissioners will then discuss allocations based upon scoring and available funding. A Commissioner must abstain from presentation of, discussion on, and voting on any application with which he or she is associated directly or indirectly.

0 = None, 1 = Poor, 2 = Marginal, 3 = Good, 4 = Excellent, 5= Outstanding

- Artistic merit of the proposed project (0 to 5 points)  
Proposal achieves quality and value based on creativity, ingenuity, or talent.
- Clarity of application, narrative, and budget (0 to 5 points)  
Vision and direction evokes understanding and enthusiasm
- Demonstrated community support or investment in the project proposal (0 to 5 points)  
Project has community support or will enhance creative community infrastructure.
- Audience benefit derived from the project (0 to 5 points)  
Proposal has audience outreach benefit and/or new audience engagement.
- Intent to develop and evolve the organization (0 to 5 points)  
Originality of concept/work and the likelihood of proposal to achieve new growth for the applicant
- Clearly defined ability to successfully complete the project (0 to 5 points)  
Organization has reputability, manageability, and a history to accomplish set goals.

### Funding and Credit:

- All awardees are required to submit a W9, invoice, and Final Report within 30 days of the event's conclusion via e-mail to Lee Plemel, lplemel@carson.org for reimbursement. Only copies of receipts are required. Any unspent grant awards from the Commission are surrendered and do not roll forward into next fiscal year for awardees.
- The Cultural Commission, at its discretion, may recommend that surrendered, unspent, and/or unallocated funds be allocated to other events.
- Grantees must utilize this credit line in any media and press release: "Funded in part by the Carson City Cultural Commission." A Cultural Commission logo will be provided to the applicant.

### Final Report:

Submit final report within 30 days of event completion. The Final Report must be submitted and approved before possible funding for the next fiscal year. Carson City and the CTA reserve the right to use any materials submitted in the final report for any public usage for educational, promotional, or tourism-based purposes.



Redevelopment Special Event Grant  
Final Report



Submit via e-mail to [CTAArtsandCulture@visitcarsoncity.com](mailto:CTAArtsandCulture@visitcarsoncity.com) within 30 days of event.

Name of Event:

Date(s) of Event:

Location of Event:

Received Funds:

Applicant:

Mailing Address:

Contact Name:

Contact Phone Number:

Contact Email:

Final Report Questions (250 word maximum – use additional pages):

- 1) What methods of evaluation were used to determine the success of the project?
- 2) To what extent was the Cultural Commission support effective in the success of your project?
- 3) How could the Redevelopment Authority Citizens Committee/Cultural Commission/CTA have provided more effective assistance?
- 4) What was the most impactful contribution of your event to Carson City? Where do you improve or modify your event to reach a higher success?
- 5) Give the total number of people in attendance of your project. Include audience zip codes to show visitor engagement.
- 6) Please fill in the percentage of your total attendance: 0-18 / 19-35 / 36-64 / 65+
- 7) Please submit up to 5 images that best represent how the grant funds were utilized. These may be used in future grant promotion, credited to your organization.
- 8) Submit a quote of your perspective on arts and culture that Carson City may use in publications and promotion.

**Carson City Redevelopment**  
108 East Proctor Street, Carson City, NV 89701



**Redevelopment Special Event Grant Application**  
**Contact Carson City Culture and Tourism Authority (CTA),**  
**CTAArtsandCulture@visitcarsoncity.com for application schedule/deadlines.**

Name of Event & Event Date(s)

Total Funding Request

Redevelopment District Area

#1

#2

Organization Name

Mailing Address, City, State, Zip

Organization Phone

Organization Website

Contact Name, Title

Mailing Address, City, State, Zip

Contact Cell Phone

Contact Email

Event Description and Objectives

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



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 you 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:

**Acknowledgment 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 Carson City Redevelopment Authority, I acknowledge that photographs of my event may be used in promotional materials for Carson City.

**I affirm, this application and all attachments are true and accurate to the best of my knowledge.**

Applicants Signature

Date:

\*Note: ALL project related invoices and receipts 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



## STAFF REPORT

**Report To:**

**Meeting Date:** March 8, 2021

**Staff Contact:** Nancy Paulson, City Manager

**Agenda Title:** For Discussion Only: Discussion and presentation regarding the continuation of the 1% transient lodging tax (tax) dedicated to the Arts and Culture Program currently administered by the Carson City Culture and Tourism Authority (CTA). (Nancy Paulson, npaulson@carson.org)

Staff Summary: On May 5, 2016, the Carson City Board of Supervisors adopted Ordinance No. 2016-7 imposing a 1% transient lodging tax to be used primarily for the implementation of the Carson City Arts & Cultural Master Plan and development of a Cultural Tourism Campaign. The tax is set to expire by limitation on June 1, 2021. Staff will provide an update on the process to amend the Carson City Municipal Code (CCMC) to remove the expiration of the existing tax.

**Agenda Action:** Other / Presentation

**Time Requested:** 5 minutes

### Proposed Motion

N/A

### Board's Strategic Goal

Quality of Life

### Previous Action

On February 8, 2021, the CTA approved a recommendation to the Board of Supervisors to approve an ordinance continuing the tax by a vote of 4-0 (1 vacancy).

On December 17, 2020, the Board of Supervisors approved an amendment to the Interlocal Agreement for Administrative Services and Facility Use and Management between Carson City, the Carson City District Attorney's Office (CCDA) and the CTA to amend and delete provisions related to the administration of the 1% tax dedicated to the implementation of the City's Arts & Culture Master Plan and the development of a Cultural Tourism Campaign.

On November 19, 2020, during a special joint meeting of the Carson City Cultural Commission ("Commission") and the CTA, the Commission and the CTA approved a recommendation to the Board of Supervisors to move the administration of the tax, dedicated to the implementation of the Carson City Arts & Culture Master Plan and the development of a cultural tourism campaign, back under the authority of the CTA.

On May 5, 2016, the Carson City Board of Supervisors adopted Ordinance No. 2016-7 imposing a 1% transient lodging tax to be used primarily for the implementation of the Carson City Arts & Cultural Master Plan and development of a Cultural Tourism Campaign. The tax expires by limitation on June 1, 2021.

### Background/Issues & Analysis



The Board of Supervisors increased the overall transient lodging tax rate from 10% to 11% on May 5, 2016. The additional 1% Tax is dedicated to the implementation of the City's Arts & Culture Master Plan and the development of a Cultural Tourism Campaign. Carson City Municipal Code 4.08.080(4). According to the staff report, the tax would sunset after five years on June 1, 2021 unless recommended for continuation by the CTA, with a majority support of the Carson City lodging properties and approval by the Board of Supervisors.

Based on communications between the Executive Director of the CTA and the 23 lodging properties that pay the tax, there were 17 properties (74%) in support of the continuation of the tax, 1 property (4%) not in support, and the other 5 properties (22%) have not responded.

On March 4, 2021, the Board of Supervisors will hear the first reading of a proposed ordinance which, if enacted, will remove the expiration of an existing 1% transient lodging tax supporting the Carson City Arts and Cultural Master Plan and the development of a cultural tourism campaign. It will also establish a reporting requirement to the Carson City Culture and Tourism Authority and the Carson City Board of Supervisors on the proceeds and use of the proceeds from the tax.

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

CCMC 4.08 (Room Rental Tax)

**Financial Information**

**Is there a fiscal impact?** No

**If yes, account name/number:**

**Is it currently budgeted?**

**Explanation of Fiscal Impact:**

**Alternatives**

**Attachments:**

[1% transient lodging tax ordinance 1st reading.pdf](#)

**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____

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



## STAFF REPORT

**Report To:** Board of Supervisors                      **Meeting Date:** March 4, 2021

**Staff Contact:** Nancy Paulson, City Manager

**Agenda Title:** For Possible Action: Discussion and possible action to introduce, on first reading, a proposed ordinance amending Title 4 of the Carson City Municipal Code ("CCMC") to establish a reporting requirement and remove the expiration of an existing 1% transient lodging tax supporting the Carson City Arts and Cultural Master Plan and the development of a cultural tourism campaign. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This will be the first reading of a proposed ordinance which, if enacted, will remove the expiration of an existing 1% transient lodging tax supporting the Carson City Arts and Cultural Master Plan and the development of a cultural tourism campaign. It will also establish a reporting requirement to the Carson City Culture and Tourism Authority ("CTA") and the Carson City Board of Supervisors on the proceeds and use of the proceeds from the tax.

**Agenda Action:** Ordinance - First Reading                      **Time Requested:** 10 Minutes

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### Proposed Motion

I move to introduce, on first reading, Bill No. \_\_\_\_\_.

### Board's Strategic Goal

Quality of Life

### Previous Action

On February 8, 2021, the CTA approved a recommendation to the Board of Supervisors to approve an ordinance continuing the 1% transient lodging tax and to establish annual reporting requirements to the CTA and the Board of Supervisors by a vote of 4-0 (1 vacancy).

On December 17, 2020, the Board of Supervisors approved an amendment to the Interlocal Agreement for Administrative Services and Facility Use and Management between Carson City ("City"), the Carson City District Attorney's Office ("CCDA") and the CTA to amend and delete provisions related to the administration of the 1% tax dedicated to the implementation of the Carson City Arts and Cultural Master Plan and the development of a cultural tourism campaign.

On November 19, 2020, during a special joint meeting of the Carson City Cultural Commission ("Commission") and the CTA, the Commission and the CTA approved a recommendation to the Board of Supervisors to move the administration of the tax, dedicated to the implementation of the Carson City Arts and Cultural Master Plan and the development of a cultural tourism campaign, back under the authority of the CTA.

On August 15, 2019, the Board of Supervisors approved a new Interlocal Agreement for Administrative Services and Facility Use and Management between the City, CCDA and CTA.

On March 1, 2018, the Board of Supervisors approved the 1st Amended Cooperative Agreement between the City and the CTA for administrative services and facility use and management to be funded by 2% (includes the 1% dedicated to the Arts and Cultural Program) of the total 11% transient lodging tax rate.

On February 12, 2018, the CTA unanimously approved an amended agreement to allow the CTA Arts and Culture Director (Coordinator) position to be brought under the purview of the City and for the 1% transient lodging tax intended for this purpose to be administered by the City.

On May 5, 2016, the Carson City Board of Supervisors adopted Ordinance No. 2016-7 imposing a 1% transient lodging tax to be used primarily for the implementation of the Carson City Arts and Cultural Master Plan and development of a cultural tourism Campaign. The tax expires by limitation on June 1, 2021.

**Background/Issues & Analysis**

The Board of Supervisors increased the overall transient lodging tax rate from 10% to 11% on May 5, 2016. The additional 1% tax is dedicated to the implementation of the Carson City Arts and Cultural Master Plan and the development of a cultural tourism campaign. CCMC 4.08.080(4). According to the staff report, the tax would sunset after five years on June 1, 2021 unless recommended for continuation by the CTA, with a majority support of the Carson City lodging properties and approval by the Board of Supervisors.

Based on communications between the Executive Director of the CTA and the 23 lodging properties that pay the tax, there were 17 properties (74%) in support of the continuation of the tax, 1 property (4%) not in support, and the other 5 properties (22%) that have not responded.

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

CCMC 4.08 (Room Rental Tax)

**Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** CTA Budget

**Is it currently budgeted?** No

**Explanation of Fiscal Impact:** Approximately \$177,000 in annual revenue to the CTA.

**Alternatives**

Modify or do not introduce the ordinance.

**Attachments:**

[CTA 1% Extension Ordinance \[draft\] v2.1 \(1% only\) title revised.pdf](#)

[2016-7 and staff report\\_.pdf](#)

[Public Comment to CTA Board.pdf](#)

**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____

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(Vote Recorded By)

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SUMMARY: An ordinance revising various provisions relating to the transient lodging tax.

BILL NO. \_\_\_\_\_

ORDINANCE No. 2021-\_\_\_\_\_

AN ORDINANCE RELATING TO TAXATION; AMENDING TITLE 4 (LICENSES AND BUSINESS REGULATIONS), CHAPTER 4.08 (ROOM RENTAL TAX) OF THE CARSON CITY MUNICIPAL CODE TO ESTABLISH A REPORTING REQUIREMENT AND REMOVE THE EXPIRATION OF AN EXISTING 1% TRANSIENT LODGING TAX; AND PROVIDING OTHER MATTERS PROPERLY RELATED THERETO.

The Board of Supervisors of Carson City do ordain:

SECTION I:

That Title 4 (LICENSES AND BUSINESS REGULATIONS), Chapter 4.08 (ROOM RENTAL TAX) is hereby amended by adding thereto a new section (**bold, underlined text** is added, ~~stricken~~ text is deleted) as follows:

**4.08.165 – Reporting.**

**The Carson City Culture & Tourism Authority shall present a report of the proceeds and use of the proceeds of the tax collected under CCMC 4.08.080(4) to the board of directors of the Carson City Culture & Tourism Authority three times each year and to the board once each year.**

SECTION II:

That Title 4 (LICENSES AND BUSINESS REGULATIONS), Chapter 4.08 (ROOM RENTAL TAX), Section 4.08.080 (IMPOSITION AND RATE OF TAX) is hereby amended (**bold, underlined text** is added, ~~stricken~~ text is deleted) as follows:

**4.08.080 – Imposition and rate of tax.**

1. There is hereby fixed and imposed a transient lodging tax on every licensee operating a rental business within the city in the amount of seven percent (7%) of the amount of gross income derived from room rentals received by each licensee from the renting of rooms within the corporate limits of the city. This transient lodging tax is in addition to any license, fee or charge fixed or imposed by any other provision of the CCMC. Two percent (2%) of the above

seven percent (7%) tax may only be used to redeem the general obligation bonds issued for any recreational facilities in Carson City.

2. In addition to the transient lodging tax imposed above, there shall be a tax of one percent (1%) of the gross receipts from the rental of lodging in Carson City upon all persons in the business of providing lodging. Three-eighths of this amount shall be paid to the department of taxation for deposit with the state treasurer for credit to the fund for the promotion of tourism. Five-eighths of the additional one percent tax shall be deposited with the Carson City Convention and Visitor's Bureau to be used to advertise the resources of Carson City related to tourism, including available accommodations, transportation, entertainment, natural resources and climate, and to promote special events related thereto.

3. In addition to the transient lodging tax imposed above, there shall be a tax of two percent (2%) of the gross receipts from the rental of lodging in Carson City upon all persons in the business of providing lodging. The additional two percent (2%) shall be deposited with the Carson City Convention and Visitor's Bureau to be used primarily for the payment of capital costs, including construction, administration and the retirement of bonds for the Virginia and Truckee Railroad Reconstruction Project route between Virginia City and Carson City, Nevada. Additionally, any remaining funds shall be used for, but not limited to, upgrades, maintenance, operations, planning and administration for the Virginia and Truckee Railroad project as directed by the Board of Directors of the Carson City Convention and Visitor's Bureau. The imposition of this tax will be a single purpose directed levy for the reconstruction of the Virginia and Truckee Railroad. At which time the project is completed, abandoned prior to reconstruction, or for any reason no longer requires this funding, the tax will sunset and expire without further action of the Carson City Convention and Visitor's Bureau.

4. In addition to the transient lodging tax imposed above, there shall be a tax of one percent (1%) of the gross receipts from the rental of lodging in Carson City upon all persons in the business of providing lodging. The additional one percent (1%) shall be deposited with the Carson City Convention and Visitor's Bureau to be used primarily for the implementation of the Carson City Arts and Cultural Master Plan and development of a Cultural Tourism Campaign. The imposition of this tax will be a single purpose directed levy for the implementation of the Carson City Arts and Cultural Master Plan and development of a Cultural Tourism Campaign. [~~This subsection expires by limitation on June 1, 2021.~~]

SECTION III:

That no other provisions of the Carson City Municipal Code are affected by this ordinance.

SECTION IV:

This ordinance shall be in force and effect from and after the first day of the month of May of the year 2021.

PROPOSED on \_\_\_\_\_, 2021.

PROPOSED by Supervisor \_\_\_\_\_.

PASSED on \_\_\_\_\_, 2021.

VOTE:        AYES:        SUPERVISORS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

              NAYS:        SUPERVISORS: \_\_\_\_\_

\_\_\_\_\_

              ABSENT:        SUPERVISORS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
LORI BAGWELL  
Mayor

ATTEST:

\_\_\_\_\_  
AUBREY ROWLATT  
Carson City Clerk-Recorder



# STAFF REPORT

2016-7

**Report To:** Board of Supervisors

**Meeting Date:** May 5, 2016

**Staff Contact:** Joel Dunn, jdunn@visitcarsoncity.com

**Agenda Title:** For Possible Action: To adopt on second reading, Bill No. 106, an ordinance amending Title 4 Licenses and Business Regulations, Chapter 4.08 (room rental tax) of the Carson City Municipal Code by changing Section 4.08.080 (imposition and rate of tax) by adding subsection 4 adding a tax of one (1%) percent of the gross receipts from the rental of lodging in Carson City upon all persons in the business of providing lodging to be used primarily for the implementation of the Carson City Arts & Cultural Master Plan, Cultural Tourism Campaign.

**Staff Summary:** The Carson City Visitors Bureau Board of Directors approved a recommendation to the Carson City Board of Supervisors for a 1% increase in transient occupancy tax dedicated to the required funding for the CCVB to diversify its current offerings in an effort to allow Carson City to compete in the cultural tourism market. Additionally, the funds will allow the bureau to hire an Arts and Culture Coordinator and cover operational costs associated with the implementation of Carson City Arts and Culture Master Plan.

**Agenda Action:** Ordinance - Second Reading

**Time Requested:** 5 mins

**Proposed Motion**

I move to adopt on second reading, Bill No. 106, Ordinance No. \_\_\_\_\_, an ordinance amending Title 4 Licenses and Business Regulations, Chapter 4.08 (room rental tax) of the Carson City Municipal Code by changing Section 4.08.080 (imposition and rate of tax) by adding subsection 4 adding a tax of one (1%) percent of the gross receipts from the rental of lodging in Carson City upon all persons in the business of providing lodging to be used primarily for the implementation of the Carson City Arts & Cultural Master Plan, Cultural Tourism Campaign.

**Board's Strategic Goal**  
Economic Development

**Previous Action**

The Carson City Visitors Bureau Board of Directors approved recommending to the Board of Supervisors to increase TOT by 1 percent by a vote of 4 ayes, 0 nays and 1 absent. Joel Dunn, CCVB Executive Director, conducted site visits with all 24 properties (Owners and/or General Managers) that contribute more than .01 percent to TOT. During these meetings the CCVB received support for the increase in TOT from 23 of the properties. The 24th property took a no-position as the property was in escrow.

A business impact statement was prepared, and accepted by the Board of Supervisors at their March 17, 2016 meeting. This ordinance was introduced on first reading at the April 21, 2016 Board of Supervisors meeting.

*copy to Joel  
Dunn via  
email  
5.26.16*

**Background/Issues & Analysis**

Final Version: 12/04/15



The 1 percent increase in room tax is estimated to bring \$160,000 annually and will sunset after five years unless approved for continuation by the CCVB Board of Directors, with a majority support of the Carson City Lodging Properties and ratification by the Board of Supervisors.

Joel Dunn, CCVB Executive Director, conducted site visits with all 24 properties (Owners and/or General Managers) that contribute more than .01 percent to TOT. During these meetings the CCVB received support for the increase in TOT from 23 of the properties. The 24th property took a no-position as the property was in escrow. Other interested persons may obtain a copy of this summary from the Executive Director's office of the Carson City Visitors Bureau.

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

CCMC 4.08.080

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: Approximately \$160,000 annually in revenue to the Carson City Visitors Bureau.

**Alternatives**

**Board Action Taken:**

Motion: App

1) BB  
2) JS

Aye/Nay 5/0  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

dm  
(Vote Recorded By)

ORDINANCE NO. 2016-7

BILL NO. 106

AN ORDINANCE AMENDING TITLE 4 LICENSES AND BUSINESS REGULATIONS CHAPTER 4.08 (ROOM RENTAL TAX) OF THE CARSON CITY MUNICIPAL CODE BY CHANGING SECTION NUMBER 4.08.080 (IMPOSITION AND RATE OF TAX) BY ADDING PARAGRAPH 4, ADDING A TAX OF ONE PERCENT (1%) OF THE GROSS RECEIPTS FROM THE RENTAL OF LODGING IN CARSON CITY UPON ALL PERSONS IN THE BUSINESS OF PROVIDING LODGING TO BE USED PRIMARILY FOR THE IMPLEMENTATION OF THE CARSON CITY ARTS & CULTURAL MASTER PLAN, CULTURAL TOURISM CAMPAIGN AND OTHER MATTERS PROPERLY RELATED THERETO.

THE BOARD OF SUPERVISORS OF CARSON CITY DOES ORDAIN:

SECTION I:

That Title 4 Chapter 4.08 of the Carson City Municipal Code is hereby amended to change section 4.08.080 by correcting a typographical error in subsection 2 and by adding subsection 4 as follows:

4.08.080 Imposition and rate of tax.

1. There is hereby fixed and imposed a transient lodging tax on every licensee operating a rental business within the city in the amount of seven percent (7%) of the amount of gross income derived from room rentals received by each licensee from the renting of rooms within the corporate limits of the city. This transient lodging tax is in addition to any license, fee or charge fixed or imposed by any other provision of the CCMC. Two percent (2%) of the above seven percent (7%) tax may only be used to redeem the general obligation bonds issued for any recreational facilities in Carson City.
2. In addition to the transient lodging tax imposed above, there shall be a tax of one percent (1%) of the gross receipts from the rental of lodging in Carson City upon all persons in the business of providing lodging. Three-eighths of this amount shall be paid to the department of taxation for deposit with the state treasurer for credit to the fund for the promotion of tourism. Five-eighths of the additional one percent tax shall be deposited with the Carson City Convention and Visitors' Bureau to be used to advertise the resources of Carson City related to tourism, including available accommodations, transportation, entertainment, natural resources and climate, and to promote special events related thereto.

3. In addition to the transient lodging tax imposed above, there shall be a tax of two percent (2%) of the gross receipts from the rental of lodging in Carson City upon all persons in the business of providing lodging. The additional two percent (2%) shall be deposited with the Carson City Convention and Visitors' Bureau to be used primarily for the payment of capital costs, including construction, administration and the retirement of bonds for the Virginia and Truckee Railroad Reconstruction Project route between Virginia City and Carson City, Nevada. Additionally, any remaining funds shall be used for, but not limited to, upgrades, maintenance, operations, planning and administration for the Virginia and Truckee Railroad project as directed by the Board of Directors of the Carson City Convention and Visitor's Bureau. The imposition of this tax will be a single purpose directed levy for the reconstruction of the Virginia and Truckee Railroad. At which time the project is completed, abandoned prior to reconstruction, or for any reason no longer requires this funding, the tax will sunset and expire without further action of the Carson City Convention and Visitor's Bureau.

4. In addition to the transient lodging tax imposed above, there shall be a tax of one percent (1%) of the gross receipts from the rental of lodging in Carson City upon all persons in the business of providing lodging. The additional one percent (1%) shall be deposited with the Carson City Convention and Visitors' Bureau to be used primarily for the implementation of the Carson City Arts & Cultural Master Plan and development of a Cultural Tourism Campaign. The imposition of this tax will be a single purpose directed levy for the implementation of the Carson City Arts & Cultural Master Plan and development of a Cultural Tourism Campaign. This subsection expires by limitation on June 1, 2021.

SECTION II:

This ordinance becomes effective June 1, 2016.

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SECTION III:

That no other provisions of Chapter 4.08 of the Carson City Municipal Code are affected by this ordinance.

PROPOSED ON April 21, 2016 by Supervisor Karen Abowd.

ADOPTED May 5, 2016 by the following vote:

AYES:       Supervisor Brad Bonkowski  
              Supervisor Jim Shirk  
              Supervisor Karen Abowd  
              Supervisor Lori Bagwell  
              Mayor Robert Crowell

NAYS:       None.

ABSENT:     None.

ABSTAIN:   None.

  
\_\_\_\_\_  
ROBERT L. CROWELL, Mayor

ATTEST:

  
\_\_\_\_\_  
SUSAN MERRIWETHER, Clerk-Recorder

This ordinance shall be in force and effect from and after the 1<sup>st</sup> day of June, 2016.

Transcript of public comments made during the February 8, 2021, Carson City CTA Board Meeting

....

Chair Jones (3:52): Right now I will ask for public comment. Desi, is there anyone, for public comment?

Desi Navarro: Yes Mr. Chair, we have a couple callers. Callers, when you hear the beep it is your turn for public comment. Please state your name for the record.

[silence]

Desi Navarro: Caller, it is your turn for public comment. Please state your name for the record.

[silence]

Chair Jones: Did we lose them?

Desi Navarro: Mr. Chair, they're, they're there, I'm just not sure that they can hear us.

First Caller: Can you guys hear me?

Desi Navarro: Ah, there we go.

Chair Jones: Alright, go ahead caller.

First Caller: Hi, can you guys hear me okay?

Chair Jones: Yes.

First Caller: Okay, perfect. My name is Sandra and I am representing the Hampton Inns here in Carson. Um, good afternoon. Um I, I just want to publicly put in my vote of confidence for the, um, for the one percent. Having been one of the original people that was here during the first go around, um, I can say that, in all honesty I was a little hesitant when the subject came around again, um, just basing it off of everything we had experienced during the first round. Um, the only thing that I could ask is that there be a lot of transparency, um, a lot of reporting, things that you know, the lodging properties can see and be a part of. Whereas the last round we weren't included. We weren't informed of anything, um, and that was definitely the real concern. I know with this go around I, I am confident that it is going to be much better, and knowing a lot of artists in you know and having a kid that is also a very artsy kid you know I am one hundred percent full support of what ever we decide to do with the arts.

Chair Jones: Alright, well Sandra, thank you. We appreciate the comments.

First Caller: Thank you.

Chair Jones (6:24): Is there anyone else for public comment?

Desi Navarro: Caller, it is your turn for public comment.

[silence]

Desi Navarro: Caller, can you hear us, are you there?

[silence]

Desi Navarro: That is all for public comment Mr. Chair.

Chair Jones (7:00): Alright, um, if there is no other people on the phone, board member Kehm, I believe that you have a public comment that you would like to make.

Board Member Kehm: Yeah, I would also speak in support of the bill. I think it is a good idea for the, um, obvious reasons that she mentioned, and I think it does a great deal for providing additional heads in beds which is the goal, I think, for all of us. So, I would be in support of it a hundred percent.

Chair Jones (7:31): Thank you, um, I think I would like to make a public comment at this time. I will take off my chair hat and put on my lodging property hat and um, speak um, in support of continuing the one percent um tax for arts and culture. I uh I think um when I, I have said it many times that any um successful DMO and um, tourism agency has to have an arts and culture, you know, portion to it. If you don't, you're ah, I think missing the boat. I think a lot of people come to our city for a core event maybe it is a sporting event but they also look for ah other things to do when they're there. So um, um, as a lodging property operator in the city I'm um in full support of the one percent continuation um, of the tax. I just wanted to make that a public comment.

Chair Jones: (8:32): Is there any other public comment? Oh, we do have one more?

Second Caller: Yes, can anybody hear me?

Chair Jones: Yes.

Second Caller: Hi, this is Fernando calling from the new Staybridge Suites. Uh, Fernando Madrigal, I'd like to make a public comment. Our hotel ah, will be the, the newest hotel in the market. And ah, as really an outsider, someone who is, has been in, in, in Reno um for the last three years. Who has witnessed all our ah the micro events and really the, the, the stimulation to the local economy. Um, it is unbelievable, I am not original, originally from this area, I uh, uh I have been amazed at how much activity does go on. Um, primarily with the art cultures. You know Burning Man brings a significant, you know, just singling out one event and, and, and really the, the, the attitude toward art is extremely welcoming here in this city and geographically I think that we, as Carson City, you know, we're, we couldn't be in a more ah in a better geographical position. We're in between one of the fastest growing cities, you know a report came out that Reno specifically has, ah number four in terms of just ah, you know ah, ah, ah soft, bedrock for the local economy during everything that is going, you know that is happening right now. Um, were right in, um were gonna were gonna be a feeder that is going to be a feeder city for us, they are you know they are they committed to the art and you know we have one of the most pristine art pictures, and art, artsy um you know, ah, ah, Lake Tahoe, what a piece of art, you know, that we have in our backyard. So we're in between both of those worlds' um natural art and just the, the, the artistic point were you do have people in this city who are interested in, in, in really pushing that agenda forward. And the way I see it this isn't a one-year project that's, you know we have the ability to push for the next three to five years, you know, five to ten years to be a, a hub for arts and tourism. And um, I fully support all of the efforts being made and the tax. So that's, I just wanted to make that public.

Chair Jones: Well, thank you for [break] I appreciate the public comments.

Desi Navarro: Christopher, it is your turn for public comment.

[silence]

Desi Navarro: Christopher, can you hear us, it is your turn for public comment.

[silence]

Chair Jones: Christopher?

[silence]

Chair Jones: Did we lose him Desi?

Desi Navarro: We must have Mr. Chair.

Chair Jones (12:09): Well, um, we'll invite Christopher back, we have a public comment at the end of the meeting that he is more than welcome to call into. With that, we'll move on . . . .

. . . .



# STAFF REPORT

**Report To:**

**Meeting Date:** March 8, 2021

**Staff Contact:** Nancy Paulson, City Manager

**Agenda Title:** For Discussion Only: Discussion and presentation regarding the transition of the administration of the 1% Transient Lodging Tax (tax), dedicated to the implementation of the Carson City Arts & Culture Master Plan and the development of a cultural tourism campaign, back under the authority of the Carson City Culture and Tourism Authority (CTA). (Nancy Paulson, npaulson@carson.org)

Staff Summary: On December 17, 2020, the Carson City Board of Supervisors (City) approved the recommendations of both the CTA and the Carson City Cultural Commission (Commission) to move the administration of the tax back under the authority of the CTA. City and CTA staff will provide an update on the transition of the arts and culture program to the CTA and an accounting of the tax funds.

**Agenda Action:** Other / Presentation

**Time Requested:** 10 Minutes

**Proposed Motion**

N/A

**Board's Strategic Goal**

Quality of Life

**Previous Action**

On November 19, 2020, during a special joint meeting of the Commission and the CTA, the Commission and the CTA approved a recommendation to the Board of Supervisors to move the administration of the tax, dedicated to the implementation of the Carson City Arts & Culture Master Plan and the development of a cultural tourism campaign, back under the authority of the CTA.

**Background/Issues & Analysis**

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

N/A

**Financial Information**

**Is there a fiscal impact?** No

**If yes, account name/number:**

**Is it currently budgeted?**



**Explanation of Fiscal Impact:**

**Alternatives**

**Attachments:**

**Board Action Taken:**

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

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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\_\_\_\_\_

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\_\_\_\_\_

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



## STAFF REPORT

**Report To:**

**Meeting Date:** March 8, 2021

**Staff Contact:** Nancy Paulson, City Manager

**Agenda Title:** For Discussion Only: Discussion and presentation regarding the introduction of the Carson City Culture and Tourism Authority (CTA) Arts & Culture Program Services contracted vendor and an update on the tasks to be completed. (Nancy Paulson, npaulson@carson.org)

Staff Summary: On December 21, 2020, the CTA issued Request for Proposal (RFP) CTA 2021-001 for Arts and Culture Program Services, inviting qualified persons to submit proposals for Arts and Culture Program Services, for the anticipated initial period of February 1, 2021 to May 31, 2021. This item is to introduce the Brewery Arts Center as the contracted vendor and discuss the tasks to be completed by May 31, 2021.

**Agenda Action:** Other / Presentation

**Time Requested:** 15 minutes

**Proposed Motion**

N/A

**Board's Strategic Goal**

Quality of Life

**Previous Action**

N/A

**Background/Issues & Analysis**

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

N/A

**Financial Information**

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

**Alternatives**

**Attachments:**

[CC-CTA-Agenda-Report-Intro-of-CTA-AC-Contracted-Vendor.pdf](#)

**Board Action Taken:**

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

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

# Carson City Culture & Tourism Authority (CTA)

## INDEPENDENT CONTRACTOR AGREEMENT

Contract No. CTA2021-001

Title: Arts and Culture Program Services

### Exhibit A

#### SCOPE OF WORK

4.1 The scope of work for the Arts and Culture Program Services will cover the following:

4.1.1 Coordinate with the CTA, the Nevada Arts Council and First Lady of Nevada Kathy Sisolak to implement the art initiative, “The First Lady presents...”. The purpose of the project is to promote the Arts by creating a biannual exhibition opportunity for Nevada artists to display artworks at the Governor’s Mansion. All interested artists will be called upon to submit 3 samples of their work which will then be judged by a panel of art experts and enthusiasts. The submitting artist chosen by the panel will then be awarded the opportunity to display his or her work in the Governor’s Mansion and hold an Artist’s Reception sponsored by the First Lady.

4.1.2 Coordinate the Fiscal Year 2022 allocation of Carson City Redevelopment Authority (RDA) funding for arts and culture special events in Carson City. This includes working with the Carson City Cultural Commission and the RDA to provide a recommendation to the Board of Supervisors on the allocation of \$25,000 for arts and culture special events. The Redevelopment policies state that arts and culture special events include performing arts, visual arts, and literary arts, and are generally events such as: a) Theatrical productions; b) Music festivals or music event series involving coordination among multiple event sites or organized through an arts organization; c) Art displays; or d) Other events deemed to be Arts and Culture events as determined by the Carson City Arts & Culture Department.

4.1.3 Carson City Arts: Taking Flight II – Coordinate with the Reno-Tahoe International Airport, CTA, Carson City Cultural Commission, and the Carson City Arts & Culture Coalition to plan and organize an Art Exhibition at the Reno-Tahoe International Airport for 2021.

RFP CTA 2021-001 Arts & Culture Program Services p. 4

4.1.4 Coordinate with Carson City, CTA, Carson City Cultural Commission, the Rotary Club of Carson City, and the Carson City Downtown Neighborhood Improvement District to commission a mural that will become the focal point for tourists and locals in the Carson City Downtown Corridor.

4.1.5 Working with CTA, oversee the call for a muralist to create a mural for the entryway of the CTA office building.

4.1.6 Conduct introductory meetings with the Chamber of Commerce, Carson City lodging properties and the arts and culture organizations in the community.

4.2 Report Procedures and Deliverables:

The contractor will prepare monthly reports that outline the progress of each task listed in Section 4.1 – Scope of Work, for presentation at the CTA Board Meetings.