

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

**Day:** Monday  
**Date:** July 25, 2022  
**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:**

Members of the public who wish to view the meeting 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. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

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. Public comment during a meeting is limited to three minutes for each speaker.

**1. Call to Order**

**2. Roll Call**

**3. 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 this public body

**4. For Possible Action: Approval of Minutes - June 13, 2022**

**5. Discussion Items:**

5.a For Discussion Only: Discussion and presentation regarding an update on the Arts and Culture Program activities since the last Carson City Cultural Commission ("Commission") meeting held in June 2022, as well as, an update on program delivery. (Debra Soule, [dsoule@visitcarsoncity.com](mailto:dsoule@visitcarsoncity.com))

Staff Summary: The Carson City Culture & Tourism Authority ("CTA") Arts & Culture Program Manager will provide an update on the Arts & Culture Program.

## 6. Action Items:

6.a For Possible Action: Discussion and possible action regarding a recommendation to the Carson City Board of Supervisors ("Board") for approval of the Carson City Public Art Policy ("Policy"). (Jennifer Budge, [jbudge@carson.org](mailto:jbudge@carson.org) and Debra Soule, [dsoule@visitcarsoncity.com](mailto:dsoule@visitcarsoncity.com))

Staff Summary: City staff along with the Carson City Culture and Tourism Authority's ("CTA") Arts and Culture Program Manager have worked to develop a draft Policy for review and recommendations by the Carson City Cultural Commission to the Board.

## 7. Cultural Commission

City Manager's Arts & Culture Report

Commissioner Reports / Comments

Future Agenda Items

Upcoming Meetings and Events

## 8. 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. 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.

## 9. For Possible Action: To Adjourn

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**\*\*PUBLIC COMMENT LIMITATIONS** - The Carson City Cultural Commission will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. 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. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

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.

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.

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.

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

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City Hall 201 North Carson Street

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

<http://notice.nv.gov>

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Cultural Commission (CCCC)**  
**Monday, June 13, 2022 ● 6:00 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Commission Members**

<b>Chair – Barbara D’Anneo</b>	<b>Vice Chair –Sierra Scott</b>
<b>Commissioner – Karen Abowd</b>	<b>Commissioner – Christopher Leyva</b>
<b>Commissioner – Stan Jones</b>	<b>Commissioner – Susan Mowers</b>
<b>Commissioner – Bethany Drysdale</b>	

**Staff**

Nancy Paulson, City Manager  
Debra Soule, Arts and Culture Program Manager  
Todd Reese, Deputy District Attorney  
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 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**

(6:00:44) – Chairperson D’Anneo called the meeting to order at 6:00 p.m.

**2. ROLL CALL**

(6:01:10) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Barbara D’Anneo, Chair	Present	
Sierra Scott, Vice Chair	Absent	
Karen Abowd	Present	
Christopher Leyva	Present	
Stan Jones	Present	
Susan Mowers	Present	
Bethany Drysdale	Present	

**3. PUBLIC COMMENTS (THREE-MINUTE TIME LIMIT)**

(6:01:28) – Chairperson D’Anneo entertained public comments; however, none were forthcoming.

**4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – March 15, 2022**

(6:01:47) – Chairperson D’Anneo introduced the item and entertained comments, corrections, and a motion.

(6:01:57) – MOTION: Vice Chairperson Abowd moved to approve the minutes of March 15, 2022 as presented.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Abowd
<b>SECONDER:</b>	Jones
<b>AYES:</b>	D’Anneo, Leyva, Abowd Jones, Mowers, Drysdale
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Scott

5. DISCUSSION ITEMS:

5.a FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION REGARDING AN UPDATE ON THE ARTS AND CULTURE PROGRAM ACTIVITIES SINCE THE LAST CARSON CITY CULTURAL COMMISSION ("COMMISSION") MEETING HELD IN MARCH 2022.

(6:02:19) – Chairperson D’Anneo introduced the item. Ms. Soule reported the following regarding Arts and Culture Program activities:

- The Great Western Steam Up, taking place on July 1 through July 4, 2022 in Carson City, is “a major cultural event” expected to attract large crowds and many out of town visitors, and there were approximately 1,600 tickets sold, most of which were purchased by out of town visitors. Additionally, this would be the largest reunion of the existing Virginia and Truckee (V&T) locomotives assembled in the last 75 years, with over 10 operating steam locomotives that were being brought to the City for the event at the Nevada State Railroad Museum, and there would be music and entertainment, food, merchandise vendors, other antique steam-powered vehicles, and lost arts demonstrations featured at the event.
- Ms. Soule completed the database for the Cultural Maps project, and the database was being converted into a map by a Michael Baker International geographic information system (GIS) specialist to then be imbedded into the Visit Carson City website (<https://visitcarsoncity.com/>) and made available to the City’s website. The database contains over 300 listings categorized under six categories, which include cultural organizations, cultural facilities, heritage sites, heritage properties, cultural economy businesses, arts and culture events and festivals, and public art.
- Ms. Soule and many other City staff and departments have been involved in developing a draft Public Art Policy, which would be presented to the CCCC for a future agenda item, possibly for a special meeting, and Ms. Soule commented that the Public Art Policy would be “an incredibly important step in moving forward on major public art projects here in Carson City.”
- The Environmental Art Demonstration project artwork had been destroyed, and the sign was pulled out of the ground and stolen, so Ms. Soule was reconsidering that project and how it should be undertaken in the future. She stated that the environmental art component could possibly be separate from the Art on the Trails Initiative, with one of the suggestions being experimenting with art in a more visible location, as the Environmental Art Demonstration project was on the Carson River Trail.
- Ms. Soule was planning the first outdoor art experience, Art on the Trails, for which art stations were intended to be situated along selected locations on the Carson River Trail, including for plein air painting and gourd art. Ms. Soule was working with the Great Basin Native Artists through the Stewart Indian School Cultural Center and Museum to encourage a workshop possibly for basket weaving on the trail, as

the materials are readily available, as well as natural art. The Art on the Trails program would include dinner and music entertainment at the Silver Saddle Ranch.

- The Planning Committee for the Mark Twain Days Festival was meeting on a regular basis, and a preliminary schedule of festival activities was created. Some of the proposed major activities would include “a Twain Train” to travel between the City and Virginia City on the V&T Rail, featuring Mark Twain’s favorite cocktails, and a Mark Twain and his wife, Olivia, look-a-like contest, which would be a judged runway event. “A Twain Path Tour” was being planned to be led by Mary Bennett that would feature places where Samuel L. Clemens frequented in Carson City and the stories involving those places. There would be several literary performances and activities being planned leading up to and during the festival with a Mark Twain headliner performance featuring McAvoy Layne. There would also be era-appropriate vendors and performers for the festival.

Ms. Soule also responded to clarifying questions.

## 6. ACTION ITEMS:

**6.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CARSON CITY REDEVELOPMENT AUTHORITY ("AUTHORITY") FOR THE ALLOCATION OF FISCAL YEAR ("FY") 2023 REDEVELOPMENT DISTRICT ARTS AND CULTURE GRANT FUNDING OF UP TO \$50,000 AMONG ANY OR NONE OF THE FOLLOWING APPLICANTS/PROJECTS: BIRDHOUSE GROUP LLC/THE DOWNTOWN VINTAGE MARKET; BREWERY ARTS CENTER/ROCK N ROLL EXHIBITION; BREWERY ARTS CENTER/YOUTH ENGAGEMENT ACTIVITIES; CAPITAL CITY ARTS INITIATIVE/VISUAL ARTS FOR THE COMMUNITY; CARSON CITY HISTORICAL SOCIETY/CARSON CITY HISTORICAL SOCIETY EVENTS; CARSON CITY SYMPHONY ASSOCIATION/FY23 SYMPHONY CONCERT SERIES; LAKESIDE STUDIOS, LLC/STREAMING CONTENT; MILE HIGH JAZZ BAND ASSOCIATION, INC./JAZZ & BEYOND CARSON CITY MUSIC AND ART FESTIVAL; PINKERTON BALLET THEATRE/THE NUTCRACKER BALLET; AND WILD HORSE PRODUCTIONS/A CHORUS LINE.**

(6:09:47) – Chairperson D’Anneo introduced the item and referenced the Staff Report and the accompanying attachments, all of which are incorporated into the record. She entertained presentations of the 10 agencies’ event funding requests, all of which are incorporated into the agenda materials. Ms. Soule instructed the Commissioners to score each of the applicants/projects after each presentation using the score sheet incorporated into the record. The representatives presented their agencies’ requests and responded to clarifying questions in the following order:

- David Bugli, Mile High Jazz Band Association President and Carson City Historical Society Secretary, appearing on behalf of the Mile High Jazz Band Association and the Carson City Historical Society
- Brewery Arts Center (BAC) Executive Director Gina Lopez, appearing on behalf of the BAC
- BAC Youth Advisor Erich Parker, appearing on behalf of the BAC
- Lakeside Studios, LLC CEO Lori LeClaire, appearing on behalf of Lakeside Studios, LLC
- Birdhouse Group LLC Manager/Owner Travis Legatzke, appearing on behalf of Birdhouse Group LLC doing business as (dba) Downtown Vintage Market
- Carson City Arts Initiative (CCAI) Executive Director Sharon Rosse, appearing on behalf of the Capital City Arts Initiative

- Wild Horse Productions Executive Director Carol Scott and Wild Horse Productions Executive Producer Michelle Van Geel, appearing on behalf of Wild Horse Productions dba Wild Horse Stage Company
- Pinkerton Ballet Theatre Director Theresa Chipp, appearing on behalf of the Pinkerton Ballet Theatre dba Nevada Dance Company
- Carson City Symphony Association President Elinor Bugli, appearing on behalf of the Carson City Symphony Association

(6:33:04) – Referencing Mr. Bugli’s presentations, Commissioner Jones commented that the agencies should start charging for some of the tours and events because of there being a lot of competition for Carson City Redevelopment District Arts and Culture Grant funds. He also pointed out that after a number of years, applicants that reapply for the Grant do not get the same, equal consideration for the allotted funds. Commissioner Mowers added that agencies could make certain events free while also charging for some that are “more VIP,” and agencies could market their “more big-ticket items and make them very special so that you do get the price that you need so that you can still offer the free events to the greater public.”

(6:49:19) – Commissioner Drysdale was in favor of the BAC’s Youth Engagement proposal and noted that there were many opportunities for partnerships. She suggested working with Advancement Via Individual Determination (AVID) programs in the high schools and the middle schools so classes could work on a project and possibly contribute to production of fliers. She also proposed a partnership with the Jump Around Carson (JAC) public transit system to provide free rides home for students with a student body card. Commissioner Abowd commented that she “applauded the initiative” of the BAC’s proposed Youth Engagement events and activities.

(7:03:11) – Chairperson D’Anne commented that the proposed streaming content by Lakeside Studios, LLC was “an interesting concept”; however, she stated that she “need[ed] substance, a plan, objectives, schematics.” Commissioner Jones stated that he did not believe that Ms. LeClaire had a plan or was prepared for what she was proposing, and he was “very reluctant to support this right now.”

(7:44:20) – Commissioner Mowers complimented the Wild Horse Production’s *A CHORUS LINE* proposal for being “very thorough.”

(8:33:32) – Commissioner Jones thanked Ms. Bugli and Mr. Bugli for “all you’ve done in the arts and culture field over the years.” Commissioners Mowers commended Ms. Bugli for starting the string instrument program in Carson City, and Commissioner Drysdale supported the Carson City Symphony Association offering free admission to youth concerts and free family passes to students in the programs. Commissioner Abowd also thanked Ms. Bugli for “all your hard work.”

(8:05:56) – Ms. Soule instructed the Commissioners to provide their scores for each applicant/project out of a possible total of 30 points, and Ms. Soule calculated the final scores. She noted that the highest scoring applicants/projects were the BAC’s Rock n’ Roll Exhibition, the BAC’s Youth Engagement, the Birdhouse Group LLC’s Downtown Vintage Market, the Carson City Historical Society’s Carson City Historical Society Events, and the Wild Horse Production’s *A CHORUS LINE*. She indicated that the Commissioners may decide to allocate the Grant funds based on the order of the scores or based on the total amounts, or the Commissioners may make changes to the funding requests. Commissioner Abowd believed that the Lakeside Studios, LLC proposal was “premature” and did not suggest funding from that aspect. She suggested awarding \$10,000 to the BAC for Youth Engagement, the full requested amount of \$6,000 to the Carson City Historical Society, \$8,000 to the BAC for the Rock n’ Roll Exhibition, \$8,000 to Birdhouse Group LLC, \$5,000 to Wild Horse Productions, \$4,000 to the Mile High Jazz Band

Association, \$4,000 to the Pinkerton Ballet Theatre, \$3,000 to the CCAI, and \$2,000 to the Carson City Symphony Association.

(8:18:02) – Chairperson D’Anneo entertained a motion.

**(8:18:09) – MOTION: Commissioner Mowers moved to recommend to the Carson City Redevelopment Authority approval of the Fiscal Year 2023 Redevelopment District Arts and Culture Grant funding as follows:**

- **BAC Youth Engagement: \$10,000**
- **Carson City Historical Society Carson City Historical Society Events: \$6,000**
- **BAC Rock n’ Roll Exhibition: \$8,000**
- **Birdhouse Group LLC Downtown Vintage Market: \$8,000**
- **Wild Horse Productions A CHORUS LINE: \$5,000**
- **Mile High Jazz Band Jazz and Beyond Carson City Music and Art Festival: \$4,000**
- **Pinkerton Ballet Theatre *The Nutcracker Ballet*: \$4,000**
- **CCAI Visual Arts for the Community: \$3,000**
- **Carson City Symphony Association FY23 Symphony Concert Series: \$2,000**
- **Lakeside Studios, LLC Streaming Content: \$0**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Mowers
<b>SECONDER:</b>	Jones
<b>AYES:</b>	D’Anneo, Abowd, Leyva, Jones, Mowers, Drysdale
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Scott

**6.b FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A POTENTIAL MARK TWAIN MURAL PROJECT TO COMPLEMENT MARK TWAIN DAYS, A NEW CAPITAL CITY FESTIVAL THAT WILL BE HELD IN APRIL 2023 TO CELEBRATE THE LIFE OF MARK TWAIN IN CARSON CITY.**

(8:19:52) – Ms. Soule referenced the Staff Report, which is incorporated into the record, and clarified that the mural was intended to be a portrait of Mark Twain that would be a permanent art installation in the downtown Carson City area. She proposed that the Commission consider establishing a project panel and following the procedures that would be presented at the next CCCC meeting in order to undertake the project for completion before April 2023. She also responded to clarifying questions, and Chairperson D’Anneo entertained a motion.

**(8:23:01) – MOTION: Commissioner Abowd moved to approve the Mark Twain mural project concept and direct Staff to move forward with an RFP as discussed on the record.**



<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Abowd
<b>SECONDER:</b>	Drysdale
<b>AYES:</b>	D’Anneo, Abowd, Leyva, Jones, Mowers, Drysdale
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Scott

**7. CULTURAL COMMISSION:**

**NON-ACTION ITEMS:**

**- CITY MANAGER’S ARTS & CULTURE REPORT**

(8:23:33) – Chairperson D’Anneo introduced the item. Ms. Paulson informed the Commissioners that the job description for the new Carson City Recreation Program Supervisor position was finalized and would be posted soon. She noted that the draft Public Art Policy was complete and would be presented to the Commission possibly during a special meeting of the CCCC. She also responded to clarifying questions.

**- COMMISSIONER REPORTS/COMMENTS**

(8:25:28) – Chairperson D’Anneo introduced the item and entertained Commissioner reports and comments. Commissioner Abowd announced that all the flower baskets from The Greenhouse Project were hanging up in the downtown Carson City area, and she wished to thank all of the individuals who sponsored the watering of the flower baskets. She indicated that The Greenhouse Project “cut the ribbon” for the Native Plant Nursery and Compost Program at Carson High School during the previous Monday, and she explained that the program advances environmental education for the students. She stated that The Greenhouse Project started a “Grow it Forward” campaign taking place for sustainability, and The Greenhouse Project had a match donor until July 31, 2022. She also announced that The Greenhouse Project was putting out “a save the date” for September 19, 2022 at Nashville Social Club for the Grateful Harvest Dinner, which would include music.

**- FUTURE AGENDA ITEMS**

(8:27:19) – Chairperson D’Anneo proposed a future agenda item concerning the CCCC organizing an art contest in the City schools to “beautify” the bear bins on the trails and the replacements for the oil drum trash cans in the Lone Mountain Cemetery.

**- UPCOMING MEETINGS AND EVENTS**

(8:28:07) – The Commission was in favor of scheduling a special meeting of the CCCC on Monday, July 25, 2022 at 5:30 p.m.

**8. PUBLIC COMMENT AND DISCUSSION (THREE-MINUTE TIME LIMIT):**

(8:29:28) – Chairperson D’Anneo entertained public comments. Mr. Legatzke thanked the Commission for “hearing us out and participating with us in this vision to do that” and invited the Commission to visit the Downtown Vintage Market to “make it your own.”

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

**(8:30:33) – Chairperson D’Anneo adjourned the meeting at 8:30 p.m.**

The Minutes of the June 13, 2022 Carson City Cultural Commission meeting are so approved this 25<sup>th</sup> day of July 2022.



# STAFF REPORT

**Report To:**

**Meeting Date:** July 25, 2022

**Staff Contact:**

Debra Soule, Arts & Culture Program Manager (CTA)

**Agenda Title:**

For Discussion Only: Discussion and presentation regarding an update on the Arts and Culture Program activities since the last Carson City Cultural Commission ("Commission") meeting held in June 2022, as well as, an update on program delivery. (Debra Soule, dsoule@visitcarsoncity.com)

Staff Summary: The Carson City Culture & Tourism Authority ("CTA") Arts & Culture Program Manager will provide an update on the Arts & Culture Program.

**Agenda Action:**

Other / Presentation

**Time Requested:** 10 Minutes

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**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:**

**Board Action Taken:**

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

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

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

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Vote Recorded By)



# STAFF REPORT

**Report To:** Board of Supervisors                      **Meeting Date:** July 25, 2022

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

**Agenda Title:** For Possible Action: Discussion and possible action regarding a recommendation to the Carson City Board of Supervisors ("Board") for approval of the Carson City Public Art Policy ("Policy"). (Jennifer Budge, [jbudge@carson.org](mailto:jbudge@carson.org) and Debra Soule, [dsoule@visitcarsoncity.com](mailto:dsoule@visitcarsoncity.com))

Staff Summary: City staff along with the Carson City Culture and Tourism Authority's ("CTA") Arts and Culture Program Manager have worked to develop a draft Policy for review and recommendations by the Carson City Cultural Commission to the Board.

**Agenda Action:** Formal Action / Motion                      **Time Requested:** 20 Minutes

## Proposed Motion

I move to recommend to the Board approval of the proposed Policy as discussed.

## Board's Strategic Goal

Quality of Life

## Previous Action

N/A

## Background/Issues & Analysis

The Carson City Arts and Culture Strategic Plan 2022-2026 includes the following strategy under Goal Six: Municipal Planning, Decision-Making and Placemaking:

### 6.3 PUBLIC ART

Prepare a public art policy and oversee a public art program for the creation and inclusion of artwork in public spaces that reflects the City's unique cultural heritage and identity, to enhance our cityscape and the artistic richness of the capital city.

The City Manager's Office, as well as, staff from the Public Works, Community Development and Parks, Recreation and Open Space Departments worked with Debra Soule, CTA Arts and Culture Program Manager, to develop the draft Policy.

## 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**

Modify or do not recommend approval of the Policy.

**Attachments:**

[Carson City Public Art Policy 7-18-22\\_brj final.clean.docx](#)

**Board Action Taken:**

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

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

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

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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## **POLICY AND PROCEDURE**

<b>Subject:</b> Carson City Public Art Policy		<b>Index:</b>	
		<b>Number:</b>	
<b>Effective Date:</b>	<b>Supersedes:</b>	<b>Pages:</b>	<b>Approved by:</b>

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### 1.0 PURPOSE:

The purpose of this policy is to establish procedures for the acquisition and maintenance of public art for the Consolidated Municipality of Carson City (“Carson City”).

Carson City supports public art programming in order to reflect the City’s unique cultural heritage and to create a cityscape that effectively contributes to the aspirational image and identity as held by its motto, “Proud of its Past...Confident of its Future”.

An effective public art program has many benefits. It establishes a process that encourages expression of community identity and local cultural heritage. It brings art to the people, increases community pride, draws people to public spaces and attracts visitors, new businesses and residents. It invites community participation and encourages artist(s) to create artworks that are an expression of the historic and contemporary culture.

The Carson City Public Art Policy is considered to be a dynamic document that is often modified and adapted in conjunction with Carson City, its policies and its citizens.

### 2.0 ORGANIZATIONS AFFECTED:

All City Departments

### 3.0 REFERENCES:

This policy is supported by Carson City’s Strategic Plan (Fiscal Years 2022-2026) which specifies ‘Quality of Life & Community’ as a key strategic direction with an objective to ‘Engage Arts & Cultural Assets’, the Carson City Cultural Commission Chapter 2.41 of the Carson City Municipal Code as adopted by the Carson City Board of Supervisors (“Board”) on July 8, 2008, and the Carson City Arts and Culture Strategic Plan (as adopted by the City on April 7, 2022).

#### 4.0 POLICY:

- 4.1 This policy applies to all works of art that are commissioned or acquired, including both temporary and permanent works, and meet all of the following criteria:
- a. Funded in whole or in part through City funds or under an agreement that maintaining the artwork is the responsibility of the City;
  - b. Sited on City property, right-of-way, or facilities;
  - c. Consistently accessible to the public.

4.2 This policy does not extend to:

- a. Artworks on display within City offices or City buildings that have restricted public access or regulated access. This includes artworks acquired for the sole purpose of office adornment and not for overall public experience.
- b. Temporary exhibitions of artworks (such as gallery displays, booth displays at art festivals, individual artworks, or museum exhibits) displayed on City-owned or managed property where the owner of such artwork has or intends to: retain ownership of the work; assume all responsibility associated with that display; remove it after an agreed upon duration, which shall not exceed two years.

One-time, temporary exhibitions require an agreement which shall be obtained through the Parks, Recreation and Open Space Department, Recreation Supervisor - Arts & Culture (“Recreation Supervisor”). These agreements will be vetted through an internal technical review process with City staff.

- c. Ongoing programming and exhibitions in City-owned cultural venues are at the discretion of the appropriate City Department.

#### 5.0 DEFINITIONS:

- 5.1 **Artworks:** Tangible art forms that include, but are not limited to, drawings, prints, photographs, collages, paintings, mosaics, murals, fiber artworks, stained glass, relief or free-standing sculptures, fountains, arches, mobiles, and environments. They can be interior and/or exterior installations or collections. Works of art may be temporary as well as permanent.
- 5.2 **Collection:** This encompasses all artworks owned by the municipality including the Public Art Collection and the Portable Collection.
- 5.3 **Conservation and Preservation:** Artworks that are part of the City’s public art collection must be maintained and protected from damage, decay or decomposition. This ensures the longevity of the artwork as well as the safety of the public that



interacts with it. Conservation involves examination, documentation, treatment and preventative care of artworks carried out by a professional art conservator.

- 5.4 **Deaccessioning:** It may be necessary at some point to permanently remove a work of art from the City's public art collection for a variety of reasons. This may be accomplished by sale, demolition or other arrangements. This includes the removal from its public site, removal from a maintenance cycle, and transferring of all associated records, both hard copy and electronic, into the City's deaccessioned collection file.
- 5.5 **Maintenance:** The routine care of artworks that does not require specialized expertise.
- 5.6 **Portable Collection:** Artworks owned by the municipality that are movable and often exhibited in the interior of City buildings including but not limited to paintings, sculptures, prints, photographs, mixed media or textiles.
- 5.7 **Public Art:** Public art is an original, one-of-a-kind, or reproduced, site-specific artwork that has been selected and commissioned by an artist(s) or donated for a designated public location. It can take the form of permanent, temporary, or moveable works in a wide range of mediums including but not limited to relief or free-standing sculptures, mosaics, murals, paintings, drawings, prints, photographs, collages, fiber artworks, stained glass, fountains, arches, mobiles, and environmental and light art.
- Typically, public art does not include street furnishings and outdoor infrastructure such as lighting, benches, and signage that have been mass-produced unless they are unique articles that have been specifically commissioned as art fixtures or designed by an artist(s) as an integral part of a project.
- 5.8 **Public Art Panel:** An informal group of individuals, generally not less than five volunteers, selected by the Recreation Supervisor to review each art project with a solicitation component, who are representatives of the constituencies and/or stakeholders, materials and content relevant to each project. The panel selects the artist(s) for each art project through a scoring process and gives approval of the final design. This panel is fully described in Section 6.5(b) of the Public Art Policy and is similar to the process the City uses to select vendors or consultants through its Request for Qualifications processes.
- 5.9 **Technical Review:** Technical review is a project specific process conducted by individuals with technical knowledge of the project, materials or techniques that will contribute to the success of the selection process. Technical review shall be conducted primarily by City staff but may include technical experts in a specific field/medium to ensure a project is sustainable to maintain into the future.

## 6.0 PROCEDURES:

## 6.1 Administration

- a. Oversight and coordination of the Carson City Public Art Program and all works of public art acquired by Carson City, including their budgets, are the sole responsibility of the Parks, Recreation, and Open Space Department, and its Recreation Supervisor – Arts and Culture. The Recreation Supervisor will serve as the leading expert commissioning and overseeing the maintenance of the public art collection. The Recreation Supervisor will work with the City Manager’s Office to post any CCCC vacancies, process applications, and schedule interviews by the Board and is also responsible for the public posting of agendas for CCCC meetings. The Recreation Supervisor works in close partnership with other City departments, the CCCC and the Carson City Culture and Tourism Authority (“CTA”) in the planning and execution of all public art programming and oversees all agreements the City executes with artists and other appropriate contractors in obtaining public art and commissioning public art programming. In addition, the Recreation Supervisor acts as the liaison between the CCCC, the CTA and the Board.
- b. The CCCC, created by CCMC 2.41, is comprised of seven citizens-at-large appointed by the Board to serve as the primary advisory body in support of the execution of this policy. Commissioners help foster an environment in which arts and culture are recognized as critical to the quality of life in Nevada’s capital. The commission is committed to the artistic expression, educational development and economic growth of Carson City’s diverse community through support, promotion and advocacy of the arts. Commissioners provide public service by recommending grant funding, sharing community feedback and serving as ambassadors of Carson City’s public art programming. The CCCC will oversee the work of the Public Art Panels and make recommendations to the City Manager or Board of Supervisors regarding acquisition or deaccessioning of artwork. The CCCC makes an annual presentation to the Board in the form of an annual report and future work plan. The CCCC convenes under the Open Meeting Law and is regulated by Carson City’s Policies and Procedures for Board, Committees, and Commissions.
- c. The CTA is the designated agency for arts and culture responsible for implementing programs and services according to the priorities contained in the Arts and Culture Strategic Plan and the administration of the 1% transient lodging tax dedicated to the implementation of the Strategic Plan and the development of a cultural tourism campaign. CTA staff will present a report on the proceeds and use of the proceeds from the 1% tax to the Board of Directors of the CTA three times each year and to the Board once each year. The CTA’s Arts and Culture Program Manager will coordinate with the Recreation Supervisor on any such projects sited on City property, right-of-way or facilities.
- d. The Board of Supervisors interviews and appoints all seven members of the CCCC. The Board approves, adopts and amends the Arts and Culture Strategic

Plan and Public Art Policy upon recommendation of the CCCC as needed to expand and advance the City's arts and culture identity. The Board will appropriate an allocation of funds to monitor and maintain the City's public art collection. The Board, upon recommendation of the CCCC, shall approve all new public art projects and agreements over \$49,999 with artists and other appropriate contractors in obtaining, commissioning, and maintaining artworks on City property or within City right-of-way.

## 6.2 Funding for Acquisitions

- a. Redevelopment Funding – Carson City's Redevelopment District Arts and Culture Grants support professional arts and culture events, such as community festivals, special performances, exhibitions and concerts within the fields of Theater, Music and Visual Art held within Carson City's established Redevelopment Districts #1 or #2. 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; traveling exhibits; and murals/outdoor installations.
- b. 1% Transient Lodging Tax – The Carson City Board of Supervisors approved an increase of 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 & Culture Strategic (Master) Plan and the development of a cultural tourism campaign. The 1% tax is administered by the CTA.
- c. City Departments – A City department, or its regulatory board, having administrative jurisdiction over any site, facility, building, or other space, existing or planned, may be a potential partner for development of an art project. Departments seeking the development and display of public art for its grounds, either temporary or permanent, will consult with the Recreation Supervisor for project consultation and administration of the Public Art Policy. Inner-municipal department partnerships that work towards the advancement of public art are impactful for Carson City residents. Such projects are shared ventures to cover direct costs of artwork. Department to department contributions may include funding, staff time, usage of space for storage or display, material resources, hardware and logistics such as transportation, labor and machinery.
- d. Grants – All local, state and federal grants to support Arts and Culture programming and its administration are researched and written by the Recreation Supervisor. All awards are accounted for in the City's Grant Fund and are dispersed in accordance with grant regulations and requirements. Grant submissions recommended by the CCCC in excess of \$49,999 must be approved by the Board of Supervisors.

- e. Cash Contributions – Cash donations are accepted to support public art programming. Contributions of cash will be reviewed by the Recreation Supervisor for acceptance and reported to the CCCC annually as part of the budget. If the donation is greater than \$49,999, recommendation by the CCCC will go to the Board of Supervisors for consideration. All accepted monies will be deposited in the Parks, Recreation and Open Space Donation Account. Donations without restriction are best suited to strategically achieve the goals of the Arts and Culture Strategic Plan.
- f. Non-Cash Contributions – Non-cash contributions include, but are not limited to, donated items and services from partner organizations such as salaries and wages, facilities, food and drink, receptions, prizes, printing and supplies, parking and artwork.
- g. Tickets and Sales – All Arts and Culture tickets and sales generated to support its public art programming will be deposited in the General Fund.
- h. Donated Labor – The CTA and the City graciously accepts donated labor in the form of guest speakers, public art panelists, jurors and event assistants.

### **6.3 Procedures for Acquisition of Public Artwork**

- a. Acquisition Criteria – The following criteria shall be used when considering acquisition of artwork by purchase, commission or donation, and additional criteria may be established at the discretion of the Parks, Recreation and Open Space Department to meet the needs of individual projects.
  1. Artistic Merit of the Proposed Project – Proposal achieves quality and value based on creativity, ingenuity, or talent.
  2. Context – The compatibility of the artwork in scale, material, form and content with its surroundings. Consideration should be given to the architectural, historical, geographical and social/cultural context of the site.
  3. Site Selection – Public art should enhance the public realm and any other nearby artworks. Sites should be selected with consideration of the surrounding built and natural environments and their current and intended future uses. City staff shall be consulted through a technical review process, depending on the nature of the project, to identify preferred locations, uncover any engineering or maintenance issues, and determine whether licenses, permits, easements, rights-of-way or other agreements pertain to a potential public art location.
  4. Ability to Install and Maintain – The anticipated ability of the artist to complete the artwork and considerations towards the City’s ability to provide maintenance and conservation to maintain the asset over time. Considerations shall also apply to temporary projects.

5. Time Horizon of Artwork – The anticipated lifespan of the project and/or its host site.
6. Uniqueness – To ensure that the artwork will not be duplicated, the City shall require the artist to warrant that the work is unique and limited to an edition of one unless stated to the contrary in a contract.

#### **6.4 Selection Process**

The City may choose from several selection processes to solicit a public art opportunity. These include but are not limited to:

- a. Open Call via Request for Qualifications (RFQ)
- b. Open Call via Request for Proposals (RFP)
- c. Open Call to Establish an Artist Roster
- d. Limited Call/Invitational Call
- e. Direct Commission
- f. Direct Purchase

#### **6.5 Acquisition Process Participants**

The following participant groups will be formed for each project. The composition, roles, and meeting structure of each group may need to be adjusted to meet the individual needs of each project:

- a. Public Art Program Staff – The Director of the Parks, Recreation, and Open Space Department delegates the responsibility of the Carson City Public Art Program, and full execution of this policy, to the Recreation Supervisor.
- b. Public Art Panel – Ad hoc Public Art Panels will be created for each public art project and shall be established by the Recreation Supervisor. Each panel is specific to the public art project to which it is assigned and requires expertise that reflects the nature of the project. The Recreation Supervisor and the CTA's Arts and Culture Program Manager shall provide advice on the specific panel member expertise required for each project. Collectively, the panel will have a solid working knowledge of public art and the medium under consideration for each project, an appreciation for community involvement, and be free of conflicts of interest or the potential for financial gain from either the project or the purchase of specific artwork by the City. It is recommended that the panel consists of the following members:

1. CTA's Arts and Culture Program Manager,
2. An Artist or Art Professional/Educator,
3. Community Member(s) and/or Facility User(s), and
4. Member(s) of the CCCC (must not constitute a quorum of the CCCC).

The panel shall be moderated by the Recreation Supervisor or his/her delegate.

c. **Technical Review** – A technical review process shall be conducted on a project-specific basis and is comprised of individuals, primarily internal City staff with technical knowledge of the project, materials or techniques that will contribute to the success of the selection process. Technical review participants may include design, architectural or engineering professionals, planners, or historians. These individuals will consult on public art projects at several points throughout the process including project proposal, site selection, design and installation/construction to ensure projects are safe and sustainable for City ownership and maintenance. It is recommended that technical review include the following City staff or their selected designee:

1. City Engineer,
2. City Real Property Manager,
3. Parks, Recreation and Open Space Director,
4. Deputy District Attorney,
5. City Risk Manager,
6. Member(s) of advising Boards and Commissions, as applicable and nominated by the appropriate department (must not constitute a quorum).

## 6.6 **Art Selection Approval Process**

Below is the recommended selection process. At the discretion of the Recreation Supervisor, aspects of this process may be altered to meet the needs of the project. In the case of public art projects associated with capital projects, it is recommended that the timeline of the selection process be set by the Recreation Supervisor to best align with the design and construction timeline of the capital project to ensure the overall success of both the public art and capital project.

- a. **Project Initiation**
  1. Budget Identified

2. Public Art Panel Proposed
3. Scope of Work/Project Goals Drafted and Approved – must follow the following process to inform City Manager of approval:
  - i. Review from City Staff and, as needed, Boards and Commissions,
  - ii. Preliminary Public Input,
  - iii. Presented to CCCC,
  - iv. Memo of recommendation from the CCCC to the City Manager or Board of Supervisors.
- b. Public Art Panel Orientation – review the scope of work/project goals and advise the Recreation Supervisor on the details of the RFQ, statement of qualifications, or other selection process.
- c. Call for Artists – solicit applications through criteria identified in Section 6.3(a). The call must include project goals addressed with the scope of work.
- d. Selection of Semifinalists – once the application window has closed, the Public Art Panel will convene to review all applications. The panel may narrow the candidates to a reasonable group of semifinalists. Semifinalists will be invited to a site visit and further proposal development with the Recreation Supervisor and city staff.
- e. Finalist Selection and Recommendation to CCCC – The Public Art Panel will review the proposals, interview semifinalists, and review the analysis outlined in the technical review process. The Public Art Panel will select a finalist as a recommendation to the CCCC. One or two alternative artists may also be identified.
- f. CCCC Process Approval and recommendations to the City Manager – The recommendation of the Public Art Panel shall be made to the CCCC. The CCCC shall review the acquisition process and determine if all aspects of this policy were appropriately executed. The CCCC may 1) approve the acquisition process and recommend City Manager give final approval, 2) deny approval and ask that the Recreation Supervisor revisit a part of the process, or 3) delay approval and ask for additional information. After the approval of the acquisition process, the CCCC shall review the finalist and proposal to give advice on the successful completion of the public artwork.
- g. Final Approval – It is the sole authority of the City Manager to either approve the selection of an artist and direct staff to proceed with a contract or place on an agenda for Board of Supervisors approval. The recommendations of the CCCC shall be forwarded in writing to the City Manager. Upon review of the recommendations, the City Manager may choose to 1) approve the selection, 2) deny the selection and return the decision to the Recreation Supervisor for

reconsideration, 3) delay the approval until such time as more information is provided, or 4) place on an agenda for Board of Supervisor review and approval.

h. Contracts – A contract, waiver, or other agreement between the City and the artist shall be executed before the acquisition process is finalized. Contracts will follow all rules, guidelines and appropriate City policies and laws. Contracts shall be initiated within 30 days of final approval by the City Manager or the Board of Supervisors. Some projects may warrant that the artist(s) enter into a design-only contract; in such cases, with specific oversight from the artist(s), the City will issue separate contracts for fabrication, installation and maintenance. Generally, contracts are to include:

1. Scope of Work and Consideration
2. Responsibilities of the Artist
3. Responsibilities of the Owner including maintenance and/or conservation
4. Warranties and Standards
5. Artist's Rights
6. Deaccession or Relocation of Artwork
7. Copyrights
8. Termination
9. Insurance and Indemnification

Upon execution of contract, the Recreation Supervisor monitors artwork production to assist artist/organization in producing and delivering artworks within established budgets and timelines, inspects the project to certify progress and authorizes payments to the artists as scheduled in the contract, tracks expenses against art project allocations and monitors administrative costs through completion.

#### **6.7 Public Art Selection for Unique Opportunities**

Opportunities will arise that may not be suitable to the process described above due to timeline, budget size or other considerations. Qualification of a project as being a “unique opportunity” will be determined through the recommendation of the CCCC. These unique opportunities will follow the above process as much as possible, at the discretion of the Recreation Supervisor. In addition to the Acquisition Criteria (Section 6.3(a) above), the panel will consider a project's feasibility within its existing parameters, including timeline and budget.

#### **6.8 Criteria for Proposal for Donations**

Carson City will consider accepting donations of artwork into the City's public art collections and will consider sitting privately funded projects on public property. The City will also consider accepting works of art for display in city-owned facilities or on public property. Artworks and objects donated for placement in private offices or in non-public areas of City facilities shall not be subject to this



policy. All donations of artwork must comply with the Public Art Policy's definitions, review, and selection process.

All proposals to donate works of art to the City must be submitted by the party proposing donation (Donor) on the **Public Art Donation Form** (attached as Appendix A) to the Recreation Supervisor.

- a. The Recreation Supervisor will request the following information from the donor for presentation to the CCCC:
  1. Provenance – This includes artwork information, conservation history and transfer of ownership.
  2. Artist biography, exhibition and sales history, credentials.
  3. Images or Renderings of existing artwork or object, if any.
  4. Maintenance Recommendations – All pending donations shall be required to include maintenance recommendations that outline how the artwork is to be maintained, and what materials and maintenance procedures are needed to conduct routine maintenance of the artwork (cleaning schedules and minor repairs).
  5. Proposed site, if any.
  6. Current location and any shipping, installation, display or storage requirements.
  7. Value of the artwork.
  8. Donations will also be part of a contracting process as described above in Section 6.6(h).
- b. Coordination with the Parks, Recreation and Open Space Department – The Donor must maintain communication with the Recreation Supervisor regarding fundraising, design, construction, maintenance planning, and full coordination. The Recreation Supervisor will facilitate a project team of staff from across all affected City departments as necessary.
- c. Sequence for Donation
  1. Reviewed by Parks, Recreation and Open Space Department staff for compliance with this policy. The Recreation Supervisor will consult with the Donor on the refinement of their proposal for a period of no more than three months after receipt of the proposal.

2. Art donations that are proposed to be placed on parks or open space properties may require review by the Parks and Recreation Commission or Open Space Advisory Committee as appropriate. Some properties have deed restrictions, which may prohibit certain public art.
3. Analysis by City staff during the technical review process for feasibility and compliance with all regulations.
4. Submitted to the CCCC for review, which will take into account considerations listed above in Section 6.3(a), compliance with this policy and recommendation to the City Manager.
5. Presented to the City Manager or Board of Supervisors for final approval. Any donation requiring permanent installation or construction on City property or that is valued over \$49,999 will require final approval from the Board of Supervisors. The City Manager or his or her designee shall have authority to give final approval to all other donations.
6. Upon approval, the Donor will enter into a contract or other agreement with the City.

d. Limitations

1. Compliance with the Approved Proposal, Contract, Policies and Laws – It is the sole authority of the City Manager to cancel the project in writing at any time if the Donor or any participant in the process has been determined to be violating the terms of the approved proposal, the contract, or any pertinent City policies or laws.
  2. Completion Deadline – Approved proposals for donation must complete the full process, including installation of the artwork, by no more than one year after final approval. The Donor may request an extension to the deadline of no more than one additional year. The extension request must be submitted to the Recreation Supervisor for review and approval by the City Manager. Fundraising requests will only be considered if there are new circumstances that have affected the ability of the Donor to complete the project on time.
- e. Unauthorized and abandoned artwork – The City is under no obligation to consider acquisition of unauthorized and abandoned artwork. Instead, the City Manager may choose, at his or her full discretion, to remove and/or dispose of it or consider the work for acquisition consistent with the donation process outlined in Section 6.8.

## 6.9 Public Art Proposals

If an individual, organization, club, or business is interested in doing any public art events upon property owned or leased by the City or on City right-of-way such as

sidewalks, parks, roads, or utilities, they will need to contact the Community Development or Parks office to seek the appropriate special event permit(s) as required. If the public art event is self-funded, it shall not be subject to the Recreation Supervisor oversight or review but must comply with the Carson City Municipal Code. Upon permit, it is encouraged that the event be presented to the CCCC to assist in municipal event promotion.

If an individual, organization, club, or business is interested in doing any permanent or temporary public art installation upon property owned or leased by the City or on City right-of-way such as sidewalks, parks, roads, or utilities they will need to contact the Recreation Supervisor to discuss if the preliminary proposal idea is within the objectives of the Arts and Culture Strategic Plan.

All such installation of art, regardless if the applicant is self-funded, or requesting funding consideration, must submit a **Public Art Proposal Form** (attached as Appendix B) to the Recreation Supervisor for their review. Recreation Supervisor will coordinate with other departments and their boards that may need to review for compliance with Carson City Municipal Code. After internal review with any applicable departments, the Recreation Supervisor may choose to recommend the proposal to the CCCC, decline the proposal, or to table the proposal until more information can be ascertained.

Upon the Recreation Supervisor's recommendation for approval, the proposal will be forwarded to the CCCC who will consider the proposal for artworks to be placed on City property or public right-of-way

The City may be able to contribute funds to recommended projects, however, funds are limited and not all proposals can be funded. When soliciting funding, it is preferred that proposals have a partner funding source already in place.

#### 6.10 **Procedures for Public Artwork Maintenance and Conservation**

The City is committed to maintaining the financial value, safety and effectiveness of these public assets, and preserving the enduring value of the collection of public artworks to the community. It is the goal of the Parks, Recreation and Open Space Department to ensure proper stewardship and conservation of the collection through regular maintenance, conservation and inventory and condition assessment.

- a. Maintenance plan for new acquisition – All public art commissions shall be required to include maintenance recommendations that outline how the artwork is to be maintained and conserved, and what materials and maintenance procedures are needed to conduct routine maintenance of the artwork. A maintenance plan will include the following elements:

1. Materials, and sources of the materials, used in the artwork;
  2. Methods of fabrication and the name of any individual other than the artists who was involved in the construction or creation of the artwork;
  3. Installation specifications;
  4. Method and frequency of required maintenance, and;
  5. Additional contacts for maintenance issues, if warranted.
- b. General maintenance – maintenance of the artwork, as distinguished from technical maintenance, conservation, restoration or repair, shall be the responsibility of the appropriate City Department. This may include cleaning schedules and protective measures against normal wear, weather, and vandalism. The appropriate Department shall ensure that the area around the artwork is kept clean, neat and will be responsible to protect the artwork from damage caused by watering systems, furniture placement and maintenance equipment, such as mowers.
- c. Technical Maintenance and Conservation – The City will, by its own qualified staff in the appropriate Department or through a professional services contract with art conservation specialists, be responsible for the following:
1. Maintain a comprehensive Collection Database of all existing artwork in the City's public art collection. This inventory will include but not be limited to:
    - i. An accession number unique to the specific artwork;
    - ii. Artwork information – title, year of commission, location of artwork;
    - iii. Artist information – artist name, contact information, artist copyright;
    - iv. Maintenance and conservation information – materials, fabrication methods, installation specifics, ongoing photographic documentation, additional parties contact information, material-specific warranties;
    - v. Commissioning information – commission amount, contract reference number, contract amendments, final contract amount, funding source, additional departments or organizations involved, warranties and insurance.
- d. The Parks, Recreation and Open Space Department will conduct internal condition reports and periodic conservation/preservation assessment of its public art collection.
- e. The Parks, Recreation and Open Space Department will annually identify restoration and repair needs for the public art collection that surpass general maintenance. This reporting will be used in creating annual work plans and

appropriating funding.

#### 6.11 **Procedures for Deaccession or Relocation of Public Artwork**

- a. Grounds for deaccessioning – The City may consider deaccessioning of artwork for one or more of the following reasons:
  1. Damage beyond reasonable repair – the public art has been damaged or deteriorated beyond the point where repair is practical or feasible.
  2. Excessive maintenance – the artwork requires excessive maintenance or has faults of design, material, or workmanship and repair or remedy is impractical or unfeasible.
  3. Significant changes in use, character, or design of the site have occurred, which affect the integrity of the work:
    - i. Site alteration – for site-integrated or site-specific works of art, the site for which the public art was specifically created: a) is structurally or otherwise altered and can no longer accommodate the artwork; b) is made publicly inaccessible as a result of new construction, demolition, or security enhancement, or c) has its surrounding environment altered in a way that significantly and adversely impacts the public art.
    - ii. Site acquisition or sale – for site integrated or site-specific public art, the site for which the public art was specifically created is sold or acquired by an entity other than the City, which affects the integrity of the artwork.
  4. Safety – the artwork endangers public safety in its current location.
  5. Security – the condition and security of the artwork cannot be reasonably guaranteed.
  6. Theft – a piece was stolen from its location and cannot be retrieved.
  7. Provenance – at the time of accessioning, complete information on the provenance of the public art was not available and additional information has since become available indicating that the public art should not be part of the City’s public art collection.
- b. Grounds for Relocation – The City may consider relocation of artwork for one or more of the following reasons:
  1. Safety – the artwork endangers public safety in its current location.
  2. Site acquisition for sale – for site-integrated or site-specific public art, the

site for which the public art was specifically created is sold or acquired by an entity other than the City, which affects the integrity of the artwork and accessibility to the public.

3. Significant site changes or alterations.
  4. Written request from the artist.
  5. More appropriate location for the artwork has been determined.
- c. Sequence for Deaccession or Relocation
1. Request for Review – submitted to Recreation Supervisor of the Parks, Recreation and Open Space Department.
  2. Notice to Artist – Carson City will act in good faith and use reasonable diligence to provide written notice to artists whose works are being considered for relocation or deaccession.
  3. Review by CCCC – the CCCC will provide recommendations in the form of a report including the following information:
    - i. The grounds for the proposed deaccessioning;
    - ii. Identification of the existence or non-existence of legal limitations including issues of copyright and ownership as determined by the District Attorney’s Office.
    - iii. Acquisition method, cost and estimated current value.
    - iv. Written evaluation from a disinterested and qualified professional such as an engineer, conservator, architect, safety expert or art historian;
    - v. Written recommendations received during the technical review process;
    - vi. Photo documentation of the site conditions (if applicable);
    - vii. In the case of damage, a report that documents the original cost of the public art, estimated value and the estimated cost of repair;
    - viii. In the case of theft, an official police report and a report prepared by the department responsible for the site of the loss, and;
    - ix. Proposed removal, relocation, and/or demolition work plan and justification for that option.
  4. Public Engagement – The Recreation Supervisor will facilitate the opportunity for the public to provide feedback on the decision with the purpose of informing the decision of the CCCC.
  5. Review by the CCCC – The CCCC may request the involvement of other Boards & Commissions as is necessary to the project. The CCCC will review the request for deaccessioning for compliance with this policy and other considerations. Approval is considered a recommendation by the

CCCC for final review by the City Manager.

6. Decision by City Manager – A decision to relocate or deaccess public art shall be made by the City Manager. The City Manager may decide to a) accept the recommendations, b) reject the recommendations, or c) delay the decision and request more information.
  7. Appeal of City Manager Decision – Decisions to relocate or deaccess public art will only be accepted from the artist or their authorized representative(s). Appeals must be made in writing to the Recreation Supervisor within 30 days of the decision of the City Manager and must be based on new information that was not considered during the process. Appeals will be agendaized for review and consideration by the Board of Supervisors as soon as practicable.
- d. Removal from Collection – Any contractual agreements between the artist and the City regarding removal or resale will be honored. To the extent removal is not addressed by a contract, the City may choose to use any of the following methods to remove public art that was deaccessioned:
1. Return the Work to the Artist, including all ownership of the material and copyright of the artwork. This method is preferred, and the artist shall have first right to refuse the offer. Other methods of removal from the collection, as stated below will be considered only after written notice of this refusal by the artist is received.
  2. Trade through artist, gallery, museum, or other institutions for one or more other public art(s) of comparable value.
  3. Donation to a museum collection or other caretaker.
  4. Sale through art auction, art gallery, dealer, or direct bidding by individuals. Any revenue generated from such sale shall be directed to the Arts and Culture Program or the appropriate fund.
  5. Destruction or recycling of materials comprising the public art. This method should only be used as a last resort after considering all other possible methods. If this method is used, it is recommended that no piece be recognizable as part of that public art.
- e. Deaccessioning File – Documentation of the decision and removal option should be preserved in the inventory of the public artworks.

## 6.12 Artwork Ownership and Copyright

For freelance artists working on commissioned projects, the copyright remains with the artist, including any and all ways in which the work is represented, unless the artist(s) specifically signs over the copyright for the artwork to the City. This can be through a clause on the commissioning contract specifically stating the artwork is a “work-made-for-hire” and copyright is thereby transferred to the City. Copyright lasts for the life of the artist, plus 70 years after the artist’s death.

The ownership of title to the physical artwork is retained by the City. The artist(s) and the City must each agree in writing regarding the right to reproduce the artwork in any and all forms. There are several ways this can be approached:

- a. An artist(s) could sell the City reproduction rights for a price as part of the artwork commissioning contract, or they could license<sup>1</sup> reproduction rights, but retain the copyright for themselves. The City, in turn, agrees to include a credit to the artist and a notice of copyright on all such reproductions.
- b. The artist can either sell or license all reproduction rights and transfer copyright to the City.

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<sup>1</sup> Licensing Artworks or Selling Copyright: Many artists derive income through licensing, allowing their images to be reproduced by other people or entities in exchange for royalty payments. When artists license their artwork, they retain legal ownership of the work. This means they retain their copyright, while someone else makes and sells the item (for example, duplicating imagery on merchandise). Royalties can take the form of a lump-sum payment or a continuing payment (on a monthly or quarterly basis), typically based upon a percentage of the income from the licensed artwork. Note that artists can also “assign” copyright of the artwork. They could “sell” their intellectual property ownership interest to a buyer through a lump-sum payment who would then be able to do whatever they pleased with the artwork.



APPENDIX A  
PUBLIC ART DONATION FORM (TBD)

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**APPENDIX B  
PUBLIC ART PROPOSAL FORM (TBD)**

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