

**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>