

**City of Carson City
Agenda Report**

Date Submitted: February 20, 2015

Agenda Date Requested: March 5, 2015

Time Requested: 1hour 10minutes

To: Mayor and Supervisors

From: Nick Marano, City Manager

Subject Title: For Possible Action: to appoint two members to the Cultural Commissions “Citizen-at-Large” position each for a three year term expiring January 1, 2018. (*Nick Marano*)

Staff Summary: Per Carson City Municipal Code Chapter 2.41 Section 2.41.040, “The Carson City Cultural Commission shall consist of seven (7) members appointed by the Board of Supervisors.” There are two vacancies due to member’s term expiring. Danielle Cook and Robert Stansbury are seeking reappointment. Mary Fischer, Barbara D’Anneo and Joseph Paslov are new applicants.

Type of Action Requested: (check one)

Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to appoint _____ and _____ to the Cultural Commissions “Citizen-at-Large” position each for a term expiring on January 1, 2018.

Explanation for Recommended Board Action: See Staff Summary

Applicable Statute, Code, Policy, Rule or Regulation: C.C.M.C., Chapter 2.41, Section 2.41.040.

Fiscal Impact: None

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: Re-open the position announcement for additional applicants.

Supporting Material: Applications, Roster, Recruitment announcement, CCMC Chapter 2.41, Section 2.41.040.

Prepared By: Rachael Porcari, Executive Offices

Reviewed By: Nichols Manano
(City Manager)
Joseph L. Wenzel.
(District Attorney)
Unil A. Punith
(Finance Director)

Date: 2/24/15

Date: 2/24/15

Date: 2/24/15

Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

Please print legibly or go online to www.carson.org/volunteer to submit a writable document

Title of Board, Committee or Commission: CULTURAL COMMISSION

Name: Cook, Danielle M
 Last M First Danielle Middle Initial M

Home Address: 202 Lee St Carson City NV 89706
 Street 202 City Carson City State NV Zip 89706

Mailing Address (if different):

Same
 PO Box/Street Same City State Zip

Occupation/Business: hospitility / communications

Contact: Work _____ Home _____

Cell 775-378-8472 E-mail danielle in NV@hotmail.com

Preferred method of contact: cell phone or email

Are you currently an active registered voter in Carson City*? Yes No

(*Not required for the Convention & Visitors Bureau)

Conflict of Interest:

- Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)? Yes No
- Do you currently have a contract with Carson City for services and/or goods? Yes No
- Are you currently on any other Boards, Committees or Commissions? Yes No

Criminal Record: Have you been convicted of a felony, domestic violence or a gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)? Yes No

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

I have read and understand the Carson City's Boards, Committees, and Commissions Policies and Procedures (online at www.carson.org/volunteer).

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

danielle cook
 Signature of Applicant

*You may attach more information.

January 1, 2015
 Date **RECEIVED**

Deliver, mail, fax or email signed and completed form to:

Carson City Executive Offices
 201 N. Carson Street Suite 2
 Carson City, NV 89701
 (775) 887-2100 or 283-7125
 FAX (775) 887-2286
cceo@carson.org

JAN 02 2015

Carson City Reappointment Application
 for Appointive/Volunteer Position
 Page 2 of 2 Revised 03/2014

**CARSON CITY
 EXECUTIVE OFFICES**

Please print legibly or go online to www.carson.org/volunteer to submit a writable document
Title of Board, Committee or Commission: Cultural Commission

Name: STANSBURY ROBERT L.
Last First Middle Initial

Mailing Address (if different): _____

PO Box/Street	City	State	Zip
---------------	------	-------	-----

Occupation/Business: Retired / Sub Teacher

Contact: Work _____ Home 775 297 3866
Cell _____ E-mail burytane@yahoo.com
Preferred method of contact: Email

Are you currently an active registered voter in Carson City*? Yes No
(*Not required for the Convention & Visitors Bureau)

Conflict of Interest:

a. Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)? Yes No

b. Do you currently have a contract with Carson City for services and/or goods? Yes No

c. Are you currently on any other Boards, Committees or Commissions? Yes No

Criminal Record: Have you been convicted of a felony, domestic violence or a gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)? Yes No

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

I have read and understand the Carson City's Boards, Committees, and Commissions Policies and Procedures (online at www.carson.org/volunteer).

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

Signature of Applicant

*You may attach more information.

Dec. 9, 2014
Date

Date

RECEIVED

Deliver, mail, fax or email signed and completed form to:

Carson City Executive Offices

201 N. Carson Street Suite 2

Carson City, NV 89701

(775) 887-2100 or 283-71

AX (775) 887-228

**CARSON CITY
ELECTION OFFICES**
Carson City Reappointment Application
for Appointive/Volunteer Position
Page 2 of 2 Revised 03/2014

Carson City Application for Appointive/Volunteer Position

Title of Board, Committee or Commission and position applying for:

Carson City Cultural Commission

CONTACT INFORMATION

FIRST NAME

Mary

LAST NAME

Fischer

STREET ADDRESS

4200 Numaga Pass (no mail delivery)

STREET ADDRESS LINE 2

mail - P. O. Box 1943, Carson City, NV 89702

CITY

Carson City

STATE

NV

ZIP CODE

89703

PHONE NUMBER

1-775-882-6028

EMAIL ADDRESS

fischer@cottonwd.carson-city.nv.us

OCCUPATION/BUSINESS

self employed - Cottonwood Mobile Home Park

PREFERRED METHOD OF CONTACT

EMAIL

Are you currently a registered voter in Carson City?

Yes

No

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

Yes

No

If yes, please list:

[Redacted]

Term expiration:

[Redacted]

Conflict of Interest:

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

Yes

No

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

Yes

No

Criminal Record:

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

Yes

No

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JAN 09 2015

CARSON CITY
EXECUTIVE OFFICES

Education (*note: only complete below if a degree is required for this position*)

College, Professional,
Vocational or Other Schools
attended

Major Subject

Degree Conferred

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

Please see attached sheet #1

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

Please see attached sheet #2

List your affiliation with professional or technical societies, IF required for position:

--

Do you anticipate any potential
conflicts of interest?

Yes

No

If yes, please explain:

--

Sheet #1

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

Owning and managing a business in Carson City has taught me to deal with governmental rules, regulations, and various departments within the City and the State. This along with the people skills and financial management skills required in running a "small city" (our business) are an asset in almost any situation. Experience with the non-profit side of our community and the respect for the people who are trying to improve various aspects of our lives, I feel will be an asset. Although I have not been involved in specific areas of the Carson City's art community, I feel that the experience I gained from working with GROW from grant writing, fund raising, speaking, and thinking outside the box could be helpful as well as knowing that new challenges are interesting and exciting. The history behind the Transportation Art on the Freeway gave me a great appreciation for the importance of retaining Carson City's historical heritage as well as all of the many facets that make up the culture of Carson City. This in the long run are a part of the many things that make this a great community for young and old alike.

Sheet #2

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

Girl Scout Leader - Brownies to Seniors – Helped girls to appreciate the "Out of Doors", learn leadership skills, & become fine women – Our troop was large with around (40+ girls at a time) so it was necessary to develop the skills to have parent involvement, support, and participation – Our community involvement went from the Nevada Day Parades to lobbying the Legislature for a deposit on aluminum cans to our final project which the girls hosted and organized "Sierra Stomping '77"- a national Girl Scout back-packing adventure for 100 girls from throughout the United States

Volunteer Ski Instructor for Carson City Comet Program - Taught students skiing from Beginner to Advanced

Ski Patrol - First Aide instructor for Junior Patrol as well as patrolled local areas each weekend

GROW (Gardeners Reclaiming Our Waysides) President – Worked with other volunteers to landscape Phase I of the Carson City Freeway – wrote grants, gave talks, worked with city and state government on accomplishing this project, constantly learned new ideas and options

Personal/Professional References - Please list three (3)

Name

Helga Struffert

James Kiley

Peter Smith

Address

1451 Albert Ct, Carson City, NV

1556 Greg, Carson City, NV 89701

765 No Roop, Ste 108, Carson City,
NV 89701

Telephone Number

775-882-5628

775-841-5797

775-882-9441

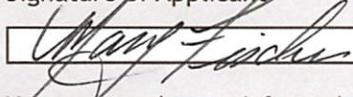
I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I have read and understand the Carson City's Board, Committees and Commissions Policies and Procedures (online at www.carson.org/volunteer)

I agree

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

Signature of Applicant



Printed Name

Mary Fischer

Date

12/30/2014

You may attach more information.

Deliver, mail, fax or email signed and completed application to:

Carson City Executive Offices

201 N. Carson St Suite 2

Carson City, NV 89701

Office: (775) 887-2100 Fax: (775) 283-2286

cceo@carson.org

Carson City Application for Appointive/Volunteer Position

Title of Board, Committee or Commission and position applying for:

Cultural Commission

CONTACT INFORMATION

FIRST NAME

Barbara M.

STREET ADDRESS

1721 Andorra Dr.

CITY

Carson City

PHONE NUMBER

775-884-9728

OCCUPATION/BUSINESS

Healthcare Development.Mrktg -retired -- Prof. singer

Are you currently a registered voter in Carson City?

Yes

No

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

Yes

No

If yes, please list:

Term expiration:

Conflict of Interest:

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

Yes

No

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

Yes

No

Criminal Record:

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

Yes

No

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DEC 15 2014

CARSON CITY
EXECUTIVE OFFICES

Education (note: only complete below if a degree is required for this position)

College, Professional,
Vocational or Other Schools
attended

Cal State Hayward - CSUH.
Older student - capitalized on
work experience.
Several courses - Hospital
Development

Major Subject

Special degree -- Speech
Communication/Non Profit
Organization emphasis.... Mixed
Business, Marketing/Speech com.

Degree Conferred

BA 1996 cum laude

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

Strong public speaking skills
Consensus builder - Strategic Planning skills
Creating visions. Ways and Means to reach goals
Strong people skills
Many years experience with major Museum in Oakland
Strong leader and fun builder
Love working with people who want to have a Vision, Goals, Budgets Immediate/ 5/10 Planning Goals
Work well with diverse groups to build common goals

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

50 years in Hospital Development and fundraising in Berkeley, CA. Chaired many committees and served
on the Corporate boards. Still a lifetime member of the Alta Bates Foundation
Chair of Berkeley/Albany YMCA - chaired two major capital campaigns
Oakland Museum Women's board and Chair of WES - major fundraiser for museum emeritus member
Rotarian since 1989, Club President 1997-98 Public speaker and trainer/teacher for Rotary for the past 14
years
Public Service - 2 elected terms for the Fallen Leaf Community Service District

List your affiliation with professional or technical societies, IF required for position:

[Large empty box for listing professional or technical societies]

Do you anticipate any potential
conflicts of interest?

Yes No

If yes, please explain:

[Large empty box for explaining conflicts of interest]

Personal/Professional References - Please list three (3)

Name

Bob Crowell - Mayor and our attorney

Karen Abowd - Supervisor

Fr. Jeff Paul

Mary Diannenacki

Address

510 W. Fourth St., CC, NV 89703

Adele's and city offices

St. Peter's Episcopal Ch. 305 N.
Minnesota St. CC 89703

Telephone Number

884-8300

882-1534

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

I have read and understand the Carson City's Board, Committees and Commissions Policies and Procedures (online at www.carson.org/volunteer)

I agree

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

Signature of Applicant



Printed Name

Barbara M. D'Anneo

Date

12/15/2014

You may attach more information.

Deliver, mail, fax or email signed and completed application to:

Carson City Executive Offices

201 N. Carson St Suite 2

Carson City, NV 89701

Office: (775) 887-2100 Fax: (775) 283-2286

cceo@carson.org

Carson City Application for Appointive/Volunteer Position

Title of Board, Committee or Commission and position applying for:

Carson City Cultural Commission

CONTACT INFORMATION

FIRST NAME

Joseph

LAST NAME

Paslov

STREET ADDRESS

741 Crain ST

STREET ADDRESS LINE 2

CITY

Carson City

STATE

NV

ZIP CODE

89703

PHONE NUMBER

775-741-0598

EMAIL ADDRESS

jpaz66@yahoo.com

OCCUPATION/BUSINESS

State of Nevada, Bureau of Disability Admin.

PREFERRED METHOD OF CONTACT

EMAIL

Are you currently a registered voter in Carson City?

Yes

No

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

Yes

No

If yes, please list:

Term expiration:

Conflict of Interest:

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

Yes

No

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

Yes

No

Criminal Record:

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

Yes

No

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JAN 05 2015

CARSON CITY
EXECUTIVE OFFICES

Education (note: only complete below if a degree is required for this position)

College, Professional,
Vocational or Other Schools
attended

Major Subject

Degree Conferred

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

Extensive experience and involvement with the Carson City theater community.

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

Brewery Arts Center (Actor) Western Nevada Musical Theater Company (Actor)

List your affiliation with professional or technical societies, IF required for position:

Do you anticipate any potential
conflicts of interest?

Yes No

If yes, please explain:

Personal/Professional References - Please list three (3)

Name

Pamela Kennedy

Dave Anderson

Misty Wycoff

Address

2527 N Carson ST Suite 215
Carson City, NV 89706
Gardnerville, NV

Morro Bay, CA

Telephone Number

775-885-3709

775-450-1186

775-741-8500

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

I have read and understand the Carson City's Board, Committees and Commissions Policies and Procedures (online at www.carson.org/volunteer)

I agree

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

Signature of Applicant

E. Joseph Paslov

Printed Name

E. Joseph Paslov

Date

01/05/15

You may attach more information.

Deliver, mail, fax or email signed and completed application to:

Carson City Executive Offices

201 N. Carson St Suite 2

Carson City, NV 89701

Office: (775) 887-2100 Fax: (775) 887-2286

cceo@carson.org

CULTURAL COMMISSION

<u>MEMBER</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
<u>Citizen-at-Large</u> Terri McBride 1424 Ladera Carson City, NV 89703 450-6247 (c) tmcb627@earthlink.net	Initial Appt. 04/14	01/2017
Robert Stansbury (Chair, elected 3/14) 2615 Oak Ridge Dr. Carson City, NV 89703 297-3866 (h) (925) 200-4229 (c) burytone@yahoo.com	Initial Appt. 03/12	01/2015
Danielle Cook 1701 Mountain St. Carson City, NV 89703 883-7800 (w) 378-8472 (c) danielleinnv@hotmail.com	Initial Appt. 02/13	01/2015
<i>*Appointees listed below have been recommended by the entity in bold</i>		
<u>Convention & Visitors Bureau</u> Jaswinder (Jesse) Singh Dhami 2689 Wellington S. Carson City, NV 89703 283-4055 (w) 790-2177 (c) jas.dhami2@gmail.com	Initial Appt. 01/13	01/2016
<u>Nevada Dept. of Cultural Affairs</u> Peter Barton 4822 Purple Sage Ct. Carson City, NV 89706 Work Address: Administrator, NV Division of Museums & History 708 N. Curry St. Carson City, NV 89703 687-4341 (w) 885-9657 (h) 721-8918 (c) pbarton@nevadaculture.org	Initial Appt. 07/08 Reappt. 01/10; 01/13	01/2016
<u>CC Arts & Culture Coalition</u> Elinor Bugli (Vice Chair, elected 3/14) 191 Heidi Circle Carson City, NV 89701 883-4154 (h)	Initial Appt. 08/13	01/2017

Continued next page...

CC BOS

Karen Abowd
201 N. Carson St. Ste. 2
Carson City, NV 89701
283-7582 (w) 232-8626 (c)
kabowd@carson.org

Initial Appt. 01/2011
Reappt. 01/13

12/2015

AUTHORITY: CCMC Chapter 2.41.030-040 provides for creation and organization of a seven member commission appointed by the BOS. Members are appointed to a 3-year term (reappointment OK) which commence and end on January 1st.

MEETINGS: Quarterly on the third Tuesday of March, June, September and December starting at 5:30 pm. Meetings are held in the Sierra Room.

PURPOSE: CCMC 2.41.010 states the Carson City cultural commission will act as the primary advisory body for the CC BOS 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.

Liaison: Roger Moellendorf, Parks and Recreation 283-7345 rmoellendorf@carson.org *Copy to Vern Krahn also: 283-7343 vkrahn@carson.org

Attorney Assignment: Tina Russom 283-7050 trussom@carson.org

- END DATA -



CARSON CITY CULTURAL COMMISSION

The Carson City Board of Supervisors is seeking applications from individuals who may be interested in serving on the Carson City Cultural Commission. The purpose of the Carson City Cultural Commission is to serve as the official advisor to the Carson City Board of Supervisors on matters related to the cultural life of the community. The Carson City Cultural Commission is to create an environment that encourages excellence by area artists and cultural organizations, strengthen the awareness and involvement of all citizens in the community's cultural life, both in heritage and artistic expression, and establish the priorities necessary to achieve these goals in concert with representatives from the public and private sectors.

There are two (2) open positions to fill each for terms that will expire January 2018

- **Citizen-at-Large**

The Commission meetings are held at least quarterly, lasting approximately 2-3 hours. Additional time may be spent on special projects and sub-committee work. Applicants should be prepared for a minimum commitment of up to ten hours a month.

The Board of Supervisors will interview and appoint the qualified person to the Commission. Applicants must be a Carson City registered voter to qualify. All members will serve without compensation. The City's Boards, Committees, and Commissions Policy and Procedures can be viewed online at www.carson.org/volunteer.

Volunteer applications may be obtained from and returned to Carson City Executive Offices. *Let it be known that all applications submitted to this office will be considered public information.*

Applications will be accepted until positions are filled. Interviews for this volunteer position are tentatively planned to be held at the regularly scheduled Board of Supervisors meeting on **Thursday, January 15, 2015**.

Thank you for your interest in assisting Carson City.

CARSON CITY EXECUTIVE OFFICES

201 N. Carson Street #2

Carson City, Nevada 89701

(775) 887-2100 FAX 887-2286

E-Mail: rporcari@carson.org

Web Page: <http://www.carson.org/volunteer>

AN EQUAL OPPORTUNITY EMPLOYER

Title 2 ADMINISTRATION AND PERSONNEL*

Chapter 2.41 CARSON CITY CULTURAL COMMISSION

2.41.010 Purpose of the Carson City cultural commission.

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

2.41.030 Creation of the Carson City cultural commission.

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

2.41.050 Requirements for membership on the Carson City cultural commission.

2.41.060 Duties and powers of the Carson City cultural commission.

2.41.070 Functions of the Carson City cultural commission.

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

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

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).

[<< previous](#) | [next >>](#)