



MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission
DATE & TIME: Monday, July 16, 2018 at 6:30 pm
LOCATION: Sherwood Center for the Arts
22689 SW Pine Street

ATTENDEES

Cultural Arts Commission

Bernie Sims, Chair
John Liles, Vice Chair
Geof Beasley
Roxanne Blackwood
Skye Boughey
Maddie Gavel-Briggs
Matthew Schantin

Council Liaison

Councilor Kim Young

City Staff

Kristen Switzer, Community Services Director
Chanda Hall, Center for the Arts Manager
Kelsey Beilstein, Program Coordinator

AGENDA

1. Call to Order/Roll Call (Sims)
2. Adjustments to the Agenda (Sims)
3. Approval of April Minutes (Sims)
4. Introduction of new Center Manager, Chanda Hall (Switzer)
5. Public Art Program Update (Flood)
6. Center for the Arts Update (Beilstein)
7. Fee Schedule Recommendation (Switzer)
8. Charter Review Committee (Switzer)
9. Friends of the SCA Update (Boughey)
10. Council Update (Kuiper)
11. Other (Sims)
12. Adjourn (Sims)

Upcoming Dates to Note:

Monday, August 20, 2018: Cultural Arts Commission Meeting at 6:30pm



Sherwood Cultural Arts Commission

MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	7.16.2018 6:30PM
LOCATION	Sherwood Center for the Arts 22689 SW Pine St Sherwood OR, 97140
FACILITATOR	Bernie Sims
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Cultural Arts Commission	Council Liaison
X Bernie Sims; Chair	X Kim Young, City Councilor
X John Liles; Vice Chair	
X Geof Beasley	City Staff
X Skye Boughey	X Chanda Hall, Cultural Arts Center Manager
- Matthew Schantin	X Kristen Switzer, Community Services Director
X Maddie Gavel-Briggs	X Kelsey Beilstein, Program Coordinator
X Roxanne Blackwood	

MEETING NOTES

- 1. Call to Order/Roll Call (Sims)**
Called to order at 6:34pm
Visitors
 - Bill Flood –Public Art Consultant
- 2. Adjustments to the Agenda (Sims)**
 - None
- 3. Approval of April Minutes (Sims)**
 - *Boughey motioned to approve the April minutes. Second by Liles. All in favor, motion passed.*
- 4. Introduction of new Center Manager, Chanda Hall (Switzer)**
 - Chanda Hall introduced herself as the new Center for the Arts Manager:
 - She is a native Oregonian with a background in music, theatre, and arts education. I have worked in the non-profit arts world for 21 years, having spent the last 13 running a professional theatre company in Portland focused on contemporary musical theatre and pre-professional training. I am passionate about arts access, arts education, and civic engagement.
- 5. Public Art Program Update (Flood)**
 - Flood reviewed the project timeline (Exhibit A). He went on to explain that he would be presenting a draft of the plan at the next Arts Commission meeting.
 - Flood presented his findings from the community in-pu sessions, surveys, and one-on-one stakeholder meeting. (Exhibit A)

- It was suggested that parts of the American for the Arts Economic Study be cited in the Public Art Master plan.
- It was suggested that Sherwood West be added to the plan, in order to leverage public art on private developments.

6. Center for the Arts Update (Beilstein)

- Summer Camps are open for registration – early numbers are looking great!
- Gallery Show 'A Postcard from Here' is up in the lobby.
- Call to artists for 'Four Eights' will be going out soon with the gallery opening happening on October 11.
- Rentals: It is the Center for the Art's 'slow' time of the year— July 29th Guitars Against Pediatric Cancer, July 30th Sherwood Comprehensive Plan Vision Summit
- Work on fall catalog starts this week!

7. Fee Schedule Recommendation (Switzer)

- Switzer presented the Fee Schedule suggestions made by Chapin. (Exhibit B)
 - It was asked how much facility rentals brought in during FY17/18. Switzer estimated around \$80,000.
 - It was asked if there a hope that the Center for the Arts will cover its costs with facility rentals. Switzer explained that covering costs has never been an expectation or a measure of success for the Center for the Arts. She went on to explain that facilities of this type generally are considered a community amenity, not a profit producer.
 - It was asked if there is a way to measure the amount of internal rentals that have happened in the building. Beilstein explained that there is not a measurement tool in place right now, but there will be with the new MaxGalaxy software.
 - It was asked if there will be any conversations with renters to explain the new rates. Switzer stated that there will be, and she thinks these conversations will be a great chance to explain that it is less of a rate increase and more of a structural change.
- *Beasley motioned to recommend the proposed fee schedule change to City Council. Seconded by Sims. All in favor, motion passed.*

8. Charter Review Committee (Switzer)

- Switzer presented Council Resolution 2018-059. (Exhibit C)
 - Young added that Council has some items that they would like the Charter Review Committee to review, but it is really a citizen-driven committee.
- *Boughey motioned to recommend Sims as a representative of the Cultural Arts Commission on the Charter Review Committee. Seconded by Liles. All in favor, motion passed.*

9. Friends of the Center for the Arts Update (Boughey)

- Assistance Program
 - The Friends will be opening their next Production Assistance awards cycle August 6 through August 20.
 - It was asked how much money is set aside for assistance. Boughey stated that \$6,000 is set aside of scholarships and production assistance.
- Gala
 - The Friends are considering taking a hiatus from the Gala, but are considering putting on a benefit concert.
- Board Members
 - With Shelly Lamb no longer being a member of the Cultural Arts Commission, it opens a spot on the Friends board for another member from the Cultural Arts Commission.

10. Council Update (Young)

Young provided the following updates:

- At tomorrow's Council meeting, two new police officers will be sworn in—they will be replacing two existing positions that became available. At the meeting, 4.0 GPA students will also be recognized.
- In August the Council plans to review the fee schedule for the Center for the Arts, start a discussion regarding Police staff funding, and Sherwood Broadband Residential program.

1. Other (Sims)

- Sims stated that he will reach out to Matthew for a student representative recommendation.
- It was asked if the City is currently accepting application for the Cultural Arts Commission. Switzer stated that the vacancies will be posted and applications will be accepted for the two open positions.

2. Adjourn (Sims)

Adjourned at 8:15 pm

Schedule, Consultant Tasks, Hours/Costs

The following chart identifies proposed consultant tasks, associated hours and cost/price, and schedule. Hours include anticipated planning, preparation, and follow-up for meetings.

<i>Schedule</i>	<i>Tasks</i>	<i>Hours</i>
April	Meet with City staff and Cultural Arts Commission representatives. Clarify workplan and schedule. Discuss all process elements.	4
April-May	Review pertinent materials (reports, policies, websites, etc.).	5
April-May	Work with staff, Cultural Arts Commission, to identify key stakeholders for interviews.	4
April-May	Conduct 12 stakeholder interviews (phone or in-person).	24
April-May	3-4 site visits to identify key public art opportunity areas.	8
May-June	Facilitate 3-4 community outreach meetings - general public meeting - meeting specifically engaging local artists - meeting(s) specifically engaging youth or other under-served groups	12
May-June	Identify (from comparable other local public arts programs) - process for commissioning, selecting and acquiring artwork - standards for donated artwork - standards for administration, maintenance and de-acquisition of artwork	5
May-June	Identify best practices for funding sources in cities of comparable size	5
June	Analyze findings, write draft report, present draft report to staff and Cultural Arts Commission	10
July	Re-write. Submit final report.	9
April-July	Ongoing communications with staff, Cultural Arts Commission (4 hours per month...these can be with staff and/or Cultural Arts Commission meetings.)	16
	TOTAL (100 consulting hours @ \$100/hr)	100

July 11, 2018

**FINDINGS TO DATE -- Sherwood Public Art Plan
Bill Flood**

The following summary of findings is based on:

- feedback received at April 16 Arts Commission meeting;
- feedback received at May 30 community meeting;
- feedback received at June 11 meeting with artists;
- interviews with 15 community stakeholders.

Question: Why is public art important for Sherwood? What should it do/accomplish?

Theme	# of Responses
Builds identity, says who we are and what we value, is memorable	16
Brings people together, builds sense of community	13
Raises consciousness, transformative experience, uplifting, makes our town more complete	13
Brings people in, good for economy	11

Question: Would you name 3 things that are most significant to you about Sherwood?

Theme	# of Responses
Atmosphere, friendliness, small-town feel, community engagement, love for/pride of this place	12
Family-oriented, dedication to youth and schools	9
Relationship to land, nature, region, agriculture	8
Private, secluded, low-crime, safety	5

Question: What do you want to express about Sherwood through public art? How can public art communicate your vision of Sherwood?

Theme	# of Responses
Place, nature, green space, parks, landscape, agriculture	14
History	7
Diversity, openness to others/world outside Sherwood	5
Bringing people together (old/young, newcomers/oldtimers, high art/kid art)	5
Youth, family, people	4
Passionate, proud, caring for each other	4

Question: Can you give an example of SUCCESSFUL public art...in Sherwood, nearby, or elsewhere? Why is it successful?

The following responses summarize the QUALITIES or KINDS of successful public art projects that people identified, not the exact projects.

Theme	# of Responses
Engagement, interactivity, people own and add to it	8
Sherwood's Unity Project and the way it brought people together	5
Memorable	3
Murals	3

Question: Can you give an example of UNSUCCESSFUL public art?

Most people discussed qualities of successful artwork -- memorable, significant, engaging, bringing people together, understandable.

Question: What strengths/assets of Sherwood can be utilized/supported in the development of public art?

Theme	# of Responses
Support (including financial) for the arts, motivated people	7
Motivated non-profit organizations and partners	7
History, Historical Society	3
Local artists	2

Question: What are the barriers/challenges facing development of public art?

Theme	# of Responses
Money, financial	13
Gaining consensus, difference of opinions, conflict	9
Maintenance	3

Question: What are the broader Sherwood community development goals that we should connect public art with?

Theme	# of Responses
Connections between people, north/south parts of town, missions of City, Library, various non-profits (Chamber, Main Street, etc.)	12
Parks, green spaces	6
Education (both schools and public education), student	6

Engagement	
Growth	6

Question: Where are the sites/locations that are ripe for public art?

Theme	# of Responses
Parks (including proposed skate park) and trails	16
Old Town	13
Gateways (including along 99)	11
Cannery Square	8
By Arts Center (including vacant/gravel lot for sale)	8
Vacant lot where schoolhouse used to be (2 nd and Washington)	7
Schools	6
Roundabouts	5
Library	3

Question: Who are the key organizations, groups, people that should be key to public art development?

Various non-profits were mentioned including the Historical Society/Museum, Foundation for the Arts, Chamber of Commerce, local artists, and historic families (especially the Langers)

Question: Do you have suggestions for how to fund public art?

Suggestions include:

- annual fundraiser, events (including collaboration with existing events)
- grants (local, regional/METRO) state/Oregon Parks, national)
- downtown economic improvement district, ways for retailers to contribute, adopt an artwork program
- include public art in urban renewal district, if it is expanded
- individual giving
- Friends of Sherwood Center for the Arts to raise \$ for a portion of public art expense, such as maintenance, or another local foundation to take on funding a portion of annual public art projects
- Importance of City commitment to public art, but difficulty in gaining City financial commitment...maybe City could match gifts
- Tap into potential with local artists
- Percentage of hotel/motel tax
- Fee included in City building permit
- Fee included in City business license
- Partner with private employers including Tonquin and PGE. Develop public/private partnerships.
- Build collaborations with Sherwood Main Street, Chamber, Schools, etc.

Question: What ONE THING would make this public art plan successful for you?

Themes from comments:

- Gain artwork that builds identity, brings people together, is memorable/impactful.
- Scalable/doable/don't have to wait forever. Launch plan and projects.
- Gain community support and a long-term, sustainable, financial strategy, including City commitment.
- Plan (and artwork) should be inspirational, transcendent, transformational, uplifting

Question: How would you like to be involved?

Below are responses from the community meeting with artists.

- Planning (of public art).
- Be involved in the creation of artwork.
- Connection with the next Art Walk.
- Advocate and engage with other groups.
- Build community support that welcomes non-local artists.
- Build a 2-dimensional collection.

Question: What else will help us develop this public art plan?

- Would be lovely to have a Westside gathering spot (like Cannery Square on the Eastside).
- Think about the region.
- There are a lot of people scared about comprehensive City planning.
- Imbed public arts in parks/public works, including trail systems.
- Make sure that local artists are engaged.
- Make sure that City VISION is central to this.
- Engage the kids. Education is key to success.

July 11, 2018
Youth Survey Results – Public Art Plan
Bill Flood

Following are responses from an on-line survey focused specifically on gaining feedback from youth and younger people. Others, in addition to youth, gave feedback. Of the 17 respondents:

- 6 are between 0-25 years old;
- 3 are between 25-45 years old;
- 5 are 45 + years old;
- 3 respondents did not list their age.

Attached are their responses to 5 questions.

Why is public art important for Sherwood?

0-25 years

Public art is important for Sherwood not only to bring us closer together but to also enrich our community

It's important because it gives people a format to express themselves and develop skills in performing and also can influence others for the better

Because it gives a place for the artists in the community to express themselves outside of what is provided in schools.

Without art, our lives become boring. With so much talent and history in Sherwood, it's no surprise that we need public art in Sherwood.

It helps bring the community together.

It adds unique characteristics to Sherwood and makes our city even more beautiful

25-45 years

It shows who we are as a community. As a small town with many different types of events, this would be just one more thing that would round us out as a community.

To expose residents to different forms of expression, and to enlighten visitors to what Sherwood is about.

It showcases our arts and culture, adds character, uniqueness, charm and beauty to the community. It presents itself as an opportunity for expression while at the same time possibilities for people to enjoy the art and places

around the pieces.

45+ years

Art is the heart & soul of life. Art allows us to see beyond our present experience & put ourselves in other people's shoes.

Sherwood has such a beautiful historic downtown.

It creates a sense of pride in a community. It increases the value of property.

It unifies and beautifies our community. It can reflect a communities commitment to making a place "home" for it's residents.

When I drive through other communities (Like Lake Oswego, Corvallis, Grants Pass) who have public art, it is just such a nice, comfortable, "home-y" feel. It looks great and it gives the impression of a wellthought out, well planned community.

No age listed

To build a sense of community while showcasing local talent.

It's not

It isn't. Public art is a waste of taxpayer money

Public art often speaks to what is unique or most important to a community and/or site. What is most significant about Sherwood that should be represented in public art? Please name 3 things make Sherwood SHERWOOD.

0-25 years

3 things that make Sherwood Sherwood are the people, our community service/fundraising, and it's involvement to support musical theater.

The love and fellowship (Unity), excellence, and humility

For one, the amount of support that we have in the art and theatre community
Two, the sense of comunity and almost family that is always present

And Three, the small town in a large town feel. We all know someone everywhere we go and never don't feel welcome.

The fantastic education, our wonderful theater programs, and our incredible history.

Small town, nature, strong sense of community

Robin Hood type stuff, sports are prevalent, and community

25-45 years

Families, Wine, Helping Others

Families, spending time outdoors, celebrations/festivities

CommUNITY - so unity, Robin Hood, Wine Country,
Nature (you get 4)

45+ years

Performing Arts are very important to Sherwood. A huge number of youth are finding themselves, their talents, their friends & their "place" in the performing arts.

Sherwood: Strong Families, small town feel/we care about each other, education is important b/c our children are our future.

Historic downtown, arts and culture, an historic sense of community

1. The significance of the Tualatin Wildlife Refuge and Sherwood's local on the flyway migratory route of countless bird species.

2. Sherwood as a place that values children.

3. Douglas firs and their number in our landscape

Sense of community connection--unity and love

Our commitment to children Our love of performing arts

Diversity of interested (arts, sports & rec, etc). Small town Our history (onion farmers, cannery, railroad, bricks, etc)

No age listed

Old Town Neighborly Green spaces
(trees/parks)

Stop the liberals and the waste of
public funds!

This is a waste of my tax dollars

What types of public art would you like to experience in Sherwood? What do you envision? Please be as specific as possible. Are there specific qualities of the artwork or art experience that are especially important?

0-25 years

I would love to experience seeing sculptures, photography, film making, paintings like calligraphy, abstract, and post impressionism art

I would like to experience more open formats for solo artists and bands to play gigs and gain experience performing. I envision a monthly festival where people can play for free. I think that art should envelop what the artist really feels

I, being a theatre kid, would love to see more support and more opportunities for kids and adults to be in shows. I do know of other theatre companies, but audition times and days of the shows are never advertised at the high school enough.

It would be amazing to be able to know of all of the shows going on or having more being available to high school students.

It would be awesome if people were given a genre of film and had 42 hours to make a short film in that genre.

I love musicals and plays and singing but more of an art gallery would be cool too

Festivals that can showcase lots of art and maybe art unveiling ceremonies

25-45 years

I would like to see artwork incorporated into city development, whether this artwork is permanent or rotates on some sort of annual or regular schedule. I would also like to see more events that help to nurture any type of artistic talent in the community, not just the youth but adults as well. Perhaps we have a community gallery where local artists could display/sell their work.

Murals, mosaics in the sidewalks, festive banners- not commercially purchased but printed with images by local artists

45+ years

Performing Arts!!! Singing, dancing, musical theatre, plays...

Participation for all is key.

Murals, statues, pictures of historic building, especially those that no longer exist.

A mural to beautiful Old Town would be great.

Colors that reflect the natural beauty of our surroundings.

Pieces that demonstrate the commitment to children and family in our community. Family friendly and interesting pieces that may have interactive elements or special features...like water or movement.

I hope it's not too "funky". That's hard to define but I hope it's the type of artwork (sculpture) that appeals to a variety of people. Sometimes artwork can be a little out there and you have to have a REAL appreciation and/or education in art to truly appreciate it. Corvallis has some great stuff! Lake Oswego, some.

No age listed

Murals on the backs of buildings that are visible from alleys or parking areas.
Artwork that enhances public areas while NOT causing any type of disruption (ie large concrete items near crosswalks that block a driver's view of pedestrians).

Public art is a waste of taxpayer money

What are the sites/locations in Sherwood that are ripe for public art?

0-25 years

Downtown Sherwood , Sherwood High School, and Stella Olson Park.

Cannery square, the center for the arts, the high school

The center for the arts and Stella Olsen are wonderful

places.

Center for the arts, SHS PAC, Stella Olsen amphitheater

Old town, any shopping center area

25-45 years

I am relatively new to the Sherwood area (almost 2 years as a resident) but I would really like to see more murals and sculptures and such built into the city as it grows. We have a roundabout on Langer Farms parkway that is greenery, we could start changing these to be artwork instead.

Old town, Cannery Square, outside center for the arts and the library.

OLD TOWN

45+ years

Honestly wherever & whenever we can incorporate any type of art, I think it benefits our city.

Anywhere downtown.

A sculpture with vibrant colors in front of SMS would be great.

SO many places in Old Town now that the monuments are gone. By the Arts Center. By the Library. In Stella Olsen Park. At the gateway to Old Town by the Old School House lot.

Old Town for sure! Not sure about on the other side of 99. Would be nice to have something over there but no idea where it would go. Maybe once the new high school is built there would be an obvious location. Maybe up at Snyder and a few of the other parks. Maybe at the YMCA.

No age listed

Parks (i.e. Stella Olson), shopping areas where it is visible to people passing through (i.e. Walmart area and Safeway area), backs of Old Town buildings as mentioned above.

Nowhere...go to Portlands art galleries

There are no good sites as public art is a waste of taxpayer money

Do you have other feedback that will help us develop the public art plan?

0-25 years

Make sure it can attract people of all ages so everyone can enjoy it.

It's all made masterfully and I want it to continue to grow

All arts need funding and space to express that art, so as much funding as possible would be greatly appreciated and not put to a bad use.

All forms of art should be acknowledged, not just the ones I've mentioned.

Nope!

Nope

25-45 years

Reach out to children and have them involved.

Maybe cultivating a public committee

45+ years

We are an "Arts Town" every bit as much as we are a "Sports Town" so we need to make sure that the arts are getting as much attention and funding as the sports.

No.

Thank you for doing this.

Color is very important. Please make sure the public art adds to the beauty of the environment and doesn't scream for attention and detract from the natural beauty of the area.

I would love it if you were able to include people from all ages and areas of interest. That can be hard, I know. It would be nice to have one, two that were sports-related to tie in with another popular activity in our community.

No age listed

Nothing outrageous or ugly.

Keep it classy and neighborly. It should enhance our town, not detract from it.

Fund the schools, police, fire, and roads.

Public art is a waste of taxpayer money

Statement on Rental Rate Changes at SCA
June 2018

For FY2019, the staff of the SCA is proposing a change in the structure of the rental rates for Standard Facility Rentals and Production Rentals. This is a systematic shift from hourly rates to a “Rental Block” structure.

This new structure will improve operations and revenue at the SCA in the following ways:

1. *Staff Efficiency* – pricing and processing contracts in the current model is extremely labor intensive (especially for Production Rentals.) The new structure will allow staff to work much more efficiently.
2. *Facility Use Efficiency* – the “Rental Block” structure will ensure that the Main Hall of the SCA, which has become more and more busy, will be used to a higher capacity and more efficiently. A very inexpensive, 2 hour rental will no longer be able to block out an entire Saturday evening. All rentals at the SCA will now be a minimum of 4 hours, ensuring that prime hours are revenue generators. A new rule also ensures that lower priced or “included” rehearsal blocks will not be permitted on Friday evenings & Saturdays.
3. *Increased Revenue* – the rental rates at the SCA have remained relatively the same since the opening of the space over three years ago. At the time of the facility opening, the rates were set with accessibility in mind – with the hopes that setting rates at an affordable rate, at the lower end of comparable venues in the area, would encourage use and allow it to be a “usable space for all.” That model has proven successful, and the facility is exceeding expectations for use. Based on competition for space, and increased staffing costs, the new rate structure introduces small rate increases across the board. The rates were designed to ensure that the increases would positively impact revenue for the SCA, without negative impacts to use – the increases are not significant enough for most to be able to “feel” it too much.

Comparables

Current contracts and other venues in our region were studied for comps.

Current contracts show an increase in rates across the board, though in most cases the increase is not significant. Significant increases are a result of scheduled time moving the rental into a larger “Block” (ie. a 5 hour rental being moved into the 10 hour block) Many of these situations can be resolved with adjustments to the rental schedule. As always, the renters will find the solution that works best for their schedule and budget.

Regional venues that were studied show that the Center for the Arts is still at the mid to lower end of the comparable rental rates in the area, despite the SCA’s increase in rates.

Single Production Rentals

Single Production rentals rates are for public presentations occurring on a SINGLE DAY, the main focus of which is theatrical, dance, musical, and/or otherwise artistic in nature.

All Production Rentals must provide their own technical crew. Technician referrals are available on request.

comps.

Performance Days	Resident	Non-Res
partial day (5 hours or less)	\$450	\$540
full day (up to 10 hours)	\$600	\$720
extended (up to 16 hours)	\$800	\$960
20% Non-Profit Discount		
partial day (5 hours or less)	\$360	\$432
full day (up to 10 hours)	\$480	\$576
extended (up to 16 hours)	\$640	\$768

June Taylor Dance Recital (non-resident)	
rehearsal day 5 hrs	360
performance day 4 hrs	540
tech use 2 days	200
total	\$1,100
past	\$830
difference	\$270

Rehearsal Days*	Resident	Non-Res
partial day (5 hours or less)	\$300	\$360
full day (up to 10 hours)	\$450	\$540
extended (up to 16 hours)	\$600	\$720
*may not be used on Fridays after 3pm or Saturdays		
20% Non-Profit Discount		
partial day (5 hours or less)	\$240	\$288
full day (up to 10 hours)	\$360	\$432
extended (up to 16 hours)	\$480	\$576

Interact Club Talent Show (res. Non-profit)	
rehearsal day 4 hrs	240
performance day 5hrs	360
tech usage (2 days)	200
total	\$800
past	\$705
difference	\$95

Amenities and Equipment fees | fees are one-time charges based on usage as listed

Dressing Room	included
Lobby	included
Theatre seating up to 400 capacity	included
Light and sound equipment	included
Tech Usage fee	\$100/day
Classroom as additional dressing room	\$20/day
Lift**	\$200/production

**must provide operator certification

For Single Day Production Rentals, a fully refundable deposit in the amount of \$200 will be required, and must be submitted with a signed contract to secure the facility rental.

Isabel Parra Concert (non-res.)	
rehearsal day 3hrs	360
performance day 5hrs	540
tech usage 1 day	100
total	\$1,000
past	\$644
difference	\$356

Oregon Symphonic Band Concert (non-res, non-profit)	
performance day 4 hours	432
tech usage	100
total	\$532
past	\$475
difference	\$57

Multi-Day Production Rentals

Multi-Day Production rentals rates are for public presentations occurring on MORE THAN ONE DAY (multiple performances in one day do not qualify.) The main focus of the production must be theatrical, dance, musical, and/or otherwise artistic in nature.

Multi-Day production rentals will include up to 4 PARTIAL DAY rental blocks for rehearsal and prep time. (This time may not be used on Fridays after 3pm or Saturdays.)

All Production Rentals must provide their own technical crew. Technician referrals are available on request.

Production Days		Resident	Non-Res
partial day (5 hours or less)		\$400	\$480
full day (up to 10 hours)		\$600	\$720
extended (up to 16 hours)		\$800	\$960
20% Non-Profit Discount			
partial day (5 hours or less)		\$320	\$384
full day (up to 10 hours)		\$480	\$576
extended (up to 16 hours)		\$640	\$768

Additional Rehearsal Days*		Resident	Non-Res
partial day (5 hours or less)		\$300	\$360
full day (up to 10 hours)		\$450	\$540
extended (up to 16 hours)		\$600	\$720
*may not be used on Fridays after 3pm or Saturdays			
20% Non-Profit Discount			
partial day (5 hours or less)		\$240	\$288
full day (up to 10 hours)		\$360	\$432
extended (up to 16 hours)		\$480	\$576

Amenities and Equipment fees | fees are one-time charges based on usage as listed

Dressing Room	included
Lobby	included
Theatre seating up to 400 capacity	included
Light and sound equipment	included
Tech Usage fee	\$100/day
Classroom as additional dressing room	\$20/day

Lift**

\$200/production

**must provide operator certification

For Multi-Day Production Rentals, a fully refundable deposit in the amount of \$500 will be required, and must be submitted with a signed contract to secure the facility rental.

comps.

VPA Fall 2018 Show	
(non-prof. resident rate)	
4 rehearsal days (4 hrs ea)	0
Performance day 5hrs	320
Performance day 7hrs	480
rehearsal day 3 hrs	240
Performance day 5hrs	320
Performance day 9 hrs	480
classroom use 8 days	120
tech usage 9 days	900
total	\$2,860
past	\$2,635
difference	\$225

CYT May 2018 Show	
(non-prof. non-res. rate)	
4 rehearsal days (5 hrs ea)	0
rehearsal day 5hrs	288
performance day 4hrs	384
performance day 9hrs	576
performance day 8 hrs	576
performance day 4 hrs	384
performance day 9 hrs	576
tech usage 11 days	1100
classroom 8 days	120
lift	200
total	\$4,204
past	\$4,085
difference	\$119

SMJ Cinderella ballet 2018	
(resident rate)	
rehearsal day 5hrs	0
performance day 5 hrs	400
performance day 5 hrs	400
tech usage 2 days	200
Classroom 2 days	30
total	\$1,030
past	\$700
difference	\$330

Standard Facility Rentals

MAIN HALL

	Resident	Non-Res
partial day (4 hours or less)	\$700	\$750
full day (up to 8 hours)	\$1,300	\$1,400
extended (up to 16 hours)	\$2,400	\$2,600

20% Non-Profit Discount

partial day (4 hours or less)	\$560	\$600
full day (up to 8 hours)	\$1,040	\$1,120
extended (up to 16 hours)	\$1,920	\$2,080

Equipment & Additional Services | all charges are one time charges based on usage as listed

chairs	included
tables	included
theater seating	included
stage riser	\$100
pipe and drape system	\$175
kitchen	\$50
piano	\$50
Basic Av	\$50
Advanced Tech*	\$120
lift	\$200
Classroom	\$50 part. day
facility monitor	\$100 full day
technician*	\$15/hr
	\$35/hr

*required if using Advanced Tech

CLASSROOM

	Resident	Non-Res
meeting (2 hours or less)	\$80	\$90
partial day (up to 4 hours)	\$150	\$170
full day (up to 10 hours)	\$350	\$390

20% Non-Profit Discount

partial day (4 hours or less)	\$64	\$72
full day (up to 8 hours)	\$120	\$136
extended (up to 16 hours)	\$280	\$312

Equipment & Additional Services | all charges are one time charges based on usage as listed

chairs	included
tables	included
kitchen	\$50
portable projector	\$50

For Standard Facility Rentals, a fully refundable deposit in the amount of \$200 will be required, and must be submitted with a signed contract to secure the facility rental. For rentals under \$200 in total fees, a deposit of \$50 must be submitted with a signed contract to secure the facility rental.

Events may require additional Facility Monitors as determined by Manager.

Comps:

Daddy Daughter 2018 (non-prof. resident)		
M.H. 5 hr.		1040
kitchen		50
Basic AV		50
	total	\$1,140
	past	\$665
	diff.	\$475

Petrone Memorial 2018 (resident)		
M.H. 3hr.		700
kitchen		50
basic av		50
	total	\$800
	past	\$625
	diff.	\$175

Tigard High 2018 (non-prof. non-res)		
M.H. 13 hr.		2080
classroom		50
Pipe & Drape		175
riser		100
kitchen		50
adv. Tech		120
monitor 7 hr		105
tech 5 hr		175
	total	\$2,855
	past	\$2,630
	diff.	\$225

TVF&R Awards 2018 (non-prof. resident)		
M.H. 4 hrs		560
riser		100
kitchen		50
basic AV		50
	total	\$760
	past	\$620
	diff.	\$140

Police Foundation 2018 (non-prof. resident)		
MH 13 hr		2400
classroom		100
pipe & drape		175
kitchen		50
advanced tech		120
technician 5hr		175
	total	\$3,020
	past	\$2,358
	diff.	\$662



RESOLUTION 2018-059

CREATING A CITY CHARTER REVIEW COMMITTEE

WHEREAS, the City Charter for the City of Sherwood is essentially the constitution for the City; and

WHEREAS, the City Charter was last comprehensively reviewed by a Charter Review Committee created via Resolution 2013-055 in October 2013; and

WHEREAS, the voters of Sherwood adopted five amendments to the City Charter at the May 2014 election and five additional amendments to the City Charter at the November 2014 election as a result of that review process; and

WHEREAS, the voters of Sherwood also adopted an amendment to the City Charter that was proposed via ballot initiative at the May 2016 election, as well as two amendments to the City Charter that were referred by City Council to the voters outside of the Charter Committee review process at the November 2016 election; and

WHEREAS, Section 1 of the City Charter provides that the "charter shall be reviewed at least every six years, with the appointment of a charter review committee by the City council"; and

WHEREAS, it appears to Council that the City Charter must therefore be so reviewed on a schedule that will allow for any resulting amendments to be referred to the voters no later than the November 2020 election, but that such review may also take place earlier than required; and

WHEREAS, the City Council met on June 19, 2018 and discussed the formation of a City Charter Review Committee; and

WHEREAS, the City Council desires to establish a City Charter Review Committee to evaluate the existing City Charter and to determine if the charter should be updated or changed;

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1: A City Charter Review Committee ("Committee") is hereby established for the purpose of reviewing the City Charter in a comprehensive manner and advising the City Council with regard to potential proposed changes to the City Charter and the possible referral of said changes to City voters at a future election.

Section 2: The Committee will consist of nine members appointed by the City Council as follows:
a. The committee will be comprised of one member from each City Board and Commission, selected by the majority of said Board or Commission, subject to

approval by City Council. The City Boards and Commissions include, for purposes of this section: Planning Commission, Parks and Recreation Board, Library Advisory Board, Cultural Arts Commission, Police Advisory Board, and the citizen members of the Budget Committee.

- b. The additional three members of the Committee will be citizens at large appointed by the City Council after an opportunity for interested citizens to apply for consideration.
- c. All members shall be qualified City electors under state law, and must have resided within the city for at least one year before appointment to the committee and continue to so reside during their service thereon.

Section 3: The Committee is a public body governed by Oregon Public Meeting Law and other applicable statutes. Minutes shall be kept of all committee meetings in accordance with applicable law.

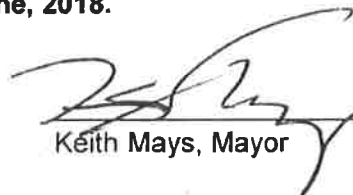
Section 4. If the Committee determines changes to the City Charter are warranted, it shall recommend draft amendments to the existing charter to City Council for its review and consideration for placement on the ballot for the voters of Sherwood.

Section 5. The Committee shall be subject to, and shall follow, to the greatest extent feasible, the attached document, Exhibit A, entitled "Expectations of the Charter Review Committee."


Section 6. The Committee shall terminate at the time charter amendments are voted on by the voters of Sherwood, unless the Committee determines changes are not warranted, in which case the Committee shall terminate when it makes such report to the City Council.

Section 7. This Resolution shall be effective upon its approval and adoption

Duly passed by the City Council this 19th day of June, 2018.


Keith Mays, Mayor

Attest:


Sylvia Murphy, MMC, City Recorder

Expectations of the City Charter Review Committee

"Membership on a charter review committee is accepting responsibility for leadership in the most important single civic effort that any community can undertake. The duty of leadership is to find the highest attainable level of improvement, not just a token advance. Statesmanlike compromise is simply a means to this end."

- Guide for Charter Commission, National League of Cities

Purpose

The primary function of the City Charter Review Committee is to review the existing City Charter approximately every six years to determine if it will adequately serve the Sherwood community into the future. If necessary, the committee will recommend draft amendments to the City Charter for the City of Sherwood. Any proposed charter amendments will ultimately be reviewed by the City Council and considered for placement on the ballot for the voters of Sherwood.

The committee must be impartial, unbiased, and free of any perceived political gain. It may approach its task in whatever manner it determines will result in a document that best serves the citizens of Sherwood, subject to the terms and requirements set forth in this document. In addition to adhering to the Oregon Public Meetings law, the committee will strive to include the community beyond the requirements of the law. The City Council encourages the committee to seek opportunities to educate the community about the process and purpose of a charter review and the importance of a city charter, and to solicit community input.

The City Council has directed the committee to develop a review timeline such that any proposed amendments can be placed on the ballot no later than 2020.

Membership

The committee will be comprised of nine voting members: six members from each of the city's boards and commissions and three at-large citizens. A liaison (and an alternate) from the City Council will be selected and will serve as a non-voting member. At the first meeting of the committee, a chair will be selected from the membership. The City Attorney will serve as the primary city staff person and will generally attend all meetings, acting in an advisory role.

Council Expectations

The Council expects the committee to follow proper decorum and be civil at all times the committee is operating. Committee members serve at the discretion of the Council and may be removed by vote of a majority of Council.

Council may decide to focus the committee on certain items which Council feels are of community importance. Communication with Council will be through the committee liaison or through joint work sessions if Council feels they are necessary.

Operating Policies and Procedures

Regular Meetings

1. The committee will meet in accordance with a schedule established by the committee based on the direction from Council set forth above regarding the overall review timeline.
2. Regular meetings of the committee will occur in the Council chambers (Community Room) in order to be televised and taped.
3. The committee will consider written and oral testimony offered during the charter review process. Public testimony will only occur during the Community Comments agenda item

and be limited to four minutes per speaker. Public testimony may, on occasion, be taken on specific agenda items when specifically noted on the agenda. The Committee will determine when public testimony is appropriate.

Attendance, Quorum

1. Attendance by committee members is important to the success of this effort. Members unable to attend shall notify the City Attorney by phone or email in advance of the regular meeting.
2. A quorum of at least six committee members must be present to conduct business at any meeting.

Motions

1. The committee chair will strive to reach consensus of the committee whenever possible.
2. Motions shall be clearly and concisely stated.
3. Motions that do not receive a second die.
4. Items that have been acted on may not be brought forward again without consent of a majority of the quorum.
5. Motions on recommendations of changes to the Charter constitute tentative approval of such changes by the committee pending approval of the final report to the City Council.
6. Motions shall be considered approved when the majority of the quorum votes in favor of a moved and seconded motion.

Final Report

1. The committee chair or selected committee member will prepare a final report with recommendations to City Council and present it at a meeting to be determined by City Council.
2. The final report will be balanced and represent the majority opinions of the committee.
3. The final report will be reviewed by the entire committee and approved by motion prior to being submitted to Council.
4. The motion approving the final report must be approved by at least six committee members.