



Arts, Culture & Heritage Commission Staff Report

Date: January 21, 2026

From: Erika Valentine, Arts & Culture Program Coordinator

Subject: ACHC Event Planning Discussion and Subcommittee Formation

Recommended Action

The Commission should discuss if they would like to decide on a theme for the July 9th ACHC event as well as if they'd like to focus on a certain genre of performing arts, which will provide direction to staff for solicitation and booking of performance groups.

The ACHC should also consider creating a subcommittee for the event to streamline planning, which would require at least 3 Commissioners with a maximum of 4. This will allow planning to take place outside of the ACHC meetings.

Background

At the November 19, 2025 ACHC meeting the Commission debriefed the previously held Multicultural Dance Celebrate Event which took place in April 2025 at the McMenamins Old Church. The Commission debriefed the event and also brainstormed for the future. The consensus was to utilize City Parks or Facilities as there are no rental costs for City Programs.

Following the November Meeting, Staff reserved Thursday July 9th at Town Center Park for an ACHC Event. Staff has also put a hold on that date with the sound company that the City utilizes for other City Events/Concerts.

The Commission should provide general guidance to staff regarding if there is a desired theme/genre(s) of performing arts. The ACHC should also consider creating a subcommittee for the event to streamline planning. A subcommittee would require at least 3 Commissioners with a maximum of 4. Due to staff scheduling constraints, meetings would take place during the day between 9am – 4pm.

Budget

The event has a budget of approximately \$3,000 to cover performance groups, sound company, and any additional materials.