



ADMINISTRATIVE SERVICES COMMITTEE

Agenda

Wednesday, April 4, 2012

4:00 pm

Madison Avenue Meeting Room
500 SW Madison

Discussion/**Possible Action**

I. Advisory Question Ballot Title
(Attachment)

Discussion/**Possible Action**

II. daVinci Days Bridge Loan Funding Request
(Attachment)

Information

III. Other Business

Next Scheduled Meeting

Wednesday, April 18, 2012 at 4:00 pm

Madison Avenue Meeting Room, 500 SW Madison Ave

Agenda

None at this time.



CORVALLIS CITY ATTORNEY
456 SW Monroe, #101
Corvallis, OR 97333
Telephone: (541) 766-6906
Fax: (541) 752-7532

CITY ATTORNEY'S OFFICE
MEMORANDUM

To: Administrative Services Committee

From: Jim Brewer, Deputy City Attorney 

Date: March 28, 2012

Subject: Advisory Question/Corvallis Area Move to Amend

I. Issue

Recent United States Supreme Court decisions determined that entities created by statutes (corporations, unions, trusts, limited liability companies, and so forth) are entitled to at least some of the same privileges that the United States Constitution extends to natural persons, and that monetary contributions to campaigns are considered activities that are extended Constitutional protection as free speech. In response to concerns about these decisions, a group of Corvallis citizens, the Corvallis Area Move to Amend (CAMA), brought forward a draft advisory question and began to follow the process set out in Corvallis Municipal Code Chapter 1.10, as a prerequisite to asking the City Council to submit the advisory question to the voters. Corvallis Area Move to Amend representatives consulted with City staff and the City Attorney's office in the process and in preparing a draft ballot title. At the Council meeting of February 6, 2012, representatives of Corvallis Area Move to Amend came to visitor's propositions, to discuss the issue and to inform the Council that the group was following the process for an advisory question. At that meeting, the Council took the somewhat unusual step of approving a motion "[t]o forward the Corvallis Area Move to Amend United States Constitutional Amendment advisory question to the voters for the November 2012 election, and asked staff to perform the work that would be required of them regardless of whether the measure was an initiative or an advisory question." In passing this motion, the Council referred the advisory question and the ballot title to the Administrative Services Committee. As timing and duplication of effort and

Advisory Question/Move to Amend

Page 1

additional costs were at issue, the sponsors of the measure withdrew their prospective petition on February 15, 2012, to save some duplication of effort and possible resulting costs to the City.

II. Background

State law allows (but does not require) Oregon cities to have a local ordinance permitting advisory questions before the election officials are required to place an advisory question on the ballot. Corvallis Municipal Code Section 1.10 (Exhibit A, attached) is the local ordinance that permits advisory questions to be submitted to the voters in Corvallis. The ordinance requires the sponsors of an advisory question to “conform substantially” with the requirements for an initiative petition. In general, substantial compliance requires a good faith attempt at actual compliance. In this case, the sponsors made a good faith attempt to meet the requirements of the initiative process until the Council determined that it would forward the question directly to the voters. Because of similar terminology, there is some natural confusion between the substance of an advisory question, which is analogous to the text of the ordinance or law proposed through an initiative process (the actual “measure”), and the “question” that appears as part of the ballot title. There also seems to be some confusion as to the contents of the explanatory statement. The sponsors of the advisory question followed the form of an advisory question presented to state voters in the past, in drafting the substance of the advisory question. That advisory question is attached as Exhibit B. The City Attorneys Office, in consultation with the sponsors of the advisory question, drafted a ballot title that meets the statutory requirements for a ballot title. The ballot title is attached as Exhibit C.

Should the Council follow the staff recommendation and decide to place the advisory question on the ballot, this committee will also need to approve an explanatory statement for inclusion in the voters’ pamphlet. An explanatory statement provided by the City must meet certain statutory requirements and may not advocate for or against the measure. Our office will provide a draft explanatory statement for this Committee to consider for its Wednesday, June 20, 2012 meeting, which allows for any court challenges to the ballot title to be resolved prior to drafting the explanatory statement. In addition, other parties may also choose to make statements in the voters’ pamphlet which do advocate for or against a measure or question.

III. Discussion

The Corvallis Municipal Code Section 1.10.030 allows the Council a great deal of discretion in whether to place a proposed advisory question on the ballot, and whether and how to amend or revise the advisory question (and presumably that would have an impact on the ballot title, which must be based on the actual advisory question). In this case, according to the Minutes of the February 6, 2012 Council Meeting, the motion the Council passed was “[t]o forward the Corvallis Area Move to Amend United States Constitutional Amendment advisory question to the voters for the November 2012 election, and to ask staff to perform the work that would be required of them regardless of whether the measure was an initiative or an advisory question.” Both Committee members and the City Attorneys Office have been offered assistance by people

affiliated with national or statewide groups interested in similar advisory questions or initiative measures. At the time the City Attorney's office is drafting this report, it is not clear to us what, if any, contact the people offering this assistance have had with the Corvallis Area Move to Amend group, who are the sponsors of the advisory question the Council did decide to present to the voters. Accordingly, while the Council and this Committee have substantial discretion to revise or amend the advisory question (and therefore change the ballot title to reflect the advisory question), our recommendation is for the Committee to decline to exercise that discretion. Unless the sponsors, the Corvallis Area Move to Amend group, seek some revisions or amendments, or unless there is some other compelling reason to amend or revise the advisory question, our recommendation is for the Committee to recommend to the Council that the Council adopt the substance of the advisory question as it is set out in Exhibit B, and present the voters with the text of the ballot title as it is set forth in Exhibit C.

Recommended Actions

The Committee has three options with respect to the advisory question:

- Option 1: Recommend that the City Council adopt the substance of the advisory question and submit the ballot title as drafted to the voters;
- Option 2: Revise or amend the advisory question, which may then require revisions or amendments to the ballot title, and recommend that the City Council adopt the substance of the revised or amended advisory question and submit the resulting ballot title to the voters;
- Option 3: Recommend that the City Council reject the substance of the advisory question and not submit the ballot title to the voters.

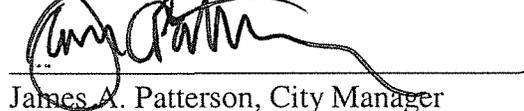
In order to honor the commitment that the City Council made on February 6, 2012, based on the language of the motion the Council passed, and given the discretion of the Council as set out in the Ordinance, our office recommends Option 1.

If the Committee pursues Option 1, the following motion is suggested:

Motion

I move to recommend that the City Council adopt the substance of the advisory question as presented and submit the ballot title to the voters.

Review and Concur



James A. Patterson, City Manager

Chapter 1.10

Advisory Question

Sections:

- 1.10.010 Definition.**
- 1.10.020 Request requirements.**
- 1.10.030 Council responsibility.**
- 1.10.040 Fee determination.**

Section 1.10.010 Definition.

Advisory question - As used in this Chapter, is any measure, proposition or question which, if submitted to and approved by a majority of the voters, would not have the force or effect of law, whether or not the measure, proposition or question is phrased or formulated in a form usual for the making of a law. (Ord. 71-48 § 1, 1971)

Section 1.10.020 Request requirements.

No request for submission of an advisory question to the voters of Corvallis will be accepted or considered by Council unless that request conforms substantially to the requirements of an initiative petition. (Ord. 71-48 § 2, 1971)

Section 1.10.030 Council responsibility.

If a request for submission of an advisory question to the voters conforms substantially to the requirements of an initiative petition, Council shall consider the request within a reasonable time and shall determine, in its discretion, whether the advisory question shall be submitted to the voters, and, if it is to be submitted, the date of the election at which the question will be submitted and the content and wording of the question as it will appear on the ballot, including any editing or revision of the question. (Ord. 71-48 § 3, 1971)

Section 1.10.040 Fee determination.

If Council determines that an advisory question shall be submitted to the voters at an election, it may require as a condition of that submission that the sponsor of the measure shall first pay to the City Recorder an amount of money determined by Council as necessary and appropriate to defray costs of the election. (Ord. 71-48 § 4, 1971)

TEXT OF ADVISORY QUESTION:

SECTION 1. FINDINGS AND DECLARATIONS

We, the citizens of Corvallis:

A. Find:

Artificial entities created by law such as corporations, limited liability companies, and unions can and do make important contributions to our society. Over time, the judiciary has asserted that these entities have many Constitutional rights guaranteed to natural persons, including freedom of speech and equal protection, that have allowed unfair advantages over local community democratic processes.

Declare:

Only natural persons have inalienable rights under the Constitution. Artificial entities should remain subject to regulation by laws enacted by the people and their representatives.

B. Find:

Free speech is a fundamental freedom and inalienable right of natural persons, and free and fair elections are essential to democracy. Unlimited monetary expenditures on elections for public office and ballot measures drown out the speech of ordinary people and have a disenfranchising, even disheartening effect on citizens, and thus threaten our democracy.

Declare:

Spending money to influence elections is not speech under the First Amendment of the Constitution. The people and their representatives must have the ability to regulate campaign financing.

C. Find:

Unlimited and unregulated spending on election campaigns contributes to the dependence of candidates for public office on very large campaign donors. This raises the likelihood that elected officials will be more responsive to those donors and therefore less responsive to the majority of their constituents. This fosters corruption, and results in the largest donors exerting more influence on the laws, policies, and actions of the United States than does the average citizen.

Declare:

To ensure the independence of elected representatives from undue influence, expenditures on campaigns for public offices must be subject to regulation by citizens and the democratic process.

Exhibit B

D. Find:

Historically, the U.S. Constitution has only been amended through the legislative process.

Declare:

To ensure that Constitutional rights are afforded to natural persons only, and to eliminate the effects of unlimited money on our elections, the Constitution must be amended and the citizens of Corvallis petition the Congress to do so.

SECTION II. TEXT OF PETITION.

The Mayor and City Council shall convey the following to the elected federal, state, and county representatives of the citizens of Corvallis:

“The citizens of Corvallis, recognizing that corporations are not natural persons, and money is not speech, support a Constitutional amendment that includes the following provisions.

1a. The rights protected by the Constitution of the United States are rights of natural persons only.

1b. Artificial entities, such as corporations, limited liability companies, unions and other entities established by law shall not have inalienable rights under this Constitution.

1c. The privileges of artificial entities shall be determined by laws enacted by the people and their representatives, and shall not be construed to be inherent or inalienable.

2a. Government at all levels shall:

i. regulate, limit, or prohibit contributions, including a candidate’s own contributions and expenditures, for the purpose of influencing, in any way, the election of any candidate for public office or any ballot measure.

ii. require that all permissible contributions and expenditures be publicly disclosed within a reasonable time limit to be prescribed by law.

2b. The judiciary shall not construe the spending of money to influence elections and public policy, to be speech under the First Amendment.

2c. Nothing contained in this amendment shall be construed to abridge the freedom of the press.”

EXHIBIT B

BALLOT TITLE

Advisory Question

Caption

U.S. Constitutional Amendment Addressing Artificial Entities' Personhood and Campaign Contributions

Question

Shall the City urge elected representatives to support Constitutional Amendment denying artificial entities' personhood and rejecting money as speech?

Summary

This non-binding advisory question regards legal decisions that affect campaign financing of elections at all levels (city, county, state, and nation), based on the Supreme Court interpretation of the U. S. Constitution. This question asks whether the City should inform elected officials that the voters in Corvallis believe United States Constitution should be amended to limit constitutional rights to natural persons only, and to specify that campaign contributions and money spent in election campaigns is not speech protected by the First Amendment. Decisions by the U. S. Supreme Court currently afford inalienable constitutional rights to artificial entities, such as corporations, limited liability companies, and unions. The Court also currently extends the free speech provision of the First Amendment to the expenditure of money by both natural persons and artificial entities in election campaigns. The proposed amendment would guarantee the ability of governments at all levels to limit the privileges of artificial entities. The amendment would guarantee the ability of governments to regulate, limit, or prohibit contributions and expenditures for election campaigns.



P.O. Box 2723
Portland, OR 97208-2723
503/283-1922
503/283-1877 (fax)
www.commoncause.org/oregon

Oregon Ballot Title Requirements

On the ballot: Caption=10 words and Question=20 words

In voters' pamphlet: Summary=175 words and Explanatory statement=500 words

Draft Caption and Question from Corvallis Move To Amend received February 2/8/2012

Caption: U.S. Constitutional amendment regarding campaign contributions, status of artificial entities

Question: Shall the City urge elected representatives to support a Constitutional Amendment addressing personhood of artificial entities and money as speech?

Corvallis Language Suggestions

**Prepared by Janice Thompson and Election Law Attorneys Margaret Olney
and Brandon McNamee with input from Derek Cressman**

Caption options:

1. Advisory question that corporations are not people, money not speech.
2. Advisory question to instruct: corporations not people, money not speech.
3. Advisory question to declare corporations not people, money not speech.
4. Advisory question on corporate constitutional rights and money as speech.
5. Advisory question: corporations not people and limiting political campaign spending.
6. Advisory question to limit corporate constitutional rights, political campaign spending.

Preference is #4.

Question options:

1. Shall Corvallis voters instruct Congress to amend constitution to limit political campaign spending and provide constitutional rights only to people?
2. Shall Corvallis voters instruct Congress to amend constitution limiting political campaign spending and provide free speech rights only to people?
3. Shall Corvallis voters instruct Congress to amend constitution to limit political campaign spending; provide free speech rights only to people?

4. Shall Corvallis voters instruct Congress to amend constitution to limit campaign political spending; provide First Amendment rights only to people?
5. Shall Corvallis voters instruct Congress to amend federal constitution to clarify that corporations are not people, money is not speech?
6. Shall Corvallis voters instruct Congress to amend federal constitution to limit the constitutional rights of corporations and political campaign spending?
7. Shall Corvallis voters instruct Congress to amend federal constitution to limit corporate constitutional rights, allow limits on political campaign spending?

Preference is #1

Summary – draft 1:

Corvallis City Code allows for votes on advisory questions. Corvallis is affected by federal policies, many of which are influenced by campaign contributions and independent political campaign spending. In *Citizens United*, the United States Supreme Court equated corporations with people and held that corporate entities have a First Amendment* right to make unlimited independent expenditures in political campaigns. Corporate entities include corporations, political nonprofits, and unions. Corporations make important contributions to society, but the Bill of Rights in the United States Constitution is intended to protect the rights of “real” people (i.e., natural persons or individual human beings), and not corporate entities. Corvallis voters instruct the Oregon Congressional delegation to work to amend the Constitution to: 1) clarify that corporate entities retain the rights provided to them by federal, state, and local laws, but do not have the constitutional rights of “real” people; and 2) clarify that money is property, not speech, and to affirm the people’s authority to regulate campaign contributions and limit political campaign spending. (167 words)

*replace First Amendment with free speech?

Summary – draft 2:

Corvallis City Code allows for votes on advisory questions. Corvallis is affected by federal policies, many of which are influenced by campaign contributions and independent political campaign spending. In *Citizens United*, the United States Supreme Court equated corporations with people and allowed corporate entities to make unlimited independent expenditures in political campaigns. Corporate entities include corporations, political nonprofits, and unions. Corporations make important contributions to society, but the Bill of Rights in the United States Constitution is intended to protect the rights of “real” people (i.e., natural persons or individual human beings), and not corporate entities. By passing this measure, Corvallis voters instruct the Oregon Congressional delegation to work to amend the Constitution to: 1) clarify that corporate entities retain the rights provided to them by federal, state, and local laws, but do not have the constitutional rights of “real” people outlined in the Bill of Rights**; and 2) clarify that money is property, not speech, and to affirm the people’s authority to regulate campaign contributions and limit political campaign spending. (171 words)

** perhaps remove the “outlined in the Bill of Rights” phrase?

Explanatory statement: Will prepare draft explanatory statement later but suggest asking Corvallis City Council to adopt a resolution with details that could be incorporated into this statement and bolster the caption, question, and summary.



MEMORANDUM

To: Administrative Services Committee
From: Karen Emery, Director *KE*
Steve DeGhetto, Assistant Director
Date: February 14, 2012
Subject: da Vinci Days Bridge Loan Report

Issue:

To review and recommend to the City Council the acceptance of the annual report from da Vinci Days in compliance with the 2005 Bridge Loan funding.

Background:

The City Council approved a \$20,000 interest free Bridge Loan for da Vinci Days in February 2005. According to the agreement between the City and da Vinci Days, the funds are to be used to meet cash flow needs, pay on deferred expenditures, and provide beginning fund balances for da Vinci Days Summer Festival and the da Vinci Film Festival.

Discussion:

The Bridge Loan balance was \$12,000 as of August 31, 2011, representing 28% of total liabilities. The da Vinci Days Board of Directors requests forgiveness on the Bridge Funding Loan totaling \$12,000. da Vinci Days has complied with all requirements of the agreements and all funds have been properly accounted for according to the City's internal financial review process.

Noteworthy 2011 event items are:

- Festival attendance--17,000 people. The figure includes paid and complimentary admissions for volunteers, sponsors, donors and exhibitors.
- Free events included electric car races, Canine Frisbee Competition, Leo's Kinetic Parade and the Community Art Project which attracted an estimated 2,500 people to the event.
- The Grand Kinetic Challenge included twenty-three human powered machines racing through mud, sand, roads and water.
- Maker Place, a new arts and innovation area, featured 10 groups including the Corvallis Art Guild, local inventors, writers, radio control club and others.
- New Executive Director Nicole Beachboard-Dodson

Recommendation:

Options:

1. The Administrative Services Committee recommends City Council accept the da Vinci Days 2011 annual report and their request to be released from the \$12,000 balance on the Bridge Loan.
2. The Administrative Services Committee recommends City Council accept the da Vinci Days 2011 annual report defers the 2011 and 2012 payments (\$4,000) on the 2005 Bridge Loan.
3. The Administrative Services Committee recommends City Council accept the da Vinci Days 2011 annual report and requires annual minimum payment of \$2,000 toward the \$12,000 balance owed on the 2005 Bridge Loan.

Review and Concur:



James A. Patterson, City Manager



Nancy Brewer, Finance Director

- Attachments: 1. Finance Department's review of FY 2010 Financials
2. da Vinci Days Annual Report



March 2, 2012

City of Corvallis Parks & Recreation Department
Karen Emery, Director
1310 SW Avery Park
Corvallis, Oregon 97333

Board of Directors

Michael Dalton
President

Bill York,
Vice President

Bonnie Humphrey-Anderson
Treasurer

Laurie Russell
Secretary

Danielle Gabriel

Blake Rodman

Jose Vega

Curtis Wright

Joel Hirsch
City Liaison

Tax ID: 94-3085810

Executive Director

Nicole Beachboard-Dodson
davinci@davinci-days.org

568 SW Third Street
Corvallis, Oregon 97333

541.757.6363
www.davincidays.org

Dear Ms. Emery,

We are grateful for the excellent relationship we continue to have with the City and want to thank you for your support. Attached is our annual report for da Vinci Days.

Due to the continuing decline in the economy and the reduced funding available for da Vinci Days through the Economic Development Allocations process, the da Vinci Days Board of Directors requests forgiveness of our current Bridge Funding Loan. If, for whatever reason this option is not favorable, we would then, in turn, ask for a deferment on the 2011 and 2012 payments on the Bridge Funding Loan.

The \$20,000 City loan was extended interest free in 2005 and the balance is currently \$12,000. The da Vinci Days organization continues to carry a \$31,000 loan balance on the Wells Fargo Variable rate loan. The da Vinci Days Board of Directors will be approaching Wells Fargo with the same request that this loan, as well, be considered for forgiveness. Due to the reduced earning from the 2011 festival and limited economic development support, no additional principle reductions have been made. Our primary focus and goal for the for the upcoming year will be to reduce our debt.

We are prepared to face the economic challenges ahead, focusing on sustaining annual revenues and managing cash flow to carry out a vital community festival and tourist attraction. We believe this to be a prudent course of action. The da Vinci Days Board of Directors appreciates your consideration of this request.

Sincerely,

Nicole Beachboard-Dodson
Executive Director



Finance Department
500 SW Madison Avenue
Corvallis, OR 97333
541-766-6990
541-754-1729

MEMORANDUM

February 8, 2012

TO: Steve DeGhetto, Assistant Parks and Recreation Director

CC: Julian Contreras, Financial Services Manager

FROM: Jeanna Yeager, Accountant

SUBJECT: da Vinci Days Annual Financial Review Fiscal Year 2011

This review consists of inquiries and analytical procedures and is very limited in its nature. The da Vinci Days Annual Report and Statement of Activities are unaudited financial reports that are the representation of the management of da Vinci Days.

This review is based on da Vinci Days fiscal year, September 1, 2010 through August 31, 2011. During the year, da Vinci Days received a total of \$191,529 in revenues and other support. The City supplied almost 8% of their revenue during their fiscal year 2011, consisting of Economic Development Funds of \$14,421. This amount is included in the "Contributions" line on the Statement of Activities. Total expenditures (including COGS) were reported at \$207,651, resulting in a net loss of \$16,122.

For the year ending August 31, 2011, da Vinci Days reported total assets of \$88,282, a decrease of 26% from the prior fiscal year and total liabilities of \$42,963, a decrease of 25%. Da Vinci Days' current assets to current liabilities ratio is 2.61, indicating the organization is in a relatively strong financial position to meet its short-term obligations.

In 2005, the City made a \$20,000 loan to da Vinci Days. The loan balance was \$12,000 as of August 31, 2011, representing 28% of total liabilities. The amended loan requires an annual minimum payment of \$2,000.

Da Vinci Days requested deferment of their 2011 payment to the City and it was granted.

Based on this review, I recommend acceptance of the da Vinci Days Annual Report.



**2011 da Vinci Days
Annual Report**

Prepared by Brenda VanDevelder, Executive Director during 2011 Festival

Table of Contents

Executive Summary	3
Vision and Mission	5
2010/11 Board of Directors		
Festival Summary	6
Financial Results	10
Festival Revenue Streams		
Sponsor Roster		
Festival Expenditures		
Marketing	17
Addendum		
Financial Reports		
Statement of Activities (Profit/Loss) with prior year comparison		
Statement of Financial Position (Balance sheet) with prior year comparison		

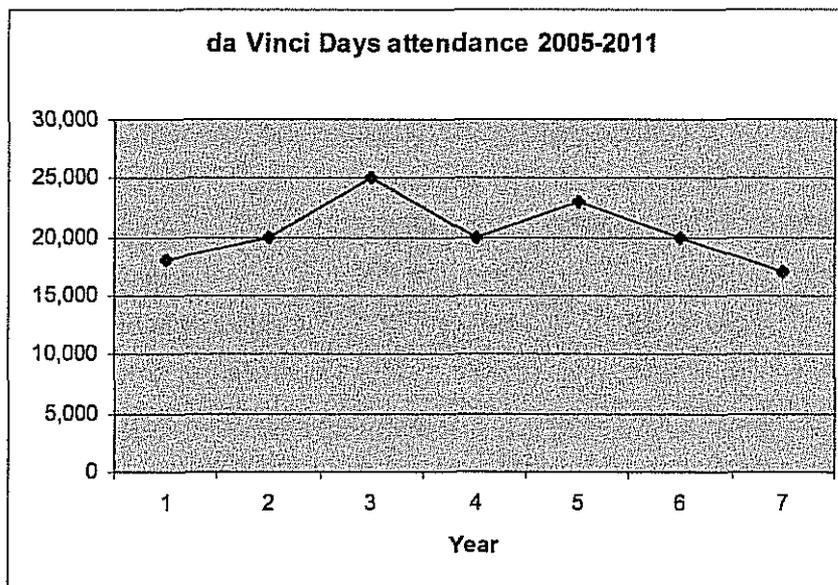
EXECUTIVE SUMMARY

For twenty three years, da Vinci Days has served as a unique celebration and tourism activity for the City of Corvallis. It engages the local community through volunteer and organizational opportunities and draws local and out of town visitors through creative and innovative programming that showcases the assets of the community. As Oregon’s premier art and science festival, da Vinci Days garners publicity from major media including television, magazines, and web sites focused on arts, education, and travel. This year, da Vinci Days was featured in the July issues of two in-flight magazines: United Airlines and Southwest Airlines.

In order to better establish demographics, we conducted an exit survey and obtained a statistically valid sample of festival attendees. According to research by Dean Runyon Associates, a leisure traveler has an estimated expenditure of \$85/day. **Using data from our 2011 exit surveys, da Vinci Days drew nearly 25% of attendees from out of the area. Based on 2011 attendance, \$425,000 in new spending was generated by da Vinci Days in July. For every \$1 invested by the City, da Vinci Days generated \$25 of new tourism spending.**

Friday	Saturday	Sunday	Total attendance
4,000	10,000	3,000	17,000

Attendance was below our targeted goal due to record rainfall throughout the weekend. Total attendance declined by 15% from 20,000 last year to a cumulative festival attendance of 17,000 for 2011. This figure includes paid and complimentary admissions. Complimentary admissions were provided to volunteers, sponsors, donors, and exhibitors. Three hundred scholarship admissions were also donated through local organizations including Home Life, the ARC of Benton County, Jackson Shelter Youth House, Health and Human Services, and the Benton County Juvenile Department. Children aged five and under are admitted free and are not included in attendance totals.



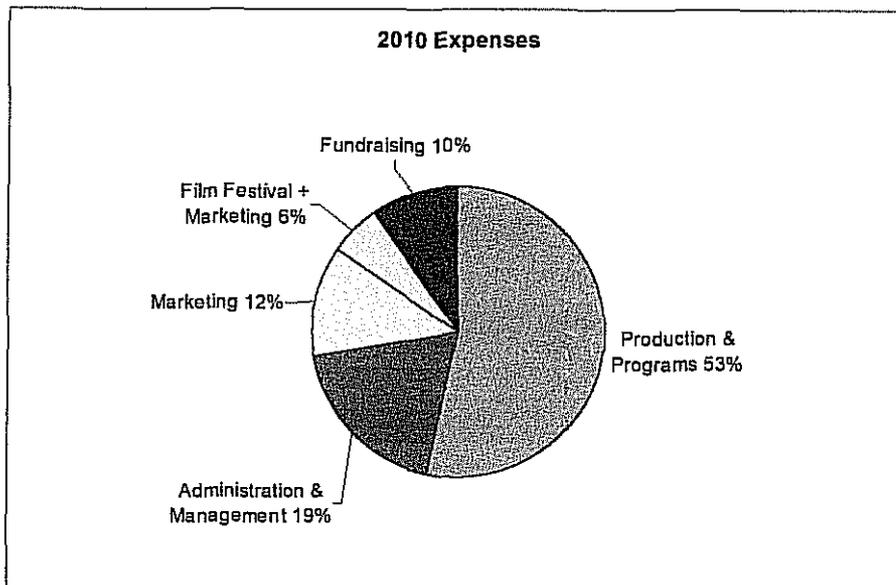
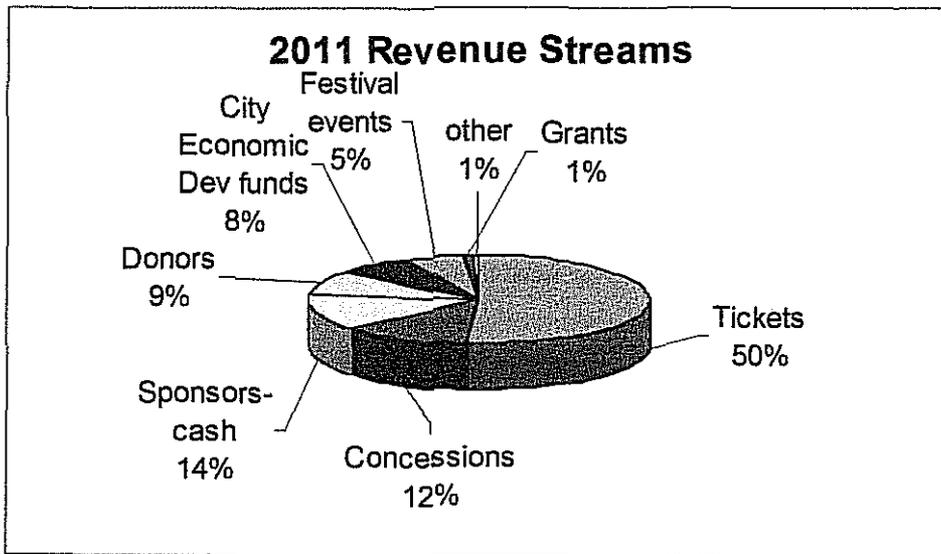
Attendance remains consistent at the events located outside the festival gates. We do not include those numbers in our total attendance but estimate that another 2,000 people enjoyed Festival

events in 2011 without paying an admission fee. Free events include the electric car races, kinetic sculpture race events, Leo's Kinetic Parade, and the Community Art Project.

Festival support in the community also remains healthy, with more than 100 local and regional partners contributing to the success of the Festival and 1,400 volunteers staffing Festival venues and exhibits.

FINANCIAL SUMMARY

We have focused on keeping administrative costs low while continuing to provide a high quality event. Cash revenues and expenses are shown below. Non-cash donations are not included here but are shown in the financial reports.



VISION AND MISSION

The vision of da Vinci Days is to draw inspiration from the genius of artist and inventor Leonardo daVinci and provide a unique festival that fosters and celebrates creativity, innovation, and knowledge of art, science, and technology.

The mission is to present da Vinci Days and other events that showcase the educational, artistic, scientific, and technological assets of the region, while promoting and contributing to the economic well-being of the City of Corvallis and Benton County.

The volunteer Board of Directors meets regularly for organizational governance, to establish policies, and to provide a strategic direction for the Festival. The current Board consists of ten members and a non-voting liaison appointed by the Mayor.

2011 Board Officers

Kavinda Arthenayake, President
OSU Conferences and Special Events

Michael Laport, Vice President
Peak Internet

Bonnie Humphrey Anderson, Treasurer
OSU Federal, Your Community Credit Union

Laurie Russell
Benton Hospice

Ex-Officio
Joel Hirsch
Corvallis City Council

Directors

Barbara Bull
Planner

Michael Dalton
OSU College of Education

Blake Rodman
Corvallis 509J Board Member

Lainie Turner
Marketing Consultant

Jose Vega
Datalogic Mobile, Inc.

Curtis Wright
Marketing Consultant

Staff

Brenda VanDevelder
Executive Director

Darlene Veenhuizen
Administrative Assistant

FESTIVAL HIGHLIGHTS

The 2011 Festival theme “Connectivity” provided the marketing focus for publicity and promotions. Friday night featured the keynote talk by award winning documentary filmmaker, Michael Epstein at the OSU LaSells Stewart Center. Free events included the Grand Prix Electrathon and the popular “Connect the Dots” Community Art Project with locally produced works of art on display. Inside the gates, the Friday night headline was the Young Dubliners and the Saturday headline was the Grammy award winning Bobby McFerrin accompanied by The Yellowjackets. Attendance was light on Friday night and near capacity on Saturday night, reaching the same level as the record setting Pink Martini performance at the festival. Advance ticket sales were strong and are attributed to targeted marketing for the Saturday night music. This year, overall attendance was low due to unusually rainy weather. Friday night and Sunday ticket sales and attendance were well below prior years and the rain significantly impacted overall festival revenues for the first time in festival history.

- This year marked the return of the da Vinci Film Festival to the summer event. While the total number of films submitted was down slightly from 2010, the quality of submissions continues to improve. This year’s festival included the Academy Award winning short film “God of Love.”
- FY2011 marked a significant change in our financial support from the City of Corvallis. The newly formed Economic Development Commission started a review process of economic development activities and will make a recommendation to the City Council by 2011 year end. This change effectively ended the official funding path available to da Vinci Days. The current status is that Visit Corvallis has agreed to include in-kind marketing support for da Vinci Days in the amount of \$6,900 in 2012. An additional \$3,100 was provided in 2011 for marketing expenditures. There are currently no policy discussions to provide continued funding options from the City for this signature summer attraction.

Highlights of the 2011 Festival:

- The Bobby McFerrin and the Yellowjackets performance on Saturday night was an unequivocal success. The audience seating area was at capacity and the performance was one of the finest we’ve provided at da Vinci Days to date. The rain subsided for the evening concert and audience feedback was overwhelmingly positive.
- For the second consecutive year, adjusted for attendance, the festival provided a composting and recycling program that sets the bar high for other events. Through a successful partnership with the Festival Sustainability Committee, OSU Campus Recycling, Boy Scout Troup 123, Allied Waste, and local start up EcNow Tech, da Vinci Days is the leader in running a green event. Other fairs and festivals in Corvallis and Albany our following our lead and using our model composting program.
- The Graand Kinetic Challenge continues to entertain and inspire attendees. While the race had fewer participants this year, partially due to the economy and personal travel schedules, the race included 23 human-powered machines and eleven teams from California, Washington, and other Oregon regions, slogging through the mud, sand, road and water.
- Maker Place was a new arts and innovation area, featuring 10 groups including the Corvallis Art Guild, local inventors, writers, a radio control club, and other organizations. This was a popular spot throughout the weekend.

Festival Volunteers and Partners

The organizational structure of da Vinci Days depends on a strong base of volunteer leaders for Festival production, programs, marketing, fundraising, and publicity. This year da Vinci Days recruited nearly 700 volunteers for the Festival crew. An additional 700 volunteers staffed exhibitor booths throughout the Festival weekend.

Total volunteers: 1300

Total partners: 110

Program chairs & key volunteers

American Dream Pizza staff, Bike Valet
Dennis Anderson, FIRST Robotics
Kavinda Arthenayake, OSU coordinator
Anne Baker, Cash and Food Court Auditor
Rebecca Barrett, Sidewalk Chalk
Bob Bernhard, Main Gate Ticket Sales
Chris Bielenberg, Benton County
Harrison Branch, Food Court
Rich Brookes, OSU Facilities
Noreen Ciddiqi, Leo's Kinetic Parade
Dale Claussen, Production team
Melanie Davis, Graand Kinetic Challenge
Gary Evans, Food Court
Barb Eveland, Food Court
Justin Fleming, Production team
Mike Fischer, Mud Bog ticket sales
Festival photographers
Andy Purviance
Patricia Thomas
Dick Gaskill, City of Corvallis Public Works
John Ginn, Film Festival
Cheryl Good, Graand Kinetic Challenge
Kathy Holman, Database
Bonnie Humphrey-Anderson, Collections
Melissa Jones, Marketing
Tina Kerrigan, Graand Kinetic Challenge

Jenette Kane, Graand Kinetic Challenge
Pete Lepre, OSU Trash/Recycling manager
Ron Lommen, Trash/recycling coordinator
Joe Majeski, OSU Facilities
Mary McKillop, Main Gate coordinator
Steve McGettigan, Astronomy
Pete Meyers, City of Corvallis Parks & Rec
Mike Myrzynsky, Food Vendor Composting
Eric Nepom, Main Stage emcee
Andrea Norris, Composting/Recycling
Susan Pachuta, Community Art Project
Michelle Portera, Canine Frisbee
Bill Ramdell, Shady Stage Coordinator
Michael Riccitteli, Electrathon
Kate Sanders, Discover OSU
Theresa Stephens, Performing Arts
Roni Sue, Graand Kinetic Challenge
Maria Tomlinson, Volunteer Breakfast
Shawn Tucker, Geocaching
Linda Varsell Smith, Poetry Slam
Dave Warneking, Volunteer Coordinator
Kate Wasechek, Film Festival Coordinator
Sarah Wayt, Info Volunteer Coordinator
Sev Williams, Publicity
Raam Young, Graand Kinetic Challenge

Our partners are vital to the success of da Vinci Days. Partners are typically organizations participating in some way in the Festival, as exhibitors, production support, prize donors, and/or providing volunteer teams.

Astronomy

Heart of the Valley Astronomers
Friends of Pine Mountain Observatory

Canine Frisbee

Animal Crackers
Best Friends Obedience School
Willamette Veterinary Clinic

Children's Village

Avery House Nature Center
Benton County Breastfeeding Coalition
CASA Voices for Children
City of Corvallis Public Works
Corvallis Environmental Center
Corvallis Indoor Parks
Corvallis Sports Park
Evergreen Aviation & Space Museum
Golden Naga Martial Arts
Good Samaritan Regional Medical Center
Old Mill Center for Children & Families
Oregon State University
Bug School
KidSpirit
Pajaggle, Inc.
Starker Forests
The Little Gym
The Toy Factory

da Vinci Poetry Slam

Mary's Peak Poets

da Vinci Photo Booth

Willamette STAGE Company

Maker Place

Dynamic Aqua Arts
Corvallis Art Guild
Benton Radio Control Club
International Plastic Modelers Society
Henna by Rebecca
Jeremy Smith and Friends
Willamette Ceramics Guild
Willamette Photo Arts Guild
Writers on the River

da Vinci Film Festival

Coffee Culture Café
First Alternative Co-op
The Inkwell Home Store
Special Occasions

Discover OSU

College of Engineering
College of Oceanic & Atmospheric Science
COAS Geosciences
College of Science
Department of History
Environmental Health Science Center
Oregon Sea Grant
Oregon Explorer
TERRA, Research Communications
University Libraries/Valley Libraries

Partners continued

Graand Kinetic Challenge

American Dream Pizza
BCARES
Benton County Fairgrounds
Benton County Public Works
City of Corvallis Parks & Recreation
Cyclotopia
Fred's Honda
Griffo Brothers
Hanger Prosthetics & Orthotics
Practical Bookkeeping
Riverside Window and Door
Squirrel's Tavern
Sunnyside Up
Tina Kerrigan Photography
WL Construction
Working Glass Art

Robotics Exhibition

FIRST[®] Force Robotic teams

Production/Promotion

American Dream Pizza – Bike Valet
Benton County Public Works - Facilities
Boy Scout Troop 163 – Trash & Recycle
City of Corvallis- Facilities
Parks & Recreation Operations/YVC
Transit System
Corvallis/Albany Farmer's Market
EcNow Tech
Kiwanis Sunrisers – Ticket sales
Majestic Theatre
Oregon State University - Facilities
Athletics, Guest Services
Campus Recycling
Department of Public Safety & OSP
Facilities Services

Office of Conferences & Special Events
Network Services
Transit & Parking Services
No Dinx- da Vinci Store
Peak Internet – Wireless service

Green Town

Abundant Solar
Benton County Master Gardeners
Blue Sky Renewable Energy Program
CanBuild
City of Corvallis Public Works
City of Corvallis Transit
Corvallis Environmental Center
Corvallis Sustainability Coalition
Energy Trust of Oregon
Energy Wise Lighting, Inc.
Enviofuel
First Alternative Natural Foods Co-op
Gaia Landscapes, Inc.
Greenbelt Land Trust
Institute for Applied Ecology
Jackson Street Youth Shelter
John & Phil's Toyota
League of Women Voters of Corvallis
OSU College Forests
Oregon State University
Department of Horticulture
Sustainability Office
Sunwize Technologies
Sustainable Building Network

Grand Prix Electrathon

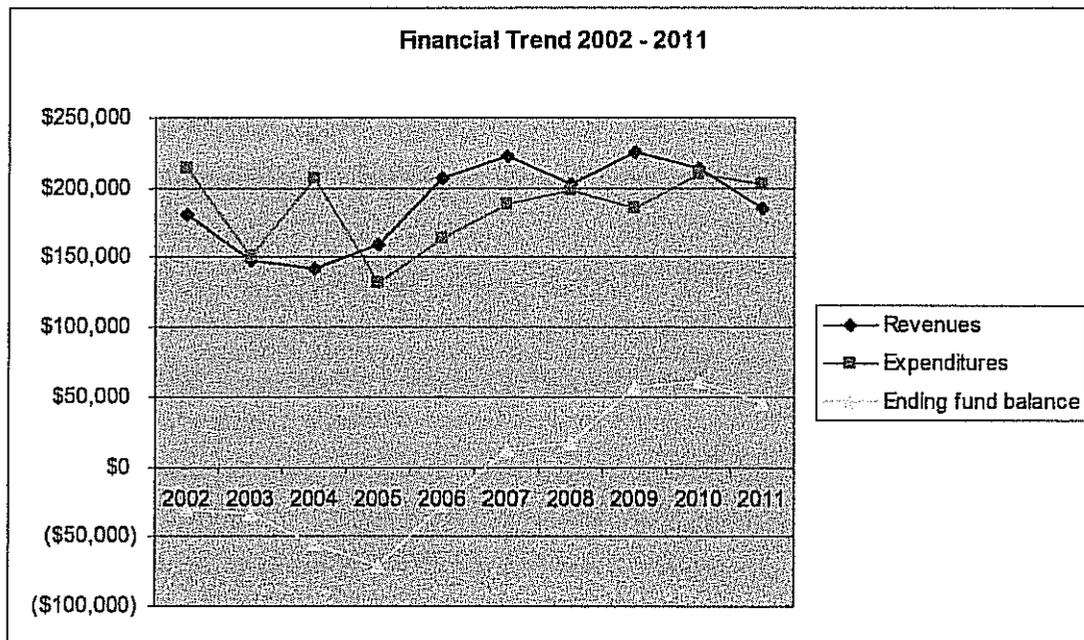
Electrathon America
Les Schwab Tire Service
Mike Hodgert, West Eugene HS

FINANCIAL RESULTS

Da Vinci Days ended the fiscal year with cash on hand by managing expenditures closely and carrying forward reserves from the prior year. Reserves are crucial during the off-season and provide a buffer in the event of decreased event revenues due to factors including lower attendance, bad weather, or variables tied the economy (all of which had an impact this year). The Board of Directors continues to monitor the costs and benefits of paying down debt and maintaining adequate levels of cash to fund annual operations.

Sponsorships and other contributions were \$58,253; 12.54% below the prior year. Due to the economy, we anticipated greater challenges in sponsorship funding and budgeted accordingly. Individual donations were \$2,800 over budget, for a total contribution from donors of \$16,372. Combined with an increase in gate ticket prices and unusually heavy rain during the festival, ticket revenues were nearly 17% below budget for total ticket sales of \$95,293. As a comparison, the Benton County Fair was also 17% below budget this year in revenues.

Expenditures for 2011 were 3% below budget and 5% lower than the prior year. The highest costs for the event are related to performers and contracted services (performers, security, booking agent, stage and sound technicians). Monthly interest payments are being made on the Wells Fargo loan and the request to defer the FY11 loan payment to the City was granted. As shown in the chart below, the ending fund balance for da Vinci Days has been on a positive track since 2005.



Revenues

Revenue categories are similar to the prior year. Total revenue was \$191,529, 12% below last year's total. *In-kind (non-cash) sponsor donations were valued at \$76,141 in services and products and are not included in the percentage breakout.*

Admissions (tickets/50%)

Admission fees are the greatest source of cash revenue for da Vinci Days. Ticket sales are not the only way that attendance is counted as we provide nearly 2,000 complimentary one day and weekend tickets in addition to tickets sold. (\$6,543 was dVFF in 2010)

Summer festival ticket prices were adjusted in 2011: Adult ticket prices were \$20/weekend, \$15/Friday or Saturday, and \$10/Sunday. Advance adult tickets were sold at a discounted price. \$15/weekend pass and \$10/1 day. A new "Youth" Pass (6-18 yrs) was sold for \$10, providing access to the entire Festival weekend for one price. Children five and under were admitted at no charge and are not tracked in attendance totals. Online ticket sales were processed through the da Vinci Days office via the da Vinci Days website, using authorize.net and five area businesses served as ticket outlets. Total advance ticket sales were \$2,582, a 51% increase from the prior year. The documented ticket sales breakout is as follows: Adult weekend/3,016, Adult one day/6,080; Youth pass/4, 433.

Concessions, Merchandise (12%)

19 vendors sold food and beverages at the Festival and paid a booth fee and 15% commission on gross sales. Beer sales were managed by da Vinci Days through an agreement with Clodfelters Pub. Concessions income was down 12% from the prior year, consistent with a smaller Friday crowd and rainy weather through the weekend. Merchandising was managed by our t-shirt sponsor NoDinx, including set-up and staffing of the da Vinci Store.

Festival Events (5%)

Festival Events income includes registrations for programs including Film submission fees, Sidewalk Chalk Art, Kinetic Challenge, Electrathon, and Commercial Booth fees for Green Town and Maker Place. Event income declined 30% due to factors relating to the economy (film submission fees, GKC race fees, booth fees for exhibitors) and the weather (chalk art) for total revenues of \$9,549.

Donors/Fundraising/Grants (11%)

Individual donations were 20% over budget and increased by 12% from the prior year. The commitment of the Graand Kinetic Challenge race committee continues to drive consistent donations to the Festival for this program. A new HP color printer was also donated and is recorded as a non-cash donation on the financial statements.

Grants are not a large funding source for da Vinci Days due to the amount of staff time required in researching, writing, and reporting. Grants submitted this year included the Benton County Cultural Coalition, The Pacific Power Foundation, and The Benton County Foundation, sponsoring low-income admission scholarships. Grants were funded from Pacific Power (included in sponsorship category) and the Benton County Foundation.

City of Corvallis Economic Development Funds (8%)

Public funding and in-kind support from the City is vitally important to da Vinci Days. Due to the timing of the final Economic Development allocation process, da Vinci Days was funded for the 2011 festival. In addition to \$14,421 cash support, Visit Corvallis provided an additional \$2500 in-kind support for tourism marketing activities for the 2011.

Sponsorships (14%)

Total sponsorship relationships held steady at 19 cash sponsors (two new sponsors) and 16 sponsors in-kind. In-kind sponsorships offset actual festival costs and are an important part of the Festival's financial viability. Total cash sponsorship contributions decreased by \$1,200 from the prior year.

Cash sponsorships ranged from \$500 to \$2,500. Non-cash sponsorships include goods and services valued at \$75,714. Our founding sponsors, the City of Corvallis, Benton County and Oregon State University provide non-cash sponsor support in the facilities and production of the Festival. These three institutions are key partners in the success of the Festival. Meetings were held with each of these key stakeholders this year including former City Manager Jon Nelson, Interim Public Works Director Mary Steckel, OSU President Ed Ray, Benton County Public Works Director Roger Irvin, and Benton County Commissioners Linda Modrell, Annabelle Jaramillo, and Jay Dixon. All meetings were an affirmation of continuing staff support of da Vinci Days.

The list below includes cash and in-kind sponsors. There were 19 cash sponsors with an average sponsorship of \$1,281 compared to last year's 21 cash sponsors with an average sponsorship of \$1,264. There were a multiple smaller in-kind donations and in-kind sponsorships which begin at the \$500 level.

Breakthrough \$2000+

Allstate Insurance Company Robblee Agency
Corvallis Radiology
Entek International
Hewlett-Packard
Hilton Garden Inn
No Dinx
Pacific Power Foundation
Peak Internet
Valley Eye Care

Lassen RV
Mario & Alma Pastega Family Foundation
Odwalla
OSU Federal, Community Credit Union
Samaritan Health Services
Stephen M. Sever, Inc.

Exploration \$1000+

Allied Waste
Benton County Fair & Rodeo
Corvallis Clinic
Columbia Distributing
Darkside Cinema
Energy Trust of Oregon
First Alternative Co-op
Invitrogen Life Technologies
John & Phil's Toyota

Inspiration \$500+

American Dream Pizza
CH2M Hill
The Color Wheel Company
Corvallis Fall Festival
Footwise
Gracewinds Music
Pepsi-Cola of Corvallis

Media sponsors

BiCoastal Media
Corvallis Gazette Times
KEZI-9 TV

Expenditures

Operating expenses have been held to the lowest possible levels since 2005 by leveraging non-cash support and maintaining healthy partnerships with multiple organizations. Total operating costs were \$201,822, 1% below budget and 3.5% less than the prior year.

Community partnerships are fundamental to our success as we work to align organizational interests of potential partners with the mission of da Vinci Days. As noted in the listing of Festival partners, we continue to reach out to a wide variety of local and regional organizations with opportunities for participation in mutually beneficial relationships.

Administration and management (19%)

Administrative expenses include administrative & management staff payroll and taxes, office and storage rental, supplies, and professional expenses for accounting services. Da Vinci Days shares office space and equipment with Corvallis Fall Festival to keep office expenses at the lowest possible level. The Executive Director is the only year round paid staff of da Vinci Days and this year a part time office assistant was hired. Payroll for the ED is divided on federal tax reports between fundraising, festival production, and administration and management.

Fundraising (10%)

Fundraising expenses include a portion of staff payroll for time spent recruiting sponsors, planning fundraising activities, and includes actual costs for donor mailings and other fundraising activities. A fundraising food booth was planned for the 2010 Fall Festival in partnership with Cart de Frisco and was cancelled. This activity has raised \$900 for da Vinci Days in prior years and is planned for September 2011. Other current fundraising activities include a Friend of da Vinci December mailing to a targeted list of year end donors, and the spring mailing to a larger list of donors. Total number of individual donors has remained consistent with about 123 donors, with an average \$133 donation.

Production and Programs (53%)

Through the commitment and service of dedicated volunteer workers, da Vinci Days continues to provide a high quality festival with a remarkably small budget. Nearly half of the expenditures of the organization go directly towards the cost of the weekend festival. Quality programming depends on dozens of partnerships, thousands of volunteer hours, and the creative efforts of da Vinci Days leadership including the Executive Director, Board members, and Festival Committee members. Many aspects of the event remain the same from year to year and our goal is to enhance and improve elements of the Festival each year.

Coordination with City and County employees is instrumental in the smooth flow of operations. In order to reduce City and County staff overtime costs, da Vinci Days arranged for Festival take down activities to occur on Monday, July 18 rather than Sunday evening. Oregon State University contributed significant in-kind services and Kavinda Arthenayake served as OSU liaison and coordinated planning meetings with key OSU staff.

With the enthusiasm and expertise of members of the Festival's Sustainability Committee, da Vinci Days is leading local festivals in hosting a green event with recycling and composting program. This year was a continued step forward with greater participation by food vendors:

- recycled and composted over a TON of material (28 cubic yards)
- cut festival trash over 65% this year, after cutting in half last year
- the Green Team consisted of 79 recycling station volunteers who gave 196 hours to educate and assist attendees. This doesn't include the Boy Scout Troop 163, and OSU Campus Recycling coordinators and staff)
- the Green Star Pilot program, a voluntary program for food vendors interested in helping the festival further reduce waste was implemented

Other guest services included:

- Free Shuttles to Film Festival and Kinetic race venues on Saturday and Sunday.
- Free parking in all OSU parking lots.

- Extended free city bus service provided by the Corvallis Transit System on Festival weekend.
- Safety and Information area, located at the main entrance and the Children’s Village.
- Family Rest Area, located in the Children’s Village.
- Free bike valet, with parking for more than 800 bicycles.

Festival programs are categorized in six general areas, Art Activities and Exhibits, Children’s Village, Music & Performances, Races & Revelry, Science and Technology, and Film Festival. The following subsections provide a brief description of summer festival programs:

Art Activities and Exhibits

The Community Art Project committee continues to be a driving force in creating an early “buzz” about Festival involvement. The 2011 theme “Connect the Dots” had over 125 registered participants. Due to the rainy weather, actual art displayed was much lower, with approximately 80 projects displayed during the Festival weekend. The Sidewalk Chalk event was also virtually rained out but a hardy group of artists chose to participate on a rainy Saturday morning. Other highlights included the new Maker Place area and exhibits by eleven groups.

- | | |
|---|------------------------------------|
| Benton County Radio Control Club | Jeremy Smith and Friends |
| Corvallis Arts Guild- the da Vinci Draw | Willamette Valley Photo Arts Guild |
| Dizzy Hips Hula Hoop workshop | Willamette Ceramics Guild |
| Dynamic Aqua Arts | Willamette STAGE Company |
| Henna by Rebecca | Writers on the Range |
| International Plastic Modelers Society | |

Children’s Village

The Children’s Village entertained children and their families with twenty-one local and regional organizations offering hands-on science and art activities. The Amazama Juggling School and the Amazing Maze rounded out the dozens of free activities in this popular area. Children’s Village exhibitors were primarily non-profit organizations and are listed with other Festival partners in this report. The Children’s Village is a primary attraction for families with young children and is strictly a non-commercial area. There is no fee for exhibitors in the Children’s Village. Exhibitors provide their own activity, supplies, and staffing and da Vinci Days provides the canopy, tables, and chairs. This year, organizations were provided two weekend passes as part of their booth registration and required to purchase exhibitor passes for their volunteers.

Music and Performances

The primary costs for entertainment are performance fees, stage and sound equipment rentals and sound technician fees. This year, da Vinci Days worked with a booking agent for the main stage acts. This provided an opportunity to contract with bigger name performers as they travel through Oregon in July. Total expenses for this category were \$47,308, up \$9,222 from the prior year. 16 performance groups provided non-stop entertainment on two stages throughout the weekend. The Main Stage schedule included the Friday opening with the Young Dubliners and Saturday night featured multi-Grammy award winning Bobby McFerrin and the Yellowjackets.

The Shady Stage served as the daytime musical venue with a variety of performers on Saturday and Sunday featuring perennial favorite juggler extraordinaire Rhys Thomas and performances by local and regional groups from various musical genres.

A highlight of the strolling performances included Dizzy Hips, a Guinness World Record winning Hula Hoop performer. The Hula Hoop extravaganza invited attendees to a mini workshop and offered chances to win prizes.

Races and Revelry

The races and parades have become iconic events for Corvallis and da Vinci Days. Spectator attendance continues to grow and we appreciate the good flow of communication and coordination with OSU, City, and County staff on road closures and impacts on transit and parking in the Festival area.

Grand Prix Electrathon

Teams travel to Corvallis from around the Willamette Valley for the opportunity to promote electric powered vehicles and to race for cash prizes. The Electrathon course took place Saturday and Sunday morning at OSU's Reser Stadium parking lot.

Kinetic Sculpture Race

The Grand Kinetic Challenge race committee meets throughout the year to plan and organize the da Vinci Days race. There were 176 race volunteers and 94 racers. A total of 23 teams registered, eleven teams traveled to Corvallis from more than 50 miles away. Events at the Benton County Fairgrounds "Sand Dune", the Crystal Lake Sports Park "Mud Bog", and the North Willamette boat landing "River Exit" continue to be popular spectator locations. This event is iconic for da Vinci Days and as the economy continues to lag, racers are finding it more challenging to travel from California and Washington to participate. There were fewer teams and fewer overall racers this year due to the travel costs associated with participating. (Average cost for gas is \$300)

Leo's Kinetic Parade included entries from local organizations including local electric vehicle owners, big puppets, and a delegation of OSU International Students in their country's traditional dress. This year's parade participation and spectators were similar to the prior year and the parade continues to evolve as a community event.

Canine Frisbee Competition

Canine Frisbee is held in the open area of Madison Field and was held on Saturday morning with an estimated crowd of 200 spectators, consistent with the prior year.

Science and Technology

Astronomy Exhibit and Stargazing Party

The Heart of the Valley Astronomers hosted their annual exhibit at the Lower Campus with a hands-on display of telescopes. The Stargazing Party was held Saturday evening at Central Park after the Main Stage music performance.

Discover OSU

Ten exhibits were hosted by various colleges at OSU. This area provided people of all ages with dozens of interactive and educational displays.

FIRST Robotics

Local and regional high school FIRST Robotics teams and their mentors planned to participate in exhibition competitions on Saturday. Due to the rain, they were only able to set up a small information area. The mission of FIRST Robotics (For Inspiration and Recognition of Science and Technology) is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills.

Geocaching

GPS technology and the sport of geocaching were displayed again this year by local enthusiasts. This is considered a da Vinci Days program and there is no exhibitor fee charged. A total of 26 volunteers staffed this booth on Saturday and Sunday. Sunday provided a contest where participants were provided a card with waypoints and had to locate ten hidden caches around the Festival grounds and downtown.

Green Town

This well attended venue was open Friday evening through Sunday and featured 25 local and regional exhibitors to educate and inspire attendees to consider the environmental impacts of modern living. Exhibitors included the City of Corvallis, local businesses, educational and non-profit organizations. A highlight this year was the large installation by Gaia Nursery including a fountain and mini-labyrinth.

Keynote presentation

This year's keynote at The LaSells Stewart Center on the OSU campus was award winning documentary filmmaker Michael Epstein, presenting his film LENNONYC and discussing the impact of technology on art and our modern lives. An audience of 300 enjoyed the presentation and engaged in a brief Q&A session after the talk.

Film Screenings

Under the new leadership of Film Committee chair Kate Wasechek, the Film Festival triumphantly returned to the da Vinci Days weekend. Thirty-three films were screened, including Academy Award winning "God of Love." Venues included the *Majestic Theatre with seating for 300* and *Darkside Cinema with seating for 50*. Films were a very popular offering, in part due to the rainy weather. Some films were sold out at various times throughout the weekend.

MARKETING

Our marketing objectives are to invite participation in da Vinci Days through event participation and attendance and to draw more local attendees through increased publicity efforts including social media (blogs, twitter, facebook), printed collateral maximizing advertising dollars by utilizing matching funds from media sponsors where possible, cross-market with other local events, and increasing promotion outside the local area to attract out-of-town attendees.

The target audience for the festival is geographically located in the Willamette Valley and farther north and south along the I-5 corridor. Attendees are interested in learning new things and enjoy participating in cultural events while supporting their community. Out of town guests are participants in the events, family members of Corvallis residents, and leisure travelers who are attracted through travel web sites. Marketing consists of publicity activities, supplies, print collateral, and advertising. Actual marketing expenses were \$2,316

Print/Online Ads

Advertising expenses included print, radio, web, and television for a total cash investment of \$3,910 which was down this year due to the in-kind ad buy from Visit Corvallis for print and tv ads totaling \$3,065. All ad buys were leveraged with in-kind donations valued at \$16,000.

Publication	Distribution	Media
Oregon Events Calendar	Travel Centers throughout Oregon	Print
Corvallis Parks & Rec	40,000 households	Print
Co-op Thymes	Household circulation to 10,000 members	Print
Eugene Weekly	Circulation 40, 123	Print
Corvallis GT Community Bulletin	Circulation 35,000	Print
The Oregonian	Circulation 35,000	Print
The Alchemist		Print
Metro Parent	Circulation 22,000	Print
BiCoastal Media		Radio
OPB	380,000 weekly listeners	radio
KEZI TV	200,000 households	television
KWAX Radio	No data available	Radio
	No data available	Web
Corvallis Pedicab	No data available	Print

Publicity

More than a dozen publicity events and activities provided low-cost, high-touch opportunities to promote da Vinci Days. Multiple press releases were distributed to local, regional, and national media outlets. Sev Williams of Public Good PR provided professional public relations services to da Vinci Days including writing and distributing public service announcements, event advisories, and press releases.

Publicity Events

Eugene Celebration Parade	September
Port Townsend Kinetic Sculpture Race	October
Corvallis Christmas Parade	November
Corvallis Sustainability Coalition Town Hall	January
Earth Day Fair & Parade	April
Spring Garden Festival	May
Eureka Kinetic Sculpture Race	June
Corvallis Farmer's Market	June (two Saturdays)
Footwise window display	June & July (total 4 weeks)
Harrison Blvd banner display	July (2 weeks)
Book Bin window display	July (2 weeks)

Press coverage and calendar Listings

	URL/publication
Chamber Connections	www.cbcchambercoalition.com
Eugene Weekly	www.eugeneweekly.com
KEZI-TV	www.kezi.com/community
Oregon Art Beat	www.opb.org/programs/artbeat
KBOO community radio	www.kboo.fm/node/1793
KMTR-TV	www.kmtr.com/ugc/cat/calendar/default.aspx
KLCC Public radio	www.klcc.org/index.asp
Corvallis Sustainability Coalition	www.sustainablecorvallis.org
Visit Corvallis	www.visitcorvallis.org
Oregon Festival & Events Association	www.oregonfestivals.org
Travel Oregon	www.traveloregon.com

Website and Social media

We continue to work with ProWorks on our website. The artwork on the web pages was updated in April to reflect the new poster art and festival theme. Beyond marketing, an additional goal of the new site is to enhance operational efficiencies for registrations and ticket sales. Currently the website is used for ticket sales, volunteer interest, parade registration, performer applications, and film reviews by the Film Review committee.

In coordination with office staff, da Vinci Days volunteers provided a steady stream of Facebook profile updates and twitter feeds. The da Vinci Days Facebook page has 1,013 (up 300 from prior year) community members and #davincidays on Twitter has 297 followers.

Web analytics for www.davincidays.org during the week of prior to da Vinci Days:

Web site numbers:

- Between July 11-17, 2011
 - 62,196 page views from 10,043 unique visitors
 - 3676 visits total from Eugene, Portland and Seattle
 - 7499 visits from cities other than Corvallis
 - 15% of visits came from referrals (links to our site from other places)- this is weak- should aim for 50%
 - 70% came from search engines- this volume is good, but its % of total visits should be reduced.
 - Visits from www.visitcorvallis.com – 82
 - Visits from <http://angrychicken.typepad.com> – 80
 - Visits from <http://summer.oregonstate.edu/> - 87
 - 2360 visits from mobile devices

Photo Safari:

- Has generated 1070 general public viewable photos of the festival taken by the community (over the last 2 years)
- Ideas for next year: post event party, where photos can be displayed and award winners recognized.

SUMMARY

With more than twenty years of bridging the town and gown dynamic of Corvallis, da Vinci Days has become the iconic summer event for Corvallis. We have solid relationships with dozens of organizations, businesses, and the university and the “off season” months are spent exploring better ways to partner, showcase, and celebrate the community. For long term viability, the organization must continue to find new ways to build these relationships and attract out of town visitors to the event.

We continue to make new connections between organizations and support the efforts of our business, education, and non-profit partners. The ongoing support of our founding organizations, the City of Corvallis, Benton County, and OSU have been integral to our continued viability.

da Vinci Days, Inc.
Balance Sheet Prev Year Comparison
As of August 31, 2011

	Aug 31, 11	Aug 31, 10	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1001 - Petty Cash	27.72	49.74	-22.02	-44.3%
1003 - OSU Fed checking	74,215.80	100,613.12	-26,397.32	-26.2%
1005 - OSU Fed savings	4,838.18	4,835.67	2.51	0.1%
Total Checking/Savings	79,081.70	105,498.53	-26,416.83	-25.0%
Accounts Receivable				
1200 - Accounts Receivable	1,429.24	1,571.25	-142.01	-9.0%
Total Accounts Receivable	1,429.24	1,571.25	-142.01	-9.0%
Other Current Assets				
1250 - Merchandise Inventory	0.00	1,898.00	-1,898.00	-100.0%
1400 - Prepaid expenses	328.80	280.80	48.00	17.1%
Total Other Current Assets	328.80	2,178.80	-1,850.00	-84.9%
Total Current Assets	80,839.74	109,248.58	-28,408.84	-26.0%
Fixed Assets				
1501 - Donated Equipment	10,612.99	10,003.00	609.99	6.1%
1500 - Equipment	9,079.57	9,079.57	0.00	0.0%
1590 - Accumulated Depreciation	-12,250.57	-9,500.57	-2,750.00	-29.0%
Total Fixed Assets	7,441.99	9,582.00	-2,140.01	-22.3%
TOTAL ASSETS	88,281.73	118,830.58	-30,548.85	-25.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2200 - Deferred Revenue	0.00	14,421.00	-14,421.00	-100.0%
2310 - Wells Fargo LOC	30,963.12	30,969.33	-6.21	0.0%
Total Other Current Liabilities	30,963.12	45,390.33	-14,427.21	-31.8%
Total Current Liabilities	30,963.12	45,390.33	-14,427.21	-31.8%
Long Term Liabilities				
2330 - City of Corvallis- Loan	12,000.00	12,000.00	0.00	0.0%
Total Long Term Liabilities	12,000.00	12,000.00	0.00	0.0%
Total Liabilities	42,963.12	57,390.33	-14,427.21	-25.1%
Equity				
3100 - Unrestricted Net Assets	61,440.25	57,212.70	4,227.55	7.4%
Net Income	-16,121.64	4,227.55	-20,349.19	-481.4%
Total Equity	45,318.61	61,440.25	-16,121.64	-26.2%
TOTAL LIABILITIES & EQUITY	88,281.73	118,830.58	-30,548.85	-25.7%

da Vinci Days, Inc.
Profit & Loss Prev Year Comparison
September 2010 through August 2011

	Sep '10 - Aug 11	Sep '09 - Aug 10	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · *Contributions*	58,252.97	66,603.00	-8,350.03	-12.5%
4300 · * Program Revenue*	131,756.93	143,213.74	-11,456.81	-8.0%
4400 · Fundraising Events	0.00	1,814.16	-1,814.16	-100.0%
4500 · Festival Merchandise Sales	1,478.20	7,026.00	-5,547.80	-79.0%
4998 · Interest Income	40.86	30.39	10.47	34.5%
Total Income	191,528.96	218,687.29	-27,158.33	-12.4%
Cost of Goods Sold				
5600 · *Concessions*	3,930.50	0.00	3,930.50	100.0%
5500 · *Festival Merchandise*	1,898.00	5,339.80	-3,441.80	-64.5%
Total COGS	5,828.50	5,339.80	488.70	9.2%
Gross Profit	185,700.46	213,347.49	-27,647.03	-13.0%
Expense				
6100 · *Payroll Expenses	60,446.77	58,819.84	1,626.93	2.8%
6200 · Awards & Prizes	3,034.50	3,492.00	-457.50	-13.1%
6250 · Bank Fees	1,885.57	1,498.99	386.58	25.8%
6300 · Contracted Services	61,777.43	49,962.87	11,814.56	23.7%
6400 · Depreciation expense	2,750.00	2,463.33	286.67	11.6%
6450 · Dues & Subscriptions	125.00	145.65	-20.65	-14.2%
6500 · Equipment Rentals	25,754.60	25,320.31	434.29	1.7%
6650 · Facility Rentals	1,371.50	800.00	571.50	71.4%
6700 · *Hospitality	3,706.88	5,590.39	-1,883.51	-33.7%
6800 · Insurance	3,514.00	3,955.00	-441.00	-11.2%
6900 · Interest Expense	2,785.79	2,732.27	53.52	2.0%
6950 · IT Expenses	0.00	472.33	-472.33	-100.0%
7000 · Marketing & Publicity	17,683.78	32,844.56	-15,160.78	-46.2%
7100 · Occupancy-Rent	6,885.31	6,761.03	124.28	1.8%
7150 · Postage	517.59	833.06	-315.47	-37.9%
7200 · Printing & Publications	192.85	108.94	83.91	77.0%
7250 · Permits & Licenses	810.00	801.00	9.00	1.1%
7300 · *Professional Services*	2,155.50	1,898.75	256.75	13.5%
7400 · Scholarships & Donations	0.00	500.00	-500.00	-100.0%
7500 · Supplies	3,036.48	7,551.28	-4,514.80	-59.8%
7600 · Telephone & Web Communications	2,622.57	2,006.24	616.33	30.7%
7650 · Training & Development	522.00	219.00	303.00	138.4%
7700 · Travel & Mileage Reimburse	243.98	343.10	-99.12	-28.9%
Total Expense	201,822.10	209,119.94	-7,297.84	-3.5%
Net Ordinary Income	-16,121.64	4,227.55	-20,349.19	-481.4%
Other Income/Expense				
Other Income				
8000 · In-Kind Donations	75,714.92	88,435.25	-12,720.33	-14.4%
Total Other Income	75,714.92	88,435.25	-12,720.33	-14.4%
Other Expense				
8050 · In-Kind Marketing	15,999.80	33,498.00	-17,498.20	-52.2%
8055 · In-Kind Services	51,049.20	46,473.00	4,576.20	9.9%
8060 · In-Kind Supplies & Equip	8,665.92	8,464.25	201.67	2.4%
Total Other Expense	75,714.92	88,435.25	-12,720.33	-14.4%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-16,121.64	4,227.55	-20,349.19	-481.4%

daVinci Days Loan Agreement
MEMORANDUM OF UNDERSTANDING

Adopted February 28, 2005
Amended June 5, 2007

Attachment A

RECITALS

WHEREAS, daVinci Days requested the City of Corvallis provide a grant as bridge funding; and

WHEREAS, on February 22, 2005 the Corvallis City Council offered daVinci Days a loan with certain re-payment terms to provide bridge funding; and

WHEREAS, the Board of Directors of daVinci Days has accepted the loan; and

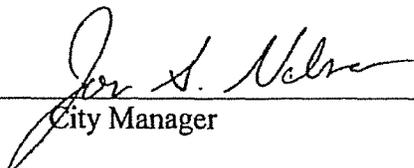
WHEREAS, the Board of Directors of daVinci Days has requested, and the City Council has accepted, a change in the original loan terms to revise the payback terms as identified below;

NOW, THEREFORE, the loan terms are set forth and agreed to as follows:

- A \$20,000 Loan at zero percent interest;
- Payback will be at the amount determined by the Board, but at a minimum will be \$2,000 per year;
- The members of the Administrative Services Committee will review the status of the loan each year (estimated to occur in May) in light of the annual report that daVinci Days provides to the City as part the Economic Development funding agreement;
- Concurrent with the filing of the annual report, da Vinci Days will submit a proposed amount and timing of annual payment to the Administrative Services Committee;
- The Administrative Services Committee will notify daVinci Days if the proposed amount and timing of the annual payment are not acceptable to Committee;
- At five years, the Administrative Services Committee will review and reconsider the terms of the note, if it has not been fully repaid.
- The City will be flexible on the date of re-payment each year, recognizing the somewhat unique cash flow issues the daVinci Days organization has.



Board Chair
DaVinci Days, Inc.
760 SW Madison Avenue, Suite 200
Corvallis, OR 97333



City Manager

EIN: 94-3085810

daVinci Days Loan Agreement
MEMORANDUM OF UNDERSTANDING

February 28, 2005

Attachment B

RECITALS

WHEREAS, daVinci Days requested the City of Corvallis provide a grant as bridge funding; and

WHEREAS, on February 22, 2005 the Corvallis City Council offered daVinci Days a loan with certain re-payment terms to provide bridge funding; and

WHEREAS, the Board of Directors of daVinci Days has accepted the loan;

NOW, THEREFORE, the loan terms are set forth and agreed to as follows:

- A \$20,000 Loan at zero percent interest;
- Payback will be based on one-half of the annual revenue above the current five-year projections provided by the daVinci Days Board to the Corvallis City Council in a request for funding, dated January 18, 2005;
- The members of the Administrative Services Committee will review the status of the loan each year (estimated to occur in May) in light of the annual report that daVinci Days provides to the City as part the Economic Development funding agreement;
- Concurrent with the filing of the annual report, da Vinci Days will submit a proposed amount and timing of annual payment to the Administrative Services Committee;
- The Administrative Services Committee will notify daVinci Days if the proposed amount and timing of the annual payment are not acceptable to Committee;
- At five years, the Administrative Services Committee will review and reconsider the terms of the note, if it has not been fully repaid.
- The City will be flexible on the date of re-payment each year, recognizing the somewhat unique cash flow issues the daVinci Days organization has.

Cynthia Solie 3/2/05
Board Chair

DaVinci Days, Inc.
760 SW Madison Avenue, Suite 200
Corvallis, OR 97333

Jon Nelson 3/2/05
City Manager

EIN: 94-3085810

Attachment C

ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
February 10, 2005

Present

Councilor Hal Brauner, Chair
Councilor Scott Zimbrick
Councilor Jerry Davis

Staff

Jon Nelson, City Manager
Nancy Brewer, Finance Director
Ken Gibb, Community Dev Director
Judy Somes, Community Development
Carla Holzworth, City Manager's Office

Visitors

Cynthia Solie, da Vinci Days, Inc.
Brenda Van Derelder, da Vinci Days, Inc.
Scott Canonico, da Vinci Days, Inc.
Michelle Boyd, Corvallis Tourism

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. da Vinci Days Funding Request			Utilizing Council Goals appropriations, approve a \$20,000 zero-interest loan to da Vinci Days. Repayment will be made from half of annual revenues in excess of what is projected in the five-year financial plan presented to ASC on February 10, 2005. da Vinci Days will present reports to ASC during the Economic Development Annual Reporting process. If the loan is not repaid within five years, then ASC and Council will reconsider the loan's terms and structure.
II. Economic Development Allocation Process for Fiscal Year 2005-06			Approve the Economic Development Allocations process and calendar as recommended by staff, with the following exceptions: <ul style="list-style-type: none">* Change the Presentations date to May 17* Return applications to those organizations who exceed the six page core narrative requirement, giving them five days to bring the narrative length into compliance.* Do not include the applicant feedback survey as part of the Allocations Committee's survey packet.
III. Other Business			

Chair Brauner called the meeting to order at 12:00 p.m.

CONTENT OF DISCUSSION

I. daVinci Days Funding Request (attachment)

Chair Brauner noted that the City Council referred da Vinci Day's request for \$20,000 to the Administrative Services Committee.

Cynthia Solie, da Vinci Days Board President, said the organization has always been committed to producing an exciting festival. Each year, da Vinci Days staff assesses the festival's successes and opportunities for improvement. Due to decreased funding over time, especially in corporate and public sponsorship, the Board has discussed many financial options, including changing admissions charges, venues, and festival dates, as well as increasing commercialization. Ms. Solie said program expenses have been cut as much as possible. She added that da Vinci Days, Inc. spoke to Carol Brewster, an expert from the University of Oregon, who suggested increasing involvement from Corvallis' major institutions. Ms. Solie noted that the request for funding is not a last minute emergency; funding issues have been discussed by the board over time. She said the City's \$2,500 contribution toward consultant fees is appreciated. The consultant has already generated great ideas and the organization is excited about the future.

Scott Canonico, da Vinci Days Treasurer, said expenses have remained steady, but revenue has declined. Income sources include corporate and public sponsorship, and attendance button sales. Ticket prices have not been increased since 2002. Public sponsorship, which includes funds from the City, Benton County, and Oregon State University, has steadily declined since 1993. It was noted that all three organizations provide in-kind contributions; the decline is in direct funding. Mr. Canonico said because there are no opportunities to reduce expenses without changing the festival's character, the organization plans to aggressively pursue revenue opportunities. da Vinci Days has retained a contingency-based fund raiser who brings the expertise needed to increase corporate sponsorship. With the consultant's help, the organization hopes to identify an optimal admission price that will attract the maximum number of people. Other strategies include adding commercial booths and improving marketing. Mr. Canonico closed by noting that the \$20,000 funding request is needed to resolve cash flow problems.

Ms. Solie said the organization is changing how it approaches sponsors in an effort to stimulate a sense of investment. She added venues have been sponsored that are not reflected in the da Vinci Days budget. In response to Councilor Zimbrick's inquiry, Mr. Canonico said da Vinci Days is meeting the terms of its loan.

Brenda Van Derelder, da Vinci Days Executive Director, started her new position on February 1. She said there is great community support for the festival and she is committed to nurturing relationships with volunteers and sponsors.

Councilor Zimbrick observed that the projected increase in corporate sponsorships is optimistic given the decrease in sponsorships over the last three years. He added that sponsors may not have had the funds to contribute or that they have not seen a return on their sponsorship investment. Ms. Solie agreed that sponsors need to see value in their contributions and thus, da Vinci days is changing its approach to soliciting sponsorship, as well as how sponsor recognition occurs.

The Committee discussed the funding sources outlined in the staff report. Councilor Zimbrick said he believes da Vinci Days needs an investment rather than a loan. However, he is concerned about the City's other financial needs relative to the da Vinci Days request. He agreed that the festival is important to Corvallis, but said he recommends loaning the money.

Councilor Davis said he did not believe a loan would help the organization, as it would just add more debt to da Vinci Days' existing liabilities. He agreed that the festival is important to the community.

Chair Brauner offered a compromise, suggesting a five-year, no interest loan. He added that half of any revenues generated beyond those shown in the financial plan could be used to repay the loan. If the loan is not repaid within five years, the Committee and Council would revisit the loan's terms and structure. Doing so gives da Vinci Days incentive to follow their plan and provides them with needed cash.

Councilors Davis and Zimbrick supported the idea, but Councilor Zimbrick asked what would be the secondary source of repayment. It was suggested that economic development funding could serve as that secondary safety net.

The Committee asked Ms. Solie if those terms were acceptable. She agreed to discuss it with the da Vinci Days Board and Mr. Canonico. Ms. Brewer said she will prepare a summary document for their review; a copy will be included in the Council packet.

The Committee unanimously recommends that Council approve a \$20,000 zero-interest loan to da Vinci Days utilizing Council Goals appropriations. Repayment will be made from half of annual revenues in excess of what is projected in the five-year financial plan presented to ASC on February 10, 2005. da Vinci Days will present reports to ASC during the Economic Development Annual Reporting process. If the loan is not repaid within five years, then ASC and Council will reconsider the loan's terms and structure.

II. Economic Development Allocation Process Fiscal Year 2005-06 (attachment)

Community Development Management Assistant Judy Somes said staff is seeking approval of the Fiscal Year 2005-06 Economic Development Allocation calendar and process. Ms. Somes reviewed the calendar that was attached to the staff report. She noted that the orientation session for organizations was voluntary last year, but was mandatory in prior years. She added that anyone can nominate citizen members to serve on the Allocations Committee. The Mayor will appoint them at the April 4 City Council meeting. Funding applications are due on March 31. Finance and Community Development staff will have one month to review the applications and follow up, if needed. Ms. Somes said organizations have promptly provided follow up information when requested, so missing information has not disqualified organizations in the past. Chair Brauner reminded the Committee that citizen members cannot be on the board of an organization requesting funding. Ms. Somes said the packet includes the names of board members to eliminate any potential perception of a conflict of interest. She added that the Allocations Committee orientation session will be held during the May 5 ASC meeting; packets will be distributed at that time.

Ms. Somes asked if the Committee wished to enforce the maximum six-page length requirement for the core narrative portion of the application. Last year, some organizations ignored the requirement. The Committee agreed that staff should notify organizations that the six -page requirement will be enforced. Those who do not comply will be given five days to re-submit their application. There is no length constraint for attachments and supplemental information.

Ms. Somes said the draft schedule proposes organization presentations on May 18 and deliberations on May 19. Evaluations from last year's process suggested giving more

Councilor Griffiths announced that the Committee will review the Renaissance on the Riverfront public right-of-way lease again February 23rd. Any lease term concerns should be forwarded to Mr. Rogers. She reported that one of the project's developers (Catherine Mater) is expected to request a cap on the lease rate – a provision included in the Portland, Oregon, lease. Councilor Griffiths said she has questions regarding this issue for the Committee meeting. She clarified that the Committee will discuss lease terms other than the lease rate.

The motion passed unanimously.

C. Administrative Services Committee – February 10, 2005

2. daVinci Days Funding Request

Councilor Brauner reported that the Committee, at the Council's direction, considered a request from daVinci Days for a \$20,000 grant to supplement the organization's cash flow. He said the Committee extensively discussed the request and alternatives. The Committee reviewed a five-year financial plan presented by the daVinci Days Board, which would meet the organization's expenses, generate revenue to pay expenses, and reduce the organization's current debt. To meet the plan's time line, the organization needs funds for cash-flow and outstanding expenses.

Councilor Brauner reported that the Committee discussed options ranging from an interest-bearing loan to a grant. Recognizing that a City-approved grant to one organization might prompt similar requests from other organizations, the Committee recommended an interest-free loan for \$20,000 to be repaid within five years via the revenue generated in excess of the organization's proposed budget. Some budget items might generate unanticipated revenue; incentive to generate such revenue would be in the form of a requirement that one-half of any revenue exceeding the budget be paid against the loan, and the other half be a cash-flow carry-over for the organization. The annual loan payments would be made when conducive with the organization's cash-flow needs, based upon a review of revenue in relation to the budget. If the loan is not repaid within five years, the City will review the loan terms and take appropriate action.

Councilor Brauner moved to utilize Council Goals appropriations and approve a \$20,000 interest-free loan to daVinci Days, with repayment to be made from one-half of annual revenues exceeding budget projections in the five-year financial plan presented to Administrative Services Committee February 10, 2005, and daVinci Days presenting annual reports to the Committee; if the loan is not repaid within five years, the Committee and the Council will reconsider the loan terms and structure. Councilor Zimbrick seconded the motion.

Councilor Griffiths opined that the recommendation represents a good "middle ground" and allows daVinci Days to proceed with its plans for 2005 without repaying a large amount. She believes the organization's projections are

conservative. She had hoped for a grant but acknowledged that such action is not appropriate at this time. She supports the motion before the Council.

The motion passed unanimously.

1. Economic Development Allocation Process Fiscal Year 2005-2006

Councilor Brauner reported that the Committee reviewed the calendar and procedures for the annual economic development allocations process. Staff proposed using the same process as in previous years with some "housekeeping" changes, two of which were based upon feedback from previous applicants and participant surveys.

Councilor Brauner moved to approve the economic development allocations process and calendar as recommended by staff, with the following changes:

- Change the presentations date to May 17, 2005;
- Return applications to organizations that exceed the six-page core narrative requirement, allowing five days for the organizations to bring the narratives into compliance; and
- Do not include the applicant survey as part of the allocations committee's survey packet.

Councilor Zimbrick seconded the motion. The motion passed unanimously.

A. Human Services Committee – February 8, 2005

1. Corvallis Neighborhood Housing Services First Quarter Report

Councilor Tomlinson reported that CNHS's Executive Director Jim Moorefield presented the agency's quarterly report to the Committee; the report was fine.

Councilor Tomlinson moved to accept the Corvallis Neighborhood Housing Services first quarter report. Councilor Hagen seconded the motion. The motion passed unanimously.

2. Fiscal Year 2005-2006 Social Services Funding Priorities, Funding Level, and Allocation Process

Councilor Tomlinson reported that the Committee reviews social service funding priorities each year and recommends continuing emergency and transitional services as priorities.

Councilor Tomlinson moved to approve the social service funding priorities of emergency and transitional services for Fiscal Year 2005-2006. Councilor Hagen seconded the motion. The motion passed unanimously.

Councilor Tomlinson referenced the Committee's discussions of needing "lead time" to consider changing funding priorities.