

AGENDA

**WILSONVILLE CITY COUNCIL MEETING
FEBRUARY 22, 2018
7:00 P.M.**

**CITY HALL
29799 SW TOWN CENTER LOOP
WILSONVILLE, OREGON**

Mayor Tim Knapp

Council President Scott Starr
Councilor Susie Stevens

Councilor Kristin Akervall
Councilor Charlotte Lehan

CITY COUNCIL MISSION STATEMENT

To protect and enhance Wilsonville’s livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

Executive Session is held in the Willamette River Room, City Hall, 2nd Floor

- 5:00 P.M. EXECUTIVE SESSION [10 min.]**
 - A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(h) Litigation
- 5:10 P.M. REVIEW OF AGENDA [5 min.]**
- 5:15 P.M. COUNCILORS’ CONCERNS [5 min.]**
- 5:25 P.M. PRE-COUNCIL WORK SESSION**
 - A. Urban Renewal - Year 2000 Amendment 11 (Kraushaar/Vance) [5 min.]
 - B. I-5 Undercrossing Change Order (Rappold) [5 min.]
 - C. Garden Acres Cross-section (Weigel) [10 min.]
 - D. C800 Cell Tower Lease Agreement (Kerber) [10 min.]
 - E. Integrated Pest Management (Kerber/Blankenship/Rappold) [20 min.]
 - F. Recreation in Industrial Zones (Neamtzu) [25 min.]
 - G. **Tourism Marketing Plan (Ottenad)** [15 min.]
- 6:55 P.M. ADJOURN**

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Thursday, February 22, 2018 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on February 13, 2018. Remonstrance and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

7:00 P.M. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance
- C. Motion to approve the following order of the agenda and to remove items from the consent agenda.

7:05 P.M. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on items *not* on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

7:10 P.M. MAYOR'S BUSINESS

- A. Upcoming Meetings

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7:15 P.M. COUNCILOR COMMENTS

- A. Council President Starr
- B. Councilor Stevens
- C. Councilor Lehan
- D. Councilor Akervall

7:25 P.M. CONSENT AGENDA

- A. **Resolution No. 2667**

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A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Braun Construction & Design LLC For The Charbonneau High Priority Utility Repair Phase III Project (CIP #7500). (Weigel)

- B. **Resolution No. 2668**

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A Resolution Of The City Of Wilsonville Authorizing A Change Order With 3Kings Environmental, Inc. For The I-5 Undercrossing Trail Improvement Phase I Project (CIP #9146). (Rappold)

7:30 P.M. PUBLIC HEARING

- A. **Ordinance No. 817**

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Formal Request to Move Hearing Date (Kraushaar/Vance)

7:35 P.M. NEW BUSINESS

- A. **Resolution No. 2665**

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A Resolution Authorizing The City Manager To Enter Into A Lease Agreement With Clackamas 800 Radio Group For The Use Of City-Owned Property On Level C Reservoir Parcel As A Wireless Communication Facility Tower Site. (Kerber)

- B. **Resolution No. 2669**

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A Resolution Of The City Of Wilsonville City Council Adopting The FY17/18 & 18/19 Tourism Promotion Marketing Plan. (Ottenad)

7:55 P.M. CONTINUING BUSINESS

- A. **Ordinance No. 812** – 2nd Reading

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An Ordinance Of The City Of Wilsonville Adopting The Coffee Creek Industrial Form-Based Code, Coffee Creek Design Overlay District Pattern Book And Related Comprehensive Plan And

Development Code Changes, And Repealing WC Section 4.134 Day Road Design Overlay District, For The Coffee Creek Industrial Master Plan Area. (Rybold)

B. **Ordinance No. 813** – 2nd Reading

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An Ordinance Approving The Willamette Intake Facilities Intergovernmental Agreement To Form The Willamette Intake Facilities Commission, An Intergovernmental Entity Formed Under ORS Chapter 190 Between Tualatin Valley Water District And The Cities Of Wilsonville, Hillsboro, Sherwood, Beaverton, And Tigard. (Jacobson)

8:05 P.M. CITY MANAGER'S BUSINESS

8:10 P.M. LEGAL BUSINESS

8:15 P.M. ADJOURN

INFORMATION ITEMS – No Council Action Necessary.

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Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated.) Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required at least 48 hours prior to the meeting. The city will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting: Qualified sign language interpreters for persons with speech or hearing impairments. Qualified bilingual interpreters. To obtain services, please contact the City Recorder, (503) 570-1506 or veliz@ci.wilsonville.or.us.



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: February 22, 2018</p>	<p>Subject: Resolution No. 2669 Adoption of FY17/18 & 18/19 Tourism Promotion Marketing Plan via Resolution No. 2669.</p> <p>Staff Member: Mark Ottenad, Public/Government Affairs Director; Mike McCarty, Parks and Recreation Director</p> <p>Departments: Administration; Park and Recreation</p>
<p>Action Required</p> <p><input checked="" type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1st Reading Date:</p> <p><input type="checkbox"/> Ordinance 2nd Reading Date:</p> <p><input checked="" type="checkbox"/> Resolution</p> <p>Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p>Advisory Board/Commission Recommendation</p> <p><input checked="" type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input type="checkbox"/> Not Applicable</p> <p>Comments: The Tourism Promotion Committee unanimously recommended adoption by City Council of the Tourism Promotion Marketing Plan, composed of Marketing Playbook and supporting marketing and advertising services.</p>
<p>Staff Recommendations: Staff recommends that Council adopt Resolution No. 2669.</p>	
<p>Recommended Language for Motion: I move to approve Resolution No. 2669.</p>	
<p>PROJECT / ISSUE RELATES TO:</p>	
<p><input checked="" type="checkbox"/> Council Goals/Priorities <input checked="" type="checkbox"/> Adopted Master Plan(s) <input type="checkbox"/> Not Applicable</p>	

ISSUE BEFORE COUNCIL:

City Council adoption of Resolution No. 2669 that implements the FY17/18 & 18/19 Tourism Promotion Marketing Plan, which is composed of:

1. The overarching FY17/18 & 18/19 “Marketing Playbook” dated February 2018; and
2. The implementing Scope of Work for specific Advertising & Marketing Services dated January 19, 2018.

EXECUTIVE SUMMARY:

The resolution advances the City's *Tourism Development Strategy* by implementing Council-directed tourism promotion marketing objectives. In June 2017, the City Council adopted the *FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*.

This "One-Year/Five-Year Action/Implementation Plan" specifically called for obtaining the professional services of a Tourism Development and Operations Consultant to develop a tourism branding strategy and to advance a business and marketing plan with a focus on Wilsonville tourism branding, marketing and online/Internet website products and processes. The Plan also called for the Tourism Development and Operations Consultant to undertake a Visitor Profile Study, among other efforts.

Pursuant to the One-Year/Five-Year Action/Implementation Plan, the City obtained the services of a Tourism Development and Operations Consultant to work with the Tourism Promotion Committee to develop a tourism branding and marketing promotion plan. The resolution adopts the FY17/18 & 18/19 Tourism Promotion Marketing Plan that was advanced by the Plan.

BACKGROUND INFORMATION:

The City undertook a Request for Proposals (RFP) process in summer 2017 to obtain the professional services of a Tourism Development and Operations Consultant to develop the tourism marketing promotion plan, which is composed of 1) a general, overarching "Marketing Playbook" Plan and 2) a specific set of advertising and marketing promotional deliverables for print, online and social media formats. The successful proposer for the Tourism Development and Operations Consultant was Vertigo Marketing of Bend, which has also worked extensively on tourism promotion with Visit Bend and Visit Port Angeles, among other cities.

Working from August 2017 through January 2018 with the Tourism Promotion Committee, the Tourism Development and Operations Consultant, Vertigo Marketing, developed the "Marketing Playbook" Plan, which was approved by the Committee on January 30, 2018. This marketing plan includes background information on tourism's economic impact of visitor expenditures, a plan for tourism promotion for Wilsonville using print and online advertising, a set of goals and objectives, a Strength-Weaknesses-Opportunities-Threat (SWOT) analysis, metrics of success, a logo and style branding guide and ad campaigns and media buys. The "FY17/18 & 18/19 Marketing Playbook," dated February 2018, for the FY17/18 & 18/19 Tourism Promotion Plan is appended as Exhibit B.

Vertigo Marketing also developed the accompanying Scope of Work for specific Advertising & Marketing Services that implements the overarching "Marketing Playbook" Plan. The Advertising and Marketing Services Scope of Work was approved by the Tourism Promotion Committee on December 12, 2017. The RFP process contemplated the Tourism Development and Operations Consultant undertake implementation of the marketing plan developed by the Consultant. The initial contract with Vertigo Marketing only covered the first portion of the work stated in the RFP that is, developing the marketing plan. Upon adoption by the City Council of the Tourism Promotion Marketing Plan, staff anticipate negotiating with Vertigo Marketing regarding the second phase of the work contemplated in the RFP, which implements the Tourism Promotion Marketing Plan. The "Scope of Work for Advertising & Marketing Services," dated January 19, 2018, for the FY17/18 & 18/19 Tourism Promotion Marketing Plan is appended as Exhibit C.

By way of additional background, state law, ORS 320.300 to 320.350, requires that local governments charging a transient lodging tax spend a set percentage on various tourism-related programs, including tourism promotion, which includes any of the following activities:

- “(a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;
- “(b) Conducting strategic planning and research necessary to stimulate future tourism development;
- “(c) Operating tourism promotion agencies; and
- “(d) Marketing special events and festivals designed to attract tourists.” ORS 320.300 (7)

CURRENT YEAR BUDGET IMPACTS:

The City’s FY 2017/18 Budget dedicates fifty percent of anticipated transient lodging tax revenues to tourism, for a total of \$200,000 budgeted. The proposed Tourism Promotion Marketing Plan covers two fiscal years, the current FY17/18 and next year’s FY18/19. The current year budget is adequate for the tasks outlined to occur in FY 17/18. As the budget is developed for FY18/19, the needs of this Marketing Plan will be included.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 2/9/2018

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 2/12/2018

CITY MANAGER COMMENT

Council adoption of the resolution advances the City’s *Tourism Development Strategy* by implementing a two-year Tourism Marketing Promotion Plan.

EXHIBITS:

- A. Resolution No. 2669 A Resolution of the City of Wilsonville City Council Adopting the FY17/18 & 18/19 Tourism Promotion Marketing Plan
- B. “FY17/18 & 18/19 Marketing Playbook,” dated February 2018, for the FY17/18 & 18/19 Tourism Promotion Marketing Plan
- C. “Scope of Work for 2018/2019 Advertising & Marketing Services,” dated January 19, 2018, for the FY17/18 & 18/19 Tourism Promotion Marketing Plan

RESOLUTION NO. 2669

A RESOLUTION OF THE CITY OF WILSONVILLE CITY COUNCIL ADOPTING THE FY17/18 & 18/19 TOURISM PROMOTION MARKETING PLAN.

WHEREAS, the City Council adopted, on May 5, 2014, the *Wilsonville Tourism Development Strategy* (“Strategy”), which set forth a blueprint for implementing a tourism strategy for the greater Wilsonville community, including forming a Destination Marketing Organization (DMO) or committee to develop and promote tourism; and

WHEREAS, the City Council adopted, on June 15, 2015, Resolution No. 2541 to establish the Tourism Promotion Committee that, among other duties, is to oversee the implementation of the Strategy and develop an annual business plan; and

WHEREAS, the City Council adopted, on June 19, 2017, the second annual *FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* (“Plan”), that called for:

Developing the tourism promotion program organizational framework and staffing resource by acquiring the professional services of a Tourism Development and Operations Consultant contractor to advance the Strategy and the Plan.

Advancing tourism promotion marketing by working with the Tourism Development and Operations Consultant contractor to develop a tourism branding strategy and a marketing promotion plan with a focus on Wilsonville tourism branding, marketing and online/Internet website products and processes.

Furthering study efforts for the City to advance tourism development, including a visitor profile study; and

WHEREAS, the City undertook a Request for Proposals process in 2017 that resulted in the City awarding a professional services agreement to Vertigo Marketing LLC for acting as the Tourism Development and Operations Consultant to advance tourism efforts, including developing a tourism branding strategy and a marketing promotion plan; and

WHEREAS, acting in their capacity as Tourism Development and Operations Consultant, principals of Vertigo Marketing worked from August 2017 through January 2018 with the Tourism Promotion Committee to develop a comprehensive Tourism Promotion Marketing Plan; and

WHEREAS, the Tourism Promotion Committee approved the FY17/18 & 18/19 Tourism Promotion Marketing Plan on December 12, 2017, and January 30, 2018, composed of the “FY17/18 & 18/19 Marketing Playbook” Plan dated February 2018 and supporting “Scope of Work 2018/2019 Advertising & Marketing Services” dated January 19, 2018.

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

1. The City Council adopts the FY17/18 & 18/19 Tourism Promotion Marketing Plan composed of the “FY17/18 & 18/19 Marketing Playbook” Plan, dated February 2018, and supporting “Scope of Work 2018/2019 Advertising & Marketing Services,” dated January 19, 2018, to implement the *Wilsonville Tourism Development Strategy*.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting on February 22, 2018, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall



CITY OF WILSONVILLE
FY17/18 & 18/19 MARKETING PLAYBOOK
FEBRUARY 2018



WILSONVILLE
OREGON

A Component of the FY17/18 & 18/19 Tourism Promotion Marketing Plan



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FEBRUARY 2018

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WHO IS VERTIGO?

VERTIGO MARKETING is a full-service innovative marketing agency dedicated to enhancing Wilsonville's economy by attracting as many visitors as possible to the City, and once they're here, ensuring those visitors spend as much money as possible with local businesses.



TOURISM BY THE NUMBERS

76 PERCENT

VISITORS FROM OUT-OF-STATE ACCOUNT FOR 76% OF OVERNIGHT SPENDING WITH 64% OUT-OF-STATE AND 12% INTERNATIONAL

\$10.8 BILLION

SPENT BY VISITORS IN THE STATE OF OREGON LAST YEAR

10-15

NUMBER OF TIMES BEFORE SOMEONE NOTICES YOUR MESSAGE AND FOLLOWS YOUR CALL TO ACTION

28.4 MILLION

DEAN RUNYAN ESTIMATE OF OVERNIGHT VISITORS LAST YEAR

31:1

ROI FOR DESTINATIONS THAT INVEST IN DESTINATION MARKETING AND PROMOTION

\$11.3 BILLION

AMOUNT TRAVELERS INJECTED INTO THE STATE'S ECONOMY LAST YEAR

\$507 MILLION

AMOUNT THE TRAVEL INDUSTRY GENERATED IN STATE AND LOCAL TAX REVENUE LAST YEAR

109,000

JOBS CREATED IN THE STATE OF OREGON FROM TOURISM LAST YEAR

\$1 INTO \$237

LONGWOODS AD ACCOUNTABILITY STUDY SHOWS THAT OREGON'S ADVERTISING GENERATES \$237 IN VISITOR SPENDING FOR EVERY \$1 INVESTED



VERTIGO MARKETING'S COMPASS

MISSION

Vertigo Marketing's mission is to enhance the economic vitality of the community by promoting Wilsonville as a year-round visitor and event destination by maximizing collaborative partnerships, efficiently activating lodging tax revenue into effective marketing programs, and cultivating an exceptional visitor experience.

VISION

The vision is to provide the best delivery of tourism promotion services and information to Wilsonville visitors, to be the tourism marketing resource of choice for businesses in Wilsonville, and to establish sound financial management practices for public tourism tax dollars.

PURPOSE

Explore Wilsonville is an economic development organization whose function is to create an effective mix of marketing programs which are designed to produce a positive economic impact of visitor spending and lodging occupancy in Wilsonville.

Developing and implementing these programs results in enhancing the City's livability by providing year-round employment and attracting new business growth and relocation. Explore Wilsonville promotes the entire City and works in partnership with all sectors of Washington and Clackamas Counties, and Travel Oregon.

VALUES

- Stewardship of Public Funds
- Optimum Trust and Relationship with the Citizens of Wilsonville, the City Staff, the Tourism Promotion Committee, and Wilsonville City Council
 - Innovation, Creativity and Excellence in All That We Do
 - Collaboration with Key Partners
 - Highest Level of Ethical Standards
- Reflect the Family-Friendly, Inclusive, and Welcoming Nature of the Community

THE MARKETING MODEL (aka The Community Tourism Funnel)

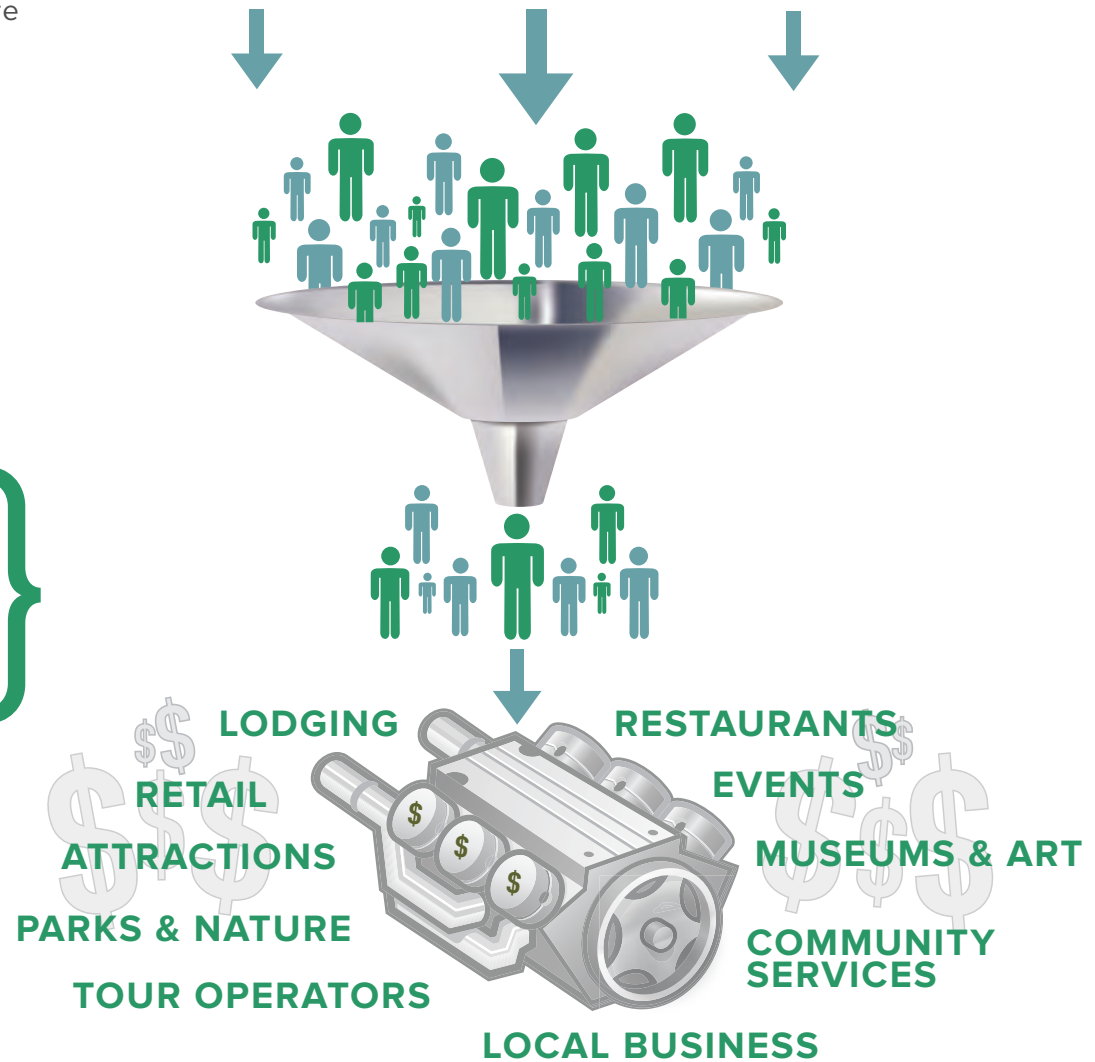
Virtually everything Vertigo Marketing does is designed to drive traffic to Wilsonville and EXPLOREWILSONVILLE.COM. Vertigo's marketing model is founded on the fundamental strategy of generating customers through a comprehensive mix of **MARKETING** and **PUBLIC RELATIONS** programs, then driving those customers to EXPLOREWILSONVILLE.COM where they are connected to Wilsonville's tourism stakeholders.

As a non-membership, City funded tourism website, Explore Wilsonville offers **free listings on EXPLOREWILSONVILLE.COM** to tourism stakeholders to ensure transient lodging tax dollars benefit the entire tourism industry.

The premise is, we attract visitors to Wilsonville and provide opportunities for local businesses to convert those visitors to customers.

EXPLOREWILSONVILLE.COM is the engine that converts marketing efforts to revenue for local businesses.

RESPONSIVE WEBSITE • PRINT ADS • SOCIAL MEDIA • DIGITAL MARKETING • VISITOR GUIDE • PR • PHOTO/VIDEO



**PRINT
COLLATERAL**
ADS | VISITOR GUIDE

WEBSITE
EXPLOREWILSONVILLE.COM

REPORTING
OCCUPANCY
ONLINE | SOCIAL | PR
ACCOUNTING

IMAGERY
PHOTOGRAPHY | VIDEO

DISTRIBUTION
VISITOR GUIDE FULFILLMENT

**MARKETING
STRATEGY**
OFF-SEASON
PROMOTIONS

ADVERTISING
PRINT | DIGITAL | SOCIAL | SEO

**EVENT
PROMOTION**
FESTIVALS | SPORTS
CULTURAL | CONCERTS

**SOCIAL
MEDIA**
ENGAGEMENT & CHANNEL
GROWTH

**LEAD
GENERATION**
LIST BUILDING

CREATIVE
COLLATERAL | BRANDING
MARKETING

FY17/18 & 18/19 GOALS & OBJECTIVES

- Achieve growth in lodging tax revenue.
- Launch Explore Wilsonville's tourism advertising campaign.
- Develop a comprehensive media schedule to advertise the City and its events to potential visitors.
- Rebrand current website to enhance the visitor experience and align with destination branding.
- Position the City as a compelling tourist destination in the Willamette Valley.
- Work with community partners to increase visitor traffic during key events throughout the year.
- Increase visitor count during the shoulder and winter seasons.
- Work with City staff and the City's Tourism Promotion Committee to maximize exposure to visitors at a reasonable cost.
- Grow meeting and convention business, and bleisure travel.
- Improve communication and collaboration with Clackamas County Tourism & Cultural Affairs, Washington County Visitors Association, and Travel Oregon.





SWOT ANALYSIS

Wilsonville's **STRENGTHS**, **WEAKNESSES**, **OPPORTUNITIES**, and **THREATS**.

STRENGTHS

- A nexus for outdoor activity, attractions and lifestyle
- Nature & outdoor recreation, history, heritage, art and culture
- Premier shopping nearby (Outlets, Bridgeport)
- Easy access and central location to Oregon's two largest cities: Portland and Salem *
- Affordable lodging and hotels
- Free parking
- Agri-tourism opportunities (wineries, farms)
- Friendly community, safe, clean, modern
- Parks, trails, open spaces, urban amenities, rivers, close proximity to the Pacific Ocean and Mt. Hood
- Commercial attractions (World of Speed, Family Fun Center & Bullwinkle's) and regional events (equestrian, sports)
- Hilton Garden Inn opening (first 4-star hotel in Wilsonville)
- Holiday Inn hotel and facility update and remodel

WEAKNESSES

- Low tourism volume during shoulder season (October - May)
- Not recognized as a tourist destination
- Lack of: a) multi-purpose facility for recreational and entertainment activities, b) large meeting space, c) a downtown core d) businesses with local flavor
- Lack of lodging inventory and luxury/resort style lodging options
- Difficulty converting business travelers into repeat leisure travelers
- I-5 / I-205 traffic congestion
- Unrecognizable I-5 strip city
- No visitor center or central kiosk for visitor information

OPPORTUNITIES

- Increase tourism during shoulder season and winter months
- Convert business travelers into leisure travelers (extended stays)
- Enhance recreational amenities (facilities, trails, parks, agri-tourism)
- Town Center redevelopment, Bike/Pedestrian Bridge projects
- Proximity: agri-tourism, wine country, I-5 and light rail access, Portland and Portland International Airport (PDX), Salem, Willamette River, the Pacific Ocean, Mt. Hood, etc.

THREATS

- Downturn in national economy and consumer confidence
- Increase in regional marketing from competitive destinations
- 21 hotels opening in the Portland metro area
- Multi-use center opening in Hillsboro

HOW WE MEASURE SUCCESS

Vertigo Marketing uses several metrics to gauge the ebb and flow of Wilsonville's tourism industry and to evaluate the effectiveness of the City's marketing efforts. When viewed cumulatively these metrics provide a reliable approximation of the health of the industry and the effectiveness of Vertigo's programs and services. **Listed below are the primary TOURISM METRICS Vertigo Marketing uses with a brief description of each.**

TRANSIENT LODGING TAX (TLT) TLT collections serve as the primary metric Wilsonville uses to measure the ebb and flow of the tourism industry. Due to the demand driven nature of lodging pricing (the higher the demand, the higher the lodging rates), TLT collections provide a **BLENDED METRIC** of rate and occupancy that effectively approximates the overall demand for a destination's lodging inventory.

CITYWIDE LODGING OCCUPANCY Citywide lodging occupancy is the percentage of available lodging units occupied for a defined period of time. Smith Travel Research (STR) occupancy data is the industry standard used by most lodging companies, including Vertigo Marketing. Along with TLT data, citywide occupancy data helps Vertigo measure the health of the City's tourism industry.

WEBSITE TRAFFIC TO EXPLOREWILSONVILLE.COM Vertigos' marketing model is designed to drive potential visitors and leads to ExploreWilsonville.com where they are converted to customers for local businesses and attractions. As a result, the volume of visitors to the Explore Wilsonville website is a key metric used to evaluate interest in the destination and the effectiveness of our marketing.

REFERRAL TRAFFIC FROM TOURISM WEBSITE TO STAKEHOLDER WEBSITES

ExploreWilsonville.com is designed to convert Vertigo's marketing efforts to revenue for local businesses. Therefore, the volume of website referrals sent from ExploreWilsonville.com to tourism stakeholders' websites is a primary metric used to evaluate the effectiveness of Vertigo's marketing.

LEAD GENERATION & LIST GROWTH Direct marketing is key to driving awareness and visits to a destination. Vertigo is proposing several initiatives to start collecting "opt-in" email addresses, mobile phone numbers and mailing addresses for future marketing.

SOCIAL MEDIA ENGAGEMENT Vertigo will rebrand and launch social media channels for Explore Wilsonville in order to build awareness of the tourism assets found within and outside of the City. Multiple social media channels allow us to monitor what is being said about Wilsonville—good or bad—and engage with not only potential visitors, but writers, bloggers and media for public relations opportunities.

SURVEY COLLECTION Survey information can be collected via the website and questions/quizzes posted on Facebook.

FY17/18 & FY18/19 PLAN

Vertigo Marketing is firmly focused on achieving the goals and objectives reflected on page 8. The following **9 KEY STRATEGIES** provide a summary of Vertigo's primary efforts that will be activated to achieve those objectives. Each of these strategies and tactics will be initiated in 2017 and will continue to be executed and enhanced through the conclusion of fiscal year 2018/2019.

1: DESTINATION BRAND MARKETING

Establish a compelling tourism strategy and brand for Wilsonville. Advertising the Wilsonville tourism experience through mass media represents Vertigo's largest expenditure & a primary driver of traffic to ExploreWilsonville.com.

2: CITYWIDE EVENTS, CONVENTIONS, AND CONFERENCES

Courting citywide events and groups is important to improve non-summer tourism & introduce new visitors to the destination. Increasing the length of stay with the business traveler is a priority.

3: DIRECT MARKETING

Design a unique and engaging Visitor Guide for Wilsonville to fulfill website requests and distribute at various events and establishments. Create marketing messaging to specifically grow our opt-in database (lead generation), which will cultivate long-term customer relationships, awareness, and positive word-of-mouth. FY17-18 will focus on lead generation and list development. Consistent email marketing communications will begin in FY18/19.

4: PUBLIC RELATIONS

Working with our regional DMO partners to host journalists is an effective way to market Wilsonville. Explore Wilsonville will also launch its own PR initiative which includes strategy, research, pitching, press release writing, and wire distribution.

5: WEBSITE AND DIGITAL MARKETING

The ExploreWilsonville.com website is the most important part of Vertigo's marketing mix. Ensuring Wilsonville tourism is supported by a robust and informative tourism website is Vertigo's most important job. Wilsonville's social media strategy, engagement, and search engine optimization (SEO), and search engine marketing (SEM) efforts extend and reinforce the Wilsonville campaign and brand.

6: COMMUNITY PARTNERSHIPS

Establish marketing relationships with community partners and tourism stakeholders that will extend Wilsonville's marketing reach and validate the destination.



7: TOURISM LEADERSHIP

Allocating time & resources to make the City an active participant in the community, region, and state enables Wilsonville to be a broader value to the community, and ensures Wilsonville's tourism industry is represented in important regional tourism conversations and planning.

8: RESEARCH

Investing in research enables Vertigo to deliver on the commitment to be a data-driven organization. Additionally, the research is made available to the public—at no cost—to assist with business & economic development efforts.

9: FINANCIAL MANAGEMENT

Vertigo is focused on achieving excellence in transparent financial management & stewardship of public funds. This is an ongoing and unwavering priority for the City of Wilsonville as well as Vertigo's partners.

THE LOGO

EXPLORE
WILSONVILLE.COM

A POCKET (OF FUN)



STYLE GUIDE

Logo Usage

Preferred Logo



One Color Application



Reversed - Four Color



Reversed - One Color



Sample Typography

Design Element

FARMLANDIA FARM LOOP

POCKET TRIP

Take a self-guided tour of 18 farms between Wilsonville & Portland. Catch a cooking class or aDinners in the Field event where you'll nosh on fresh local food & Oregon wine.

Fonts Applied:

FARMLANDIA FARM LOOP - Phalanx Bold

EXPLORE WILSONVILLE - Hanley Sans

POCKET TRIP - Hanley Sans Inline

Other Font Applications:

Take a self-guided tour - Skia

Four Color Application



C/M/Y/K
80/17/77/3

C/M/Y/K
51/5/44/0

C/M/Y/K
33/27/27/0

C/M/Y/K
28/84/58/14

HTML Color - Hex Triplet



Hex
#2c9966

Hex
#81c1a2

Hex
#afadad

Hex
#a44552

Identity Do's and Don'ts

- To ensure that the logo maintains its legibility and integrity within any environment, it should be surrounded by an area that remains clear of distracting text or graphic elements.
- The entire logo must appear in the specified color(s), do not use different colors for each word.
- The logo is always to remain stacked.
- If used in a lineup, logos should always be used with a border. Do not deviate from the color standards set forth here.
- Do not stretch or skew the logo when resizing.
- Logos should always be scaled proportionately. The smallest a logo can be is 2" wide to maintain legibility. It can be scaled larger as appropriate for project piece.
- Use caution when using supportive statements or headlines in conjunction with the logo or supporting artwork on material. Allow for ample space around each element.

Embroidery

- The stacked "Explore Wilsonville" logo must always be embroidered in the appropriate Robinson Anton Thread Colors unless the logo is being reproduced "tone-on-tone" (i.e. the same color as the apparel) or in One Color (i.e. black on white)
- If embroidering on a black or dark background, the text may be reversed to white.

CREATIVE BRIEF

CLIENT: WILSONVILLE / CATEGORY: DESTINATION/TRAVEL

BRAND ESSENCE

Wilsonville is...

Central.
Natural.
Pristine.
Safe.

UNIQUE SELLING PROPOSITION (USP) BENEFIT UNIQUE TO THE BRAND

- Affordable
- Family-friendly
- Walkable & bikeable
- Farm Fresh
- Nature & Culture-rich
- Minutes from downtown Portland
- Minutes from wine country
- Minutes from nature, historical landmarks, parks & a river
- Minutes from premier shopping
- Minutes from family-friendly attractions

tone of voice

Fun-loving, enlightening, and exuberant

IMAGERY AND VISUALS

Unique, playful graphics and photography

Emphasize central location -- communicate where Wilsonville is and how accessible we are
Excursions within the City and out (refer to Geography map on PAGE 23)

WHAT DO WE WANT PEOPLE TO THINK OR FEEL AFTER EXPERIENCING THE ADVERTISING?

Curious / Informed / Captivated

TARGET AUDIENCE & PERSONALITY

Adapt to the travel desires and emerging trends of millennials, young families, dynamic empty-nesters and urban singles. The audience is “experience-hungry travelers”; they are active explorers seeking authentic experiences and one-of-a-kind memories for themselves and their families.

They want to spend more time in nature and green spaces whether splashing in a river, hiking along a trail, or golfing on a green. They want to bike through wine and farm country tasting fresh food and sipping wine along the way. They want to hunt for bargains at the Woodburn Outlets or stroll by some of Oregon's best stores at Bridgeport Village. Summers will inspire family time with putt-putt golf, a ride on a zipline, picnics in a park, outdoor movies, live music, and hot days spent running through a sprayground. Fall and winter days are best spent inside exploring a museum built for speed, battling it out in an interactive 3D movie experience, or opting for an old school game of Pac-Man at the Family Fun Center.

For them, travel is an act of curiosity and inspiration, time to reconnect and disconnect all at the same time, commune with nature and delight in the explorer’s mindset.

MEDIA & EXECUTIONAL CONSIDERATIONS

Website, Print, Paid and Organic Social Media, Digital Marketing, Search engine optimization (SEO)/Search engine marketing (SEM), Email Marketing, and Visitor Guide

GEOTARGET MARKETS

Oregon I-5 Corridor
Seattle/Tacoma
Bend

COMPETITION

Greater Portland Metro Area
Willamette Valley wine country communities
Oregon Coast

CREATIVE BRIEF/CAMPAIGN STRATEGY

WILSONVILLE - AREA ASSETS

Family Fun Center
 World of Speed Motorsports Museum
 Evergreen Aviation and Space Museum
 Golf, Disc Golf
 Cycling, Mtn. Biking, Cyclocross
 Wineries
 Breweries
 Farmlandia Farm Loop
 Farmers Markets
 Willamette River (boat, kayak, canoe, float)
 Shopping (Woodburn Premium Outlets & Bridgeport Village)
 Public Art Tour (bike or walk)
 Parks & Nature Trails
 The Country Classic Equestrian Events
 Sports Tournaments
 Water Features (splash parks)
 Transit Bus & Rail Access into Portland
 Champoeg Heritage Area (Park)
 Memorial Park and Graham Oaks Nature Park
 McMenamins Old Church & Pub
 Oregon Korean War Memorial, Town Center Park
 International Dining: Wilsonville & Woodburn
 Ice Age Tonquin Trail
 Off-Leash Dog Park
 Skate Park
 Historic Butteville General Store
 Pioneer Cemeteries
 SMART Trolley Tours
 Aurora town and Old Colony Museum
 Antique Powerland Museum
 Swan Island Dahlias
 Wilsonville Festival of the Arts
 Wilsonville Brewfest
 Fun in the Park
 St. Paul Rodeo
 Aurora Colony Day
 Movies in the Park
 Clackamas County Fairgrounds
 Wilsonville Rotary Concerts
 Clackamas County Fair & Rodeo
 Woodburn Tulip Festival
 Mud, Sweat & Beers Brewfest & Run (Woodburn)
 Tulip Trail Run (Woodburn)
 Dinners in the Field
 French Prairie Farm Fest events
 Strawberry Social
 Kiwanis Kids Fun Run
 Thanksgiving in Wine Country Festival
 Terrain Racing Events

THE CHALLENGE

How do you distinguish Wilsonville from the other Portland Metro suburb cities like Tigard or Tualatin?
 To most, Wilsonville is one of those unrecognizable I-5 freeway strip cities that sits between Portland and Salem.

THE BIG QUESTION

How do you define a tiny city that's tucked between one of the country's coolest cities and one of the top wine regions in the world?

CAMPAIGN CONCEPT

Pocket Trips

CAMPAIGN TAGLINE

A POCKET (OF FUN)

AD COPY SAMPLE

In 19-miles you could be ... feasting.

Every March, gastronomers flock to feast during Portland's Dining Month where three-course meals are a mere \$29. Settle in our pocket city for the weekend and save a bundle on lodging compared to Portland hotels. Visiting is easy & parking is free.

ExploreWilsonville.com.

POCKET TRIP SAMPLES**MID-CENTURY MEETINGS**

Book a different kind of meeting space in Wilsonville. A mid-century mod lounge and bar area is a refreshing surprise just upstairs from a world-class museum surrounded by things that go VROOM!

FARMLANDIA FARM LOOP

Take a self-guided tour of 18 farms between Wilsonville & Portland. Catch a cooking class at Middleground Farms or sign up for an upcoming Dinners in the Field where you nosh on fresh seasonal food & Oregon wine.

CAMPAIGN STRATEGY

WILLAMETTE VALLEY WINE COUNTRY

Escape to 300+ wineries in an award-winning wine region. Within 5-miles of Wilsonville you can simply sip or go grape stomping at a working winery.

WHY THIS WORKS

Wilsonville has plenty of unique stories to tell - this is what the experience hungry traveler wants.

Not your ordinary visuals and a “pocket visitor guide” highlights why Wilsonville will be a preferred destination for eco-travelers, families, sports teams, meetings & business travel.

We will leverage highly searched vacation locales (like Portland and Willamette Valley) to gain exposure for Wilsonville on the web with our pocket trip articles.

REGIONAL MAP



**WILSONVILLE
OREGON**



MOOD BOARD



AD SAMPLES

FARMLANDIA FARM LOOP

POCKET TRIP



Take a self-guided tour of 18 farms between Wilsonville & Portland. Catch a cooking class or a Dinners in the Field event where you'll nosh on fresh local food & Oregon wine.

EXPLORE WILSONVILLE.COM

WILSONVILLE OREGON
POCKET TRIPS

A POCKET (OF FUN)




Sample Print Ad #1

world of speed motorsport museum | a pocket trip

Oregon's newest and coolest experience for all ages. Get behind the wheel and feel like you're racing a NASCAR, Formula or Indy car!

EXPLOREWILSONVILLE.COM



<p>world of speed motorsport museum a pocket trip</p> <p>Oregon's newest and coolest experience for all ages. Get behind the wheel and feel like you're racing a NASCAR, Formula or Indy car!</p> <p>EXPLOREWILSONVILLE.COM</p>	<p>oregon city municipal elevator</p> <p>oregon city municipal elevator</p> <p>First built in the top of the regional historic landmark, Oregon City Municipal Elevator offers panoramic views of the Willamette River and Wilsonville Park.</p> <p>Oregon City, OR downtownoregoncity.org</p>	<p>wooden shoe tulip farm</p> <p>Join us in April for acres of stunning beauty, summer sunsets, beautiful views, and October for fondly fun.</p> <p>Clatsop, OR 503-712-0005 • woodenshoes.com</p>
		
<p>Portland</p> <p>oregon's mt. hood territory</p> <p>100 ways to play</p> <p>mt. hood territory.com</p>		
<p>end of the oregon trail</p> <p>interactive exhibit</p> <p>It was here that the "Trail of Oregon" National Blue, painted coach, and interactive program bring Oregon Trail history to life. See the famous end-of-trail exhibit in person.</p> <p>Oregon City, OR 503-427-9128 • endoftheoregontrail.com</p>	<p>rodeo walk of fame</p> <p>Legends of the "Rodeo" of Oregon, many of which earned the status of Hall of Fame and inducted in World Famous Rodeo Hall, are showcased in Oregon.</p> <p>Medford, OR 503-429-4348 • rodeowalkoffame.com</p>	<p>mt. hood cultural center & museum</p> <p>The Mount Hood National Conservation Camp, Official World Ski Museum, Historic Local Art Exhibit, Gift Shop, Camp Store, Log Cabin, Park and more to see.</p> <p>Government Camp, OR 503-429-4348 • mt.hoodculturalcenter.org</p>

Sample Travel Oregon + Mt. Hood Territory Co-op Ad

AD CAMPAIGN MEDIA BUY CONSIDERATIONS

PUBLICATION	ISSUE/TIMING	2018/2019	SIZE
Travel Oregon	annual - due 1/26/18	●	1/3
Travel Portland	annual - due mid Feb.	●	1/3
AAA Magazine (VIA)	July/Aug - due 5/8/18	●	1/3
Portland Monthly	October - due 8/17/18	●	1/3
AAA Magazine (VIA)	Nov/Dec - due 9/10/18	●	1/3
Digital Media (Google Adwords, Facebook, Instagram, Pinterest, Travel Oregon, etc.)	digital	●	varies
Co-ops with Regional Partners (Mt. Hood/Travel Portland - due 2/12/18: \$200, Travel Oregon - due 1/5/18: \$300)	print/digital	●	varies

REFER TO FINAL SCOPE OF WORK DOCUMENT FOR MORE DETAILS & FINAL MARKETING PLAN







Vertigo
MARKETING

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**SCOPE OF WORK
CITY OF WILSONVILLE 2018/2019 ADVERTISING &
MARKETING SERVICES
THROUGH JUNE 30, 2019**

A Component of the FY17/18 & 18/19 Tourism Promotion Marketing Plan

GLOSSARY OF TERMS

(CDN) Content Delivery Network

A content delivery network or content distribution network is a geographically distributed network of proxy servers and their data centers.

Email “Blast”

Email marketing is the act of sending a commercial message, typically to a group of people, using email. In its broadest sense, every email sent to a potential or current customer could be considered email marketing

Hackalert

HackAlert is a cloud-based service that identifies hidden zero-day malware and drive-by downloads in websites and online advertisements. Its greatest strength lies in its early-warning function- it sends out an immediate warning to the website owner, before search engines blacklist the website.

Hosting

The activity or business of providing storage space and access for websites.

(KPI) Key Performance Indicator

A Key Performance Indicator is a measurable value that demonstrates how effectively a company is achieving key business objectives.

Maintenance

Performing all the tasks necessary to keep a website up to date and in good, working order so that it works and shows up correctly with the latest web browsers and mobile devices.

(ODMO) Oregon Destination Marketing Organization

Plug-ins

Plug-ins are apps that allow you to add new features and functionality to your website. Exactly the same way as apps do for your smartphone.

(SEO) Search Engine Optimization

The process of maximizing the number of visitors to a particular website by ensuring that the site appears high on the list of results returned by a search engine.

Social Media

Websites and applications that enable users to create and share content or to participate in social networking.

SSL Certificate

SSL Certificates are small data files that digitally bind a cryptographic key to an organization's details. When installed on a web server, it activates the padlock and the https protocol and allows secure connections from a web server to a browser.

(VIC) Visitor Information Center

A physical location that provides tourist information to the visitors who tour the place or area locally.

Final costs are based on approved client budget and treated as “do not exceed”. Per contract, line items for the following goods and services can be reallocated to cover unanticipated needs upon mutual agreement between Vertigo Marketing and the City of Wilsonville and may be reallocated at the direction of the Public/Government Affairs Director.

SECTION ONE

Deliverables that require retainer-fee services provided by Vertigo or subcontractors.

- A. WEBSITE RETAINER SERVICES: \$19,000**
- A. To include the following services and deliverables:**
- **Hosting & Maintenance:** hosting with CDN
 - **SSL Certificate Renewal**
 - **Security/Hackalert Scanning**
 - **Paid Plug-ins**
 - **Content Creation**
 - **Campaign Landing Page Development**
 - **Ongoing Updates for Listings**
 - **Event Calendar Updates**
 - **Design & Development**
 - **SEO + Ranking Software Subscription**
 - **Adding Graphics/Photos/Videos**
 - **Reporting:** Quarterly KPI report
- B. Team Members assigned to this Task:**
- Lynnette
- C. Completion date:** Throughout 2018/19
- B. WEBSITE REDESIGN: \$15,000**
- A. To include the following services and deliverables:**
- **Custom Development for Plugins**
 - **Enhanced Event Calendar**
 - **Directory Listings**
 - **Graphics/Design enhancements to match the new brand**
- B. Team Members assigned to this Task:**
- Lynnette
- C. Completion date:** Spring 2018
- C. DISTRIBUTION: \$4,401**
- A. To include the following services and deliverables:**
- **Distribution of Visitor Guide to Willamette Valley Regional DMO’s (34):** Local City and County Chambers of Commerce, Convention & Visitors Bureaus, Visitor Information Centers (VIC’s)
 - **Distribution of Visitor Guide to Greater Portland State Welcome Centers (24):** Local City and County Chambers of Commerce, Convention & Visitors Bureaus, VIC’s
 - **Distribution of Visitor Guide to Mt. Hood/Columbia River Gorge Regional DMO’s (11):** Local City and County Chambers of Commerce, Convention & Visitors Bureaus, VIC’s

- **Travel Portland (2):** VIC in Pioneer Courthouse Square and the Oregon Convention Center
- **Distribution Services:** Storage, Management, Count, Bundle, Box, Label, Shipping and Delivery

B. Team Members assigned to this Task:

- Trev

C. Completion date: Spring 2018

D. DESIGN SERVICES:

\$16,680

A. To include the following services and deliverables:

- **Pocket Trips Visitor Guide:** (1) folio / rack card, (12) pocket cards
- **Print Ad Design:** Creative services for print advertising campaigns
- **Digital Ad Design & Development:** Creative services for digital advertising campaigns
- **Copy writing:** Develop copy for marketing collateral, print and digital advertising
- **Media Buying:** Identify advertising opportunities with various publications, negotiate favorable ad rates, identify insertion dates based on editorial calendar, define ad specs, upload ads
- **Art & Creative Direction:** Develop creative that aligns and enhances current marketing efforts
- **Photography Selections:** Online search for desirable photography that reflects the image being developed for Wilsonville, locate and communicate with photographer, negotiate rates, usage, archival of imagery, contracts and licensing
- **Production:** Non-creative production services

B. Team Members assigned to this Task:

- Lynnette, Trev

C. Completion date: Throughout 2018/19

E. SOCIAL MEDIA RETAINER SERVICES:

\$36,000

A. To include the following services and deliverables:

- **Social Media Strategy:** Create master editorial calendar, develop and align SEO social strategies to assist with SEO efforts for the website, identify trending hashtags, review and analyze to improve the campaign performance.
- **Management & Implementation:** Manage day-to-day social media posting and community management, copywriting, graphic design, art direction of photography, schedule posts, seek out missing photography, ongoing coordination and communication with event producers and businesses for events and happenings
- **Monitoring**
- **Reporting:** Quarterly KPI report
- **Establish Channels:** TW @SeeWilsonville, YouTube ExploreWilsonville
- **Customize Channels**
- **Post 2x per week**
- **Paid Social Media ads with deep targeting**
- **Social media contest promotion for lead generation**

B. Team Members assigned to this Task:

- Lynnette, Trev, sub-contractor TBD and approved per City regulations

C. Completion date: Throughout 2018/19

F. PR RETAINER SERVICES:

\$15,000

A. To include the following services and deliverables:

- **Press Release Writing:** (4 releases with regional wire AP distribution)

- **Meltwater Software Subscription:**
 - Full Monitoring Suite
 - Premium Social Coverage (Facebook, Twitter, Instagram, YouTube, 23 million blogs)
 - Analytics & Dashboards
 - Full Media Contact Database with unlimited press distribution
 - **NOTE:** Meltwater is the global leader in online media intelligence. Their product suite allows us to monitor, distribute, publicize and analyze business critical information posted online, in both mainstream media and social media, as well as build media contact lists to assist with press outreach
- **Pitching Story Ideas**
- **Responding to Writers with Content & Photos**
- **Set Up and Manage Meltwater Software**
- **List Building**
- **Monitoring**
- **Reporting:** Quarterly KPI report
- **Research/Interviews**
- B. Team Members assigned to this Task:**
 - Lynnette, sub-contractor TBD and approved per City regulations
- C. Completion date:** Throughout 2018/19

G. PHOTO & VIDEO: \$15,000

- A. May include the following services and deliverables:**
 - New photography and videography rights for print and digital usage
 - Custom photo/video shoots at various “pocket trip” locations throughout the seasons
 - Event photography
 - Scouting
 - Creative Direction
 - Shotlist
 - Storyboard
 - Models/Talent/Props
 - Filming
 - Editing
 - Travel
 - Production
- B. Team Members assigned to this Task:**
 - Lynnette, Trev, sub-contractors TBD and approved per City regulations
- C. Completion date:** Throughout 2018/19

H. EMAIL MARKETING SERVICES FY18/19: \$3,000

- A. To include the following services and deliverables:**
 - Email Blasts (6)
 - Template Design & Development
 - Content Creation/Copywriting
 - List Management
 - Production
 - **Reporting:** Quarterly KPI report

B. Team Members assigned to this Task:

- Lynnette

C. Completion date: FY2018/2019

I. FINANCIAL:**\$6,490****A. To include the following services and deliverables:**

- Accounting
- Quarterly Reports
- Membership Management: ODMO, ISSUU, Travel Portland
- Software Subscriptions Management & Implementation: STR

B. Team Members assigned to this Task:

- Lynnette, Trev

C. Completion date: Throughout 2018/19

SUBTOTAL SECTION ONE:**\$130,571****SECTION TWO**

Media buys, sub-contractor services, memberships & subscriptions, printing, postage, and distribution services that will be invoiced directly from vendors that are in effect pass-through expenses.

J. RESERVE/CONTINGENCY:**\$7,500****K. PRINT MEDIA BUYS*:****\$20,090**

1. Travel Oregon - 2018	2,100,000 impressions	\$3,900
2. Travel Portland - 2018	1,155,000 impressions	\$4,500
3. Portland Monthly - Oct: Long Weekends & Wine Guide	492,075 impressions	\$2,000
4. AAA (VIA) - July/Aug: Willamette River	1,058,000 impressions	\$3,720
5. AAA (VIA) - Nov/Dec: Insiders Guide to Portland	1,058,000 impressions	\$3,720
6. Co-ops with regional partners	impressions TBD	\$2,250

**Impression data comes from media kits provided by each publication or other documents*

L. PAID DIGITAL MEDIA BUYS:**\$13,500**

1. Facebook/Instagram	impressions TBD
2. Google Adwords	impressions TBD
3. Misc. digital (Travel Oregon, etc.)	impressions TBD

M. CURRENT WEBSITE SERVICES:**\$6,000****A. To include the following services and deliverables:**

- Hosting & Maintenance: (provided by MediaPhysics through June 2018)
- Event Calendar

B. Team Members assigned to this Task:

- Lynnette, MediaPhysics (approved service provider for City of Wilsonville)

C. Completion date: Current contract with MediaPhysics expires June 30, 2018

N. FINANCIAL: \$3,505**A. To include the following services and deliverables:**

- **Memberships:** ODMO \$500, Travel Portland \$585
- **Software subscriptions:** STR \$2000, ISSUU \$420

B. Team Members assigned to this Task:

- Lynnette, Trev

C. Completion date: Throughout 2018/19**O. POCKET TRIPS VISITOR GUIDE: \$17,320****A. To include the following services and deliverables:**

- **Pocket Adventures - Folio / Rack Card:** 23.5" x 9" (flat) sheet printed on 65# Cougar Opaque Smooth Cover. Printed in four (process) colors on both sides of sheet (4/4), full bleed. Die cut per-diagram - contains, 4 (four) 3.25" slits with relief holes. 4 (four) glue strips to create two pockets on far left and right panels. 6 (six) scores with a .25" capacity score in center. Folded to create 2 pockets and packaged as a flat piece.

Quantity: 15,000

- **Pocket Cards:** 12 (twelve) different 3" x 4" cards printed on 111# Dull Cover. Printed in four (process) colors on both sides of sheet (4/4), full bleed. Trimmed and boxed.
Quantity: 15,000 (180,000 cards)
- **Assembly:** Collate 12 cards into 4 sets of 3. Hand insert each set into slit on pocket folder. Hand fold folio shut to finish size of 4" x 9". Box.
- **Postage:** Reserve 1,000 finished pieces to be made available per request for mailing. Current 3 ounce rate is \$0.91 per piece via First Class stamp. Mailing services (stuffing, addressing and stamping envelope) to be provided by City Staff.
- **#10 Envelopes:** 1,000 #10 Regular 24 lb. bright white envelopes with logo and/or return address printed on front.

B. Team Members assigned to this Task:

- Trev, print sub-contractor TBD and approved per City regulations, City Staff

C. Completion date: Spring 2018**P. DISTRIBUTION: \$1,214****A. To include the following services and deliverables:**

- **Certified Folder: Corporate/Industrial program** (10 sites throughout Aloha, Beaverton, Clackamas, Hillsboro, Lake Oswego, Portland), **Portland International Airport, Oregon City State Welcome Center**

B. Team Members assigned to this Task:

- Trev, Certified Folder to be approved per City regulations

C. Completion date: Spring 2018**SUBTOTAL SECTION TWO: \$69,129****TOTAL BUDGET FY18/19 (ONE + TWO): \$199,700**