

RESOLUTION NO. 3141

A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE FY 2024/25 FIVE-YEAR ACTION PLAN AND ANNUAL ONE-YEAR IMPLEMENTATION PLAN FOR THE WILSONVILLE TOURISM DEVELOPMENT STRATEGY.

WHEREAS, the City Council adopted on May 5, 2014, Resolution No. 2468 approving 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 April 4, 2016, the first annual *FY 2016/17 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* (“Plan”), a business plan for the tourism promotion program; and

WHEREAS, the City Council adopted on June 19, 2017, the second annual rolling *FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* (“Plan”), a business plan for the tourism promotion program; and

WHEREAS, the City Council adopted on Feb. 22, 2018, Resolution No. 2669, which approved the *FY 2017/18 & 18/19 Tourism Promotion Marketing Plan* composed of the “FY 2017/18 & 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*; and

WHEREAS, the City Council adopted on July 16, 2018, Resolution No. 2699 the third annual rolling *FY 2018/19 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* (“Plan”), a business plan for the tourism promotion program; and

WHEREAS, the City Council adopted on July 15, 2019, Resolution No. 2758 the fourth annual rolling *FY 2019/20 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* (“Plan”), a business plan for the tourism promotion program; and

WHEREAS, The City Council adopted on June 15, 2020, Resolution No. 2825 fifth annual rolling *FY 2020/21 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program; and

WHEREAS, The City Council adopted on May 17, 2021, Resolution No. 2898 sixth annual rolling *FY 2021/22 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program; and

WHEREAS, The City Council adopted on May 16, 2022, Resolution No. 2964 seventh annual rolling *FY 2022/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program; and

WHEREAS, The City Council adopted on May 15, 2023, Resolution No. 3047 eighth annual rolling *FY 2023/24 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program; and

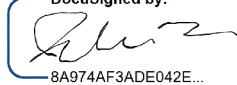
WHEREAS, the Tourism Promotion Committee has fulfilled during FY 2023/24 all the requirements set forth in the founding charter of the Tourism Promotion Committee as described in Resolution No. 3047; and

WHEREAS, the Tourism Promotion Committee worked to produce and voted unanimously on May 1, 2024, to recommend to the City Council adoption of the updated, ninth annual rolling *FY 2024/25 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program.

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

1. The City Council adopts *FY 2024/25 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, attached hereto as Exhibit 1.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20th day of May, 2024, and filed with the Wilsonville City Recorder this date.

DocuSigned by:

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Julie Fitzgerald, Mayor

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Berry	Yes
Councilor Dunwell	Excused
Councilor Linville	Yes

EXHIBIT:

1. FY 2024/25 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy



**FY 2024/25 Five-Year Action Plan and
Annual One-Year Implementation Plan for
the Wilsonville Tourism Development Strategy**

May 1, 2024

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Attachment:

- 1. JayRay 2023 Annual Report**



A. Introduction

The Wilsonville Tourism Promotion Committee met on May 1, 2024, and recommended for adoption to the City Council the ninth rolling Five-Year Action Plan and Annual One-Year Implementation Plan (also known as the “1/5-Year Action/Implementation Plan”) for FY 2024/25. Each year, the committee updates the plan to account for work accomplished during the prior year and to plan for the following year-plus time period.

Members of the committee have worked diligently to advance the objectives of the City Council as outlined in the past year’s FY 2023/24 Five-Year Action Plan and Annual One-Year Implementation Plan as provided for under the authority of Resolution No. 2541 (2015), which created the City’s Tourism Promotion Program; and the *Wilsonville Tourism Development Strategy* adopted by Council in May 2014.

B. Tourism Promotion Committee Members

Supported by the City Manager’s Office, the Wilsonville Tourism Promotion Committee is composed of 12 members total, with seven voting positions and five ex-officio advisory positions, as established by Resolution No. 2541, sorted descending alphabetically by last name.

The seven voting members of the committee include:

- **Lin Anderson:** Owner of Vanguard Brewing, Wilsonville. Appointed in May 2022 to fill Brian Everest’s unexpired term in Position No. 6 ending June 30, 2024 following his resignation.
- **Jennifer Gage:** Former General Manager of Abella Italian Kitchen restaurant, Wilsonville; appointed to Position No. 5 in July 2021 to full three-year term ending June 30, 2024.
- **Elaine Owen:** Owner of Lady Hill Winery, St. Paul, was reappointed to Position No. 3 in July 2023 to a term ending June 30, 2026.
- **Sungmin Park:** Owner of the Holiday Inn Hotel & Convention Center Portland South/Wilsonville; appointed in July 2023 to Position No. 7 with term ending June 30, 2026.
- **Brandon Roben, Chair:** CEO of Oaks Amusement Park, Portland; reappointed in July 2022 to Position No. 2 with a term ending June 30, 2025.
- **Lynn Sanders:** Former Marketing Director for Saint Louis Galleria shopping center appointed mid-term to Position No. 4 in on January 2024 with a term ending June 30, 2026
- **Rohit Sharma, Vice-Chair:** Owner, RR Hotels Portland, LLC, including Hilton Garden Inn, Wilsonville; reappointed in July 2022 to Position No.1 with term ending June 30, 2025.

The committee includes five non-voting, ex-officio advisory members composed of:

- **Clackamas County Tourism and Cultural Affairs, dba Oregon’s Mt Hood Territory:** Samara Phelps, Executive Director, or designee Jim Austin, Development & Community Relations Lead.
- **Washington County Visitors Association (WCVA):** Dave Parulo, President/CEO, or designee Sylke Neal-Finnegan, Vice President of Marketing & Communications.
- **Wilsonville Area Chamber of Commerce:** Kevin Ferrasci O’Malley, CEO.

- **City of Wilsonville Parks and Recreation Department:** Kris Ammerman, Director, or designee Brian Stevenson, Recreation Manager.
- **City of Wilsonville City Council:** City Councilor Caroline Berry was appointed January 2023, replacing prior City Council liaison Charlotte Lehan, who serves as the City Council liaison to the committee since 2014.

C. Committee Meetings

The committee met on five occasions in FY 2023/24, meeting the minimum required four meetings per fiscal year pursuant to Resolution No. 2541. Meeting of the committee were held on September 6, November 9, November 29, 2023, and February 28, and May 1, 2024.

D. Advancing Tourism Development Priorities

The committee continued to work on the Top-16 priorities, as determined by the committee during the first year of work during FY15/16, of 50 total potential ‘actions for success’ outlined in the *Tourism Development Strategy* adopted by Council in May 2014.

Tourism Development Strategy: *Top Priorities and “Themed Issues” for Additional Work*

Strategy No.	Strategy Title / Description
1.1	Establish an Independent 501 (c) (6) Not-for-Profit DMO to be named Visit Wilsonville, now Explore Wilsonville. <i>[Create the organizational framework]</i>
1.3	Increase the Allocation of the Hotel/Motel Transient Lodging Tax (TLT).
1.7	Initiate ongoing partnership and relationship-building programs.
2.1	Develop a destination branding strategy for Wilsonville.
5.4	Develop database and email marketing programs.
5.5	Optimize the online use of video.
5.6	Optimize linking strategies.
5.11	Develop and maintain a library of high-quality images and videos.
5.12	Optimize the use of website and social media analytics.
5.13	Develop an active content management and co-op marketing program.
5.14	Increase public awareness of the benefits of tourism.
5.16	Conduct ongoing visitor-satisfaction research.

E. Past Year’s Accomplishments, FY 2023/24

The Tourism Promotion Committee has had a successful year, advancing key objectives as set-out in the prior fiscal year’s plan, the FY 2023/24 Five-Year Action Plan and Annual One-Year Implementation Plan adopted by the City Council through Resolution No. 3047 on May 15, 2023.

Following is an accounting of accomplishments achieved towards meeting FY 23/24 objectives.

- **Recruit to fill all voting positions for the Tourism Promotion Committee.**

In July 2023, Mayor Fitzgerald reappointed with Council consent Elaine Owen to Position No. 3 and appointed with Council consent Sungmin Park to Position No. 7. In January 2024, Mayor Fitzgerald appointed with Council consent Lynn Sanders to Position No. 4.

- **Elect chair/vice-chair leadership positions.**

Brandon Roben, was elected Chair and Rohit Sharma, was elected Vice Chair during the first meeting of the new fiscal year in September 2023.

- **Tourism Promotion and Destination Marketing Consultant contractor advances components of the Tourism Promotion Marketing Plan.**

JayRay, the City's Tourism Promotion and Destination Marketing Consultant, provided social media posts three times weekly to encourage people to stay in "the heart of it all" The posts have promoted the updated itineraries, Parks and Recreation programming, local businesses and area attractions. The intent is to continue to engage and grow social media followers. The social media posts encourage potential travelers to plan their stay in Wilsonville.

Additionally, the committee worked with JayRay to refresh the "Explore Wilsonville" visual identity. Following the update all print and electronic materials were revised with the new brand. JayRay spent three days in Wilsonville during the fall to capture post covid photography and videography to create short advertisements to be used in future online posts and campaigns.

- **Geolocation Data.**

The Tourism Promotion and Destination Marketing Consultant has continued to work with geolocation sub-consultant Datafy to focus on key areas including liquid tourism and shopping since these activities seem to be popular among overnight visitors. The data has been used to target marketing efforts. The data will continue to be evaluated and used to continue to improve our marketing efforts in FY 24/245.

- **The committee monitors implementation of the Tourism Promotion Marketing Plan, including features and operation of the tourism website.**

Staff worked with the Tourism Promotion and Destination Marketing Consultants to continue to enhance ExploreWilsonville.com. Specifically, the event calendar was regularly updated and maintained as needed, graphic images were modified quarterly, itineraries and promotional packages were added as well. Seasonal blog posts and itineraries were also added to the website.

- **Internet/website and social media products are researched and reviewed by staff/contractor with committee to target product recommendation and selection.**

The itineraries continue to be promoted on the ExploreWilsonville.com website. JayRay has created new seasonal itineraries to help visitors plan their visit in advance. JayRay has continued to focus on increasing the social media posts and growing the number of social media followers. Reels were used as a way to increase social media engagement.

One social-media Influencer visited Wilsonville in FY 23/24 and an increase in website traffic was directly linked to the visit. Influencers were selected based on the number of followers, content they post on social media, ability to connect with our target audience. JayRay

developed itineraries that would introduce the Influencer’s followers to Wilsonville and the benefits of making it their travel location for family fun, outdoor adventures and foodies alike.

- **Continue tourism promotional programs are implemented with key partners.**

The Tourism Promotion and Destination Marketing Consultant is working with regional/state tourism partners for marketing promotion efforts, including Travel Oregon, Travel Portland, Travel Oregon, Willamette Valley Visitors Association, Clackamas County Tourism and Cultural Affairs (dba Oregon’s Mt. Hood Territory) and Washington County Visitors Association. These joint efforts include purchase of print and online advertising and sharing of travel research.

The Tourism Promotion and Destination Marketing Consultant continued the advertisement at the Interstate 5 French Prairie northbound rest area, and researched additional brochure-placement programs, including all official State of Oregon Travel Oregon visitor information centers, including at Portland International Airport (PDX).

- **March 2024 Governor’s Conference on Tourism in Salem**

City tourism staff and principles of the Tourism Promotion and Destination Marketing Consultant and the Tourism Development Strategy Consultant attended the annual Travel Oregon tourism conference in Salem. The event highlighted how destinations can be more attractive, inclusive, and better accommodate visitors with limitations (physical, developmental, etc.) or who are of a minority ethnic group.

- **Committee starts Tourism Destination Strategy Update Project**

The committee developed a scope of work for the first half of the Tourism Development Strategy update before publishing a request for proposals in September 7, 2023. The committee received three proposals by the October 27, 2023, deadline. The committee reviewed the proposals at their November 9, 2023, meeting and interviewed two finalists on November 29, 2023. The Committee selected Whereabouts to prepare the strategy. The firm’s knowledge of the knowledge of the local tourism industry and work experience with our partners made them an excellent choice for this project. The contract was complete and preliminary work began on the project in January 2024. Whereabouts has started their research including interviews, surveys, and reviewing existing materials. Whereabouts will visit Wilsonville in June to get a better understanding of the visitor experience.

F. Five-Year Action Plan for Tourism Development: FY2024/25 – FY2028/29

Since the committee is working with the Tourism Development Strategy contractor to update the guiding ‘master plan’ Strategy, creating a five-year plan at this time is inappropriate. A five-year action plan was not developed since the committee is currently working on an updated Tourism Development Strategy which will set future priorities and work plans.

However, the committee developed and recommended on May 1, 2024, to City Council adoption of the FY24/25 the Annual One-Year Implementation Plan.

G. Annual One-Year Implementation Plan: FY24/25, July 2024 – June 2025

The ninth, rolling one-year implementation plan seeks to focus on updating the Tourism Development Strategy. Next fiscal year's work plan is segmented into two main sections since the committee will not be implementing the previous strategy:

1. Conduct Tourism Promotion Committee Business: The committee executes all Council-mandated activities, including:

- **Leadership:** Elect a chair and vice chair at the first meeting of the new fiscal year.
- **Meetings:** Hold at least four meetings with quorum attendance during the fiscal year.
- **Marketing Plans:** Work with staff and consultant to draft for City Council adoption an Annual One-Year Implementation Plan and the Tourism Promotion and Destination Marketing Plan for FY24/25. The full, complete FY24/25 marketing plan is to be developed by JayRay, the Tourism Promotion and Destination Marketing Consultant.

2. Complete Update of the 'Explore Wilsonville' Tourism Development Strategy:

The Tourism Development Strategy that guides the work of the Tourism Promotion Committee is now 10 years old, having been researched and developed during 2013 and adopted by City Council in May 2014. Considerable changes in both the tourism market over time and vast improvement in the City's destination-marketing efforts require that the City update the Strategy.

The Strategy was split over two fiscal years at \$50,000 per year, for a total budget amount of \$100,000. The second half of the work will be conducted in FY 24/25 with a final product approved for recommendation by the Committee to the City Council for adoption, tentatively November 2024.

- **The proposed Tourism Promotion budget for FY24/25:**

Tourism Promotion and Destination Marketing Contract\$ 200,000

Expenses are estimated based on the following itemization Marketing: \$88,310

- Geolocation data and marketing campaigns
- Geofencing
- Art and Creative Design
- Ad Design
- Advertising allowance
- Brochure printing and distribution with Certified Folders
- Special project ((Destination Marketing Strategic Plan)
- Public Relations: \$30,934
 - Editorial calendar
 - Media pitching and follow up (quarterly)
 - Cision® media database subscription
 - Micro-influencer/ travel blogger marketing
 - Media hosting allowance
- Management: \$29,940
 - Manage program
 - STR® subscription

- Memberships (Travel Oregon, Oregon Destination Association, Travel Portland)
 - Monthly dashboard of KPIs
 - Quarterly reports (fiscal year)
 - Annual report (calendar year)
 - Tourism Promotion Committee meetings (quarterly, virtual)
 - Conference attendance at ODA or Oregon Governor’s Conference on Tourism
 - Social Media: \$25,496
 - Manage Facebook, Instagram and Pinterest
 - Write copy and curate content for 3-5 posts per week
 - Community engagement
 - Boosted posts
 - Website: \$25,320
 - Manage and host website
 - Plug-in/software subscriptions
 - Refresh content, events, hero images
 - Develop campaign landing pages for marketing campaigns
 - Quarterly blog
 - Tourism Development Strategy Update (Year 2 of 2).....\$ 50,000
- TOTAL Tourism Promotion Budget FY2024-25\$ 250,000

The committee continues to see an increase in transient lodging tax collections, as well as tourism-related and hospitality businesses in 2024.

The FY 24/25 budget includes funds to continue increased social media, influencer campaigns among other marketing efforts and a continued investment in geolocation data to target advertising.