

RESOLUTION NO. 15-007

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
AUTHORIZING THE CITY MANAGER TO EXTEND THE PROFESSIONAL SERVICE
CONTRACT WITH "BIG RED MARKETING" FOR SERVICES ON BEHALF OF THE TOURISM
AND LODGING PROMOTIONS BUSINESS IMPROVEMENT DISTRICT
THROUGH JUNE 2015

WHEREAS, at the request of the lodging industry within Paso Robles, the Business Improvement District (BID) was created by Ordinance 952 NS in December 2008 and has been renewed annually by City Council action; and

WHEREAS, the City Council formed a seven (7) member BID Advisory Committee (also known as the Travel Paso Robles Alliance, or TPR) and adopted bylaws under which that group would operate to implement tourism and promotion goals associated with the collection and spending of the two percent (2%) BID tax; and

WHEREAS, the TPR oversees and guides the direction of BID fund spending and City staff provides fiduciary and administrative support; and

WHEREAS, the TPR cannot, as an entity themselves, enter into contracts or make direct purchases, but the City can act as agent for those identified needs; and

WHEREAS, in February 2013 the City Council authorized a professional service contract with Big Red Marketing (Amanda Diefenderfer) for Destination Manager duties on behalf of the TPR which was later extended for one year and its term would currently conclude on January 31, 2015; and

WHEREAS, on December 5, 2014, the TPR discussed and approved a 5-month Marketing Plan and Budget (through June 30, 2015) subject to Council's approval; and

WHEREAS, on January 6, 2015 the City Council extended the BID levy through June 30, 2015 and approved the 5-month Marketing Plan (scope) and budget; and

WHEREAS, it is necessary to engage supplemental professional services to carry out the specialized focus and expanse of marketing work identified in the TPR's 2015 Marketing Plan; and

WHEREAS, Big Red Marketing (Amanda Diefenderfer proprietor) represents that it is fully qualified to provide described services on behalf of the TPR within a budget of \$27,600 through June 30, 2015 (\$5,083.33 per month retainer fee plus mileage expenses).

THEREFORE BE IT HEREBY RESOLVED that the City Manager is authorized to extend the professional service contract with Big Red Marketing through June 30, 2015, on behalf of the Travel Paso Robles Alliance, for administrative, strategic and sales/trade show related activities as described in the attached Scope of Work (Exhibit A).

ADOPTED by the City Council of the City of El Paso de Robles at a regular meeting of said Council held on the 20th day of January 2015 by the following vote:

AYES: Strong, Gregory, Hamon, Reed, Martin

NOES:

ABSENT:

ABSTAIN:

ATTEST


Caryn Jackson, Deputy City Clerk


Steven W. Martin, Mayor

Destination Manager

Travel Paso Robles Alliance

Scope of Work
(as submitted by TPRA Board)

The overall role of this position will be to work in conjunction with the TPRA Advisory Board, City of El Paso de Robles, tourism industry partners and other stakeholders and organizations with a primary focus to:

- Act as administrator to support the TPRA Advisory Board and its members in all capacities to execute the plans and attain goals, including and not limited to financial growth and laying the groundwork for future success.
- Act as the Destination Manager (DM) to guide the organization to develop and implement strategies to increase occupancy consistent with the annual goals and objectives established by the Paso Robles Tourism and Lodging Promotions Business Improvement District and its annual Sales and Marketing plans.
- Act as the destination Sales Manager responsible for sales lead generation and qualification, solicitation through in-person sales calls as well as telemarketing and tradeshow. Follow through with members in a timely manner to assure the leads convert.

Scope of Work

Administrative:

- Communicate effectively with and between Advisory Board, City Council, Board of Supervisors, City and County liaison and staff, TPRA members, community leaders, and related tourism partners to maintain strong internal and external relationships
- Provide clear and concise recommendations through ongoing communication regarding direction, opportunities, challenges and progress to the TPRA Advisory Board
- Assist the Board in the selection, retention and management of professional services and vendors
- Take a visionary lead role in all activities and ensure TPRA actions are consistent with our strategic goals and direction
- Development and management of timeline and deliverables
 - o Monitor the progress of website development and implementation

- o Communicate with the marketing firm the vision of the TPRA to assist in the development of the Marketing Plan. Assist as needed to assure cohesiveness with the Sales Plan.
- o Work collectively with Marketing firm on timely collateral materials needed for tradeshows and other promotions
- o Execute promotional plans
- o develop measurement criteria and benchmarks
- Register and plan all aspects of industry tradeshows inclusive of materials and travel as directed in the Sales and Marketing plans
- Attendance to all meetings related to the TPRA, including monthly Board meetings and subcommittee meetings, PCC and Paso Robles City Council Board meetings.
 - o Prepare TPRA agenda and deliver to city Tourism Coordinator for posting and distribution in accordance with the Brown Act requirements
 - o Develop and distribute minutes of all TPRA Board meetings
- Represent the TPRA Board and its members by attending county wide events and related professional association meetings
- Prepare and assist with the presentation of the Year End Report to the City Council. Work with the city to manage timelines for the TPRA's annual renewal process.
- Develop and implement communication tools so that all members are informed of the TPRA progress and programs
 - o Create and maintain an accurate member inventory to include individual property contact information, property type and unit count
 - o Plan and coordinate annual event for TPRA members and partners to provide an annual overview
 - o Conduct annual site visits of all member properties and maintain regular communications with all members
- Maintain and provide timely budgets, actual receipts and expenditures information, with monthly progress reports to the TPRA Board
 - o Adhere to City guidelines and submit monthly contractor fee invoice and expenses with back up each month to financial subcommittee for approval. Once approved, submit to City liaison for processing
 - o Review all vendor invoices for accuracy and compliance to budget

Strategy:

- Take a visionary lead role in all activities and ensure TPRA actions are consistent with our strategic goals and direction
- Champion change and innovation to encourage diverse thoughts and contributions
- Participate in the creation and execution of:
 - o Coop opportunities
 - o Sales plan
 - o Marketing plan
 - o Budget development
- Collaborate with local events and tourism partners to maximize the opportunity for members and identify sponsorship opportunities

Sales

- Develop and implement annual Sales Plan as approved by board
- Create FAM trips for SMERF, Corporate and Association and tour markets
- Manage and execute site visits for all PR and sales leads
 - o Seek and coordinate lodging and restaurant partners as needed
 - o Create Welcome Gifts
 - o Provide site visits
 - o Coordinate meals with applicable members
- Actively manage the development and execution of the sales plan. Responsible for strategizing how to seek out, research and qualify business opportunities and sales leads with the purpose to produce definite bookings for members. Duties include preparation of bid proposals, meeting with potential clients, planning and participating in industry trade shows, and working with TPRA member representatives.
- Collaborate with the county VCB and other local stakeholders to ensure we minimize duplication of efforts and focus on how we can collectively increase tourism in the region
- Maximize travel to tradeshow by coordinating sales calls in the venue vicinity