



02/15/2014

Re: OCCIT application for the run course labor costs

Hello Ms. Beneville and board members,

We're pleased to present the triathlon again in Oregon City this year after such a successful last year!

In 2013, our run course went through downtown as way to highlight my fair city, but it's expensive with city labor and traffic control fees – about 20% of our budget in 2013. An easier and more affordable option would be to use the I-205 bike path, but then that's 400-500 athletes who won't get to see much of downtown Oregon City.

Would the OCCIT board consider sponsoring some of the city-required labor costs for the downtown run so we can do it again this year?

Funds would go entirely to government agencies, as shown by our 2013 receipts (attached):

- Oregon City Public Works \$1,106.34
- Clackamas County Traffic signal engineers \$320.00
- Oregon City Police Reserves. \$925.00

All of these agencies are necessary to run my athletes through the heart of downtown on Oregon City.

Of course, I'm pleased to answer any questions,

All the best,

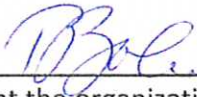
A handwritten signature in black ink that reads "P. Bolan". The signature is stylized with a large, looped "P" and a cursive "Bolan".

Patrick Bolan M.A., M.B.A.
Race Director
503-740-0121



OCCIT Tourism Grant Application for Funds July 1, 2014 through June 30, 2015

Before filling out this form, please read the OCCIT Grant Application Information for complete submittal instructions and to be sure that your proposal qualifies for funding. Applications must be received by 5:00 pm on Friday, February 28, 2014 to be considered for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required. Limit answers to the space provided.

Project Title The Clackamas Cove Triathlon
Organization Oregon Triathlon LLC
Is this a Non-Profit Organization? Yes ☐ No ☒
Non-Profit Federal tax exempt ID Number _____
Address 13207 Moccasin Way
City, State, Zip Oregon City, OR 97045
Project Coordinator Patrick Bolan Phone (503) 740-0121
Email patrickb@clackamascovetriathlon.com
Chairperson of Governing Board (If Applicable) _____
Phone _____
Signature 
(The person authorized to represent the organization must sign the application with a digital signature or actual signature on a hard copy.)

***Complete the budget sheet on page 7 first.
Column totals from that sheet will auto fill into this table***

Grant Amount Requested: \$	<u>2,351.00</u>
+Matching Funds (Cash): \$	<u>22,305.00</u>
+In-Kind Matching Funds: \$	<u>16,077.00</u>
= Total Cost of Project: \$	<u>28,556.00 \$40,733.00</u>

1. Is this your first grant application to the Oregon City Civic Improvement Trust (OCCIT)?

Yes ☒ No ☐

2. Have you received an OCCIT grant in the last 3 years?

Yes ☐ No ☒

If yes, please describe the projects/programs for which you received funding.

3. If you received an OCCIT grant last year, what is the status of the project?

4. Will this grant funding request be used for the first phase of a project, with possible grant requests for future phases?

Yes ☒ No ☐

If yes, please explain.

This grant application is for an annually recurring event. Future requests are possible, but increasingly unlikely as the event's popularity grows and revenue increases.

5. Project Description: a detailed description of the proposed event or project.

The Clackamas Cove Triathlon brings athletes from all over the region to downtown Oregon City, by using the popularity of the Clackamette Cove as the best Open Water Swim destination within 50 miles of Portland.

This is the triathlon's second year running, and was surprisingly successful with almost 300 registrations last year, and more than 120 volunteers on June 23, 2013. The triathlon - a sports event comprising of a swim, bike, and run leg – uses 30 miles of roads, including a run straight through downtown Oregon City, and up the Grand Stairs. Swim: 1.5 miles / Bike: 24 miles / Run 6.2 miles.

*This application is for assistance with the mandated traffic control requirements of the RUN portion through downtown Oregon City.

More affordable alternatives to the downtown run exist, like using the I-205 bike path, and looping into Gladstone. Financial assistance with the labor costs required in the traffic control plan would make this triathlon not just a draw for triathletes in the area, but also to showcase downtown Oregon City.

For a downtown run traffic control is expensive, with costs from police, flagging, and city overhead labor supervision to direct the downtown run. This application seeks assistance with those city – mandated labor costs.

*This is the important part.

6. Project Objective: How would this project help promote tourism in Oregon City? Who is the target audience?

The 6.2 mile run could be easily conducted through Gladstone off the I205 bike path, but that would not highlight the best of Oregon city. We want to see the run go right through downtown Oregon city, up over the grand stairs, past the Promenade, and down singer Hill – a run course uniquely designed to highlight our downtown.

It's events like these that get the "word out" that Oregon city downtown is a fun and safe place to be! About half of the triathletes will come from out of town for a race that encourages patronage of Oregon City businesses like First City Cycles, and Therapeutic Associates across the street. With a median income of \$126,000, these athletes are a good target audience for Oregon City tourism!

7. Organization Description: a detailed description of your organization.

Oregon Triathlon LLC exists to conduct this race, and has close ties with the Portland Triathlon Club. Oregon City Triathlon LLC has been conducting weekly open water swims at the Clackamette Cove since 2009, and the Clackamas Cove Triathlon was a logical step in highlighting the best Open Water Swim destination in Portland.

In 2013, Oregon City Triathlon LLC used this triathlon to financially support a new sound system for the Oregon City Children's Theatre, and for clean water restoration projects via the Clackamas River Water Basin Council.

In 2014, one of our beneficiaries will be We Love Clean Rivers, and Oregon City's Backpack Buddies.

We are a for-profit, but the profit we do make goes to other non-profits. We will hold back a little for race equipment. I bought some tables and canopies from Bi-mart for next year.

8. Project Personnel: List the primary people involved, their positions and qualifications. Briefly describe prior experience managing similar projects.

In addition to the 110 volunteers that assist on race day, the Clackamas Cove Triathlon is managed year-round by three people:

Jillianne Bandstra, M.B.A.: Previously the marketing director for the Bike Gallery, she is responsible for sponsor-side marketing. Last year, she secured the in-kind support of many businesses that help this triathlon go, like: First City Cycoles, ENrG Kayaking, Athletes Lounge, Providence Willamette Falls, Gladstone Family Dental, Therapeutic Associates, and the local Gator Grinder Triathlon

Hillary Johnson, volunteer coordinator: All those volunteers need a coordinator, and Hillary has proven her chops again and again as the coordinator for the largest triathlon in the area: the Portland Triathlon with 800 athletes.

Patrick Bolan, M.A., M.B.A.: Patrick has been leading the Open Water Swims at the Cove for five years, and is the director of Oregon Triathlon LLC. An Ironman triathlete and small business owner here in Oregon City, The Clackamas Cove Triathlon is his brain child.

Three course marshals, a transition coordinator, and two logistics marshalls are also involved on race day.

9. Project Timeline: Describe the timeline for the project. List anticipated project milestones and dates (e.g. volunteer meetings, public meetings, planning activities and event activities).

The race is on June 22nd, 2014.

Prior to the race at dates TBA there are a number of local events to market the Clackamas Cove Triathlon, like:

- Weekly Open Water Swims at the Cove. Last year we had up to 75 participating in one evening.
- Community Training runs sponsored Therapeutic Associates, following the downtown path of the run course.
- Traffic logistics meetings with the city, at their request.
- Volunteer orientation, to be held a day prior during packet pickup.

10. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

The Clackamas Cove Triathlon coordinates with the City of Oregon City and Clackamas County for the use of Clackamaette Park, Clackamas River Road, various streets around Oregon City, and the Cove itself.

Agencies involved are:

- Public Works of the City of Oregon City
- Oregon City Police Department
- Clackamas County Transportation department
- Clackamas County Fire District #1

Major businesses for race support:

- Athletes Lounge (a triathlon store in Portland)
- First City Cycles
- Invisioning.com for marketing assistance
- ENrG Kayaking for water support
- Providence Willamette Falls Health Center for First Aid assistance
- Traffic Control NW for traffic control
- Therapeutic Associates for transition area medical support

Non profits assisting:

- We Love Clean Rivers for water safety
- the Portland Triathlon Club for volunteer and race logistics

11. An exit report will be included as part of the OCCIT agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of tourists; number of people served; number of volunteers attracted, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

In this triathlon, all registrations are done online, so the location data of registrants is easily collected. In our experience, the friends and family that athletes bring are ostensibly from their same ZIP Code. Using social media registration from our online registrar, we will be able to provide a geographical heat map of where each participant and volunteer came from.

12. List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer hours use \$22.14 (the value of volunteer labor time as of 1/12/14, according to the Independent Sector and The Bureau of Labor Statistics).

Item	Source of Support	Estimated Value (\$)
Race Day Volunteer support	The race community, 110 x 5hrs	\$12,177.00
Race Hardware	Athletes Lounge	\$2,000.00
Clackamas County	Traffic control signage and cones	\$1,900.00

13. List all grants applied for in support of this project and commitments confirmed to date.
This is the only grant applied for.

14. What is the percentage of OC Tourism Grant funds to be used for personnel services or administrative costs? 0 %

15. Will the administrator be a paid position? Yes ☐ No ☒

16. Proposed Budget—on the following page please complete the proposed budget. Modify line items as needed to reflect proposed expenses.

- Column A: Show grant monies needed for the program/project.
- Column B: Show cash matching funds.
- Column C: Show donations or in-kind volunteer labor (from question 12).
- Column D: Totals for each category.

Proposed Budget

Suggested List (not inclusive)	(A) OC Tourism Grant Dollars	(B) Matching Funds (Cash)	(C) In-Kind Matching	(D) Total
Personnel Services (salaries, administration)	\$ 0.00	\$ 3,500.00	\$ 12,177.00	\$ 15,677.00
Project Administration costs (clerical, advertising, graphics, printing, postage)	\$ 0.00	\$ 4,500.00	\$	\$ 4,500.00
Materials Race Hardware	\$ 0.00	\$ 0.00	\$ 2,000.00	\$ 2,000.00
Equipment/Supplies Signage	\$ 0.00	\$ 800.00	\$	\$ 800.00
Construction Costs Event site build-out	\$ 0.00	\$ 500.00	\$	\$ 500.00
Event Costs County and City Labor and Fees	\$ 2,351.00	\$ 1,500.00	\$ 1,900.00	\$ 5,751.00
Transportation Costs	\$ 0.00	\$ 0.00	\$	\$ 0.00
Insurance Costs (if needed)	\$ 0.00	\$ 625.00	\$	\$ 625.00
Additional Expenses (list)	\$ 0.00	\$ 0.00	\$	\$ 0.00
Timing Services	0.00	2,280.00		2,280.00
Traffic Control Services	0.00	3,500.00		3,500.00
Race T Shirts	0.00	5,100.00		5,100.00
				0.00
				0.00
Totals	\$ 2,351.00	\$ 22,305.00	\$ 16,077.00	\$ 28,556.00



CITY OF OREGON CITY

P.O. BOX 3040
OREGON CITY, OR 97045
(503) 657-0891

INVOICE 01317

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CLACKAMAS COVE TRIATHLON RACE
PATRICK BOLAN
13207 MOCCASIN WAY
OREGON CITY, OR 97045

DATE	8/12/2013
ACCOUNT	1500441
AMT DUE	1,106.34

<<< DUPLICATE INVOICE >>>

AMOUNT PAID _____

MAKE CHECKS PAYABLE TO THE CITY OF OREGON CITY
PLEASE RETURN YELLOW COPY WITH YOUR REMITTANCE

Terms: Net 30 *REBILL CHARGES WILL BE ADDED IF FULL AMOUNT IS NOT PAID BY DUE DATE*

DESCRIPTION	AMOUNT
Street Fund - Misc Street TRAFFIC MAINTENANCE FOR TRAIATHLON	1,106.34
Total Amount Due:	1,106.34
ACCOUNT NO. 1500441	PAYABLE UPON RECEIPT 1,106.34

Please Remit to: CITY OF OREGON CITY
P.O. BOX 3040
OREGON CITY, OR 97045

4409

Public Works Department

Cust # 1500441

[illegible]



OREGON CITY

INVOICE

Oregon City Police Department Reserve Unit

320 Warner Milne Rd
Oregon City, OR 97045-0304
Phone - 503-657-4964; Fax - 503-655-0530

TO Oregon Triathlon LLC
13207 Moccasin Way
Oregon City, OR 97045

INVOICE # 20130623
DATE: JUNE 24, 2013

*Paid
7/12/2013*

	EVENT	PAYMENT TERMS	
	Oregon Triathlon	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	6/23/2013 Security Detail for Triathlon in Oregon City		
1	Reserve Officer C Booker (5.5 Hours - 0630-1200)	25.00	137.50
1	Reserve Officer I Booker (4.0 Hours - 0700-1100)	25.00	100.00
1	Reserve Officer Kibble (5.5 Hours - 0630-1200)	25.00	137.50
1	Reserve Officer Libke (5.5 Hours - 0630-1200)	25.00	137.50
1	Reserve Officer Schachtel (5.5 hours - 0630-1200)	25.00	137.50
1	Reserve Officer Thompson (5.5 Hours - 0630-1200)	25.00	137.50
1	Reserve Officer Tooze (5.5 Hours - 0630-1200)	25.00	137.50
TOTAL			\$925.00

411

Make all checks payable to: Oregon City Police Department Reserve Unit
THANK YOU FOR YOUR BUSINESS!



Signal Engineering in 2013

Last year, the County charged the Clackamas Cove Triathlon \$80 x 4hrs to modify the lights for traffic control on the run course in Oregon City.

They will again this year.

Michele Beneville

From: Patrick Bolan [patrickb@clackamascovetriathlon.com]
Sent: Friday, February 28, 2014 12:20 PM
To: Michele Beneville
Subject: OCCITT application
Attachments: OCCIT Cove Triathlon 02-28-2014 submitted.pdf

Hi Michelle,

Please accept our application for the OCCIT grant due today, to defray the traffic control costs of running the race through the downtown of our lovely city.

Thanks!

Patrick
503-740-0121

