

RESOLUTION NO. 1691

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO SIGN A MEYER MEMORIAL TRUST GENERAL PURPOSE GRANT APPLICATION

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. The approved Glenn Otto Park and Cox Community Center Master Plan recommends renovation of the Sam Cox Building.
2. The City does not have the funds within its budget for these recommended building improvements.
3. An opportunity exists for the City to request grant funds from the Meyer Memorial Trust to renovate the Sam Cox Community Building in Glenn Otto Community Park.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE


Section 1. The City Council authorizes the City Administrator to sign the Meyer Memorial Trust General Purpose Grant Application.

Section 2. This resolution shall be effective immediately upon adoption.

YEAS: 5

NAYS: 0

ABSTAINED: 0



Paul Thalhofer, Mayor
May 12, 2004

Date



Debbie Stickney, City Recorder

Adopted: May 11, 2004

MEYER MEMORIAL TRUST

425 NW 10th Avenue, Suite 400
Portland, Oregon 97209
www.mmt.org

GENERAL PURPOSE GRANTS APPLICATION COVER SHEET

This sheet must be completely filled in; reference to other materials is not adequate. Information may be handwritten.

Grant Program Related Investment (PRI) loan

Organization City of Troutdale Federal ID # 93-6002268 Founding Year 1907

Business Address 104 SE Kibling Avenue

Mailing Address (if different) _____

City Troutdale State OR Zip 97060 County Multnomah

Organization Phone 503-665-5175 Fax 503-667-0524 Internet Address (URL) www.troutdale.info

Chief Executive Officer John Anderson Phone 503-665-5175 E-mail janderson@ci.troutdale

Project Contact Person Rita Correy Phone 503-674-7256 E-mail rcorrey@ci.troutdale.
or.us
or.us

Project Contact Person Title Planning Technician

INFORMATION ABOUT PROJECT FOR WHICH FUNDS ARE REQUESTED

Description of project Renovation of the Sam Cox Community Building located in Glenn Otto
Community Park by remodeling the kitchen, restrooms, annex, entryway, and main hall

Specifically, how will Meyer Memorial Trust funds be used The funds will be used to pay for labor and
materials for the building renovation

Total project cost \$205,000 Amount requested from Trust \$185,000

Amount and sources of contributions/pledges for project to date None

Other funding sources from which support is requested Donations of labor, materials, and equipment
will be solicited from local merchants and civic organizations

Project period 36 (number of months) beginning When the grant funds are obtained

Geographic area to be served by project East Multnomah County

Population (number and groups) to be served by project 100,000+

GENERAL PURPOSE GRANT APPLICATION COVER SHEET (page 2)

This sheet must be completely filled in; reference to other materials is not adequate. Information may be handwritten.

INFORMATION ABOUT APPLICANT ORGANIZATION

Purpose of organization City government

Current tax-exempt status (If exempt under another organization, include evidence from IRS of that exemption and the relationship between the exempt organization and the applicant organization.)

- 501(c)(3) and 509(a) (if preliminary, date advance ruling ends)
Government entity (explain and include documentation) Incorporated city - 1907
Public school
Other (explain and include documentation)

Organization financial information (do not include in-kind contributions.) Ending date of fiscal year June 30, 2004

FY 2003-04 Resources Requirements
Budget for current fiscal year: Income \$22,106,663 Expenditures \$22,106,663

Major sources of support (and amounts) already committed:

Beginning balances - All funds \$7,602,944
Estimated revenues - All funds \$14,503,719 (property taxes, utility user fees)
Appropriated expenditures - All funds \$18,338,764

Major sources of support (and amounts) expected:

Ending balances protected on 6/30/04 - All funds \$3,767,899

FY 2003-04
Financial summary for last fiscal year: Income \$11,946,930 Expenditures \$13,049,708

Major sources of support (and amounts): Property taxes - \$3,180,410; Franchise fees - \$940,636;
Other taxes - \$336,589; Intergovernmental gas tax - \$584,537; Other intergovernmental
revenues - \$788,416; Utility user fees and system development charges - \$4,007,275

Financial summaries for the two fiscal years prior to last year: Income \$12,428,801 Expenditures \$15,284,558 FY 2002-03
Income \$12,451,398 Expenditures \$24,769,861 FY 2001-02

If a grant is awarded, what is the organization name to which checks should be paid, if different from above?

I certify that the above information is correct and that the governing board of this organization has approved submitting this grant application to the Meyer Memorial Trust.

Signature of Chief Executive Officer: Name
Title
Date

Send application materials to: General Purpose Grants
Meyer Memorial Trust
425 NW 10th Avenue, Suite 400
Portland, OR 97209

**MEYER MEMORIAL TRUST
GENERAL PURPOSE
GRANT APPLICATION**

NARRATIVE

Organization Description

Troutdale, incorporated in 1907, is a city of 14,300 residents located near the confluence of the Sandy and Columbia Rivers in the easternmost boundary of the Portland Metropolitan area. The Troutdale area is the Gateway to the Columbia River Gorge Scenic Area and Sandy River Canyon recreational areas. Troutdale's neighbors include Wood Village and Fairview to the west, Gresham to the south, and unincorporated areas of Multnomah County to the north and east.

Troutdale is a full-service city that provides a complete range of public utilities and government services. Troutdale's city government is comprised of the following departments: Executive, Finance, Public Works, Police, and Community Development. The City's Parks and Facilities Division, part of the Community Development Department, manages 14 city parks and maintains 8 city buildings, including the Sam Cox Building.

The Sam Cox Building is located in Troutdale's Glenn Otto Community Park, which borders the Sandy River. It was originally built as the evangelical hall for a church camp and dates from the 1920's. The building is approximately 4,900 square feet in size including the "annex", which is a small conference room that was added in 1980. There is a 570 square foot mezzanine on the second floor, but it is only partly usable because of the roof slope. Besides the main hall and annex, the building has a kitchen, restrooms, and two storage rooms. The City purchased the property and buildings sometime in 1968. The park and this building were named after former Troutdale mayors.

In 1995, the Troutdale City Council adopted a Parks, Recreation, and Greenways Master Plan, which identified parks, facilities, and programs to meet the needs of the City's expected population up to the year 2015. This plan recommended that a site master plan be developed for Glenn Otto Park to ensure that the best features of the park be preserved to continue serving the recreation needs of an ever-increasing population. In October 2002, the Glenn Otto Park and Cox Community Center Master Plan was completed. One of the major recommendations to emerge from the master plan was renovation of the Sam Cox Building to replace the antiquated kitchen and restrooms, upgrade the buildings dark and dingy interior, and improve its overall functionality.

Presently, the city is in a budget-cutting process in order to have a balanced budget for the next fiscal year. A project of this type would not be included as part of the budget as all capital expenditures for building improvements have been eliminated. Because cash reserves have had to be used in the past to continue operating at our current level of service, the remaining cash reserve must be kept to maintain monthly cash flow needs. The decrease in revenues can be attributed to a downturn in the economy, which has affected growth revenues. This project will not occur unless grant funds are obtained.

Project Description

Need for the Project

The City's Recreation Program utilizes the Sam Cox Building for many of its morning programs and day camps throughout the year. It is also a popular site for a variety of uses by civic organizations and private individuals. There are very few days a year when there is not at least one group scheduled to use the building. During the summer there are weddings held here practically every weekend.

Renovation of the Sam Cox Building was identified as one of the key elements of the Glenn Otto Park and Cox Community Center Master Plan. Problems were identified with the following parts of the building:

- The existing kitchen is presently divided into two rooms split by the building entry. The facilities do not meet current health standards.
- The restrooms do not comply with ADA standards and do not have the required number of fixtures required for the capacity and type of building usage.
- The main hall has few windows and is too dark.
- The existing concrete floor is not the best surface for many of the activities that take place in the building. It is uneven, pockmarked, and hard to keep clean. It is hard to move the chair racks and tables across the floor.
- The existing stairs to the mezzanine do not meet code.
- The door currently used as the main entrance goes through the kitchen into the main hall, which interferes with the function of the kitchen.
- A non-functioning fireplace is located in the annex and it is a drab environment.

Goals and Objectives

The City of Troutdale is requesting a grant of \$185,000, distributed over a 3-year period, from the Meyer Memorial Trust Grant Program in order to renovate the Sam Cox Building. Specific goals and objectives of the renovation project are listed below:

- A new kitchen will be combined into one room with a service entrance for more efficiency. The kitchen will be brought up to code and in compliance with Health Department standards.
- A change of traffic flow within the park proper is one of the main goals of the Master Plan. Reconfiguring the kitchen and identifying it as the service entry, along with the improvements to the north entryway, will achieve this goal.
- The restrooms will be expanded for ADA accessibility and new fixtures will be added to accommodate the volume of users.
- The floor should have a smooth surface for easier cleaning, and to make it easier to move objects across it.
- Additional windows and/or incandescent lighting will be added to the main hall to add light and improve the atmosphere of the room.

- The existing staircase will be removed and a new one built to code to access the mezzanine.
- Changing the main entry to the north side of the building, directly into the main hall, will tie in with the courtyard area to be developed at a later date.
- Removing the old fireplace and remodeling the annex will provide a more pleasant atmosphere for meetings and training sessions.
- Renovation of the Sam Cox Building will provide a more attractive venue for the public for gatherings and meetings.

Benefits to the Community

The city's annual community events, Harvestfaire and Summerfest, utilize the Sam Cox Building and Annex along with Glenn Otto Park. Providing an attractive location to hold these events, as well as all the other events throughout the year, will increase usage and revenues to the city to help maintain the building.

Plan of Action/Timetable for Implementation

- 1st year – New Floor - This is the greatest need and will not be impacted by other improvements done later.
 North Entry Remodel - The remodeled entry needs to be in place prior to renovating the kitchen. The kitchen entry will be closed during its remodel.
 Annex Remodel – This can be done with minimal impact to the other areas of the building.
 Main Hall Lighting – Add windows and/or incandescent lighting.
 Lengthen Stairs – The existing stairs will be removed and new stairs built to code will be constructed.
- 2nd year – Kitchen Renovation – Waiting another year to do this renovation will give the city time to solicit for donations of equipment, materials, and labor. The city will also need time to adjust user schedules to accommodate the lack of a kitchen for the time it takes to do the remodeling.
- 3rd year – Bathroom Renovation – Doing this project last will give the city time to adjust user schedules for the most opportune time to begin the project, so it is the least disruptive to user groups.

The goals will be accomplished by bringing the building up to code and Health Department standards as well as providing a more congenial location for user groups to hold their events.

Determination of Project Effectiveness

The city expects that there will be an increase in building rentals once the renovations to the building have been completed, as it will become a more attractive location to hold events.

Qualifications/Experience of Project Implementers

Licensed and bonded contractors will be hired to perform the renovation. The City has a Facilities Maintenance Division with many years experience maintaining the city's buildings. This division would oversee the contractors hired to do the renovation work in the Sam Cox Building.

Budget Information

Project Budget

North Entryway Remodel	\$ 15,000
New Floor in Main Hall	\$ 25,000
Additional Lighting in Main Hall	\$ 7,500
Annex Renovation	\$ 15,000
Kitchen Renovation	\$100,000
Bathroom Renovation	\$ 35,000
Lengthen stairs	\$ 7,500
Total renovation costs	\$205,000
Less donated labor and materials	(\$ 20,000)
Total grant funds required	\$185,000

These figures were obtained from the Glenn Otto Park and Cox Community Center Master Plan. The consultants made a preliminary construction estimate which included design and permit fees. However, after consulting with building officials and private contractors, the Park and Facilities Supervisor adjusted the consultant's figures to smaller amounts.

The breakdown of revenue received from the grant would be \$70,000 the first year, \$80,000 the second year and \$35,000 the third year to accomplish the project as outlined in the plan of action.

Other Possible Sources of Support

Once the grant has been obtained, the Parks and Facilities Supervisor will begin an active search for donations of materials, equipment, and labor from local civic organizations and merchants to assist in the project. He has estimated that around 10% of the project can be accomplished through this solicitation process.

Sustaining the Project

Funds generated from the rental of the facility will be used to provide building maintenance to keep it in good condition.

Financial Statements

See attached financial information.

Documentation of Tax-Exempt Status

Troutdale is an incorporated city and is therefore tax-exempt.

Troutdale City Council List

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