



**2020/2021 GRANTS-IN-AID
STANDARD & EXCEPTIONAL GRANT APPLICATION**



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

GRANT APPLICATION FORM

1. Applicant (Legal name of organization): City of DeBary

2. Address (mailing): 16 Colomba Road

City: DeBary State: Florida Zip Code: 32713

3. Federal ID #: 59-3217634

Florida Not-for-Profit Corporation Charter # (if applicable): Not Applicable

Florida Dept. of Agriculture & Consumer Services Registration # (if applicable): Not Applicable

4. Resident County Council District of Project: District 1 – Barbara Girtman, Representative

5. Contact Person:

Name: Jason Schaitz, MBA, CPRE, CYSA Title: Parks & Recreation Director

Telephone #: (386) 601-0205 E-Mail: jschaitz@debary.org

6. Project Title: City of DeBary – Sullivan Operations and Shade Structure Project

Project Location Address: 200 West Highbanks Road

City: DeBary State: Florida Zip Code: 32716

7. Type of Project:

☐ Renovation ☐ Restoration ☒ **New Construction** ☐ Acquisition

8. ECHO Category (Check all that apply – see ECHO guidebook):

☐ Environmental ☐ Cultural ☐ Historical ☒ **Outdoor Recreation**

9. The Project Site of Facility is (check one):

☒ **Owned by Applicant** ☐ Leased by the Applicant (length of lease): _____

☐ Applicant has Land/Project Management Agreement (length of agreement): _____

[Date]



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Note: Leases/Agreements must be binding and non-cancelable

10. Is the Project Site/Facility mortgaged or will it be?

☐ Yes

☒ **No**

Current Mortgage: \$ _____ Mortgage at Closing: \$ _____

Mortgage Length: _____ years Term ending date: _____

Name and Address of Lien Holder: _____

Is the facility in a Community Redevelopment District (CRA)?

☐ Yes

☒ **No**

11. Type of Organization:

☒ **Municipal government** or a budgeted organization of Volusia County government

☐ Not-for-Profit Corporation classified as a 501(c) (3)

12. Project Funding (Grant Amount Request and Match):

a. Standard Grant Request (up to \$600,000.00): \$ **150,000**

b. Exceptional Grant Request (up to \$2,500,000.00): \$ _____

c. Confirmed Match Funds \$ **150,000**

d. Total Project Cost \$ **300,000**

13. Mandatory Workshop was attended by: **Theresa Brooks** Date: **08/31/2021**



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14. List any prior year grants received from ECHO (include year, project name and amount):

The City of DeBary has received four prior grant awards from the Volusia County ECHO program for the Rob Sullivan Community Park Improvement project as follows:

- **2010 - Phase I:** ECHO Grant #10-06/\$250,000 Rob Sullivan Community Park – Two multi-purpose fields and Parking Lot Extension adding 91 spaces, retention pond and connecting walkways. This project has been completed and closed out on 10/18/2012.
- **2012 - Phase II:** ECHO Grant #12-06/\$80,000 Rob Sullivan Community Park Improvements - Lighting. This project has been completed and closed out on 5/30/2013.
- **2014 - Phase III:** ECHO Grant #14-05/\$121,000. This phase included the addition of trail lights on the south side of the existing trail and the upgrades of two adjacent playing fields that were unusable for sports or recreation events due to unstable terrain and trip hazards. The existing dug out area was extended out by 10 lineal feet and the installation of irrigation system and turf for the playing area on the two fields was completed and closed out in September of 2015.
- **2017 - Phase IV:** ECHO Grant #17-02/\$315,000. This phase included the addition of a lighting system for the multi-purpose sports fields, playing field top dressing and the installation of a playground with a shade cover adjacent to the playing fields.
- **The City of DeBary Gateway Park Improvements:** ECHO Grant #18-01/\$ 281,500. This project upgraded playground equipment and added new exercise equipment for public use.

MISSION

1. Provide the Mission Statement for your organization:



City of DeBary

Parks and Recreation Mission Statement

**Our Mission is to provide an exemplary park environment
for a diverse array of programs, sports, and activities
for the young and the young at heart.**

**The Vision, Mission and Goals of the City of DeBary Parks & Recreation Department
will be guided by the following Core Values:**

1. INTEGRITY

- Demonstrate honesty in all dealings with co-workers & community members
- Lead by example

2. RESPECT

- Demonstrate understanding & patience for individuals
- Be open to others' suggestions

3. TEAMWORK

- Work together with community organizations to assist in providing a variety of services
- Work together to accomplish common goals
- Individuals working collectively for the benefit of the whole organization & City

4. LEARNING

- Continuously strive to obtain surveys from the public to better understand the community needs
- Continuously strive to obtain knowledge relevant to the employee's specific field
- Network with peers to share ideas and solve problems



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PROJECT TEAM

1. List the name and address of the architect, engineer, design consultants and/or general contractor selected. Include the information for the persons signing the Certification of Information and Compliance Form.

City of DeBary Staff who have signed form 1.6:

Carmen Rosamonda, City Manager

Elizabeth Bauer, Finance Director

**City of DeBary
16 Colomba Road
DeBary, Florida
32713**

2. List the person/persons who created the budget and describe their experience with this type of project.

The budget section for the proposed Rob Sullivan Park Sullivan Operations and Shade Structure was prepared by the City of DeBary's City Manager Carmon Rosamonda who is highly qualified and experienced in the development and approval of the project budget. As the City Manager, Carmon Rosamonda is responsible for the development of the entire City of DeBary annual budget after public meetings and budget workshops.

The City of DeBary Parks and Recreation held a public workshop on March 4, 2020. The workshop focused on facilities and programs. Several residents, business owners, user groups and civic organizations attended.

The City of DeBary budget workshops for the Fiscal Year 2021-2022 annual budget were open to the public on August 11, 2021. The final Fiscal Year 2021/2022 Annual Budget was approved by the DeBary City Council on September 22, 2021.



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3. If a complete list is not available, explain why (include when the project team will be selected).

The Sullivan Operations and Shade Structure Project will not require an architect, engineer, design consultant, or a general contractor. The Parks and Recreation Department under the Direction of Jason Schaitz, Parks and Recreation Director for the City of DeBary, 16 Colomba Road, DeBary, Florida 32713 will oversee the vendors who will complete the building of the Operations Center and installation of the Shade Structure.

If ECHO funding is awarded, the vendors will be selected following City of DeBary bid/purchasing policy. Jason Schaitz, Parks and Recreation Director will oversee the vendors hired to clear and prepare the site, prepare the concrete pad including ADA accessibility walkways and pad, install infrastructure (piping, drainage, etc., build the multi-purpose building, install septic system, remove old concession stand, installation of shade system, relocation of irrigation, sodding and site restoration.

PROJECT MANAGEMENT TEAM

4. List the names of staff dedicated to this project (include their responsibilities and the amount of time each will be spending on the project per week).

Carmen Rosamonda, City Manager

Jason Schaitz, Parks & Recreation Director

Tom VanDeHey, Parks Superintendent

The City Council of DeBary has awarded negotiation and execution powers of the required documents for the improvement of this property to the City Attorney and City Manager. The City Council has also empowered the City Manager to encumber, authorize or expend any funds needed to complete the project.

The City Manager will dedicate approximately 5% of the workweek to this project. The City Manager will sign off on the final vendors selected and any other documents needed to complete this project.

The Parks & Recreation Director will dedicate 10% of the workweek to this project. The Parks & Recreation Director will prepare the final paperwork for the project bid package, complete, and submit any other paperwork needed to complete this project to the City Manager.

The Parks Superintendent will dedicate 20% of the workweek to this project. This position will assist with the bid documents for the project bid package as well as coordinate with the selected vendors to oversee the installation portion of this project. The Parks Superintendent will also apply for project permits as required.



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RESTRICTIVE COVENANTS

1. Do you agree to comply with the requirement to file a 20-year Restrictive Covenant with the Volusia County Clerk of Court if ECHO Grant is awarded?



Yes



No

△ If the project of the application is mortgaged or leased property, other than those applying for trails in the County Master Plan or projects on land not owned by the applicant, a letter from the Mortgagee or Lessor, stating that they agree to sign the Restrictive Covenants must be provided with the application.

△ Applicants with projects on State or Federal owned lands are automatically exempt from this requirement, but are held to the same liquidated damages cited within the Restrictive Covenants through language found in the final ECHO agreement for which the grantee is held responsible.



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CERTIFICATION OF INFORMATION AND COMPLIANCE FORM

I/We certify that all of the information contained within this application and subsequent attachments is true and correct to the best of my/our knowledge, and that the project for which the application is made shall be in compliance with the Americans with Disabilities Act of 1990, and that should a grant be awarded, the organization agrees to comply with the conditions of the grant award agreement including the Restrictive Covenants.

1. OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE OWNER OF THE PROPERTY

Signature:

Date:

9/28/21

Printed Name and Date: **Carmen Rosamonda, City Manager**

Phone #: **386 668-2040**

2. OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Signature:

Date:

9/28/21

Printed Name: **Carmen Rosamonda, City Manager**

Phone #: **386 668-2040**

3. CHIEF FINANCIAL OFFICER FOR THE APPLICANT

Signature:

Date:

9-28-21

Printed Name and Date: **Elizabeth Bauer, Finance Director**

Phone #: **386 668-2040**

4. NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS

Signature:

Printed Name and Date:

Phone #:

Executive Board or Board of Directors reviewed and approved this application on (date):

[Date]

PROJECT DESCRIPTION

1. Describe the project and explain how it will achieve the goals of Resolution 2000-156 and 2020-79 to plan for the future growth of Volusia County and enhance the quality of life for its residents (use factual information/documentation to show how project will accomplish these goals).

Resolution 2000-156 and 2020-79

HIGH QUALITY, USER ORIENTED OUTDOOR RECREATIONAL OPPORTUNITIES FOR PUBLIC USE:

The City of DeBary continues to exemplify the goals set by the ECHO Resolution 2000-156 AND 2020-79 by providing a quality public location for outdoor recreational opportunities that enhance the quality of life for residents of Volusia County and visitors.



The City of DeBary makes every effort to support the goal from Volusia County, Florida Sustainability Action Plan of 2012 of *creating a culture within their city that promotes sustainable and healthy lifestyle* by providing outdoor recreational opportunities through high quality user-oriented parks. Included in the City of DeBary's 2019 5 Year Strategic Plan is the need for the Operations Center in Sullivan Park. This project was on the list of Strategic Initiatives for FY 21-22 that was discussed at the May 5, 2021, City Council meeting. At that same meeting, DeBary received the 2020 Bicycle Friendly Community of the Year Designation by Becky Afonso, Florida Bicycle Association. This is an example of DeBary's continued commitment to offering a safe public environment that encourages citizens and visitors to get out and move.

The Parks and Recreation Department hosted a workshop March 4, 2020, focusing on facilities and programs that ensure DeBary citizens have space to exercise, play, and do other activities to improve their quality of life. The Department operates parks and administers youth leagues, senior programs, special events, and a Summer Day Camp program.



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Rob Sullivan Park, DeBary's first city park, continues to be the most utilized park with an annual estimated user visit of 158,500 (2019 number). The Park was named in honor of Rob Sullivan, a former DeBary City Council member and community parks advocate. The gated 27-acre park complex located at 100 West Highbanks Road in DeBary, Florida was originally named DeBary Youth Park has been available for public use since 1987 undergoing many improvements over the years including the name change to Rob Sullivan Community Park to honor the man and his dream.

The Park is gated and consists of 27 acres primarily devoted to Sports. Public amenities include three softball fields, three (3) multipurpose fields, electronic scoreboard, two (2) sun shelters, picnic pavilion, restroom facility and a concession stand. The Park is open seven days a week from sunrise to sunset with the exception for the closing time, at which time the field use can go up to 10 p.m. with the lighted fields. The sports fields and picnic pavilion are available for rent or on a first come, first served basis if not previously reserved.

With the park's continued popularity changes have been made over the years to adjust amenities to fit the needs of the park users. The original concession stand, location of the restrooms and size are no longer adequate. In addition, the City has identified the need for an Operations Center for the Parks and Recreation Department. Building the Operations Center building with larger restroom and concession stand in a more convenient location to the park's amenities will allow both needs to be met.

Extensive improvements began in 2010 through matching ECHO grant awards. The ECHO funds awarded for Phases I and II were used to construct additional parking spaces, a retention pond, connecting walkways and lighting that have developed the park into recreational area that is enjoyed by community members and visitors daily. Completed in 2015, the 2013-2014 Phase III ECHO grant project funded the addition of trail lights on the south side of the existing trail and upgrades for three (3) adjacent playing fields, extensions of the dug-out areas, installation of irrigation system and turf to improve two playing fields that were unusable for sports or recreation events due to unstable terrain. The completion of Phase IV made needed improvements to expand the already successful soccer and flag football programs. The larger updated facilities provided a venue for tournaments, sports camps, and other youth and adult sports leagues.

ECHO 2021-2022 Sullivan Operations and Shade Structure Project Description:

Rob Sullivan Park Fields was one of three facilities in the City of DeBary chosen for the Facility Showcase in the Florida Parks and Recreation Journal. The park's many amenities offer community members and visitors an outdoor space to gather, socialize, and play. The sports fields present adults and children the opportunity to be involved in team sports and the many amenities that have been added over the years provides a place for spectators and other visitors to enjoy. As attendance to the park and use of the facility continues to grow the original concession and restroom accommodations are no longer adequate. Providing an additional shade structure to the park supports the City of



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DeBary's goal of offering a safe environment for community members and visitors to their parks.

➤ **Sullivan Operations**

Building an Operations Center which would consist of a larger concession stand, restroom facilities, storage area, and multipurpose room located in a more convenient area to the playing fields and playground is essential to guarantee the continued popularity of the park. These additional features will assist with marketing the park for future tournaments and events.

➤ **Shade Structure**

Spending time outdoors is necessary for physical and emotional health but due to our geographical location, we can also experience a very high amount of UV radiation from the sun that can cause development of skin cancer. Adding an additional shade structure to Rob Sullivan Park will provide protection from the cancer-causing UV rays of the Florida sun, as well as shelter from rain. This additional amenity will offer a shaded space with the potential to reduce temperatures by as much as 25 degrees increasing visitor's comfort while enjoying the outdoors. Providing shade structure in Rob Sullivan Community Park offers a cooler place for sitting or standing while socializing, watching, coaching sports, waiting, or providing an area for displays, ticket sales, etc. Parks who have added shade structures have seen an increase in park use compared to parks that do not offer shade structures.



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3. Describe the project and construction timeline.

- The ECHO permanent sign for the City of DeBary Sullivan Operations and Shade Structure Project is already installed from previous completed ECHO projects. One is located at each entrance to the park.
- The clearing, importing fill, grading and compacting is scheduled to commence in March 2022 with construction beginning by April 2022.
- The Operations and Shade Structure Project is scheduled for completion by September 2022.
- The entire project is scheduled to be completed by the end of 2022.

Description	January 2022	March 2022	April 2022	July – September 2022
ECHO Permanent Sign (Already Installed)	0			
Clearing, importing fill, grading, and compacting		4,000		
Construction			231,000	
Installation of Shade Structure				65,000



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4. Describe how the green and sustainability standards will be used in the project (information can be found at <https://www.volusia.org/services/growth-and-resource-management/environmental-management/green-volusia/green-buildings.stml>).

From the moment this project was conceived the “building green” began. The goal of this project is to add amenities for the already successful Rob Sullivan Park that are sustainable, energy efficient, and uses eco-friendly building materials.

- **The Operations Center will be designed and constructed to use more durable materials and generate less waste. The design of the proposed building is ready to go out for competitive bids.**
- **An energy efficient mini-split A/C system that will bring in fresh air improving air quality as well not using materials and chemicals in construction and use that emit harmful toxic emissions.**
- **Glass blocks will be used in restroom walls to allow for natural light and occupancy sensors will be installed to shut lights off when room is not in use.**
- **Pressure assists and water efficient toilets will be installed.**
- **More efficient hand dryers will be installed in the restrooms eliminating the need for paper towels that do not use trees to make but create a lot of waste that ends up in landfills.**
- **Ample circuits will be in place to power energy efficient appliances and amenities inside the concession stand. A water conserving tankless water heater will be installed.**

In the planning stage of the Operation Center care was taken to make the building less expensive to maintain when opened for public use. The use of the previously mentioned hand dryers and occupancy sensors is more energy efficient as well as the use of LED lighting in the restrooms and throughout the building. Water efficient toilets and faucets will reduce water usage. Environmentally friendly products will be used for cleaning and the operations of the Center. Recycling bins will be placed throughout the Operations Center. Signage in restrooms and concession stand will be used to encourage the practices of reduce, reuse, and recycle.



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5. Describe how the project will comply with the ADA accessibility requirements.

ADA accessibility requirements were followed during the planning and construction of the Rob Sullivan Operations Center and Shade Structure.

- The entrance to the Operations Center is 36 inches with no stairs.
- The sidewalk is 36 inches with less than a 2% grade.
- Restrooms are handicap accessible with out swinging doors and easy to grip handles.
- There is clear path to all of fixtures of 36 inches or more.
- Ample turn around space for wheelchairs is provided. Sink height is 34 inches with space under for a wheelchair approach.
- Toilets no less than 17 inches or more than 19 inches from the floor with grab bars no more than 36 inches from the floor.
- Toilet paper dispenser accessible and flush controls easy to operate.
- The area around the shade structure will be wheelchair accessible.

5. If applicable, describe any additional phases.

There are no additional phases planned for Rob Sullivan Park Operations and Shade Structure Project at this time.

PERFORMANCE MEASURES

1. Explain the project's goals and objectives.

The following goals are in place for the Sullivan Operations and Shade Structure Project:

GOAL 1: NEW PUBLIC PARK AMENITIES:

The City of DeBary strives to ensure that their public parks provide well maintained and updated amenities that will result in high numbers of users interested in outdoor recreational opportunities.

The ECHO funding requested will be used to build a new Operations Center and install a Shade Structure.

- **Goal 1: Goal 1 will be met by December 2022**



GOAL 2: MARKET THE RECREATIONAL PROGRAMS AND ROB SULLIVAN PARK FREE PASSIVE PUBLIC USE AND RENTAL FACILITIES:

- **Goal 2:** Goal 2 will be met by increasing public awareness of the available amenities of Rob Sullivan Park and tracked through City and various partner websites, newsletters, posters, flyers, emails, and other social media sources such as Facebook, newspapers, and television event announcements. The results will also be tracked with the Activenet Software program used by the City of DeBary.

GOAL 3: IMPROVE PUBLIC SAFETY/SECURITY:

- **Goal 3:** Maintaining a quality park system sends a clear message to residents and visitors of the City of DeBary that the safety and wellbeing of the community is a high priority. A study done by National Recreation and Park Association, (www.nrpa.org), showed that a well-maintained park system cultivates a feeling of pride and ownership in a community and has shown to lower the instances of vandalism. The effectiveness of the public safety and security inside Rob Sullivan Park will be tracked by monitoring the user numbers based on scheduled events, lack of injury reports and verbal and written survey comments that will be tracked with the City of DeBary existing Activenet Software program. The Volusia County Sheriff's Office continues to provide active patrol of all City of DeBary parks, including Rob Sullivan Park.
2. Elaborate on how these goals and objectives will be measured for the length of the restrictive covenants.

The Parks and Recreation Department will track and measure goals and objectives by the following:

- User numbers for registered programs and events at the park are tracked through the ActiveNet system.
- Volusia County Sheriff's office provides patrol of the area along with annual public safety reports.
- Periodic park inspection during peaks hours to estimate drop in attendance at the park.
- Maintenance inspection and reports for the park facilities and amenities.
- Measure marketing and public awareness by tracking social media posts and activity, email lists, and website traffic.



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DRAWINGS

1. Drawings are required from all applicants (documents must be legible and to scale with legends):
 - a. Current drawings and/or excavation plans for the facility.
 - b. Site survey with existing structures and site plans with structures.
2. Vacant land acquisition projects shall include:
 - a. Conceptual drawings of improvements to the property, which are to be completed within two years of acquisition.
 - b. Proposed structures must include elevations, floor plans and design elements such as landscaping.
3. Street Locator Map (indicate the physical location of the project within the local areas; include road names and "North" for directional reference).
4. Site Plan should show the building footprint, travel ways, parking, landscaping, etc. (plans should be to scale). This section should include:
 - a. Site survey
 - b. Trees and topography
 - c. Civil drawing
 - d. Water retention drainage and circulation
5. Preliminary and Schematic Drawings. Drawings should show:
 - a. A general model of floor/site plans, showing location of project elements.
 - b. Florida-friendly landscape plan (The Florida Friendly Landscaping guide can be found at https://ffl.ifas.ufl.edu/pdf/FYN_Plant_Selection_Guide_2015.pdf)
6. Design and Development Documents. Documents should show more detail including:
 - a. Selection of materials and engineering systems involved
 - b. Detailed cost estimate
 - c. Environmentally sustainable materials.
7. Construction Documents should include written and graphic instructions. These documents should be focused on specifications for the project (building systems, floor plans, elevations, etc.) and should include site utilities and ADA information.
 - a. Outdoor, trails, parks, sports facilities, and playgrounds require a bid set of plans, which are ready to be used for the procurement process.
 - b. New construction, facility remodel and historic projects require a set of A&E plans, which are ready to be used for the procurement process.
 - c. Historic projects need to demonstrate research and compliance with the Historic Preservation Standards and Guidelines.
8. Permanent ECHO Sign documents should include sign design, materials, and site placement.

NOTE: This is a design/build project. Draft RFQ is attached on pages 86-134 for the building. The RFQ for the shade structure will be available prior to ranking.



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PROJECT BUDGET

1. A complete project budget must be submitted in the format provided by the county (see below). Budget must be accurate and realistic (projects will be implemented within the budget set at the time of application).
2. The budget should be presented by each type of funding:
 - a. UC – Unencumbered Cash
 - b. LM – Land Match
 - c. IK – In-kind Services/Donations
 - d. PSC – Previously Spent Cash
3. The budget must include temporary and permanent ECHO signage (Signs may not be funded with the ECHO portion of the budget).

Existing permanent ECHO signs are at both entrances of the park.



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BUDGET DETAIL CHART

CHART 3.1: CONSTRUCTION PHASE EXPENDITURES <i>ADD ROWS AS NEEDED</i>	UC +	LM +	In- Kind	PSC	= Match	ECHO	Total
ECHO Signage:							
Temporary	500.00				500.00	0.00	500.00
Subtotal	500.00				500.00	0.00	500.00
Survey and Drawings	3,500.00				3,500.00	0.00	3,500.00
Subtotal	3,500.00				3,500.00	0.00	3,500.00
Operation Center Construction							
Site Preparation	4,000.00				4,000.00	0.00	4,000.00
Site Work Infrastructure	10,000.00				10,000.00	0.00	10,000.00
Concrete-ADA accessibility and pads	5,500.00				5,500.00	0.00	5,500.00
Building	35,000.00				35,000.00	150,000.00	185,000.00
Electric	4,500.00				4,500.00	0.00	4,500.00
Building Amenities	14,000.00				14,000.00	0.00	14,000.00
Subtotal	73,000.00				73,000.00	150,000.00	223,000.00
Septic System	7,000.00				7,000.00	0.00	7,000.00
Subtotal	7,000.00				7,000.00	0.00	7,000.00
Shade Structure							0.00
Hexagon Shade System and installation	65,000.00				65,000.00	0.00	65,000.00
Subtotal	65,000.00				65,000.00	0.00	65,000.00
Irrigation relocates, sodding, site restoration	1,000.00				1,000.00	0.00	1,000.00
Subtotal	1,000.00				1,000.00	0.00	1,000.00
					MATCH	ECHO	PROJECT
PROJECT TOTALS	\$150,000.00	\$0.00		\$0.00	\$150,000.00	\$150,000.00	\$300,000.00



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MATCH DOCUMENTATION

1. All documentation for match must be included in the application as outlined in the ECHO Guidebook pages 9 - 12.



OPERATING FORECAST DETAIL

1. Outline how the facility or project will operate once complete.

a. In the narration include items such as (as applicable):

i. **Staffing**

The City of DeBary is a Municipal Government. The Rob Sullivan Park operational expenses are incorporated in the City of DeBary Parks & Recreation annual budget.

The park is already maintained by City Staff and no additional costs will be incurred for this project. The maintenance assignments for the new playground and exercise equipment will be distributed to existing staff to cover the new amenities for Rob Sullivan Park in the maintenance schedule

ii. **Maintenance Requirements**

The City of DeBary Parks & Recreation Staff has an ongoing goal to provide a safe recreational atmosphere for all park patrons. By performing regular maintenance and inspections of every park facility, visitors can expect to have enjoyable and safe outdoor recreational experiences throughout the year. The maintenance costs are funded through the City of DeBary Parks and Recreation operational budget. The monitoring of the depreciation of park buildings and equipment by City Staff is ongoing, with the identified needs for repairs or replacements addressed during the City budget and capital improvement process.

iii. **Increased Programming**

The Parks and Recreation Department has a goal to add at least 1 new program or special event each year. Upon completion of the Operations Center, we plan to expand our summer camp offerings to Rob Sullivan Park by starting 6-8 weeks of sports camps. The building will allow us to run camps at the park by providing a facility for the campers to get out of the heat for lunch, snacks, water breaks, and table activities. The building will also allow us to run larger special events and tournaments at the park without the need to contract additional restrooms, vendors, etc.

iv. **Fees (including memberships and entrance fees)**

No Fees are charged for passive use of the amenities at Rob Sullivan Park.

The City of DeBary offers the community the opportunity to rent the park facilities for private individual use. The fee schedule is as follows:



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City of DeBary Field Rental Policy

City of DeBary Fee Schedule

TOWN HALL

Without use of Kitchen
Category I
\$30 per hour
(\$100 refundable deposit)

Category II
\$50 per hour
(\$100 refundable deposit)

With use of Kitchen
Category I
\$40 per hour
(\$150 refundable deposit)

Category II
\$60 per hour
(\$150 refundable deposit)

2 hour minimum to rent Town Hall. All rentals must take place between 9:00am and 11:00pm
(Hours of rental include the set-up and break-down of event).

Category I – Non Profit Organizations within the City of DeBary
Category II – All other rentals that do not fall under Category I

PICNIC PAVILIONS

\$40 per day
(\$25 refundable deposit)

Gateway Pavilion #2
\$55 per day
(\$40 refundable deposit)

Bill Keller Pavilion #2
\$70 per day
(\$50 refundable deposit)

Rob Sullivan Pavilion #2
\$55 per day
(\$40 refundable deposit)

BALL FIELDS

\$30 for 1.5 hours (no lights)
\$45 for 1.5 hours (lights)
(\$60 for game prep if requested)

SPECIAL EVENT FIELD RENTAL

\$20 per hour (no lights)
\$30 per hour (lights on)
(\$50 refundable deposit)

River City Nature Park Pavilion
\$55 per day
(\$40 refundable deposit)

The City will require 15% payment from the gate admission, concession proceeds and team registrations for tournaments and/or special events. This will be in addition to the fees charged for the use of the facility.

PROGRAM FEES

Youth Soccer and Flag Football
Youth Dodgeball and Cheerleading
Youth Sports Clinic
Summer Camp
Adult Kickball

\$60 per participant
\$60 per participant
\$30 per participant
\$85 per week per participant
\$300 per team

City of DeBary Employees will get a 50% discount on all program and rental fees.
Security deposits still apply.

ALL RENTAL FEES INCLUDE FLORIDA STATE SALES TAXES.

Adopted 10/14/2016



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- b. **Include a detailed maintenance and replacement plan for the 20-year compliance period.**

MAINTENANCE SCHEDULE

Memorial Park	City Hall	Gateway Park
Power Park	River City Nature Park	Eagles Nest Park
Bill Keller Park	17-92 Medians	Rob Sullivan Community Park

Park Maintenance Responsibilities

Routine maintenance mowing, edging, trimming, and blowing off (MWTEB)

- identify troubled areas with turf (holes, irrigation, insect, and weed concerns)
- monitor, adjust and replace irrigation as necessary
- pull or spray weeds in landscaped beds regularly
- trim all trees and shrubs

Restrooms are clean and stocked

- inside walls, toilets, urinals, sinks, mirrors, countertops, water fountains, dispensers, partitions, and floors are functional and cleaned thoroughly
- free of graffiti and cobwebs
- all walls painted
- lights in working order
- doors working/locking properly
- dispensers stocked and in good order

Pavilions

- free of graffiti and cobwebs
- all surfaces painted
- grills cleaned & painted
- free of staples and tape

Trash

- picked up daily
- cans emptied
- steel cans painted
- trash cans deodorized (if necessary)

Playgrounds

- safety surfacing is plentiful and raked into place
- visual inspection of all play equipment performed weekly (loose or broken parts)
- no graffiti, rusty pieces, or missing paint

Irrigation & filters

- inspection & repairs
- rain sensors active and working
- batteries in timers & filters are replaced

Keller and Sullivan ball fields



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- base paths and clay areas are edged and/or sprayed (weed-free at all times)
- bases and rubbers are level, within dimensions and in good shape
- clay spill over onto turf is prevented and/or controlled
- dragging & lining of ball fields for games & practices
- bases are removed before dragging
- clay is watered as needed
- ball field lights checked before Spring and Fall ball
- Score keepers' boxes are safe and secure

Turf grass maintenance

- identify weed or insect intrusion
- perform fertilizer/pesticide applications
- identify/address hot spots
- fill divots and holes in turf

Concession stands

- A/C filters changed, and condensate drains flushed
- doors and windows are secure

Parking lots

- blown off weekly
- graded
- park stops are true and painted

Basketball, shuffleboard & tennis courts

- blown off at least twice weekly
- rust, scuff marks and gum cleaned (if necessary)
- nets intact and in good condition
- rims and backboards painted and in good condition

Fences taught & secure

- identify potential hazards
- repair or replace damaged fence

Trails

- trim overhanging branches
- free from weeds
- mulch in place (if required)

Flags are in good condition

- adjust or replace if necessary



20 YEAR REPLACEMENT PLAN:

The building and all amenities, fixtures, furnishings, and equipment within will be logged in our department's asset replacement plan. Each item is earmarked for replacement based on the manufactures recommended life span. As those amenities are due for replacement, they are included in our capital replacement plan that is submitted annually during the City's budget planning period. With routine maintenance and inspection, we will generally extend the lifespan of the amenity past the manufactures recommended lifespan, when possible, to maximize its use.

A block with stucco building has an average estimated life span of 70 years on average. Unless a major unforeseen event occurs, we would not expect to replace the structure itself within the 20-year reporting period, but will implement a routine maintenance cycle and repair, refurbish, or replace as needed.

2. Submit a business plan, feasibility study and marketing plan. These plans must be specific to Volusia County and the proposed project.

The City of DeBary Parks & Recreation Department plans for equipment repair and replacement in all park locations through the annual budget and capital improvement process. The new project will be included in the plan. The feasibility of the new project is based on the popularity of the current Rob Sullivan Park amenities with both youth and adults and is planned as an additional amenity that will fit in with the current trend of amenities desired by public users.

MARKETING PLAN:

The City of DeBary marketing plan for Rob Sullivan Park is to continue enhancing community awareness of the available park amenities, passive use, and pavilion rentals. Marketing efforts will continue through various partner websites, newsletters, posters, flyers, emails, and other social media sources such as Facebook, newspapers, and television. Upcoming events will continue to be advertised using social media sources mentioned above as well as follow up stories to share the success of the event with the public.



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FISCAL STABILITY

BUSINESS INFORMATION

The City of DeBary is a Municipal Government. The City of DeBary Parks & Recreation annual budget includes the operational expenses for Rob Sullivan Park. The park is already maintained by City Staff and no additional costs will be incurred for this project. The maintenance assignments for the new project will be distributed to existing staff to cover the new amenities for Rob Sullivan Park in the maintenance schedule.

Operational funding for this organization	Prior Completed 2020	Current Year 2021	Projected Year 2022	Next Projected 2023
Fundraising, Memberships, Donations, etc.				
County Grants (other than ECHO)				
Grants (Non-County)				
Cash Donations				
TOTALS				
Administrative Costs				
Program Costs				
Educational & Educational Outreach Programs				
Contractor Services (for this project)				
Marketing & Advertising				
Payroll Total Expense				
TOTALS				
Not-for-Profit				
Endowments				
TOTALS				
Number of Full-time Employees	10	10	10	10
Number of Part-time Employees	3	3	3	3
Volunteer Hours				
Value of Volunteer Hours (@ ____ hr.)				
TOTALS				

3. Has this organization defaulted on any grant in the past five years? If yes, please explain.

The City of DeBary has a proven record of sound fiscal and project management and has not defaulted on any previous grant award.



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FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES

1. County of Volusia and Local Municipalities: must provide a link to their Financial Statement under GASB 34. The link should include the following documents:
 - a. A Management Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.
 - b. A Response Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.
 - c. An Opinion Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.
2. Not-for-Profit Organizations: the required financial information is determined by the operating revenue or expenses/expenditures annual average of the three fiscal years prior to the application deadline, as outlined in the ECHO Guidebook.
 - a. Additional supporting documents for Not-for-Profit organizations:
 - i. IRS letter granting Not-for-Profit 501 (c) (3) status in Florida.
 - ii. The most recent Uniform Business Report (Annual Report) filed with the State of Florida, Division of Corporations.
 - iii. Unrestrictive ownership or undisturbed use of facility documentation (unless the project is an acquisition).
 - iv. Letter of intent to sell from the owner for Acquisition Projects.



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Attachment Checklist: Please check your application before submitting.

The following items/documentation **must** be included with your application, or your application **will not** be scored. All match sources must be secured and proof thereof submitted by the Application Deadline in the Application Review Calendar found [Volusia ECHO](#).

APPLICANT

- ☒ ☐ ECHO Application, completed and signed
- ☒ ☐ Proof of ownership or copy of lease
- ☒ ☐ Mission Statement for Organization
- ☒ ☐ Form 1.6 – Certification of Information and Compliance, completed and signed
- ☒ ☐ Drawings
- ☒ ☐ Street Locator Map
- ☒ ☐ Site Plan
- ☒ ☐ Preliminary & Schematic Drawings
- ☒ ☐ Design & Development Documents
- ☒ ☐ Construction Documents
- ☒ ☐ Permanent ECHO Sign Documents
- ☒ ☐ Project Budget Detail Chart
- ☒ ☐ Official Documentation of Match
- ☒ ☐ Business Plan
- ☒ ☐ Feasibility Study
- ☒ ☐ Marketing Plan
- ☒ ☐ Fiscal Stability Chart
- ☒ ☐ Financial Audit Documents (listed in the ECHO Guidebook page 15)
- ☒ ☐ Not-for-Profits only: IRS Status Letter classifying Organization as a 501(c) (3)
- ☒ ☐ Restrictive Covenants or Statement agreeing to follow this requirement
- ☒ ☐ Other – Additional Information
- ☒