



**2022 GRANTS-IN-AID  
STANDARD & EXCEPTIONAL GRANT APPLICATION**



### **APPLICANT INFORMATION**

1. Applicant (Legal name of organization): **City of South Daytona**
2. Address (mailing): **PO Box 214960**  
City: **South Daytona** State: **FL** Zip Code: **32121-4960**
3. Type of Organization:  
☒ Municipal government ☐ Volusia County Government  
☐ Not-for-Profit Corporation classified as a 501(c) (3)
4. Federal ID #: **59-6000430**  
Florida Not-for-Profit Corporation Charter # (if applicable):  
Florida Dept. of Agriculture & Consumer Services Registration # (if applicable):
5. County Council District of Project: ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5
6. Is the project in a Community Redevelopment District (CRA)? ☐ Yes ☒ No
7. Contact Person:  
Name: **Amy Zengotita** Title: **Parks and Recreation Director**  
Telephone #: **(386) 322-3070** E-Mail: **azengotita@southdaytona.org**
8. Provide the Mission Statement for your organization: **The mission of the Parks and Recreation Department is to provide quality recreational facilities, parks, and programs, which are diverse, accessible, and enriching to the community.**

### **FUNDING REQUEST**

1. Project Funding (Grant Request Amount and Match Amount):
  - a. Standard Grant Request (up to \$600,000.00) **\$ 243,750.00**
  - b. Exceptional Grant Request (up to \$2,500,000.00) **\$ n/a**
  - c. Confirmed Match Funds **\$ 250,000.00**
  - d. Total Project Cost (ECHO + Match) **\$ 493,750.00**

*City confirmed match of \$250,000 per City Council Resolution 2022-05.*
2. Mandatory Workshop was attended by: **Amy Zengotita, CPRP, Parks and Recreation Director**
3. Date of Workshop: **02/24/2022**



4. List any prior year grants received from ECHO (include year, project name and amount of grant):  
**2004-20 City of South Daytona Reed Canal Park – Phase I, \$300,000**  
**2005-13 City of South Daytona Reed Canal Park – Phase II, \$200,000**  
**2006-17 City of South Daytona James Park Improvements, \$180,338**  
**2007-10 City of South Daytona South Daytona Sensory Garden Park, \$200,000**

### **PROJECT INFORMATION**

1. Project Title: **Magnolia Park Renovation**
2. Project Location Address: **1985 Magnolia Ave**  
City: **South Daytona** State: **FL** Zip Code: **32119**
3. Type of Project:  
☒ Renovation      ☐ Restoration      ☐ New Construction      ☐ Acquisition
4. ECHO Category – Select One (review ECHO Guidebook pages 3 - 4):  
☐ Environmental      ☐ Cultural      ☐ Historic      ☒ Outdoor Recreation
5. The Project Site of Facility is (select one):  
☒ Owned by Applicant      ☐ Leased by Applicant (length of lease)  
☐ Land/Project Management Agreement (length of agreement)  
NOTE: LEASES/AGREEMENTS MUST BE BINDING AND NON-CANCELABLE
6. Is the Project Site/Facility mortgaged or will it be?      ☐ Yes      ☒ No

### **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:  
**Amy Zengotita, CPRP, Parks and Recreation Director**  
**Jason Oliva, CGFO, Finance Director**  
**James L. Gillis, Jr., ICMA-CM, City Manager**
2. List the person/persons who created the budget and describe their experience with this type of project:  
**Amy Zengotita created the budget for this project. Mrs. Zengotita is a Certified Parks and Recreation Professional since 2018. She has overseen four park renovation projects, including two ECHO projects in her 7-year career in Parks and Recreation. She has consulted with companies to obtain a price for the renovation project.**



3. If a complete list is not available, explain why (include when the project team will be selected):  
**The Magnolia Renovation Project will not require an architect, engineer, design consultant, or a general contractor. The South Daytona Parks and Recreation Department under the direction of Amy Zengotita, Parks and Recreation Director will oversee the vendors who will complete the work of the project.**

**If ECHO funding is awarded, the vendors will be selected following City of South Daytona bid/purchasing policy. Amy Zengotita, Parks and Recreation Director will oversee the vendors hired for the project.**

### **PROJECT MANAGEMENT TEAM**

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

**Amy Zengotita, Parks and Recreation Director, City of South Daytona – 15 hours weekly**

**Project duties include project research, oversight of bid process, design input, supervision of design conception, project presentation to City Staff, City Boards and City Council, oversight of construction, grant management, park maintenance schedule.**

**Jason Oliva, Finance Director, City of South Daytona – 5 hours weekly**

**Project duties include project financial management, invoice payments and budget tracking.**

**James L. Gillis, Jr., City Manager, City of South Daytona – 5 hours weekly**

**Project duties include project design input, staff coordinator and adviser.**

### **PROJECT DESCRIPTION**

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

**The City of South Daytona Magnolia Park Renovation Project will meet the goals set by the ECHO Resolution 2000-156, to enhance the quality of life for Volusia County residents and visitors by providing quality public outdoor spaces to be enjoyed by every resident regardless of their abilities.**

**Magnolia Park was established in 1981 as a park designed specifically for wheelchair users and senior adults. With the development of new products, the park has an opportunity to be better designed and provide an improved experience for visitors of all abilities. The replacement decking will allow for smoother transitions for wheelchair users or those using walkers. Additional accommodations will be made through this project including removal of a step at the end of the dock to a ramp for easy access to the walking trail.**



The new playground will incorporate more play pieces that will be accessible from a wheelchair or with the assistance of another person. In addition, the replacement of engineered wood fiber to artificial turf will allow for easier access for all visitors. Sidewalks will also be expanded for visitors to be able access the picnic tables and benches. Additional ADA accessible picnic tables will also be added.

The Magnolia Park Renovation project will include the following:

- New accessible playground equipment
  - Replacement of engineered wood fiber to artificial turf
  - Replacement swing sets with swings that are more accessible
  - Extension of sidewalks to picnic tables
  - New picnic tables which will include ADA access
  - Replacement of decking from wood to WearDeck to allow for better transitions, longer lasting material, and less maintenance. In addition, conversion of steps to ramps for added accessibility.
  - Repairs to the wood and replacement of hardware to longer lasting stainless steel on the pergola
  - Replacement of sitting area from engineered wood fiber to artificial turf
  - Replacement of fencing
  - Additional Landscaping
2. If applying for an exceptional grant, describe how the project meets the requirements of an exceptional project. An exceptional project means a project of paramount and crucial countywide importance which provides for receipt of services by significantly large numbers of people in all areas of the county. For more information on exceptional projects see page 8 of the ECHO Guidebook.
- N/A.**
3. Describe the project and construction timeline:
- If awarded, the Magnolia Park Renovations project is scheduled to begin in August 2022. The temporary sign will be installed, and the project components will begin with the sealed bid process. If the components have a successful bid process, the bids will be awarded at the October 11, 2022 City Council Meeting. A Notice to Proceed will be issued and construction will begin in November 2022. Project completion should occur in June 2023. The permanent ECHO signage will be installed in July 2023 with an official ribbon cutting in August 2023.**
4. Describe how the green infrastructure 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.shtml>):
- In all projects for the City of South Daytona, materials chosen are sustainable and eco-friendly.**



It is the City's goal to retain as much of the current dock as possible to reduce waste. It was determined that the current railings do not need to be replaced, allowing it to be reused. The decking will be replaced with WearDeck. WearDeck is built to last and is made of HDPE reinforced with fiberglass. WearDeck has the highest live load rating in the industry. WearDeck has a 25-year Commercial Warranty, has minimal thermal expansion and contraction, and requires little maintenance.

The materials for the playground and swing set include aluminum, plastic, rubber, and steel are all recyclable materials and are the most durable for long lasting use.

Florida Friendly landscaping will be chosen to ensure for water efficiency and reduction of fertilizer.

5. Describe how the project will comply with the ADA accessibility requirements:  
**The new playground equipment proposed has ADA compliant amenities so that children of all abilities will be able to enjoy the park. The replacement of engineered wood fiber to artificial turf will allow for easier access for all visitors and the expansion of sidewalks will allow visitors to better access picnic tables and benches. The replacement decking will allow for smoother transitions for those using wheelchairs or walkers. ADA accessibility will be enhanced through the replacement of a step to a ramp for easy access to the walking trail.**
6. If applicable, describe any additional phases:  
**This project is planned as a single-phase project with no additional phases planned.**

## **PERFORMANCE MEASURES**

1. Explain the project's goals and objectives:  
**Goal 1: Provide recreational facilities for persons of all abilities.**  
  
**Objectives:**
  - a. Renovate Magnolia Park's existing facilities to meet or exceed the Americans with Disabilities Act, (ADA) in keeping with the principals of Universal Accessibility to expand recreational opportunities for all residents.  
**Goal 2: Provide multigenerational recreational opportunities within the community as the City is comprised of persons of all ages.**  
  
**Objectives:**
  - a. Provide facilities for each of the major age and activity groups.
  - b. Provide for experiences that can be enjoyed together with persons of multiple ages.
  - c. Allow for all persons of multiple generations, extended family groups, and large groups to universally enjoy the parks.



**Goal 3: Provide well maintained and safe park and recreational facilities.**

**Objectives:**

- a. Renovate facilities with materials that require less maintenance.**
  - b. Maintain the park daily and conduct daily, weekly, and monthly inspections of facilities.**
2. Elaborate on how these goals and objectives will be measured for the length of the restrictive covenants:  
**Magnolia Park will be observed daily by Park Staff to ensure all areas are safe for visitors. Maintenance inspection forms and reports will be conducted on the park. The playground will be inspected regularly, and the deck and sidewalks will be checked for any trip hazards. Staff will market this park to residents describing its accessibility and multigenerational aspects of the park. Marketing will be tracked through social media posts, activity, and website traffic. Staff will conduct surveys every few years to see what activities the residents who like to see at Magnolia Park and plan new programming or adjust current programming based upon the results.**

**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.*



### **BUDGET INFORMATION**

1. A complete project budget must be submitted in the format provided by the county. 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
  - d. PSC = Previously Spent Cash
3. The budget must include temporary and permanent ECHO signage (signs may not be funded with ECHO funding).





Playground:	UC+	LM+	In-KIND+	PSC	=MATCH	ECHO	TOTAL
Playground Structures	40,000.00				40,000.00	40,000.00	80,000.00
Swing Set	3,500.00				3,500.00	3,500.00	7,000.00
Site Prep and Installation	13,000.00				13,000.00	13,000.00	25,000.00
Artificial Turf	26,500.00				26,500.00	26,500.00	53,000.00
Picnic Tables	3,500.00				3,500.00	3,500.00	7,000.00
Subtotal	86,500.00				86,500.00	86,500.00	170,000.00
Site Construction:							
Concrete	12,500.00				6,250.00	6,250.00	12,500.00
Parking Lot Asphalt Sealcoating	12,000.00				6,000.00	6,000.00	12,000.00
Fence	20,000.00				10,000.00	10,000.00	20,000.00
Decking Replacement	125,000.00				125,000.00	125,000.00	250,000.00
Landscaping	2,500.00				2,500.00	2,500.00	5,000.00
Subtotal	149,750.00				149,750.00	149,750.00	299,500.00
Signage:							
Park Sign	20,000.00				7,500.00	7,500.00	15,000.00
ECHO Temp Sign	500				500	0	500.00
ECHO Permanent Sign	7,000.00				5,750.00	0	5,750.00



Subtotal	17,500.00				13,750.00	7,500.00	21,250.00
PROJECT TOTALS	253,750.00				250,000.00	243,750.00	493,750.00

Line items should match your project (some examples are Equipment, Metals, Finishes, Wood, and Plastic, Thermal, Plumbing). Budgeted match amounts should be placed in the corresponding description column (Unencumbered Cash, Land Match, In-kind Services/Items or Previously Spent Cash).



## **MATCH DOCUMENTATION**

1. All documentation for match must be included in the application as outlined in the ECHO Guidebook pages 9 - 11.

## **OPERATING FORECAST DETAIL**

1. Outline how the facility or project will operate once complete. The narration should include such items (as applicable) as staffing, maintenance requirements, increased programming, fees, and memberships. Include a detailed maintenance and replacement plan for the 20-year compliance period:

**The City of South Daytona is a municipal government. Magnolia Park's operational expenses are incorporated in the City of South Daytona Parks and Recreation annual budget. The park is currently maintained by city staff. Additional staff will not be required to be added due to this project, and no additional costs will be incurred for this project. The renovated park amenities are expected to add no additional time to the current staff duties. The renovated facilities will be maintained in accordance with current standards by current Parks and Recreation staff.**

**Magnolia Park is open from Dawn to Dusk daily. After the proposed renovations are completed, the park will operate as it does currently with access to more accessible facilities. The park is operated as a passive park; therefore, on-site staff is not required. Regular monitoring of the park is provided by City of South Daytona Parks and Recreation staff to assess condition of on-site equipment, empty trash receptacles and ensure park safety rules are being followed. The maintenance costs are funded through the City of South Daytona Parks and Recreation operational budget. The need to replace or repair equipment outside of regular maintenance is handled through the budget and capital improvement process.**

**After the renovation, public programs will be scheduled including fishing tournaments, city events, community picnics and outdoor activities. Parks and Recreation will advertise these events via Social Media, the Quarterly City Newsletter and during Council Meetings.**

**No fees or memberships are charged for the use of Magnolia Park and most city events at the park will be free.**

### **Maintenance Schedule**

- **Mowing, edging, trimming, and blown off**
- **Pull or spray weeds in landscaped beds regularly, replace any if needed**
- **Trim all trees and shrubs**
- **Trash picked up daily**



- Painting of trash cans
- Inspection of playground surfacing
- Visual inspection of all play equipment performed weekly (loose or broken parts)
- Visual inspection to ensure no graffiti, rusty pieces, or missing paint
- Blow off leaves in parking lot, on sidewalks, and on deck
- Pressure wash sidewalks and deck annually
- Check fencing to ensure taught & secure
- Make any repairs or replace damaged fence
- Inspect decking and make any repairs
- Inspect sidewalk for trip hazards

### **20 Year Replacement Plan**

The renovated facilities will be monitored by the City's fixed asset plan and will be budgeted accordingly based upon the lifespan of the amenity. Amenities needing replacement are included in the capital replacement plan that is submitted annually and monitored every 5 years during the City's budget process. The warranty for WearDeck is 25 years and will be maintained to extend the lifespan of the decking. The warranty for the playground will depend on the manufacturer that is selected. However, routine maintenance of the equipment and making repairs to the equipment as needed will ensure 20 years of use.

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

The purchase of new equipment, repairs, and replacement of equipment is requested through the City's annual budget and capital improvement process. The Magnolia Renovation project is included in the capital improvement plan.

Magnolia is a beloved park and the improvements proposed will allow the park to be more accessible to all users of all ages and abilities. The project is very practical and doable for the park as we are renovating the current facilities which was designed specifically to accommodate people of all abilities and ages. The warranty for WearDeck is 25 years and will be maintained to extend the lifespan of the decking. The warranty for the playground will depend on the manufacturer that is selected. However, routine maintenance of the equipment and making repairs to the equipment as needed will ensure 20 years of use.

Magnolia Park and park events will be marketed through the City's social media accounts, City website, City newsletter, flyers, posters, City's message boards, Port Orange South Daytona annual magazine, and other local news outlets. The target audience for this park are Volusia County families, those with physical disabilities, and aging adults. Events and programs held at the park will be advertised through the same channels along with paid advertising on Facebook. The park will be showcased for its accessibility for all Volusia County residents and visitors.



## FISCAL STABILITY

The City of South Daytona is a municipal government. The City of South Daytona Parks and Recreation Department's annual budget includes the operational expenses for Magnolia Park. The park is already maintained by Parks and Recreation staff; therefore, no additional staff will be needed once the project is completed.

### 1. BUSINESS INFORMATION (not all line items will apply to all applicants)

Operational funding for this organization	Prior Completed Year	Current Year	Projected Year	Next Projected Year
Fundraising, Memberships, Donations, etc.	0	0	0	0
County Grants (other than ECHO)	\$69,629 (CDBG)	\$77,117 (CDBG)	\$77,117 (CDBG)	\$77,117 (CDBG)
Grants (Non-County)	0	0	0	0
Cash Donations	0	0	0	0
<b>TOTALS</b>	<b>\$69,629</b>	<b>\$77,117</b>	<b>\$77,117</b>	<b>\$77,117</b>
Administrative Costs	\$12,000	\$12,000	\$13,000	\$13,500
Program Costs	\$21,768	\$20,000	\$25,000	\$25,000
Educational Outreach Programs	\$5,000	\$5,500	\$6,000	\$6,500
Contractor Services (for this project)	0	0	\$25,000	0
Marketing & Advertising	\$3,000	\$3,000	\$3,000	\$3,000
Payroll Total Expense	\$278,882	\$270,347	\$340,000	\$350,000
<b>TOTAL</b>	<b>\$320,650</b>	<b>\$310,847</b>	<b>\$412,000</b>	<b>\$398,000</b>
Not-for-Profit	N/A	N/A	N/A	N/A
Endowments	N/A	N/A	N/A	N/A
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Number of Full-time Employees	7	7	8	8
Number of Part-time Employees	0	0	0	0
Volunteer Hours	2,000	2,000	2,000	2,000
Value of Volunteer Hours (@ /hr.)	\$23,000	\$23,000	\$23,000	\$23,000
<b>TOTALS</b>	<b>\$23,000</b>	<b>\$23,000</b>	<b>\$23,000</b>	<b>\$23,000</b>

### 2. Has this organization defaulted on any grant in the past five years?

☐ Yes ☒ No



## **FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES**

1. County of Volusia and Local Municipalities must provide a link to their Financial Statement under GASB 34.

[https://flauditor.gov/pages/mun\\_efile%20rpts/2020%20south%20daytona.pdf](https://flauditor.gov/pages/mun_efile%20rpts/2020%20south%20daytona.pdf)

## **DRAWINGS**

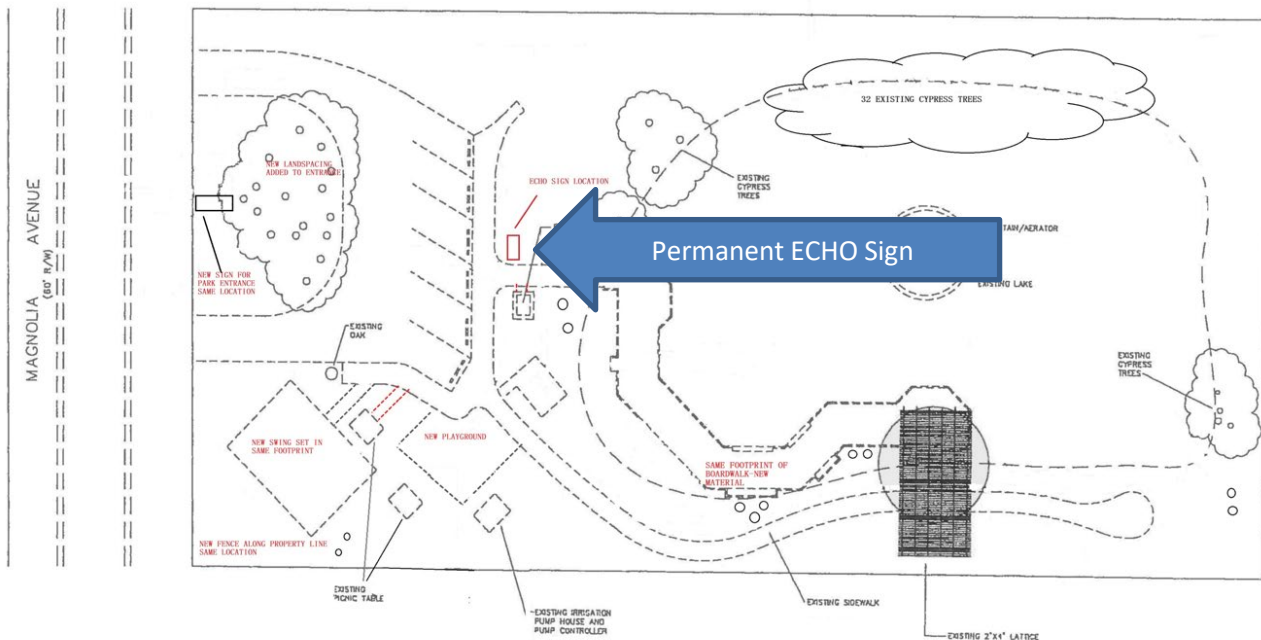
1. Drawings are required from ALL applicants (documents must be legible and to scale with legends):
  - a. Current drawings and/or excavation plans for the facility.
  - a. Site survey with existing structures and site plans with structures.
2. Vacant land acquisition projects shall include:
  - a. Conceptual drawings of improvements to the property, which are to be completed withintwo years of acquisition.
  - b. Proposed structures must include elevations, floor plans and design elements such aslandscaping.
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. 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 the 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](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.

- Outdoor, trails, parks, sports facilities, and playgrounds require a bid set of plans, which are ready to be used for the procurement process.
- New construction, facility remodel and historic projects require a set of A&E plans, which are ready to be used for the procurement process.
- Historic projects need to demonstrate research and compliance with the Historic Preservation Standards and Guidelines.

8. Permanent ECHO Sign documents should include site design, materials and site placement.

- The Permanent ECHO Sign size will be 8 square feet
- The Permanent ECHO Sign will be made of bronze.
- The Permanent ECHO Sign will be mounted on a Coquina Rock.





## 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.

### OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE OWNER OF THE PROPERTY

Signature/Date:

Printed Name: **James L. Gillis, Jr., City Manager**

Phone #: **(386) 322-3014**

### OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Signature/Date:

Printed Name: **James L. Gillis, Jr., City Manager**

Phone #: **(386) 322-3014**

### CHIEF FINANCIAL OFFICER FOR THE APPLICANT

Signature/Date:

Printed Name: **Jason Oliva, Finance Director**

Phone #: **(386) 322-3063**

### NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS

Signature/Date:

Printed Name:

Phone #:

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





ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

PROJECT/CONSTRUCTION TIMELINE CHART

Description (Line Items in Budget) (add lines as needed)	April - June 2022	July - Sept 2022	Oct - Dec 2022	Jan - March 2023	April - June 2023	July - Sept 2023	Oct - Dec 2023	Jan - March 2024	April - June 2024
Temporary ECHO Sign									
Site Construction									
Installation of Playground									
ECHO Permanent Sign installed									
Park Sign Installed									



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## ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

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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.

#### **APPLICANT**

- ✓ ECHO Application, completed and signed
- ✓ Mission Statement for Organization
- ✓ Proof of ownership or copy of lease
- ✓ Restrictive Covenants or Statement agreeing to follow this requirement
- ✓ 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)
- ✓ Completed and signed Drawings
- ✓ Street Locator
- ✓ Map Site Plan
- ✓ Preliminary & Schematic Drawings
- ✓ Design & Development Documents
- ✓ Construction Documents
- ✓ Permanent ECHO Sign Documents
- ✓ Certification of Information and Compliance
- ✓ Project/Construction Timeline Chart
- ✓ Other