



**2024 GRANTS-IN-AID  
STANDARD & EXCEPTIONAL GRANT APPLICATION**

**CITY OF PORT ORANGE  
CITY CENTER PLAYGROUND IMPROVEMENTS**





ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

**APPLICANT INFORMATION**

1. Applicant (Legal name of organization): **City of Port Orange**

2. Address (mailing): **1000 City Center Circle**

City: **Port Orange**

State: **FL**

Zip Code: **32129**

3. Type of Organization:

☒ Municipal government    ☐ Volusia County Government

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

4. Federal ID #: **59-6000412**

Florida Not-for-Profit Corporation Charter # (if applicable): **N/A**

Florida Dept. of Agriculture & Consumer Services Registration # (if applicable):

**N/A**

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: **Theresa E. Brooks**

Title: **Grants Manager**

Telephone #: **(386) 717-9050**

E-Mail: **tbrooks@port-orange.org**



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION  
Provide the Mission Statement for your organization:

**City of Port Orange Mission**

**We are committed to providing the best possible service; we accomplish this promise by ensuring transparency with all we serve.**

**City of Port Orange Parks and Recreation Mission Statement**

**We are committed to improving your quality of life by providing Parks and Recreation opportunities to meet the changing needs of the community. To achieve that mission the department provides parks and recreation staff, maintenance, supervision, and administrative staff.**

**PROJECT INFORMATION**

1. Project Title: **City of Port Orange City Center Playground Improvements**

Project Location Address: **4625 City Center Drive**

City: **Port Orange**

State: **Florida**

Zip Code: **32129**

2. Type of Project:

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

3. ECHO Category – Select One (review ECHO Guidebook pages 3 - 4):

☐ Environmental      ☐ Cultural      ☐ Historic      ☒ **Outdoor Recreation**

4. The Project Site of Facility is (select one):

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

☐ Land/Project Management Agreement (length of agreement): Length of agreement

**NOTE: LEASES/AGREEMENTS MUST BE BINDING AND NON-CANCELABLE**

5. Is the Project Site/Facility mortgaged or will it be?      ☐ Yes      ☒ **No**



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

### **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):

#### **Resolution 2020-79**

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

The City of Port Orange continues to exemplify the goals set by ECHO Resolution 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.

In support of the Volusia County, Florida Sustainability Action Plan goals, the City of Port Orange continues to strive to promote a healthy community *by encouraging local food production, provide for urban open space, improve opportunities for walking and biking, and protect urban tree canopies to provide for the continued health of Volusia County's residents, businesses and visitors.* This effort is realized by providing outdoor recreational opportunities through high-quality user-oriented parks. The City of Port Orange's Strategic Plan includes:

**Goal 3: Quality of Life-To enhance the quality of life by creating an aesthetically pleasing environment, ample park spaces, and a multitude of community events so that residents and visitors can enjoy the natural and planned setting without having to leave Port Orange.**

#### **Objectives:**

1. Increase the capacity of parks and recreation facilities to meet City demand.
2. Provide safe recreational opportunities and programs for youth and adults.
3. Provide additional cultural and community events.

The City Center Playground Improvements Project will include updating the 20-year-old playground with safer ADA accessible equipment and adding a covered pavilion meeting the City of Port Orange's objectives of increasing parks and recreational facilities, providing safe recreational opportunities and programs for



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

youth and adults, and adding an enhanced space for additional cultural and community events. The City Center Playground is in the City Center Sports Complex which is in the heart of Port Orange. The City Center Municipal Complex is a beautiful 50-acre community park located at 1000 City Center Circle in Port Orange. The area includes a half-mile walking trail around the lake, City Hall, Fitness Trail, Port Orange Recreation Center, Kenneth W. Parker Amphitheater, Lakeside Community Center, Library, Skate Park, Sports Complex, and Veterans Park. The City Center Complex hosts a variety of annual outdoor community events year-round and offers spaces for private rentals. The Complex is rated by residents and visitors as #4 out of 23 things to do in Port Orange by TripAdvisor, receiving 83 excellent or very good reviews out of 87 reviews.

The installation of a new playground and pavilion will be a welcome improvement and will positively affect the community. Safety is one important benefit. The American Planning Association, the largest membership organization of professional planners and planning resources, credits lower crime rates in communities that have city parks.

Improving the City Center Playground has the potential to bring people together and form social ties that can produce stronger, safer neighborhoods that offer positive environmental, economic, and healthy recreational benefits to residents and visitors of all ages including:

- Multiple studies conducted through the National Recreation and Park Association concluded that *“Making sure that all people have access to parks and outdoor programming is a critical way to increase these positive effects on health and quality of life for your community.”*
- The trees in this protected green space help with the air pollution from cars by providing oxygen while using carbon dioxide to create food, taking it out of the atmosphere and helping to reduce climate change.
- A known essential for child development is play and the City of Port Orange strives to provide another safe play environment in City Center Park. The playground that will be installed will encourage physical activity in a safe outdoor environment designed to provide multisensory experiences that help to build children’s brains, coordination, fine and large motor skills, upper and lower body strength, as well as cardiovascular health.
- Quality green spaces with nature and play amenities offered to the public can reduce stress which can lead to improved physical and mental for users in the community.



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

**The inclusive playground design will intentionally provide opportunities for every visitor to have a successful experience, regardless of age and ability. Community parks and playgrounds offer outdoor space for residents and visitors of all backgrounds and socioeconomic statuses. Playgrounds are free, offering outdoor activities that will not break the budget.**

**The City has seen significant residential growth in this area, specifically in families with young children. As part of the City of Port Orange Park and Recreation Department's Mission, it has been identified as an opportunity to improve an existing outdoor recreational area to provide an attractive and safe place to enjoy.**

**The City Center Playground currently consists of 2 play areas.**

- **Parks and Recreation of Port Orange identified the need for an area in City Center Park for families and friends to gather for picnics. Construction of a large pavilion with picnic tables will take place where the North Playground is currently. Improving this area by adding the pavilion to the park will offer a gathering place, dining, and event space to the playground. which will enhance the value of this amenity to residents and visitors. Even on the hottest Florida afternoon, the shade provided by the pavilion will allow visitors to enjoy the park and offer shelter from a surprise rain shower. No matter rain or shine the pavilion will allow for a shady or dry spot to enjoy the outdoors or host an event at the park. The pavilion is a design/build project which saves money and time allowing for the playground to be open to the public quickly. Picnic pavilions are available in other Port Orange and are in high demand. Pavilions are reserved through Port Orange Parks and Recreation for a fee. Pavilions not reserved are available to the public on a first come, first served basis.**
- **Improving the South Playground with interesting and modern elements, the park will attract additional visitors and residents excited to explore the new equipment. Installing playground equipment designed to accommodate different abilities and limitations is an feature in today's playgrounds. The inclusive playground design will intentionally provide opportunities for every visitor to have a successful experience, regardless of ability. The new play equipment will also allow kids to play in a playground on their own, learn to make friends, take turns, share with others and so much more. ADA accessibility is the focus of this project. The City's goal is to**





ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION  
create an inclusive play area that will encourage free play of all children regardless of race, gender, or ability.

The importance of free play has been supported in many studies. <https://www.aaastateofplay.com/30-reasons-why-free-play-benefits-child-development/>

- “Having control over the course of one’s own learning, as in free play, promotes desire, motivation, and mastery.” — Dr. Rachel E. White, Child Psychologist.
- Psychologist Edward Fisher concluded from 46 published studies that pretend play “results in improved performances in both cognitive-linguistic and social affective domains.”
- Recent research shows that laughter is a powerful way to boost mood and psychological well-being. It stimulates many organs with oxygen and reduces stress hormone levels.

Unstructured play allows children the freedom to explore, create and discover without predetermined rules or guidelines. It has been shown to foster cognitive development while boosting physical development and social and emotional development. It specifically helps creativity and imagination, problem-solving abilities, and social skills. <https://helpmegrowmn.org/>

The new playground will have shade covering which is an essential element for Florida playgrounds. In addition to protecting children and adults from harmful UV rays, playground shade also helps to control the temperature of the play environment. Playgrounds exposed to the sun's heat can reach extremely elevated temperatures during warm seasons, which can burn children's skin upon contact. The shade structure blocks playground users from direct sunlight, reducing temperatures underneath the shade up to 25 degrees. Cool temperatures make for a more inviting environment allowing parents and children to stay comfortable and enjoy the playground longer.

The surface of the playground will be artificial turf. It will provide a soft and safe alternative to other playground surfaces offering durability and low maintenance. The artificial turf will not require water or pesticides to maintain. It is not slippery when wet and after a rain, it dries quickly and there is no standing water or mud puddles. Because the material does not hold moisture it is not a breeding ground for insects. The City of Port Orange will save money on labor, mowing equipment, transportation, gas, and insurance. The cost of repeated repairs that natural grass requires such as filling holes, reseeding



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION  
**dead spots from weather, and overuse can is eliminated.**

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:

**The City of Port Orange is requesting grant funding to purchase new playground equipment and a pavilion for City Center Park to upgrade and improve the existing playground in the complex for public use.**

- **The North Playground will be improved by adding a pavilion on a concrete pad with multiple picnic tables.**
- **The South Playground will be given new life by upgrading the 20-year-old playground equipment to serve differing age groups and abilities. Adding interesting and modern elements, the park amenities will be safer and attract additional residents and visitors.**

**City Center Playgrounds will place a temporary ECHO sign at the site of the project on notice to proceed. Construction will begin July 1, 2024, and be opened to the public on July 1, 2025.**





ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

4. Describe how the green infrastructure and sustainability standards will be used in the project ([Green Building Standards | US EPA](#)).

The equipment selected for the playground renovation is eco-friendly, made from recycled materials, is non-toxic, and complies with the Consumer Product Safety Commission's Guidelines. The project team has reviewed environmentally friendly playground equipment to decrease any negative environmental impacts. The utilization of playground equipment that has a reduced carbon footprint is a very important factor. Many playground manufacturers measure the effect on the climate in terms of the amount of greenhouse gases produced in the structure manufacturing process by measuring units of carbon dioxide. Utilizing recycled content such as steel, aluminum, rubber, and plastic while manufacturing the equipment will reduce the impact on the environment.

Currently, the City Center Playground utilizes tree mulch around the play structures and is replaced due to wear several times per year. Artificial Turf in this improvement project will result in fewer trees being torn down. Transitioning from old-style playground equipment to environmentally friendly will decrease negative environmental effects and make for a safer play experience for park users.

The city strives to reduce the environmental impact of park equipment by utilizing the most energy-efficient processes when possible. Play structures built with recycled plastic do not rust, rot, or splinter like wood, chip or flake like painted posts and boards, and are graffiti resistant. Unlike metal playgrounds, the color is highly UV and fade resistant. The equipment will last for decades and can be recycled again if the City chooses to replace it in the future.

A shade structure will be constructed over some of the play areas to protect visitors from harmful UV rays and provide a cooler playing surface.

5. How will the project conserve water and/or promote water efficiency?

The company chosen for this project reduces water consumption with the use of high-efficiency technology for product painting and washing during manufacturing.

6. How will the project conserve energy and/or promote renewable energy?

The new playground will have shade covering which is an essential element for



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

**Florida playgrounds.** In addition to protecting children and adults from harmful UV rays, playground shade also helps to control the temperature of the play environment. Playgrounds exposed to the sun's heat can reach extremely elevated temperatures during warm seasons, which can burn children's skin upon contact. The shade structure blocks playground users from direct sunlight, reducing temperatures underneath the shade up to 25 degrees. Cool temperatures make for a more inviting environment allowing parents and children to stay comfortable and enjoy the playground longer.

7. How will the project, if a new facility, meet the green building standards or certifications?  
**Artificial turf will be used as the surface of the playground. It will provide a soft and safe alternative to other playground surfaces offering durability and low maintenance. The artificial turf will not require water or pesticides to maintain. It is not slippery when wet and after a rain, it dries quickly and there is no standing water or mud puddles. Because the material does not hold moisture it is not a breeding ground for insects. The City of Port Orange will save money on labor, mowing equipment, transportation, gas, and insurance. The cost of repeated repairs that natural grass requires such as filling holes, reseeding dead spots from weather, and overuse can be eliminated.**

8. Describe how the project will comply with the ADA accessibility requirements:

**In accordance with ADA guidelines the new playground will offer:**

- **an accessible path from the building or parking lot to the edge of the play area,**
- **an accessible path from the edge of the play area to the play equipment,**
- **The surface under and around the playground equipment will be artificial turf that is ADA-compliant, including wheelchair accessible, slip-resistant, and safe for those with physical disabilities,**
- **and can access the play equipment by either moving out of their mobility device onto the equipment or by direct access to the equipment.**

9. If applicable, describe any additional phases:  
**No additional phases are planned.**



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

### **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:
  - **The project will be a design/build for a playground and pavilion and a general contractor will not be required. The RFP for a design-build bid is prepared and will be released and awarded as soon as the City receives notice to proceed.**
  - **Form 1.6 was signed by the Chief Elected Official of Port Orange, Mayor Donald O. Burnette, and the Chief Financial Officer of Port Orange, Finance Director/ Assistant City Manager Jonathon McKinney, 1000 City Center Circle, Port Orange, FL 32129.**
2. List the person/persons who created the budget and describe their experience with this type of project:

**The City of Port Orange Parks & Recreation Director, Susan Lovallo, created the section 3.1 budget. Ms. Lovallo has been the Director since 2005 and has extensive experience with budgets relating to outdoor recreation.**

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



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

### **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):
  - **Susan Lovallo, Parks & Recreation Director:**
    - Ms. Lovallo will manage the project construction. She has been the Parks & Recreation Director since 2005 and has overseen the construction of the Coraci Sports Complex, the renovations to the All-Children's Park & Playground as well as the creation of Riverwalk Park. It is estimated she will spend 2-3 hours per week focused on the construction project including coordination meetings and onsite inspections.
  - **Peter Ferrera, Deputy Parks & Recreation Director:**
    - Mr. Ferrera will oversee the bidding and award of the project. During the construction process, it is estimated he will spend 5 hours per week on the project.
  - **Theresa Brooks, Grants Manager:**
    - Ms. Brooks is a contracted Grants Manager for the City of Port Orange. She is responsible for writing and administration of grants for the City of Port Orange. It is estimated that she will average two hours per work week over the life of the project to coordinate progress reports, gather invoices and checks, and attend project manager meetings.

<b><u>Project Staff</u></b>	<b><u>Project Responsibilities</u></b>	<b><u>Time Dedicated to Project (Per Week)</u></b>
<b>Susan Lovallo, Parks, and Recreation Director</b>	<b>Project Management</b>	<b>2%</b>
<b>Peter Ferrera, Deputy Parks &amp; Recreation Director</b>	<b>Bidding and Awarding Construction Process</b>	<b>5%</b>
<b>Theresa E. Brooks, Grants Manager</b>	<b>Grant Reports and Reimbursements</b>	<b>2%</b>



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

### **PERFORMANCE MEASURES**

1. Explain the project's goals and objectives:

#### **Goals for City Center Playground:**

#### **GOAL 1: Improve City Center Playground**

##### **Objectives:**

1. The new playground equipment will be designed to make better use of the space and will provide updated and safe recreational opportunities.
2. The addition of a pavilion will offer a gathering place regardless of weather.
3. The new playground equipment is ADA-compliant so children of all abilities will be able to enjoy the park.
4. The playground size will be increased to better accommodate the number of visitors that use the playground each day.
5. It will include a new shade structure designed to block the sun's harmful UV rays and keep playground temperatures up to 25 degrees cooler.

#### **GOAL 2: EXPAND MARKETING OPPORTUNITIES**

##### **Objective:**

1. The improvements in the City Center Playground through purchasing new playground equipment and adding a pavilion will provide the opportunity to increase public awareness of the available free public amenities offered by the City of Port Orange.

#### **GOAL 3: IMPROVE PUBLIC SAFETY AND COMMUNITY PRIDE**

##### **Objective:**

- By providing a quality park system with updated and safe playground equipment for public use, the City of Port Orange demonstrates the ongoing commitment to residents and visitors that the safety and well-being of the community is a high priority.



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

1. Elaborate on how these goals and objectives will be measured for the length of the restrictive covenants:

### **GOAL 1: Improving City Center Playground**

- This goal will be measured by providing an improved play experience through installation of playground equipment in the City Center designed to fit the differing abilities and interests of today's children that are ADA-compliant.

### **GOAL 2: EXPAND MARKETING OPPORTUNITIES**

- This goal will be measured by increasing public awareness of the available free public amenities and tracking through City and expanded partner websites, newsletters, posters, flyers, emails, and other social media sources such as Facebook and newspapers.

### **GOAL 3: IMPROVE PUBLIC SAFETY AND COMMUNITY PRIDE**

- This goal will be measured by providing a safe and well-maintained park system that will cultivate a feeling of community pride that can generate lower instances of vandalism and crime. The effectiveness of public safety and security inside the park will be tracked by monitoring the user numbers based on scheduled events, lack of injury reports, and verbal and written survey comments. The City of Port Orange Police Department as well as the Parks and Recreation Staff will continue to provide active patrol of all City of Port Orange Park facilities, including City Center Complex Park.
- The Parks and Recreation Department will track and measure goals and objectives during the restrictive covenant period and beyond by the following:
- User numbers for registered programs and events at the park are tracked by Parks and Recreation Staff.
- The City of Port Orange Police Department will provide patrol of the area along with annual public safety reports.
- Ongoing Park maintenance inspection and reports for the park facilities and amenities.





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

- **Estimated count of public users of playgrounds and amenities will be made by Parks and Recreation staff through observation during ongoing park maintenance inspections and measuring marketing and public awareness by tracking social media posts and activity, email lists, and website traffic.**

#### **FUNDING REQUEST**

1. Project Funding (Grant Request Amount and Match Amount):
  - a. Standard Grant Request (up to \$600,000.00) **\$ 200,000**
  - b. Exceptional Grant Request (up to \$2,500,000.00) **\$ 0**
  - c. Confirmed Match Funds **\$ 205,500**
  - d. Total Project Cost (ECHO + Match) **\$ 405,500**
2. Mandatory Workshop attended by: **Theresa Brooks, Kelly Crane, Barbara Storz, Sondra Henderson**  
 Date of Workshop: **September 28, 2023**
3. List any prior year grants received from ECHO (include year, project name and amount of grant):

**The City of Port Orange has been fortunate to have received 10 ECHO Standard Grant Awards in prior grant cycles.**

<b>Year</b>	<b>Project</b>	<b>Number</b>	<b>Award</b>
<b>2004</b>	<b>Amphitheater Pavilion Phase 4</b>	<b>04-15</b>	<b>\$420,000.00</b>
<b>2007</b>	<b>Coraci Athletic Field-Phase I</b>	<b>07-03</b>	<b>\$500,000.00</b>
<b>2008</b>	<b>All Children's Park Playground/Dawnview Square Dog Park</b>	<b>08-06</b>	<b>\$175,000.00</b>
<b>2009</b>	<b>Coraci Athletic Fields-Phase II</b>	<b>09-04</b>	<b>\$250,000.00</b>
<b>2012</b>	<b>All Children's Playground-Phase II</b>	<b>12-01</b>	<b>\$125,000.00</b>
<b>2014</b>	<b>Coraci Athletic Field-Phase III</b>	<b>14-06</b>	<b>\$195,877.00</b>
<b>2015</b>	<b>Port Orange Train Depot Acquisition</b>	<b>15-09</b>	<b>\$73,225.00</b>
<b>2015</b>	<b>Riverwalk Park-Phase I</b>	<b>15-10</b>	<b>\$399,500.00</b>
<b>2019</b>	<b>REC Center-Phase I</b>	<b>19-11</b>	<b>\$398,232.00</b>
<b>2020</b>	<b>Airport Road Park Playground</b>	<b>20-09</b>	<b>\$190,952.05</b>
<b>2022</b>	<b>REC Center-Phase II</b>	<b>20-10</b>	<b>\$400,000.00</b>



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

### **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).

<b>BUDGET DETAIL CHART</b>							
Construction Phase Expenditures <i>Add rows as needed</i>	UC +	LM +	IN-KIND +	PSC	= MATCH	ECHO	TOTAL
Construction:	200,000				200,000	200,000	400,000
Playground Equipment							
Pavilion							
Signage:	5,500				5,500		5,500
Educational Signage							
ECHO Temp Sign							
ECHO Permanent Sign							
<b>PROJECT TOTALS</b>	<b>205,500</b>				<b>205,500</b>	<b>200,000</b>	<b>405,500</b>

### **MATCH DOCUMENTATION**

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

### **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**



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

*△ 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.*



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

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

**The City of Port Orange identified the improvement of the playgrounds at City Center Playgrounds due to the age and condition through its annual evaluation process. The increase in population in the area and the rise in demand for recreational space led to the conclusion that this park's amenity is an essential element to the success of the park. The City of Port Orange Parks and Recreation Department is committed to improving quality of life by providing Parks and Recreation opportunities to meet the changing needs of the community. To achieve that mission the department provides parks and recreation staff, maintenance, supervision, and administrative staff. The monitoring of the depreciation of park equipment by City Staff is ongoing, with the identified needs for repairs or replacements addressed during the city budget and capital improvement process.**

**On completion of the City Center Playground Improvements the playground will be open for community members and visitors. With the City Center Playground location within the City Center Sports Complex, families of baseball, softball, football, and soccer players will use the playground before and after games as well as entertainment for younger siblings not involved in the games. Families can use the pavilion for picnicking or resting between games.**

**The City of Port Orange is a Municipal Government. The City of Port Orange Parks & Recreation annual budget includes the operational expenses for the City Center Playground. The park is 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 the park in the maintenance schedule.**



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

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

### **Business Plan: City Center Playgrounds Improvements**

**Vision:** To offer a high-quality, user-oriented outdoor recreational opportunity.

**Business Model:** The City of Port Orange is a local governmental agency and funding is provided through different fees collected from residents. These include ad valorem taxes, impact fees, and other fees collected for City services.

**Objective:**

The objective of replacing existing playground equipment that is twenty years old is to provide a safe and high-quality, user-oriented outdoor recreational opportunity for public use that is in line with the ECHO program standards.

**Strategies:**

With the planned upgrades to the existing park experience, the City of Port Orange plans to create another safe and unique playground at the City Center that continues to spark the imagination and builds an interest in staying physically active while having fun. The upgrades will fit the needs of different age children and their families.

**Action Plan:**

- June 22, 2021: A City Council Workshop was open to the public and presented the Capital Improvement Program (CIP) to include the City Center Playgrounds improvements.
- August 2021: A City Council Meeting was open to the public and presented the CIP to include the City Center Playgrounds improvements.
- December 5, 2023: Resolution 23-59 was approved by the City Council at a City Council Meeting that was open to the public. This Resolution approved submitting an ECHO grant application for the project as well as committing to \$205,500 in match and providing an effective date.



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

- Upon award of the ECHO grant and Notice to Proceed, a design-build bid will be released and awarded.
  
- July 1, 2025: Complete construction according to budget and timeline.

**Feasibility Evaluation: City Center Playgrounds Improvements**

**Services:**

- Installation of new equipment will be in significantly better shape than the 20-year-old playground equipment at City Center Playground. Modern playground design will create a safe space for kids of all abilities to play, learn, and have fun.
- As kids grow and develop, they play in diverse ways and have different abilities and limitations. For this reason, having a playground with all abilities in mind will offer a safer environment to play in and will fit their different interests.
- The City Center Playground will encourage youth to maintain active lifestyles and enjoy outdoor recreation.

**Personnel:**

- A thorough analysis of the funds necessary to operate and maintain this facility after completion has been reviewed and the replacement of existing playground equipment will not result in an increase in operational expenses.

**Timeline:**

- Upon award of the ECHO grant and Notice to Proceed, a design-build bid will be released and awarded.
- The project will be completed and open to the public July 1, 2025.

**Recommendation:**

- The City Center Playground Improvement is considered an imperative project in the City's Capital Improvement Program. Residents and the City Council are supportive of the project and see the positive benefit it will have on residents and visitors alike.





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

### **Marketing Plan: The City Center Playground Improvements**

#### **Marketing Overview:**

- The City of Port Orange and the Parks and Recreation Department have a strong marketing presence and continually evaluate the best practices to reach target audiences. Targeted marketing to the press and public is essential to make residents and visitors aware of the updated playground at City Center Park.

#### **Strategies:**

- **Social Media:** The City of Port Orange and the Parks and Recreation Department are very in tune with the trends in communication and marketing through social media. The City of Port Orange has a full-time Public Information Officer (PIO) that markets the city including a City Hall Facebook page, website, YouTube channel, and press releases. The City of Port Orange has 11,000 followers. The Parks and Recreation has a separate Facebook page with over 14,000 followers. These pages are utilized for market events as well as provide any updates to residents. The Parks and Recreation Department also creates videos for the City of Port Orange Government Television (POGTV). YouTube videos are extremely popular and allow viewers a visual perspective of any facilities or programs offered.
- **Local Media:** Both the PIO and the Parks and Recreation staff work closely with local media including the Port Orange Observer and Daytona Beach News Journal. Events and new offerings provided via press releases to these media outlets to reach a wide target audience.
- **Partner Organizations:** The Port Orange-South Daytona Chamber of Commerce has a large following through social media, newsletters, and their website and understands the important impact recreational opportunities have on attracting businesses to the area.
- **Collateral:** Traditional collateral is still a popular and effective means of marketing. This includes brochures, rack cards, and flyers that can be distributed via mail, email, or placed on racks for easy accessibility to those without internet access. The flyer information can be uploaded to websites and placed on social media platforms.



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

### **FISCAL STABILITY**

#### **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.	471,108	528,583	408,000	
County Grants (other than ECHO)				
Grants (Non-County)	56,500	168,500	0	
Cash Donations				
<b>TOTALS</b>				
Administrative Costs	518,813	507,039	130,969	
Program Costs	1,381,247	1,497,243	1,778,387	
Educational Outreach Programs				
Contractor Services (for this project)				
Marketing & Advertising				
Payroll Total Expense	2,455,298	3,093,436	3,765,175	
<b>TOTAL</b>				
Not-for-Profit				
Endowments				
<b>TOTALS</b>				
Number of Full-time Employees	32	44	44	
Number of Part-time Employees	28	36	36	
Volunteer Hours				
Value of Volunteer Hours (@ /hr.)				
<b>TOTALS</b>				

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

☐ Yes ☒ **No**

If yes, please explain:

N/A

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

**The following information is included in the supplemental information attached:**

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

<https://www.port-orange.org/Archive.aspx?ADID=2409>

The link should include the following documents:

- A Management Letter from last fiscal year Independent Auditor's Report on the Basic Financial Statement.
- A Response Letter from last fiscal year Independent Auditor's Report on the Basic Financial Statement.



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

- c. An Opinion Letter from last fiscal year Independent Auditor's Report on the Basic Financial Statement.



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

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.

### **DRAWINGS**

1. Drawings are required from ALL applicants (documents must be legible and to scale with legends):
  - b. 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 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. 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. 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.



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

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



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



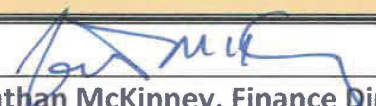


## ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

S

### 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.

<b>OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE OWNER OF THE PROPERTY</b>	
Signature/Date:	
Printed Name:	<b>Donald O. Burnette, Mayor</b>
Phone #:	<b>386 506-5501</b>
<b>OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT</b>	
Signature/Date:	
Printed Name:	<b>Donald O. Burnette, Mayor</b>
Phone #:	<b>386 506-5501</b>
<b>CHIEF FINANCIAL OFFICER FOR THE APPLICANT</b>	
Signature/Date:	
Printed Name:	<b>Jonathan McKinney, Finance Director</b>
Phone #:	<b>386 506-5503</b>
<b>NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS</b>	
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**

<u>Description</u>	<u>(Line</u>	<u>July-Sept</u>	<u>Oct-Dec</u>	<u>Jan-Mar</u>	<u>April-June</u>	<u>July-Sept</u>
<u>Items in Budget</u>		<u>2024</u>	<u>2024</u>	<u>2025</u>	<u>2025</u>	<u>2025</u>
Temporary Sign	ECHO	\$500				
Design-Build Bid/Award						
Construction			\$400,000			
Permanent Sign	ECHO					\$5,000



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

### 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) **N/A**
- ☒ Completed and signed Drawings—Project is a Design/Build
- ☒ Street Locator Map
- ☒ Site Plan
- ☒ Preliminary & Schematic Drawings
- ☒ Design & Development Documents **N/A**
- ☒ Construction Documents
- ☒ Permanent ECHO Sign Documents
- ☒ Certification of Information and Compliance
- ☒ Project/Construction Timeline Chart
- ☐ Other