



Interoffice Memorandum

AGENDA ITEM

April 18, 2018

TO: Mayor Teresa Jacobs
—AND—
Board of County Commissioners

FROM: Jon V. Weiss, P.E., Director
Community, Environmental and Development Services
Department

**CONTACT PERSON: Scott Skraban, Manager
Fiscal and Operational Support Division
(407) 836-5363**

SUBJECT: May 8, 2018 — Consent Item
Azalea Park United Methodist Church Application for Impact Fee
Grant for Qualified Non-profit Organizations

Azalea Park United Methodist Church has submitted a request for a \$10,000 grant from the County's Non-Profit Impact Fee Grant Program to help pay for the law enforcement, fire rescue and transportation impact fees assessed by the County on the existing structure. Impact Fees are assessed on this structure due to a change of use from assembly to a school and credits were applied for the prior use. The Azalea Park United Methodist Church formed a partnership with Florida Children's Academy to establish an autism school. The structure is located in unincorporated Orange County. The building approximately totals 4,565 square feet in size.

The Internal Revenue Service has recognized the Azalea Park United Methodist Church as a 501 (c) (3) tax-exempt organization and county staff has reviewed the grant request. Staff has determined the applicant to be eligible for the county's Non-Profit Impact Fee Grant Program as described in Administrative Regulation 6.15.01. The application, staff review sheet, and permit information sheet are attached. The complete application with all supporting documentation, including the Specific Project Expenditure Report, has been reviewed by the Grant Oversight Committee and is on file and available for examination in the Fiscal and Operational Support Division.

ACTION REQUESTED: Approval of Application for Impact Fee Grant for Qualified Non-Profit Organizations in the amount of \$10,000 to be used for the Law Enforcement, Fire Rescue and Transportation Impact Fees for the Azalea Park United Methodist Church autism school. District 3

JVW/SS/hb

Attachments

Staff Review Sheet

Impact Fee Grant Requests for Non-Profits

Non-profit Name: **Azalea Park United Methodist Church**

Address: 50 Willow Dr., Orlando, FL 32807

Contact Person: Andrew Miller

BCC District: #3

Estimated Fees: \$10,435.59

Requested Funding: \$10,000.00

Use: The Azalea Park United Methodist Church formed a partnership with Florida Children's Academy to establish an autism school.

SCORING:

Tax Exempt (Y/N) Y

Budget (Y/N) Y

Accessibility S

Purpose S

Benefit Area S

Established S

Building Permit Number: B17902169

S = Satisfactory N = Not Satisfactory

COMMENTS: The Azalea Park Methodist Church would like to use modular buildings for an Autism school.

RECOMMENDATION: APPROVAL



**APPLICATION FOR IMPACT FEE GRANT
FOR QUALIFIED NON-PROFIT ORGANIZATIONS**

Orange County Concurrence Management Office
Community, Environmental and Development Services Department
201 South Rosalind Avenue, 2nd Floor

APPROVED BY ORANGE
COUNTY BOARD OF COUNTY
COMMISSIONERS

BCC Mtg. Date: May 8, 2018

RECEIVED

DEC 08 2017

CEDS/FOS

Mailing address: PO Box 1393
Orlando, Florida 32802-1393
Phone: (407) 836-5691

The Orange County Board of County Commissioners created this *Non-Profit Impact Fee Grant Program* to assist qualified non-profit organizations that provide community services to County residents. The maximum grant amount is \$10,000, which can be used to defray the impact fee costs of new construction. To apply for an impact fee grant, please complete this application and return the signed originals (faxed applications will not be processed) and all required attachments (see checklist below) in person or by mail to the Concurrence Management Office.

NOTE: A valid building permit application is required prior to filing this application. Filing of a building permit application does not, however, guarantee this grant will be approved. The required review and Board of County Commissioners approval of this application may require 45 to 60 days to complete, so please plan accordingly. Grant approval in no way supersedes existing zoning or building specifications and requirements.

1. Application Checklist (please indicate the forms and documentation you are submitting with your application)

Form	When Required
<input type="checkbox"/> Agent Authorization	If applicant is not the organization's authorized representative
<input type="checkbox"/> Relationship Disclosure Form	For all applicants
<input type="checkbox"/> Specific Project Expenditure Report	For all applicants
<input type="checkbox"/> Proof of your organization's Section 501(c)(3) certification	For all applicants
<input type="checkbox"/> A copy of your organization's current fiscal year budget	For all applicants
<input type="checkbox"/> A copy of your organization's budget for the project	For all applicants
<input type="checkbox"/> Floor plan of the proposed structure/addition	For all applicants

2. Background Information

Non-profit organization name Azalea Park United Methodist Church

Applicant name Azalea Park United Methodist Church

Address, city, state, ZIP 50 Willow Drive Orlando, FL 32807

Phone 4072773472 Fax _____ Email _____

3. Description of Services (please be detailed—use attachments as needed)

A. Please briefly describe your non-profit organization's mission, history, and services.

We are a United Methodist Church in the Florida conference. we are a religious non profit

where believers meet to pray and worship God. the methodist church was established in America in 1784. Azalea Park has been serving orlar
since the 1960's. we are a church for the community and as such would like to partner with our community to open an autism school

B. What will be the primary purpose or use of the new structure/addition? (Supporting documentation may be required.)

We are not building any new structures. our buildings were built in the 60's and 70's. we will be using the

existing education building of the church for a different form of education to match a community need. we will be using the existing
space for an autism school.

C. Will there be secondary purposes or uses for the new structure/addition? If so, please explain. (Supporting documentation may be required.)

the structure was built for education and we use it for education we do not use it for other purposes

D. Please describe the clientele to be served by the new structure/addition, as well as the structure's anticipated service area.

Special needs students, with a focus on children with autism.

3. Description of Services (continued)

E. Will any fees be charged to those who use the services provided at the new structure/addition?

The existing structure will be used for a private school, paid for by McKay or Gardiner Scholarships.

F. Will any County residents be ineligible for the services provided at the new structure/addition?

The school is open to any special needs student, with an autism focus.

G. Is your organization presently receiving any other funding from Orange County? If so, please explain.

no we are not

4. Tax-Exempt Status and Financial Information

Is your non-profit organization exempt from taxation under Title 26, Section 501(c)(3) of the U.S. Code?

☒ Yes ☐ No

(NOTE: To be eligible, you must attach proof of your organization's Section 501(c)(3) certification, a copy of your organization's budget for the current fiscal year, and a copy of your organization's budget for the project.)

5. Project Details for the Proposed New Structure/Addition

Building permit application number no new structure

B17902169

Physical address 50 Willow Drive Orlando, FL 32807

Square footage of the proposed structure/addition no new structure the current structure is 4879 41

Portion to be used for primary purpose or use identified in Section 3B (please indicate on project floor plan) 4879.41 highlighted in circle around

6. Audits, Records and Records Retention

Any NFP receiving a grant pursuant to this program shall establish and maintain documentation, in a format acceptable to Orange County, adequately demonstrating that the construction project was completed and used to provide the services described in the original approved application and shall provide such documentation to Orange County one (1) year after completion of construction. The NFP shall furthermore retain all financial records, supporting documents, and any other documents pertinent to the use of grant funds for a period of three (3) years after completion of any construction related to the impact fee grant. Orange County shall have the right to inspect the NFP's activities and records as reasonably necessary to confirm compliance with this program.

IMPORTANT: Impact fees are due at the time a building permit is issued. This impact fee grant cannot be used until officially approved by the Board of County Commissioners. If an applicant chooses to pull building permits prior to grant approval, this grant application is voided because the grant cannot be applied retroactively.

7. Request and Signature

I, Rev. Edward Miller, am the duly authorized representative of

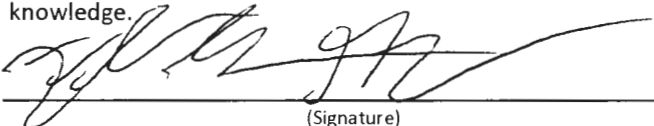
(Name of authorized representative)

Azalea Park UMC

(Name of non-profit organization)

This organization requests that the above-referenced project be considered for a grant in the amount of \$ 10,000 to be applied toward road, fire, and sheriff impact fees due on the project's building permit.

I hereby certify that the information submitted with and pursuant to this application is true and correct to the best of my knowledge.



(Signature)

12-7-17

(Date)

RECEIVED

MAR 14 2010

CEDS/FOS

Florida Children's Academy			
McKay			
ESE 5	\$ 22,727.00	10	\$ 227,270.00
ESE 4	\$ 15,354.00	5	\$ 76,770.00
ESE 3	\$ 10,973.00	25	\$ 274,325.00
Parent Fee	\$ 300.00	40	\$ 12,000.00
Total Income			\$ 590,365.00
School Director			\$ 52,000.00
Director of Community Affairs	(Staffed by LL)		\$ 52,000.00
Director of Parental Engagement	(Staffed by LL)		\$ 40,000.00
BCBA			\$ 37,800.00
Teacher 1			\$ 28,000.00
Teacher 2			\$ 28,000.00
Teacher 3			\$ 28,000.00
Teacher 4			\$ 28,000.00
Teacher Assistant 1			\$ 16,200.00
Teacher Assistant 2			\$ 16,200.00
Teacher Assistant 3			\$ 16,200.00
Teacher Assistant 4			\$ 16,200.00
Groundskeeper	\$10	1080	\$ 10,800.00
Salary Expense			\$ 369,400.00
Payroll Liability			\$ 73,880.00
Total Salary			\$ 443,280.00
OPERATIONAL COSTS			
Curriculum			\$ 1,149.00
Insurance			\$ 1,500.00

Supplies			\$ 5,000.00
Rent			\$ -
Phone			\$ 2,000.00
Utilities			\$ 3,000.00
Technology			\$ 5,000.00
Misc			\$ 2,000.00
CentralReach			\$ 2,000.00
TOTAL			\$ 21,649.00
TOTAL INCOME	\$ 590,365.00		
TOTAL SALARY	\$ 443,280.00		
TOTAL OPEARTIONAL	\$ 21,649.00		
PROFIT	\$ 125,436.00		

12/6/2017
03:14p

Azalea Park United Methodist Church
Budget Worksheet by Major Group

Account	Actual Last Year	Budget This Year	YTD Actual	Budget for Remaining Months	Year End Projection	Budget Next Year
Fund 01, Church Funds						
Income Accounts (Type 5)						
GENERAL REVENUE:	168,494	185,204	148,730	-4,107	144,623	
Total Income:	168,494	185,204	148,730	-4,107	144,623	
Expense Accounts (Type 6)						
NCD Process:	17,957	18,986	14,342	-1,350	12,992	
Inspiring Worship:	1,323	3,110	1,853	0	1,853	
Needs Oriented Evangelism:	975	1,302	3,772	0	3,772	
Holistic Small Groups:	623	850	702	-453	249	
Functional Structures:	152,886	160,956	127,935	0	127,935	
Total Expense:	173,764	185,204	148,604	-1,803	146,801	
Income less Expense:	-5,270	0	126	-2,304	-2,178	

2017 126367 000-00 COM Commercial Permit

Type COM Commercial Permit

Status Review

Sub Type 16 School/Educational

Parent ID

Work Convert

Row ID 2266922

Group Structure Permitting

Primary PropertyAddress 50 Willow Drive,
Orlando, Florida, 32807, USA

Parcel ID 27-22-30-0000-0... PropID 521507

Folder Unit

Legal

BEG 324.35 FT N 18 DEG E OF NE COR LOT 3 BLK E AZALEA PK S/66 & 67 RUN N 18 DEG E 465.01 FT N 71
DEG W 240 FT S 18 DEG W 465.01 FT TH S 71 DEG E 240 FT TO POB IN SEC 27-22-30 SEE 1828/474**Tracking Dates and Reference Information**

In Date May 19, 2017

Issue/Approve

Expires May 08, 2018

Ref. No. B17902169

Issued By

Final Date

Name FLORIDA CHILDRENS ACADEMY

Priority

Description

Flooring / Paint for a Private School (8) Classrooms

CHANGE OF USE / OCCUPANCY FROM (A3) ASSEMBLY / CHURCH TO (E) EDUCATIONAL / PRIVATE SCHOOL

Conditions

Plan File

IndicatorsViolation

EFFECTIVE 5/20/2014

ESTIMATE ONLY

PROJECT NAME: FLORIDA CHILDRENS ACADEMY
 ESTIMATE DATE: 8/17/2017
 PERMIT NUMBER: B17902169
 PARCEL ID#: 27-22-30-0000-00-049
 TRAFFIC ZONE: 2A
 CONCURRENCY STATUS: MUST APPLY FOR CONCURRENCY

School

Impact Fee	Size of Development in SQ. FT.	Rate	Per SQ.FT.	Impact Fee Rate Size x Rate / SQ. FT.	Other Credits	Impact Fee Assessed after credit
Law	4,565	\$ 109.00	1000	\$ 497.59	\$ 497.59	\$ -
Fire	4,565	\$ 117.00	1000	\$ 534.11	\$ 534.11	\$ -
Road	4,565	\$ 6,734.00	1000	\$ 30,740.71	\$ 20,305.12	\$ 10,435.59
Totals:				\$ 31,772.40	\$ 21,336.81	\$ 10,435.59

Assembly

Impact Fee	Size of Development in SQ. FT.	Rate	Per SQ.FT.	Impact Fee Rate Size x Rate / SQ. FT.	Impact Fee Assessed after credit
Law	4,565	\$ 109.00	1000	\$ 497.59	\$ 497.59
Fire	4,565	\$ 117.00	1000	\$ 534.11	\$ 534.11
Road	4,565	\$ 4,448.00	1000	\$ 20,305.12	\$ 20,305.12
Totals:				\$ 21,336.81	\$ 21,336.81