

Task Description
Development of a Parks Impact Fee
Development of a Law Enforcement Impact Fee
Development of a General Government Buildings Impact Fee
Development of a Transportation Impact Fee
Meetings & Presentations (3 Virtual, 2 In-Person)
Total Professional Fees

Per your request, this memorandum provides a list of data items needed to complete the development of impact fees.

General Information

1. Estimated interest rate the Town is likely to pay if it were to issue a bond today.
2. The Town's definition of capital assets.
3. Upcoming developments (number and type of housing unit (single family, multi family, etc.), non-residential square footage by land use (commercial, industrial, etc.) and timing of these developments.

Parks & Recreation Facilities

1. Inventory of parks and recreation facilities owned by the Town along with parks classification (community, neighborhood, special, etc.), acreage, facilities (softball fields, baseball fields, tennis courts, picnic areas, etc.).

For any trails, please indicate paved vs. not and the length in miles. For any buildings, please provide square footage.

2. Cost information for the construction of recreation facilities made over the past five years.
3. Cost information for any park/open space land purchases or appraisals (for donations or upcoming purchases) made over the last several years.
4. Insurance values or capital asset values of recreation facilities.
5. Estimated site preparation, irrigation/landscaping/utility cost per acre for each park type.
6. Estimated architectural/engineering/inspection costs as a percent of the total facility and equipment cost.
7. Actual capital expansion expenditures (land, facilities, debt service, etc.) over the past five years as well as associated funding sources and levels.
8. Any bond issues for parks and recreational facility capacity expansion projects with outstanding debt service. Please provide the project description and the debt service schedules

showing start and end dates, and amounts per year for principal and interest, interest rate, and the revenue source used to pay off the debt service.

9. The amount of reserve funds and fund balances for capital expansion projects (if any).

10. Any contemplated changes to how parks and recreation facilities to be funded in the future versus the past (e.g., new/different funding sources, etc.).

General Government Buildings

1. An inventory of existing general government buildings. Please provide address, square footage, acreage, leased or owned, and parcel ID number. If any of the buildings is shared with other Departments or otherwise used for services other than general government buildings, please indicate the associated square footage.

2. Insurance values of buildings.

3. Cost information for any general government building related to land and facilities made over the past five years as well as any recent bids/estimates for future facilities.

4. Any appraisals of land value over the past five years for parcels that may be used for general government buildings (as part of future cost estimates, for land acquisition through donations/development agreements, etc.).

5. Actual capital expansion expenditures for general government facilities over the past five years (land, facilities, debt service, etc.) and associated funding sources and levels.

6. For debt service related to general government building capacity addition projects (if any), please provide project description and the debt service schedules showing start and end dates, and amounts per year for principal and interest, interest rate, and the revenue source used to pay off the debt service.

7. Adopted level of service standards, if available.

8. Amount of reserve funds and fund balances for general government building capital expansion projects (if any).

9. Any contemplated changes to how general government building capacity projects are to be funded in the future versus the past (e.g., new/different funding sources, etc.).

Law Enforcement Facilities

1. An inventory of existing police stations/buildings. Please provide building name, address, square

footage, acreage, leased or owned, and parcel ID number. If any of the buildings is shared with other

Departments or otherwise used for services other than law enforcement, please indicate the associated square footage.

2. Inventory of law enforcement vehicles/equipment owned by the Town (not leased) as well as estimated current replacement value. Vehicle value should represent the “fully loaded” price, including all equipment needed for the vehicle to be operational. Remaining equipment items that are not part of the vehicle should have a minimum life of five years.

3. Insurance values of stations/buildings.

4. Cost information for any law enforcement facility, land, and vehicle or equipment purchases made over the past five years as well as any recent bids/estimates for future facilities.

5. Any appraisals of land value over the past five years for parcels that may be used for law enforcement (as part of future cost estimates, for land acquisition through donations/development agreements, etc.).

6. Actual capital expansion expenditures for law enforcement facilities over the past five years (land, facilities, debt service, etc.) and associated funding sources and levels.

7. For debt service for law enforcement facility capacity expansion projects (if any), please provide project description and the debt service schedules showing start and end dates, and amounts per year for principal and interest, interest rate, and the revenue source used to pay off the debt service.

8. Adopted level of service standards, if available.

9. Amount of reserve funds and fund balances for law enforcement facility capital expansion projects (if any).

10. Any contemplated changes to how law enforcement capacity projects are to be funded in the future versus the past (e.g., new/different funding sources, etc.).

Multimodal Transportation System

Cost Component

1. Detailed cost and project information for any new road construction or lane addition projects completed or bid over the past five years, as well as any future estimates by the Town. Please provide a description and location of the project, bid date, design characteristics (curb & gutter vs. open drainage), construction dates, number of lanes added, length, and cost. The cost should be broken down as PE/design, right-of-way (ROW), construction, construction engineering/inspection (CEI), and other costs. For projects that are not fully completed, please indicate the completed phases.

2. An inventory of existing roadways (preferably in an electronic spreadsheet format), including number of lanes existing today and projected in the Long-Range Cost Affordable Plan, type of facility, design. characteristics (curb & gutter vs. open drainage), average daily volume today and

in the Long-Range Cost Affordable Plan, daily capacity today and in the Long-Range Cost Affordable Plan, current and projected level of service, level of service standard, and jurisdiction. Please include the FDOT QLOS classifications and capacity estimates for new construction and land addition projects in the latest long range transportation plan (e.g., “State Signalized Arterial, Class I, Urbanized Area”). Credit Component

3. Historical funding sources and actual project expenditures for transportation capacity expansion projects (lane additions, new roadways, intersection improvements, new traffic signals, new sidewalks, new bicycle lanes, new transit amenities, etc.). Please provide annual expenditures on transportation capacity expansion for the past five years along with associated funding sources. It would also be beneficial to provide actual project expenditures on an annual basis associated with each project.

4. Planned/programmed capacity addition projects for the next 5 years along with associated revenue sources. The initial response we received suggested that the only transportation projects are related to resurfacing and that there are no capacity addition projects planned at this time.

5. For bond issues that were used to fund transportation capacity addition projects with an outstanding debt service, please provide project description and debt service schedules showing start and end dates, amounts per year for principal and interest, interest rate, remaining balance, and the revenue source used to pay off the debt service.

6. Amount of reserve funds/fund balances for transportation capital expansion projects (if any).

7. Any contemplated changes to how transportation projects are to be funded in the future versus the past (e.g., new/different funding sources, etc.)

Title XI

COUNTY ORGANIZATION AND INTERGOVERNMENTAL RELATIONS

Chapter 163

INTERGOVERNMENTAL PROGRAMS

[View Entire Chapter](#)

163.31801 Impact fees; short title; intent; minimum requirements; audits; challenges.—

(1) This section may be cited as the “Florida Impact Fee Act.”

(2) The Legislature finds that impact fees are an important source of revenue for a local government to use in funding the infrastructure necessitated by new growth. The Legislature further finds that impact fees are an outgrowth of the home rule power of a local government to provide certain services within its jurisdiction. Due to the growth of impact fee collections and local governments’ reliance on impact fees, it is the intent of the Legislature to ensure that, when a county or municipality adopts an impact fee by ordinance or a special district adopts an impact fee by resolution, the governing authority complies with this section.

(3) For purposes of this section, the term:

(a) “Infrastructure” means a fixed capital expenditure or fixed capital outlay, excluding the cost of repairs or maintenance, associated with the construction, reconstruction, or improvement of public facilities that have a life expectancy of at least 5 years; related land acquisition, land improvement, design, engineering, and permitting costs; and other related construction costs required to bring the public facility into service. The term also includes a fire department vehicle, an emergency medical service vehicle, a sheriff’s office vehicle, a police department vehicle, a school bus as defined in s. 1006.25, and the equipment necessary to outfit the vehicle or bus for its official use. For independent special fire control districts, the term includes new facilities as defined in s. 191.009(4).

(b) “Public facilities” has the same meaning as in s. 163.3164 and includes emergency medical, fire, and law enforcement facilities.

(4) At a minimum, each local government that adopts and collects an impact fee by ordinance and each special district that adopts, collects, and administers an impact fee by resolution must:

(a) Ensure that the calculation of the impact fee is based on the most recent and localized data.

(b) Provide for accounting and reporting of impact fee collections and expenditures and account for the revenues and expenditures of such impact fee in a separate accounting fund.

(c) Limit administrative charges for the collection of impact fees to actual costs.

(d) Provide notice at least 90 days before the effective date of an ordinance or resolution imposing a new or increased impact fee. A local government is not required to wait 90 days to decrease, suspend, or eliminate an impact fee. Unless the result is to reduce the total mitigation costs or impact fees imposed on an applicant, new or increased impact fees may not apply to current or pending permit applications submitted before the effective date of a new or increased impact fee.

(e) Ensure that collection of the impact fee may not be required to occur earlier than the date of issuance of the building permit for the property that is subject to the fee.

(f) Ensure that the impact fee is proportional and reasonably connected to, or has a rational nexus with, the need for additional capital facilities and the increased impact generated by the new residential or commercial construction.

(g) Ensure that the impact fee is proportional and reasonably connected to, or has a rational nexus with, the expenditures of the funds collected and the benefits accruing to the new residential or nonresidential construction.

(h) Specifically earmark funds collected under the impact fee for use in acquiring, constructing, or improving capital facilities to benefit new users.

(i) Ensure that revenues generated by the impact fee are not used, in whole or in part, to pay existing debt or for previously approved projects unless the expenditure is reasonably connected to, or has a rational nexus with, the increased impact generated by the new residential or nonresidential construction.

(5)(a) Notwithstanding any charter provision, comprehensive plan policy, ordinance, development order, development permit, or resolution, the local government or special district must credit against the collection of the impact fee any contribution, whether identified in a proportionate share agreement or other form of exaction, related to public facilities or infrastructure, including land dedication, site planning and design, or construction. Any contribution must be applied on a dollar-for-dollar basis at fair market value to reduce any impact fee collected for the general category or class of public facilities or infrastructure for which the contribution was made.

(b) If a local government or special district does not charge and collect an impact fee for the general category or class of public facilities or infrastructure contributed, a credit may not be applied under paragraph (a).

(6) A local government, school district, or special district may increase an impact fee only as provided in this subsection.

(a) An impact fee may be increased only pursuant to a plan for the imposition, collection, and use of the increased impact fees which complies with this section.

(b) An increase to a current impact fee rate of not more than 25 percent of the current rate must be implemented in two equal annual increments beginning with the date on which the increased fee is adopted.

(c) An increase to a current impact fee rate which exceeds 25 percent but is not more than 50 percent of the current rate must be implemented in four equal installments beginning with the date the increased fee is adopted.

(d) An impact fee increase may not exceed 50 percent of the current impact fee rate.

(e) An impact fee may not be increased more than once every 4 years.

(f) An impact fee may not be increased retroactively for a previous or current fiscal or calendar year.

(g) A local government, school district, or special district may increase an impact fee rate beyond the phase-in limitations established under paragraph (b), paragraph (c), paragraph (d), or paragraph (e) by establishing the need for such increase in full compliance with the requirements of subsection (4), provided the following criteria are met:

1. A demonstrated-need study justifying any increase in excess of those authorized in paragraph (b), paragraph (c), paragraph (d), or paragraph (e) has been completed within the 12 months before the adoption of the impact fee increase and expressly demonstrates the extraordinary circumstances necessitating the need to exceed the phase-in limitations.

2. The local government jurisdiction has held not less than two publicly noticed workshops dedicated to the extraordinary circumstances necessitating the need to exceed the phase-in limitations set forth in paragraph (b), paragraph (c), paragraph (d), or paragraph (e).

3. The impact fee increase ordinance is approved by at least a two-thirds vote of the governing body.

(h) This subsection operates retroactively to January 1, 2021.

(7) If an impact fee is increased, the holder of any impact fee credits, whether such credits are granted under s. 163.3180, s. 380.06, or otherwise, which were in existence before the increase, is entitled to the full benefit of the intensity or density prepaid by the credit balance as of the date it was first established.

(8) A local government, school district, or special district must submit with its annual financial report required under s. 218.32 or its financial audit report required under s. 218.39 a separate affidavit signed by its chief financial officer or, if there is no chief financial officer, its executive officer attesting, to the best of his or her knowledge, that all impact fees were collected and expended by the local government, school district, or special district, or were collected and expended on its behalf, in full compliance with the spending period provision in the local ordinance or resolution, and that funds expended from each impact fee account were used only to acquire, construct, or improve specific infrastructure needs.

(9) In any action challenging an impact fee or the government's failure to provide required dollar-for-dollar credits for the payment of impact fees as provided in s. 163.3180(6)(h)2.b., the government has the burden of proving by a preponderance of the evidence that the imposition or amount of the fee or credit meets the requirements of state legal precedent and this section. The court may not use a deferential standard for the benefit of the government.

(10) Impact fee credits are assignable and transferable at any time after establishment from one development or parcel to any other that is within the same impact fee zone or impact fee district or that is within an adjoining impact fee zone or impact fee district within the same local government jurisdiction and which receives benefits from the improvement or contribution that generated the credits. This subsection applies to all impact fee credits regardless of whether the credits were established before or after June 4, 2021.

(11) A county, municipality, or special district may provide an exception or waiver for an impact fee for the development or construction of housing that is affordable, as defined in s. 420.9071. If a county, municipality, or special district provides such an exception or waiver, it is not required to use any revenues to offset the impact.

(12) This section does not apply to water and sewer connection fees.

(13) In addition to the items that must be reported in the annual financial reports under s. 218.32, a local government, school district, or special district must report all of the following information on all impact fees charged:

(a) The specific purpose of the impact fee, including the specific infrastructure needs to be met, including, but not limited to, transportation, parks, water, sewer, and schools.

(b) The impact fee schedule policy describing the method of calculating impact fees, such as flat fees, tiered scales based on number of bedrooms, or tiered scales based on square footage.

(c) The amount assessed for each purpose and for each type of dwelling.

(d) The total amount of impact fees charged by type of dwelling.

(e) Each exception and waiver provided for construction or development of housing that is affordable.

History.—s. 9, ch. 2006-218; s. 1, ch. 2009-49; s. 5, ch. 2009-96; s. 5, ch. 2011-14; s. 1, ch. 2011-149; s. 1, ch. 2019-106; s. 5, ch. 2019-165; s. 5, ch. 2020-27; s. 1, ch. 2020-58; ss. 1, 2, ch. 2021-63.



TOWN OF EATONVILLE, FLORIDA

MUNICIPAL IMPACT FEE STUDY

INITIAL DATA REQUEST – GENERAL GOVERNMENT

January 22, 2024

- 1) Please provide a list of the departments that the Town would like to include within the general government impact fee. This may require some additional discussion before proceeding on this item.
Town Hall, EPD, Recreation, PW Building & Workers, Library Building, Post Office**
- 2) To calculate the assumed level of service, please provide the square footage of all government buildings the Town would like to include within the fee, for example the square footage of Town Hall. Please provide information relative to the following:
 - a. Departments within the included buildings so that duplicate departments are not included in the fee (i.e., if the utilities department also has an office within Town Hall);
 - b. Number of employees within each department separately identifying full-time and part-time employees; and
 - c. Amount of square footage allocated to each department.
Administration: D. Pressley & N Washington
- 3) Please provide a detailed listing of the Town's fixed assets as of September 30, 2023 for the buildings and departments (Town Hall, Public Works Complex, etc.) the Town wishes to include within the fee from the Town's perpetual inventory accounting records.
Administration: D. Pressley & V. Mundy
- 4) Please provide a copy of the Town's Fiscal Year 2024 Budget and Capital Improvement Plan as it relates to general government services that the Town wishes to include in the general government impact fee analysis. In addition, please provide a summary of all funding sources as well as any grant funds anticipated by the Town to support the capital improvement program as identified in this data request. For each project please also provide the anticipated service life, the population level that the project is meant to serve and whether the project will be a replacement / upgrade of an existing asset or a brand-new expansion related asset.
Administration: D. Pressley & K. Gibson
- 5) If any portions of the buildings serve multiple purposes, please include an estimate of what portion of the building and the amount of time the portion is occupied for each purpose.
Administration: D. Pressley & V. Mundy



TOWN OF EATONVILLE, FLORIDA

MUNICIPAL IMPACT FEE STUDY

INITIAL DATA REQUEST – OTHER GENERAL ITEMS

January 22, 2024

- 1) Please provide a copy of the Town's most recent Comprehensive Plan and any subsequent updates to it, if applicable.
Planning: C McGee
- 2) Please provide a copy of any formal or Town adopted population projections (permanent and seasonal). Also, please provide any projections of residential and commercial development or redevelopment projects for the planning horizon (Town build-out). This should be in as much detail as possible and should include current and projected numbers of residential housing units (number of single-family residences, multifamily units, and mobile homes), and commercial development by type.
Planning: C McGee
- 3) Please provide information regarding current and historical permanent population figures for fiscal years 2010 through 2023.
Planning: C McGee
- 4) Please provide a summary of the current square feet of existing commercial development by major land use code or development type. If the Town does not have this data, please obtain this information from the County.
Planning: C McGee & T. Salmieri
- 5) If not reflected in the population projections, please provide demographic statistics and planning estimates of persons per household for single-family, multi-family, manufactured housing (trailers), mobile homes, and other residential dwellings.
Planning: C McGee
- 6) Please provide the Fiscal Year 2022 Annual Comprehensive Financial Report (ACFR) for the Town as well as the Fiscal Year 2023 ACFR, when available.
Finance: K. Gibson



TOWN OF EATONVILLE, FLORIDA

MUNICIPAL IMPACT FEE STUDY

INITIAL DATA REQUEST – PARKS AND RECREATION

January 22, 2024

- 1) Please provide an inventory of all parks and current recreational facilities for each specific park owned by the Town. Included below is a listing of the type of information that should be included in the inventory summary:
 - a) land size (acres);
 - b) full description and count of recreational facilities (football, baseball, soccer fields, basketball courts, concession stands, pools, lighting, restrooms, etc.);
 - c) description of park (neighborhood, community, etc.) owned by Town; and
 - d) description of significant equipment needs.

Please list the facilities separately by park site and indicate what type of park it is (e.g., neighborhood, community park, etc.). Please also include similar detailed facility/activities information on any municipal recreational complexes, civic centers, aquatic complexes etc.

REC: D Washington & DCP

- 2) Please provide a detailed listing of the Town's fixed assets as of September 30, 2023 for the Parks and Recreation department from the Town's perpetual inventory accounting records. Also, please indicate if any of these assets, including land, were donated or contributed. If such items were donated, please provide an estimate of the fair market value of such units at the time of donation.

FINANCE: K Gibson

- 3) If the Town has any recreational master plan for its recreational sites, please provide a copy of such capital plans. N/A
- 4) Please provide any information regarding open space or facility-related levels of service that have been adopted by the Town (e.g., 5 acres per 1,000 population, one tennis court per 5,000 population, etc.).

REC: D Washington & DCP

- 5) Please provide copies of the Town's fiscal year 2023 and 2024 budgets and adopted multi-year capital improvement plans as it relates to parks and recreation services. This listing should include a brief description of each of the projects in the plan. In addition, please provide a summary of the various sources of funds anticipated by the Town to support the capital improvement program and whether the project will be a replacement / upgrade of an existing asset or a brand-new expansion related asset.

FINANCE: K Gibson

- 6) If the Town has received capital grants for the funding of any existing recreational capital facilities, please provide:
 - a) the dollar amount of the grant and how the grant was applied;
 - b) availability of future grants; and
 - c) any other information relative to this funding source.

Town of Eatonville
Initial Data Request for Parks and Recreation Impact Fee Study

FINANCE: K Gibson

- 7) Please provide a copy of any trial balance associated with the Parks and Recreation Department as of 9/30/2023.

FINANCE: K Gibson



TOWN OF EATONVILLE, FLORIDA

MUNICIPAL IMPACT FEE STUDY

INITIAL DATA REQUEST – POLICE

January 22, 2024

- 1) Please provide the amount of personnel for this function in the following detail:
 - a) number of officers currently employed by the Town separately identifying full-time, reserve, and part-time or seasonal officers, if any; **HR: N Washington**
 - b) the number of support, administrative, and dispatch personnel; and
 - c) any additional personnel anticipated to be hired or added to the staff above existing levels to meet current deficiencies in staffing, including a description of the type of personnel being added. **HR: N Washington**
- 2) The assumed level of service for police protection services will be the number of officers required per 1,000 population served. Please provide information relative to the following:
 - a) the current relationship of full-time officers per population served;
 - b) the Town's or department's target level or level of service for the number of officers per 1,000 population; and
 - c) for reserve and other related personnel (other than full-time officers), the relationships of such officers to either the number of full-time officers on staff or to the level of population served.
- 3) Please provide a detailed listing of the Town's fixed assets (all personnel and vehicle related equipment, vehicles, land, buildings, improvements, etc.) as of September 30, 2023 for the Police department from the Town's perpetual inventory accounting records. These records should include the historical costs, acquisition date, asset description, estimated useful life, and grant funded component of the asset (if applicable).
- 4) Please provide information relative to equipping a full-time officer with the standard weaponry, safety equipment, communication equipment, and uniforms. This cost should be the total capital related cost incurred by the Town to equip the next full-time police officer which would be hired by the Town. Additionally, please indicate if the officer is required to contribute toward the purchase of such direct costs and the level of such commitment, if any. Examples of costs which we are recognizing as direct costs to equip an officer would include the following: i) gun belt and associated weaponry; ii) shoulder or portable radio and other communication equipment; and iii) bulletproof vest, handcuffs, and uniforms.
- 5) In addition to the direct cost of equipping an officer, please provide the following information relative to vehicle expenditures (patrol cars, motorcycles, etc.):
 - a) a complete inventory (type and cost) of the vehicles used to provide police service;
 - b) a detailed description of the costs or cost components relative to vehicle services (examples would include radios and communication devices, guns and gun rack, medical kits, radios, console, and any other related equipment); and
 - c) a description of the level of service standards used by the Town in providing the vehicles to its full-time and reserve officers (for example, the Level of Service ("LOS") to the Town may be to equip two full-time officers with one vehicle and have reserve officers use other available vehicles of the department). Additionally, please provide any information relative to replacement or back-up vehicles that may be available to provide service to its officers.

Town of Eatonville
Initial Data Request for Police Impact Fee Study

- 6) In addition to the vehicle costs described above, please provide the following with regard to other equipment that is utilized by the Town's police department:
 - a) a complete inventory (number and current cost) of such major equipment items which are currently utilized by the Town (examples of such equipment would include rescue boats and trailers, intoxylizer equipment, radar detection equipment, and other related equipment);
 - b) in addition to the inventory requested in a) above, please provide the Town's equipment to staff relationship or utilization needs (for example, we are trying to equate or match the equipment needs to the number of full-time officers of the Town in order to maintain consistent level of service standards). The equipment utilization requirements should either be what is currently in effect which is deemed appropriate by the Town, or the required relationships to adequately meet the level of service policies of the police department; and
 - c) in addition to the existing assets or equipment facilities of the Town, please provide information regarding any planned purchase or equipment needs for facilities currently not available with the Town. Please reference question number seven below.
- 7) Please provide a copy of the Town's multi-year capital improvement plan as it relates to police service. Any cost estimates relative to the construction or purchase of any new police substations or equipment by the Town in the near future but just outside the time horizon of the CIP are also needed. In addition, please provide a summary of all funding sources as well as any grant funds anticipated by the Town to support the capital improvement program as identified in this data request. For each project please also provide the anticipated service life, the level of officers and/or population that the project is meant to serve and whether the project will be a replacement / upgrade of an existing asset or a brand-new expansion related asset.
- 8) Please provide the pro rata share of the Town's administration building allocated to police protection services, if any; and other related capital facilities or equipment which are used to support the police protection services function.
- 9) Please provide for the last two fiscal years the amount of service call responses made by the police department. Please provide this information in the following detail:
 - a) residential related calls broken down into single-family and multi-family units;
 - b) non-residential related calls by major type of land use category (e.g., office space, restaurants, warehouses, entertainment businesses, industrial sites, institutional, and other services);
 - c) traffic related calls; and
 - d) any other details which would assist in the allocation of the various response calls among the various customer or land use attributes of the Town.
- 10) If the Town has received capital grants for the funding of any existing police base facilities or major equipment needs, please provide:
 - a) the dollar amount of the grant and how the grant was applied;
 - b) availability of future grants; and
 - c) any other information relative to this funding source.
- 11) If the Town has entered any interlocal agreements to provide police protection services with the County or any other communities, please provide a copy of the agreement. To the extent that the Town has entered into an agreement with any other local governmental agencies, additional information will need to be requested relative to the relationships of the above-referenced items to these service areas of served or not served by the Town's facilities.