



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR COUNCIL MEETING AGENDA

Tuesday, August 06, 2024, at 7:30 PM

Denton Johnson Center 400 Ruffel Str. (**ADJUSTED LOCATION**)

Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

I. CALL TO ORDER AND VERIFICATION OF QUORUM

II. INVOCATION AND PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

IV. CITIZEN PARTICIPATION (Three minutes strictly enforced)

V. PUBLIC HEARING

- [A.](#) Approval of 1st Reading of Ordinance 2024-3 on Adopting of Municipal Impact Fee Study (Administration)

VI. CONSENT AGENDA

- [1.](#) Approval of Town Council Meeting Minutes – July 16, 2024 (Clerk Office)
- [2.](#) Approval of Resolution 2024-23 Appointment of Alternate Board Member to the Historic Preservation Board (Clerk Office)

VII. COUNCIL DECISIONS

- [3.](#) Approval To Sell Two Inoperable/Damaged Patrol Vehicles (Police Department)

VIII. REPORTS

CHIEF ADMINISTRATIVE OFFICER'S REPORT

TOWN ATTORNEY'S REPORT

TOWN COUNCIL REPORT/DISCUSSION ITEMS

MAYOR'S REPORT

IX. ADJOURNMENT

The Town of Eatonville is subject to the Public Records Law. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

****PUBLIC NOTICE****

This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

AUGUST 6, 2024, AT 7:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of 1st Reading of Ordinance 2024-3 on Adopting of Municipal Impact Fee Study (**Administration**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
PUBLIC HEARING 1ST / 2ND READING	YES	Exhibits: - Ordinance 2024-3 - Ordinance 2024-1 - Ordinance 2023-6 - Municipal Impact Fee Report and Tables (Final)
CONSENT AGENDA		
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: For the Town Council’s approval of the 1st Reading of Ordinance 2024- on Adopting of Municipal Impact Fee Study and Rates

SUMMARY: The Town Council desires

the adoption of an impact fee ordinance in order to preserve the status quo while the Town completes the Impact Fee Feasibility Study, adopts a new impact fee ordinance and schedule of fees by resolution, and receives input from the public, property owners, consultants and staff. Preserving the status quo will allow the Town to continue the application process for development, such as comprehensive plan and future land use map amendments, re-zoning applications, plats, variances, site plans, and special exceptions, while insuring that public infrastructure and facilities are not unduly burdened through the issuance of significant new building permits that will have an immediate and negative impact on said infrastructure and facilities without the assessment of properly adopted impact fees.

This Ordinance contains an administrative framework to ensure that the benefit of police, parks and recreational, and general government and administrative facilities funded with police, parks and recreation, and general government and administrative impact fees will accrue proportionately to new development paying the fees.

RECOMMENDATION: Approval of the 1st Reading of Ordinance 2024- on Adopting of Municipal Impact Fee Study and Rates

FISCAL & EFFICIENCY DATA:

ORDINANCE #2024-3

AN ORDINANCE OF THE TOWN OF EATONVILLE, FLORIDA, CREATING CHAPTER 43, “IMPACT FEES”, OF THE TOWN CODE OF ORDINANCES; ADOPTING THE TOWN OF EATONVILLE MUNICIPAL IMPACT FEE STUDY, DATED JULY 24, 2024; PROVIDING GENERAL DEFINITIONS, RULES OF CONSTRUCTION, AND FINDINGS; PROVIDING ADMINISTRATIVE PROVISIONS RELATED TO THE IMPOSITION, COLLECTION, USE, AND REVIEW OF IMPACT FEES; PROVIDING FOR IMPACT FEE REVIEW HEARINGS AND NOTICE REQUIREMENTS GOVERNING THE ADOPTION OF IMPACT FEES OR INCREASE OF IMPACT FEE RATES; PROVIDING FOR REFUNDS AND ADMINISTRATIVE COSTS; PROVIDING DEFINITIONS AND LEGISLATIVE FINDINGS RELATED TO POLICE IMPACT FEES; PROVIDING FOR THE IMPOSITION, COLLECTION, AND USE OF POLICE IMPACT FEES; PROVIDING DEFINITIONS AND LEGISLATIVE FINDINGS RELATED TO PARKS AND RECREATION FACILITIES IMPACT FEES; PROVIDING FOR THE IMPOSITION, COLLECTION, AND USE OF PARKS AND RECREATION FACILITIES IMPACT FEES; PROVIDING DEFINITIONS AND LEGISLATIVE FINDINGS RELATED TO GENERAL GOVERNMENT AND ADMINISTRATIVE IMPACT FEES; PROVIDING FOR THE IMPOSITION, COLLECTION, AND USE OF GENERAL GOVERNMENT AND ADMINISTRATIVE IMPACT FEES; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the Town of Eatonville is experiencing significant growth and development, which necessitates the expansion and improvement of public facilities and services to accommodate the needs of the growing population; and

WHEREAS, under its home rule powers and pursuant to F.S. § 163.31801, the Town may impose impact fees to fund the capital costs of these improvements; and

WHEREAS, the Town Council retained a professional consulting firm to prepare a Municipal Impact Fee Study (the “Study”) analyzing the projected impacts of growth on police, parks and recreation, and general government and administrative services, and recommending appropriate impact fees; and

WHEREAS, the Study, dated July 24, 2024, determined that new development will generate a proportionate share of the need for capital improvements for these public facilities and infrastructure; and

WHEREAS, the Study recommends specific impact fee amounts for each category of public facilities and infrastructure, based on sound methodology and the most recent and localized data; and

WHEREAS, the Study has been presented to and reviewed by the Town Council, and it has been determined that (1) the police, parks and recreation, and general government and administrative impact fees are necessary to offset the costs associated with meeting future demands for the police, parks and recreational, and general government and administrative facilities pursuant to the projections set forth in the Study; (2) the police, parks and recreation, and general government and administrative impact fees bear a reasonable relationship to the burden imposed upon the Town to provide police, parks and recreational, and general government and administrative facilities to new Town residents; (3) the police, parks and recreation, and general government and administrative impact fee revenues will provide a direct benefits to such new Town residents reasonably related to the fees assessed; (4) an essential nexus exists between projected new development and the need for additional police, parks and recreational, and general government and administrative facilities to be funded with police, parks and recreation, and general government and administrative impact fees and the benefits that accrue to new development paying the fees; and (5) the amount of the police, parks and recreation, and general government and administrative impact fees are reasonably proportional to the pro rata share of the additional police, parks and recreational, and general government and administrative facilities needed to serve new development; and

WHEREAS, the costs of real property for use in the police, parks and recreation, and general government and administrative facilities development and the costs of various facilities and equipment have been used by the Town’s consultant in developing a development impact cost per land use type as set forth in the Study; and

WHEREAS, the decisions of the Town Council as set forth herein are reasonable and prudent steps pertaining to sound growth management which have been taken for the benefit of the citizens of the Town, both present and future; and

WHEREAS, the Town is projected to significantly grow in functional population and further economically develop in the future; and

WHEREAS, this Ordinance contains an administrative framework to ensure that the benefit of police, parks and recreational, and general government and administrative facilities funded with police, parks and recreation, and general government and administrative impact fees will accrue proportionately to new development paying the fees; and

WHEREAS, F.S. § 163.3202(3), encourages the use of innovative land use regulations and impact fees by local governments to manage growth and to provide the necessary public facilities, and for the imposition by local governments of impact fees on development to fund the capital cost of facilities necessitated by such development; and

WHEREAS, requiring future growth to contribute its fair share of the costs necessary to fund required capital improvements and additions is an integral and vital part of the regulatory plan of growth management in the Town and is a practice consistent with sound and generally accepted growth management, fiscal, and public administration practices and principles.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF EATONVILLE:

SECTION 1. Recitals and legislative findings. The above recitals and legislative findings are ratified and made a part of this Ordinance.

SECTION 2. Amendment. Chapter 43, "Impact Fees", of the Town Code is hereby created as follows:

* * * *

Chapter 43 – IMPACT FEES

ARTICLE I. – GENERALLY

Sec. 43-1. – Short title and authority.

- (a) This chapter shall be known and cited as the "Town of Eatonville Impact Fee Ordinance."
- (b) The Town Council has the authority to adopt this chapter pursuant to Article VIII of the Constitution of the State of Florida, F.S. Ch. 166, and F.S. § 163.31801.

Sec. 43-2. – Intent and purpose.

- (a) The intent of the Town Council is ensure that its impact fee schedules reflect the most recent and localized data pertaining to growth patterns in the Town and the cost of capital facilities necessary to provide police protection, parks and recreation, and general government and administrative services for new development.
- (b) The purpose of this chapter is to regulate the development of land within the Town by requiring payment of impact fees by impact construction and to provide for the anticipated costs of capital improvements to Town facilities which are required to accommodate such growth. This chapter shall not be construed to permit the collection of impact fees in excess of the amount reasonably anticipated to offset the demand on the capital facilities generated by such applicable impact construction.

Sec. 43-3. – General definitions.

When used in this chapter, the following terms shall have the following meaning, unless the context clearly requires otherwise:

Accessory building or structure shall mean a detached, subordinate building, meeting all property development regulations, the use of which is clearly indicated and related to the use of the principal building or incidental to the previous use to which the vacant land is devoted, and which is located on the same lot as the principal building or use.

Administrative costs shall mean the actual costs associated with the collection and administration of impact fees imposed pursuant to this chapter.

Alternative impact fee shall mean any alternative impact fee calculated by an applicant and approved by the Town Administrator pursuant to section 43-21 hereof.

Alternative impact fee study shall mean a study prepared by an applicant and submitted to the Town Administrator pursuant to section 43-21 hereof.

Applicant shall mean a person who applies for a building permit.

Building shall mean any structure, either temporary or permanent, designed or built for the support, enclosure shelter or protection of persons, chattels, or property of any kind. This term shall include manufactured homes, trailers, mobile homes, or any other vehicles serving in any way the function of a building. This term shall not include temporary construction sheds or trailers erected to assist in construction and maintained during the term of a construction.

Building permit shall mean an official document or certificate issued by or through the Town under the authority of ordinance or law authorizing the construction or siting of any building. This term shall also include site plan approvals or other development orders for those activities, structures, or buildings that do not require a building permit in order to be constructed or occupied.

Capital facilities shall mean those Town facilities, improvements, infrastructure, and equipment identified in this chapter for which impact fees are imposed.

Certificate of occupancy shall mean the official document or certificate issued by or through the Town under the authority of ordinance or law authorizing the occupancy of any building or parts thereof.

Comprehensive plan shall mean the Town's long-range planning guide prepared and adopted by the Town in accordance with Part II of F.S. ch. 163.

Dwelling unit shall mean a building, or a portion thereof, which is designed for residential occupancy, consisting of one or more rooms which are arranged, designed, or used as living quarters for one family only. The terms shall not include hotels, motels, time-shares, or tourist or trailer camps allowing a rental of less than three months.

Encumbered shall mean monies committed by contract or purchase order in a manner that obligates the Town to expend the encumbered amount upon delivery or completion of goods, services, or real property provided by a vendor, supplier, contractor, or owner.

Equivalent use shall mean a subject use that is similar to the historic use of a parcel of property.

Government property shall mean and refer to the use of property exclusively for public purposes by, and which property is owned or leased by, the United States of America or any agency thereof, a sovereign state or nation, the State of Florida or any agency thereof, a county, a special district, a school district, or a municipal corporation, or any department or branch thereof.

Impact construction shall mean land construction designed or intended to permit a use of the land which will contain more dwelling units, buildings, or square footage than the existing use of land, or to otherwise change the use of the land in a manner that increases the impact upon the capital facilities.

Impact fee shall mean, collectively and individually, the impact fees imposed pursuant to this chapter.

Impact fee land use category shall mean those categories of land use incorporated in the impact fee rate schedules for each impact fee.

Impact fee study shall mean the impact fee study or studies adopted pursuant to section 43-6 hereof.

M.A.I. appraiser shall mean a member of the American Institute of Real Estate Appraisers.

Owner shall mean the person holding legal title to the real property upon which impact construction is to occur.

Person shall mean any individual, corporation, governmental agency, business trust, estate, trust, partnership, association, property owners' association, two or more persons having a joint or common interest, governmental agency, or other legal entity.

Residential construction shall mean impact construction that is designed or intended to permit more dwelling units than the existing use or non-use of land contains.

Square footage shall mean the gross area measured in square feet from the exterior faces of exterior walls or other exterior boundaries of a building, excluding areas within the interior of the building which are utilized for parking.

Town Administrator shall mean the mayor or Town employee the mayor has designated as responsible for managing the land development process.

Sec. 43-4. – General legislative findings.

The Town Council finds, determines, and declares that:

- (a) Pursuant to Article VIII, Section 2, Fla. Const., and F.S. ch. 166, the Council has all powers of local self-government to perform municipal functions and render municipal services and facilities except when prohibited by law, including the authority to impose and collect impact fees through a municipal ordinance.
- (b) F.S. § 163.3202(3) encourages the use of innovative land development regulations, including the use of impact fees, to implement the goals, objectives, and policies of a municipality’s comprehensive plan.
- (c) Upon receipt of a complete application for a building permit, the Town shall calculate the applicable impact fee, incorporating any applicable credits granted by the Town, which will be documented in a credit certificate. If a person has received a credit pursuant to this chapter, a prior ordinance of the Town, or development agreement, and such credit has not been utilized, that credit shall be subtracted from the otherwise applicable impact fee, if such credit applies.
- (d) Development and redevelopment necessitated by the growth contemplated in the comprehensive plan and the impact fee studies will require improvements and additions to capital facilities to accommodate the new development generated by such growth and maintain the standards and levels of service provided by the Town.
- (e) Future growth, as represented by impact construction, should contribute its fair share to the cost of improvements and additions to the capital facilities that are required to accommodate the impact generated by such growth.
- (f) The impact fees are necessary to offset the costs to the Town associated with meeting the necessary public service and facility demand created by projected new residential and non-residential development or redevelopment. A reasonable connection, or rational

nexus, therefore exists between the projected new development and the need for improved and additional capital facilities to be funded by the impact fees.

- (g) The required improvements and additions to the capital facilities needed to accommodate existing development at the adopted level of service shall be financed by revenue sources other than impact fees.
- (h) Implementation of an impact fee structure to require future impact construction to contribute its fair share of the cost of improvements and additions to capital facilities is an integral and vital element of the management of growth.
- (i) The Council expressly finds that the improvements and additions to the capital facilities to be funded by the respective impact fees imposed herein provide a benefit to all impact construction within the Town that is in excess of the amount of the impact fees.
- (j) The administrative costs imposed herein are limited to the actual costs of administration and collection of the impact fees imposed herein, in accordance with F.S. § 163.31801, or its statutory successor in function.
- (k) The data set forth in the impact fee studies that was employed in the calculation of the impact fee rates to be imposed under this chapter is the most recent and localized data available for the applicable capital facilities as of the date of each impact fee study.
- (l) Capital facilities planning is an evolving process and the level of service adopted by the Town for such capital facilities constitutes a balancing of anticipated need and the corresponding cost to implement such standard, based upon present knowledge and judgment. Therefore, in recognition of changing growth patterns, the needs of the community, and the dynamics of capital facilities planning, it is the intent of the Council that the level of service and the cost of the various capital facilities be reviewed and adjusted periodically, pursuant to section 43-27 hereof, to ensure that the impact fees imposed pursuant to this chapter are equitable and lawful based on the impact of growth upon these capital facilities.
- (m) This chapter shall not be construed to permit the collection of impact fees from impact construction in excess of the amount reasonably anticipated to offset the need for and demand on those capital facilities generated by such impact construction.
- (n) Some of the impact fees collected by the Town pursuant to this chapter may be used to pay existing debt related to the construction of capital facilities or for previously approved projects. The Council legislatively finds and determines that each of these capital facilities or previously approved projects that are funded by impact fees is proportional and has a rational nexus to the impacts generated by new development that contributes

impact fees towards the funding of these facilities and that there is available capacity to serve those properties from the debt funded facilities or previously approved projects.

Sec. 43-5. – Rules of construction.

For the purposes of the administration and enforcement of this chapter, unless otherwise stated in this chapter, the following rules of construction shall apply:

- (a) In case of any difference of meaning or implication between the text of this chapter and any caption, illustration, summary table, or illustrative table, the text shall control.
- (b) The word *shall* is always mandatory and not discretionary and the word *may* is permissive.
- (c) Words used in the present tense shall include the future; and words used in the singular shall include the plural and the plural the singular, unless the context clearly indicates the contrary; use of the masculine gender shall include the feminine gender.
- (d) The phrase *used for* includes *arranged for, designed for, maintained for, or occupied for.*
- (e) Unless the context clearly indicates the contrary, where a regulation involves two or more items, conditions, provisions, or events connected by the conjunction *and, or, or either... or*, the conjunction shall be interpreted as follows:
 - (1) *And* indicates that all the connected terms, conditions, provisions, or events shall apply.
 - (2) *Or* indicates that the connected items, conditions, provisions, or events may apply singly or in any combination.
 - (3) *Either... or* indicates that the connected items, conditions, provisions, or events shall apply singly but not in combination.
- (f) The word *includes* shall not limit a term to the specific example but is intended to extend its meaning to all other instances or circumstances of like kind or character.
- (g) All time periods contained within this chapter shall be calculated on a calendar day basis, including Sundays and legal holidays, but excluding the date of the Council's decision in the event of an appeal. In the event the due date falls on a Saturday, Sunday, or legal holiday, the due date shall be extended to the next business day.

Sec. 43-6. – Adoption of impact fee study

The Council hereby adopts and incorporates by reference the impact fee study entitled “Town of Eatonville Municipal Impact Fee Study”, dated July 24, 2024, including the assumptions, conclusions, and findings therein as to the determination of the anticipated costs of capital improvements and additions to capital facilities required to accommodate growth. Copies of the impact fee study shall be on file and available for public inspection in the office of the Town Clerk.

Sec. 43-7. – Procedural irregularities.

Any informality or irregularity in the proceedings in connection with the levy of any impact fee imposed under the provisions of this chapter shall not affect the validity of the same after the approval thereof, and any impact fee as finally approved shall be competent and sufficient evidence that such impact fees were duly levied, that the impact fees were duly made and adopted, and that all other proceedings adequate to such impact fees were duly had, taken, and performed as required by this chapter; and no variance from the directions hereunder shall be held material unless it be clearly shown that the party objecting was materially injured thereby.

Secs. 43-8. — 43-19. – Reserved.

ARTICLE II. – ADMINISTRATIVE PROVISIONS

Sec. 43-20. – Imposition of impact fees.

- (a) Fee required. At the issuance of a building permit for any impact construction, an applicant not otherwise exempt shall pay the appropriate impact fees as established by this chapter.
- (b) Amount. The impact fees shall be calculated according to the rate in effect at the time of payment, unless otherwise specifically provided herein.
- (c) Upon receipt of a complete application for a building permit, the Town shall calculate the applicable impact fee, incorporating any applicable credits granted by the Town, which will be documented in a credit certificate. If a person has received a credit pursuant to this chapter, a prior ordinance of the Town, or development agreement, and such credit has not been utilized, that credit shall be subtracted from the otherwise applicable impact fee, if such credit applies.
- (d) Estimate. A person may at any time request a nonbinding estimate of the impact fees due for a particular development; however, such estimate is subject to change when a complete application for a building permit is made.
- (e) Fee prerequisite to use of building. In the event an impact fee is not paid as a condition of the issuance of a building permit for the affected impact construction, the impact fee

shall be collected prior to the issuance of certificate of occupancy or by any other method which is authorized by law, unless otherwise exempted pursuant to this chapter.

- (f) *Building permit expiration.* In the event the impact fee is paid as a condition of the issuance of a building permit for an impact construction and said building permit expires prior to completion of the impact construction for which it was issued, the applicant may, within 90 days of the building permit's expiration, apply for a refund of the impact fee. Failure to timely apply for a refund of the impact fee shall waive any right to a refund.
- (1) The application for refund shall be filed with the Town Administrator and contain the following information:
- a. The name and address of the applicant;
 - b. The location of the property which was the subject of the building permit;
 - c. The date the impact fee was paid;
 - d. A copy of the receipt of payment for the impact fee; and
 - e. The date the building permit was issued and the date of expiration.
- (2) After verifying that the building permit has expired and that the impact construction has not been completed, the Town Administrator shall refund the impact fee paid for such impact construction.
- (3) A building permit that is subsequently issued for an impact construction on the same property that was the subject of a refund shall be subject to pay the impact fee as required by this chapter.
- (g) The payment of impact fees shall be in addition to all other fees, charges, or assessments due for the issuance of a certificate of occupancy or building permit.
- (h) The obligation for payment of the impact fees shall run with the land.

Sec. 43-21. – Alternative impact fees.

- (a) In the event an applicant believes that the impact to the capital facilities caused by the impact construction is less than the impact established in an impact fee study and the impact fees imposed herein, such applicant may, prior to issuance of a building permit for such impact construction, file an alternative impact fee study with the Town Administrator, along with an administrative review fee established by the Town to cover the Town's actual costs incurred in reviewing and processing such alternative impact fee

study. The Town Administrator shall review the alternative calculations and make a determination within 30 days of submittal as to whether such calculations comply with the requirements of this section.

- (b) For purposes of any alternative impact fee calculation, the impact construction shall be presumed to have the maximum impact on the capital facilities.
- (c) The alternative impact fee calculation shall be based on data, information, and assumptions contained in this chapter and the applicable impact fee study as described in this chapter. Alternatively, the alternative impact fee calculation may be based on independent sources, provided that:
 - (1) The independent source is a generally accepted standard source of planning information and cost impact analysis performed pursuant to a generally accepted methodology of planning and cost impact analysis which is consistent with the applicable impact fee study; or
 - (2) The independent source is a professional study that utilizes the most recent localized data and is supported by a database adequate for the conclusions contained therein, and such study is performed pursuant to a generally accepted methodology of planning and cost impact analysis that is consistent with the applicable impact fee study.
- (d) There shall be a rebuttable presumption that an alternative impact fee study conducted more than two years prior to the date of its submittal does not comply with the requirements of this section.
- (e) If the Town Administrator determines that the data, information, and assumptions utilized by the applicant comply with the requirements of this section and that the calculation of the alternative impact fee was by a generally accepted methodology that is consistent with the applicable impact fee study, then the alternative impact fee shall be paid in lieu of the applicable fees adopted herein.
- (f) If the Town Administrator determines that the data, information, and assumptions utilized by the applicant to compute an alternative impact fee do not comply with the requirements of this section, then the Town Administrator shall provide to the applicant by certified mail, return receipt requested, written notification of the rejection and the reasons therefore.

Sec. 43-22. – Exemptions.

- (a) Subject to the change in size and use provisions in section 42-23 hereof, the following shall be exempted from the payment of impact fees imposed pursuant to this chapter:

- (1) Alterations or expansions. Alteration or expansion of an existing dwelling unit which does not result in any additional dwelling units or increase the number of families for which such dwelling unit is arranged, designed, or intended to accommodate for the purpose of providing living quarters.
- (2) Accessory building or structure. The construction or replacement of an accessory building or structure which will not create an additional impact on the capital facilities for which impact fees are imposed under this chapter.
- (3) Replacement building. The replacement of a building or dwelling unit where no additional square footage or dwelling units are created and where the existing and replacement building or dwelling units are located on the same lot. To be eligible for this exemption, official evidence including, but not limited to, aerial photos, property appraiser data, or building permit data, must be provided that confirms a building of equivalent use existed within the parcel boundaries in which the replacement structure is to be located.
- (4) Mobile home. The issuance of a tie-down permit for a mobile home on which the applicable impact fee has previously been paid for the lot upon which the mobile home is to be situated. To be eligible for this exemption, official evidence including, but not limited to, aerial photos, property appraiser data, or building permit data, must be provided that confirms a building of equivalent use existed within the parcel boundaries in which the replacement structure is to be located.
- (5) Government property. The construction of any building on government property. However, any impact fee exemption issued for government property shall expire if the property ceases to meet the definition of government property contained in section 43-3.

Sec. 43-23. – Changes in size and use.

An impact fee shall be imposed and calculated for the alteration, expansion, or replacement of a building or the construction of an accessory building or structure if the alteration, expansion, or replacement of the building or the construction of an accessory building or structure results in a land use determined to generate greater impact to capital facilities than the present use under the applicable impact fee rate schedules adopted herein. The impact fee imposed shall be calculated as follows:

- (a) Per dwelling. If the impact fee is calculated on a per dwelling unit basis or similar basis (e.g., per space, per room, etc.) and not on the basis of square footage, the impact fee imposed shall be the amount due under the applicable impact fee rate schedule for the impact fee land use category resulting from the alteration, expansion or replacement, less

the impact fee that would have been imposed under the applicable impact fee rate for the impact fee land use category prior to the alteration, expansion or replacement.

- (b) Square footage. If the impact fee is calculated on the basis of square footage, in the event the square footage of a building is increased, the impact fee due for the increased square footage represented by the impact construction shall be calculated by determining the impact fee due according to the square footage resulting from the alteration, expansion or replacement, less the impact fee that would have been imposed for the original square footage prior to the alteration, expansion, or replacement.
- (c) Land use. If the impact fee is calculated on the basis of land use and not square footage, the impact fee imposed shall be the impact fee due under the applicable impact fee land use category resulting from the alteration, expansion or replacement, less the impact fee that would be imposed under the applicable impact fee land use category prior to the alteration, expansion or replacement.
- (d) Accessory building or structure. If an impact fee is imposed for an accessory building or structure because such accessory building or structure is determined to generate a greater impact than the present use, the fee shall be that applicable to the impact fee land use category for the primary building.

Sec. 43-24. – Accounting and reporting of impact fee.

- (a) The Town shall submit with its annual financial report required under F.S. § 218.32, or its financial audit report required under F.S. § 218.39, a separate affidavit signed by its chief financial officer attesting, to the best of their knowledge, that all impact fees were collected and expended by the Town in full compliance with the spending period provision provided in this chapter and that funds expended from each impact fee trust fund were used only to acquire, construct, or improve specific infrastructure needs.
- (b) The revenues realized from impact fees imposed pursuant to this chapter shall be identified in the Town's budget as a separate account as required by state law. The Town shall maintain adequate records to justify all expenditures from any impact fee trust fund and any accounts established within such trust fund and shall provide for reporting of impact fee rates, collections, expenditures, and affordable housing exemptions in accordance with state law.

Sec. 43-25. – Developer contribution credits.

- (a) Subject to the terms and conditions of this section, a credit shall be granted against an impact fee imposed by this chapter for the donation of land or equipment, or the construction of capital facilities required pursuant to a building permit or other development permit or made voluntarily in connection with impact construction. For the

purposes of this section, “construction” includes associated costs, including design, engineering, permitting, and construction engineering/inspection (CEI). Such donations or construction shall be subject to the approval and acceptance of the Town. No credit shall be given for the donation of land or construction unless such property is conveyed in fee simple to the Town without remuneration. No credit shall be given for the contribution, donation, or dedication of land or infrastructure that are access improvements or are on-site improvements and required in accordance with the Town's development regulations (i.e., internal subdivision roads, etc.).

- (b) Prior to issuance of a building permit, the applicant shall submit a proposed plan for donations or contributions of the contemplated capital facilities to the Town Administrator. The proposed plan shall include:
- (1) A designation of the impact construction for which the plan is being submitted;
 - (2) A legal description of any land proposed to be donated and a written appraisal prepared in conformity with paragraph (e) of this section;
 - (3) A list of the contemplated capital facilities improvements, apparatus, or equipment or apparatus sought to be donated;
 - (4) An estimate of proposed construction costs certified by a professional architect or engineer;
 - (5) A written statement of the actual cost for any equipment or apparatus sought to be donated; and
 - (6) A proposed time schedule for completion of the proposed plan.
- (c) The Town Administrator shall tentatively approve or deny the proposed plan in accordance with paragraph (d) of this section and, if approved, establish the amount of credit in accordance with paragraph (e) of this section. The Town Administrator shall issue a preliminary decision within 60 days after the filing of the proposed plan.
- (d) In reviewing the proposed plan, the Town Administrator shall determine:
- (1) If such proposed plan is in conformity with contemplated improvements and additions to the capital facilities;
 - (2) If the proposed donation and/or construction contributions by the applicant is consistent with the public interest. The final acceptance of any proposed donation of land or other contributions is at the sole discretion of the Council; and

- (3) If the proposed time schedule is consistent with the Town's capital improvement program for the capital facilities.

- (e) The amount of developer contribution credit shall be determined as follows:
 - (1) The value of donated land shall be based upon a written appraisal of fair market value as determined by an M.A.I. appraiser who was selected and paid for by the applicant, and who used generally accepted appraisal techniques. If the appraisal does not conform to the requirements of this chapter and any applicable administrative regulations, the appraisal shall be corrected and resubmitted. In the event the Town Administrator accepts the methodology of the appraisal but disagrees with the appraised value, he or she may engage another M.A.I. appraiser at the Town's expense and the value shall be an amount equal to the average of the two appraisals. If either party does not accept the average of the two appraisals, a third appraisal shall be obtained, with the cost of said third appraisal being shared equally by the Town and the owner or applicant. The third appraiser shall be selected by the first two appraisers and the third appraisal shall be binding on the parties.

 - (2) The actual cost of donations of equipment or apparatus shall be determined by written receipts for the actual cost for any equipment or apparatus donated. The actual cost of construction to the capital facilities shall be based upon cost estimates certified by a professional architect or engineer. However, in no event shall any credit be granted in excess of the estimated construction costs approved by the Council unless the construction project is competitively bid, in which case, the credit shall be limited to the actual cost or 120 percent of the bid amounts, whichever is less; and

 - (3) The donations and construction contributions shall only provide improvements or additions to the capital facilities that are required to accommodate growth.

- (f) If a proposed plan is approved for credit by the Town Administrator, the applicant or owner and the Council shall enter into a credit agreement which shall provide for the parties obligations and responsibilities, including, but not limited to:
 - (1) The timing of actions to be taken by the applicant and the obligations and responsibilities of the applicant, including, but not limited to, the applicable construction standards and requirements;

 - (2) The obligations and responsibilities of the Council including, but not limited to, inspection of the project;

 - (3) The amount of the credit as determined in accordance with paragraph (e) of this section; and

- (4) Performance surety in the form of a performance bond or letter of credit in an amount equal to 120 percent of the subject impact construction's total impact fees covered by the credit agreement.

- (g) A credit for the donation of land or equipment or apparatus, or a credit for the construction of an improvement or addition to the capital facilities shall be granted at such time as the credit agreement is approved and executed by both the Council and the applicant or owner; provided, however, that in the event the applicant or owner fails to convey the property which is the subject of the donation to the Town or such property is not ultimately accepted by the Town in accordance with the terms of the credit agreement, then the credit for donation shall be revoked and all impact fees shall immediately become due and payable. If the impact fees due are not fully paid, the Town shall be entitled to draw down the amount of the impact fees not paid plus the administrative costs from the amount of the posted surety, and the Town shall release the posted surety on any remaining balance. the administration of said contribution credits shall be the responsibility of the Town Administrator.

- (h) Any applicant or owner who submits a proposed plan pursuant to this section and desires the immediate issuance of a building permit prior to approval of the proposed plan shall pay the impact fees as a condition of the issuance of the building permit. Any difference between the amount paid and the amount due, should the Town Administrator approve and accept the proposed plan, shall be refunded to the applicant or owner.

- (i) The holder of any impact fee credits granted by the Town shall be entitled to redeem such credits for the full benefit of the density or intensity represented by such credits as of the date of issuance, notwithstanding any subsequent increase in impact fee rates. The transferability of any impact fee credits granted by the Town shall be in accordance with state law.

- (j) Impact fee credits granted for one type of facility shall not be transferable as a credit against an impact fee levied for any other purpose.

Sec. 43-26. – Review hearings.

- (a) An applicant or owner who is required to pay an impact fee pursuant to this chapter shall have the right to request a review hearing before the Council. Such hearing shall be limited to the review of the following:
 - (1) The application and calculation of the appropriate impact fee pursuant to this chapter, including administrative determinations pursuant to section 43-32.

 - (2) Denial of an exemption pursuant to section 43-22.

- (3) Any dispute regarding the application for credits pursuant to section 43-25.
- (4) Rejection of an alternative impact fee pursuant to section 43-21.
- (b) Except as otherwise provided in this chapter, such review hearing shall be requested by the applicant or owner within 30 days of written notice of the event sought to be reviewed. Failure to request a review hearing within the time provided shall be deemed a waiver of such right.
- (c) A request for review hearing shall be filed with the Town Administrator and shall contain the following information:
 - (1) The name and address of the applicant or owner;
 - (2) The legal description of the property in question;
 - (3) If issued, the date the building permit was issued;
 - (4) A brief description of the nature of the construction being undertaken pursuant to the building permit;
 - (5) If paid, the date the impact fee was paid; and
 - (6) A statement of the reasons why the applicant or owner is requesting the appeal.
- (d) Upon receipt of such request, a hearing shall be scheduled before the Town Council at a regularly scheduled meeting, or a special meeting called for the purpose of conducting the hearing, and shall provide the applicant and owner written notice of the time and place of the hearing. Such hearing shall be held within 60 days of the date the request for hearing was filed, unless there are no regularly scheduled Council meetings within 60 days of such date, in which event the hearing shall be held at the Council's next regularly scheduled meeting.
- (e) The hearing shall be before the Council and shall be conducted in a manner designed to obtain all information and evidence relevant to the requested hearing. Formal rules of civil procedure and evidence shall not be applicable; however, the hearing shall be conducted in a fair and impartial manner with each party having an opportunity to be heard and to present information and evidence. A determination shall be made in writing and issued within 30 days of the hearing to the applicant or owner.
- (f) Any applicant or owner who requests a hearing pursuant to this section and desires the immediate issuance of a building permit shall pay the impact fee as a condition of the

issuance of the building permit, or if a building permit has been issued without the payment of the impact fee, the applicant or owner shall pay the applicable impact fee prior to or at the time the request for hearing is filed. Said payment shall be deemed paid “under protest” and shall not be construed as a waiver of any review rights.

- (g) An applicant or owner may request a hearing under this section without paying the applicable impact fee, but no building permit shall be issued until such impact fee is paid in the amount initially calculated or the amount approved upon completion of the review provided in this section.

Sec. 43-27. – Review requirement.

- (a) This chapter and the impact fee studies described herein shall be reviewed by the Council at least every four years from the effective date of this chapter. The initial review and each review thereafter shall consider new estimates of population and other socioeconomic data, changes in construction, land acquisition and related costs, and adjustments to the assumptions, conclusions or findings set forth in such impact fee studies.
- (b) The purpose of this review is to evaluate and revise, if necessary, the impact fees to ensure that they do not exceed the reasonably anticipated costs associated with the capital facilities necessary to offset the demand generated by the new construction.
- (c) In the event the review of this chapter and the impact fee studies required by this section alters or changes the assumptions, conclusions, and findings of the impact fee studies adopted herein or alters or changes the amount or classification of the impact fees, such studies shall be amended and updated to reflect the assumptions, conclusions, and findings of such reviews.

Sec. 43-28. – Declaration of exclusion from Administrative Procedures Act.

Nothing contained in this chapter shall be construed or interpreted to include the Town in the definition of agency contained in F.S. § 120.52, or to otherwise subject the Town to the application of the Administrative Procedures Act, F.S. ch. 120. This declaration of intent and exclusion shall apply to all proceedings taken as a result of or pursuant to this chapter.

Sec. 43-29. – Notice of impact fee rates.

Prior to the adoption of this chapter or any subsequent action by the Town having the effect of increasing the rate of any impact fee provided for in this chapter, imposing an impact fee for the first time, or revising the methodology for the calculation of an impact fee, the Town Administrator shall provide for notice to be published once in a newspaper of general circulation within the Town providing: (a) a brief and general description of the affected impact fee, (b) a

description of the geographic area in which the impact fee will be collected; (c) the impact fee rates to be imposed for each impact fee land use category for the applicable impact fee; and (d) the date of implementation of the impact fee rates set forth in the notice, which date shall not be less than 90 days after the date of publication of the notice.

Sec. 43-30. – Refunds of impact fee.

- (a) The impact fees collected pursuant to this chapter shall be returned to the then-current owner of the property on behalf of which such fee was paid, if such fees have not been expended or encumbered prior to the end of the fiscal year immediately following the tenth anniversary of the date upon which such fees were paid. Refunds shall be made only in accordance with the following procedure:
 - (1) The then-current owner shall petition the Town for the refund within 90 days following the end of the calendar quarter immediately following the tenth anniversary of the date of payment of the impact fee.
 - (2) The petition for refund shall be submitted to the Town Administrator and shall contain:
 - a. A notarized sworn statement that the petitioner is the present owner of the property on behalf of which the impact fee was paid;
 - b. A copy of the dated receipt issued for payment of the impact fee, or such other record as would evidence payment; and
 - c. A certified copy of the latest recorded deed or a copy of the most recent ad valorem tax bill.
 - (3) Within 90 days from the date of receipt of a petition for refund, the Town Administrator will advise the petitioner and the Council of the status of the impact fee requested for refund, and if such impact fee has not been expended or encumbered within the applicable time period, then it shall be returned to the petitioner. For the purposes of this section, fees collected shall be deemed to be spent or encumbered on the basis of the first fee in shall be the first fee out.
- (b) In the event that a legal challenge is filed in connection with the payment of any impact fee, the ten-year period referenced in this section shall not begin to run until completion of the associated litigation and appeals.

Sec. 43-31. – Administrative costs.

The Town may retain up to one percent of all impact fees collected pursuant to this chapter or the actual costs of administration and collection, whichever is less, as an administrative fee to defray the costs of collecting and administering the impact fees.

Sec. 43-32. – Administrative determinations.

- (a) In the event the impact construction does not fall within an established impact fee land use category set forth herein, the Town Administrator shall administratively determine the impact to be generated by the proposed impact construction and shall calculate the appropriate impact fees utilizing the methodology contained in the applicable impact fee studies. The Town Administrator shall utilize as a standard in this determination the impact assumed in the most similar impact fee land use category or any other generally accepted standard source of planning and cost impact analysis.
- (b) In the event an impact construction involves a mixed-use construction, the Town Administrator shall calculate the impact fees based upon the impact to be generated by each separate impact fee land use category included in the proposed mixed-use construction.
- (c) Any applicant aggrieved by the decision of the Town Administrator rendered pursuant to this section may seek review pursuant to section 43-26.

Secs. 43-33. — 43-39. - Reserved.

ARTICLE III. – POLICE IMPACT FEES

Sec. 43-40. – Definitions applicable to police impact fees.

In addition to the general definitions contained in section 43-3, the following terms shall have the following meanings as used in this article:

Police facilities shall mean the buildings, land, vehicles, apparatus, and equipment used by the Town Police Department in the apprehension, prevention, or investigation of criminal violations or illegal actions within the Town.

Police impact construction shall mean land construction designed or intended to permit a use of the land which will contain more dwelling units, buildings, or square footage than the existing use of land, or to otherwise change the use of the land in a manner that increases the impact upon the police facilities. In the administration of this chapter, this term shall be included within the term “impact construction”, as defined in section 43-3.

Police impact fee shall mean the impact fee imposed pursuant to this chapter to fund growth-necessitated capital improvements to police facilities.

Police impact fee study shall mean the portion of the impact fee study adopted in section 43-6 relating to the police impact fee.

Sec. 43-41. – Legislative findings applicable to police impact fees.

In addition to the general legislative findings contained in section 43-4, the Council hereby specifically ascertains, determines, and declares as follows:

- (a) The data set forth in the police impact fee study, which was employed in the calculation of the police impact fee rates adopted herein, is the most recent and localized data available for the police facilities.
- (b) Development necessitated by the growth contemplated in the comprehensive plan and the police impact fee study will require improvements and additions to police facilities to accommodate the new development generated by such growth and maintain the standards of service provided by the police facilities.
- (c) The Council specifically finds that the police facilities benefit all residents and businesses within the Town and, therefore, the police impact fee shall be imposed on all police impact construction in all incorporated areas of the Town.

Sec. 43-42. – Imposition of police impact fees.

All police impact construction occurring within the Town shall pay the following police impact fee as a condition of issuance of a building permit for such police impact construction:

- (a) Residential: \$671.00 per dwelling unit.
- (b) Non-residential:

Non-Residential Police Impact Fees		
	Unit	Fee
Industrial/Warehousing	Square Foot	\$0.22
Institutional/Government	Square Foot	\$0.51
Office Buildings (Office)	Square Foot	\$2.08
Retail (Retail and Food Service)	Square Foot	\$6.27

Sec. 43-43. – Use of police impact fees.

- (a) The Council hereby creates the “Police Impact Fee Trust Account”, which shall be maintained separate and apart from all other Town accounts. All police impact fees shall be deposited into the Police Impact Fee Trust Account immediately upon receipt.
- (b) Revenues generated by the police impact fee shall not be used, in whole or in part, to pay existing debt for the police facilities or for previously approved projects related to the police facilities unless the expenditure is reasonably connected to, or has a rational nexus with, the increased impact generated by police impact construction.
- (c) The monies deposited into the Police Impact Fee Trust Account shall be used solely for the purpose of providing improvements or additions to the police facilities required to serve new growth as projected in the police impact fee study. Funds on deposit in the Police Impact Fee Trust Account shall not be used for any expenditure that would be classified as a maintenance or repair expense.
- (d) Any funds on deposit which are not immediately necessary for expenditure may be held in an interest-bearing account or invested by the Town. All income derived from such investments shall be deposited in the Police Impact Fee Trust Account and used as provided herein.

Secs. 43-44. — 43-49. - Reserved.

ARTICLE IV. – PARKS AND RECREATION FACILITIES IMPACT FEES

Sec. 43-50. – Definitions applicable to parks and recreation facilities impact fees.

In addition to the general definitions contained in section 43-3, the following terms shall have the following meanings as used in this article:

Parks and recreation facilities shall mean all parks, recreation, and open space facilities owned and operated by the Town for use and enjoyment by the public, including, but not limited to, active parks, passive parks, water access sites, and associated recreational facilities and buildings.

Parks and recreation facilities impact fee shall mean the impact fee imposed pursuant to this article to fund growth-necessitated capital improvements to the parks and recreation facilities.

Parks and recreation impact fee study shall mean the portion of the impact fee study adopted in section 43-6 relating to the parks and recreation impact fee.

Sec. 43-51. – Legislative findings applicable to parks and recreation facilities impact fees.

In addition to the general legislative findings contained in section 43-4, the Council hereby specifically ascertains, determines, and declares as follows:

- (a) The data set forth in the parks and recreation impact fee study, which was employed in the calculation of the parks and recreation impact fee rates adopted herein, is the most recent and localized data available for the parks and recreation facilities.
- (b) Development necessitated by the growth contemplated in the comprehensive plan and the parks and recreation impact fee study will require improvements and additions to the parks and recreation facilities to accommodate the new development generated by such growth and maintain the standards of service provided by the Town.
- (c) The Council specifically finds that the parks and recreation facilities benefit all residents and businesses within the Town and, therefore, the parks and recreation impact fee shall be imposed on all residential construction, as defined in section 43-3, occurring within the Town.

Sec. 43-52. – Imposition of parks and recreation facilities impact fees.

All residential construction occurring within the Town shall pay the following parks and recreation impact fee as a condition of issuance of a building permit for such residential construction: \$560.00 per dwelling unit.

Sec. 43-53. – Use of parks and recreation facilities impact fees.

- (a) The Council hereby creates the “Parks and Recreation Impact Fee Trust Account”, which shall be maintained separate and apart from all other Town accounts. All parks and recreation impact fees shall be deposited into the Parks and Recreation Impact Fee Trust Account immediately upon receipt.
- (b) Revenues generated by the parks and recreation impact fee shall not be used, in whole or in part, to pay existing debt for the parks and recreation facilities or for previously approved projects related to the parks and recreation facilities unless the expenditure is reasonably connected to, or has a rational nexus with, the increased impact generated by residential construction.
- (c) The monies deposited into the Parks and Recreation Impact Fee Trust Account shall be used solely for the purpose of providing improvements or additions to the parks and recreation facilities required to serve new growth as projected in the parks and recreation impact fee study. Funds on deposit in the Parks and Recreation Impact Fee Trust Account shall not be used for any expenditure that would be classified as a maintenance or repair expense.

- (d) Any funds on deposit which are not immediately necessary for expenditure may be held in an interest-bearing account or invested by the Town. All income derived from such investments shall be deposited in the Parks and Recreation Impact Fee Trust Account and used as provided herein.

Secs. 43-54. — 43-59. - Reserved.

ARTICLE V. – GENERAL GOVERNMENT AND ADMINISTRATIVE IMPACT FEES

Sec. 43-60. – Definitions applicable to general government and administrative impact fees.

In addition to the general definitions contained in section 43-3, the following terms shall have the following meanings as used in this article:

Administrative facilities shall mean the buildings, land, and capital equipment owned by the Town and used to provide necessary Town administration.

General government and administrative impact construction shall mean land construction designed or intended to permit a use of the land which will contain more dwelling units, buildings, or square footage than the existing use of land, or to otherwise change the use of the land in a manner that increases the impact upon the administrative facilities. In the administration of this chapter, this term shall be included within the term “impact construction”, as defined in section 43-3.

General government and administrative impact fee shall mean the impact fee imposed pursuant to this chapter to fund growth-necessitated capital improvements to the administrative facilities.

General government and administrative impact fee study shall mean the portion of the impact fee study adopted in section 43-6 relating to the general government and administrative impact fee.

Sec. 43-61. – Legislative findings applicable to general government and administrative impact fees.

In addition to the general legislative findings contained in section 43-4, the Council hereby specifically ascertains, determines, and declares as follows:

- (a) The data set forth in the general government and administrative impact fee study, which was employed in the calculation of the general government and administrative impact fee rates adopted herein, is the most recent and localized data available for the administrative facilities.

- (b) Development necessitated by the growth contemplated in the comprehensive plan and the general government and administrative impact fee study will require improvements and additions to the administrative facilities to accommodate the new development generated by such growth and maintain the standards of general government and administrative services provided by the Town.
- (c) The Council specifically finds that the administrative facilities benefit all residents and businesses within the Town and, therefore, the general government and administrative impact fee shall be imposed on all general government and administrative impact construction occurring within the Town.

Sec. 43-62. – Imposition of general government and administrative impact fees.

All general government and administrative impact construction occurring within the Town shall pay the following general government and administrative impact fee as a condition of issuance of a building permit for such general government and administrative impact construction:

- (a) **Residential: \$694.00 per dwelling unit**
- (b) Non-residential:

Non-Residential General Government and Administrative Impact Fees		
	Unit	Fee
Industrial/Warehousing	Square Foot	\$0.09
Institutional/Government	Square Foot	\$0.21
Office Buildings (Office)	Square Foot	\$0.87
Retail (Retail and Food Service)	Square Foot	\$2.60

Sec. 43-63. – Use of general government and administrative impact fees.

- (a) The Council hereby creates the “General Government and Administrative Impact Fee Trust Account”, which shall be maintained separate and apart from all other Town accounts. All general government and administrative impact fees shall be deposited into the General Government and Administrative Impact Fee Trust Account immediately upon receipt.
- (b) Revenues generated by the general government and administrative impact fee shall not be used, in whole or in part, to pay existing debt for the administrative facilities or for previously approved projects related to the administrative facilities unless the expenditure

is reasonably connected to, or has a rational nexus with, the increased impact generated by general government and administrative construction.

(c) The monies deposited into the General Government and Administrative Impact Fee Trust Account shall be used solely for the purpose of providing improvements or additions to the administrative facilities required to serve new growth as projected in the general government and administrative impact fee study. Funds on deposit in the General Government and Administrative Impact Fee Trust Account shall not be used for any expenditure that would be classified as a maintenance or repair expense.

(d) Any funds on deposit which are not immediately necessary for expenditure may be held in an interest-bearing account or invested by the Town. All income derived from such investments shall be deposited in the General Government and Administrative Impact Fee Trust Account and used as provided herein.

Secs. 43-64. — 43-69. - Reserved.

* * * *

SECTION 3. Codification. It is the intent of the Town Council that the provisions of this Ordinance shall be codified. The codifier is granted broad and liberal authority in codifying the provision of this Ordinance.

SECTION 4. Conflicts. All Town ordinances or parts thereof in conflict with this Ordinance are, to the extent of such conflict, repealed.

SECTION 5. Severability. If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unenforceable, unlawful, or unconstitutional by a court of competent jurisdiction, then the remaining portion of this Ordinance shall continue in full force and effect.

SECTION 6. Effective date. This Ordinance shall become effective 90 days from the date of adoption of this Ordinance, pursuant to the requirements of F.S. § 163.31801.

Upon motion duly made and carried, the foregoing Ordinance was approved upon its first reading on _____, 2024.

Upon motion duly made and carried, the foregoing Ordinance was approved and adopted upon its second reading on _____, 2024.

Attest:

TOWN OF EATONVILLE

Veronica King,
Town Clerk

Angie Gardner, Mayor

Approved as to Form:

Clifford B. Shepard, Town Attorney

TOWN OF **EATONVILLE**

Municipal Impact Fee Study

Final Report | July 24, 2024



July 24, 2024

Honorable Mayor and
Members of the Town Council
Town of Eatonville
307 E. Kennedy Blvd.
Eatonville, FL 32751

Subject: **Municipal Impact Fee Study**

Ladies and Gentlemen:

We have completed our study of the municipal impact fees for the Town of Eatonville (Town) and have summarized the results of our analysis, assumptions, findings, and recommendations in this report, which is submitted for your consideration. This report summarizes the basis for proposed impact fees to provide funds for the Town's growth-related capital expenditures for municipal services to serve new development.

The proposed impact fees are designed to meet a number of goals and objectives that include:

- The Impact Fees should be sufficient to fund the portion of the capital requirements associated with providing service capacity to new development;
- The Impact Fees should not be used to fund deficiencies in capital needs, if any; and
- The Impact Fees should be based upon reasonable level of service standards specific to the needs of the Town and in compliance with statutory requirements.

We believe the proposed impact fees presented in this report meet the above objectives. As such, based on information provided by the Town and the assumptions and considerations reflected in this report, Raftelis Financial Consultants, Inc. (Raftelis) considers the proposed fees to be cost-based, reasonable, and representative of the funding requirements of the Town.

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Honorable Mayor and Members of the Town Council
Town of Eatonville
July 24, 2024
Page 2

We appreciate the cooperation and assistance given to us by the Town and its staff in the completion of the study.

Very truly yours,

RAFTELIS FINANCIAL CONSULTANTS, INC.



Shawn A. Ocasio
Manager



T.J. Speight
Consultant

SAO/dlc
Attachments

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Executive Summary and Recommendations

EXECUTIVE SUMMARY

The purpose of an impact fee is to assign growth-related capital costs to the new development responsible for such costs. To the extent new population growth and associated development imposes identifiable capital costs to municipal services, equity and modern capital funding practices suggest the use of impact fees to fund such costs. Recognizing the value of this approach, the Town of Eatonville (Town) has decided to evaluate the implementation of municipal impact fees. To assist the Town with this evaluation, Raftelis Financial Consultants, Inc. (Raftelis) was retained to develop newly proposed impact fees for police, parks and recreation, and general government capital facilities.

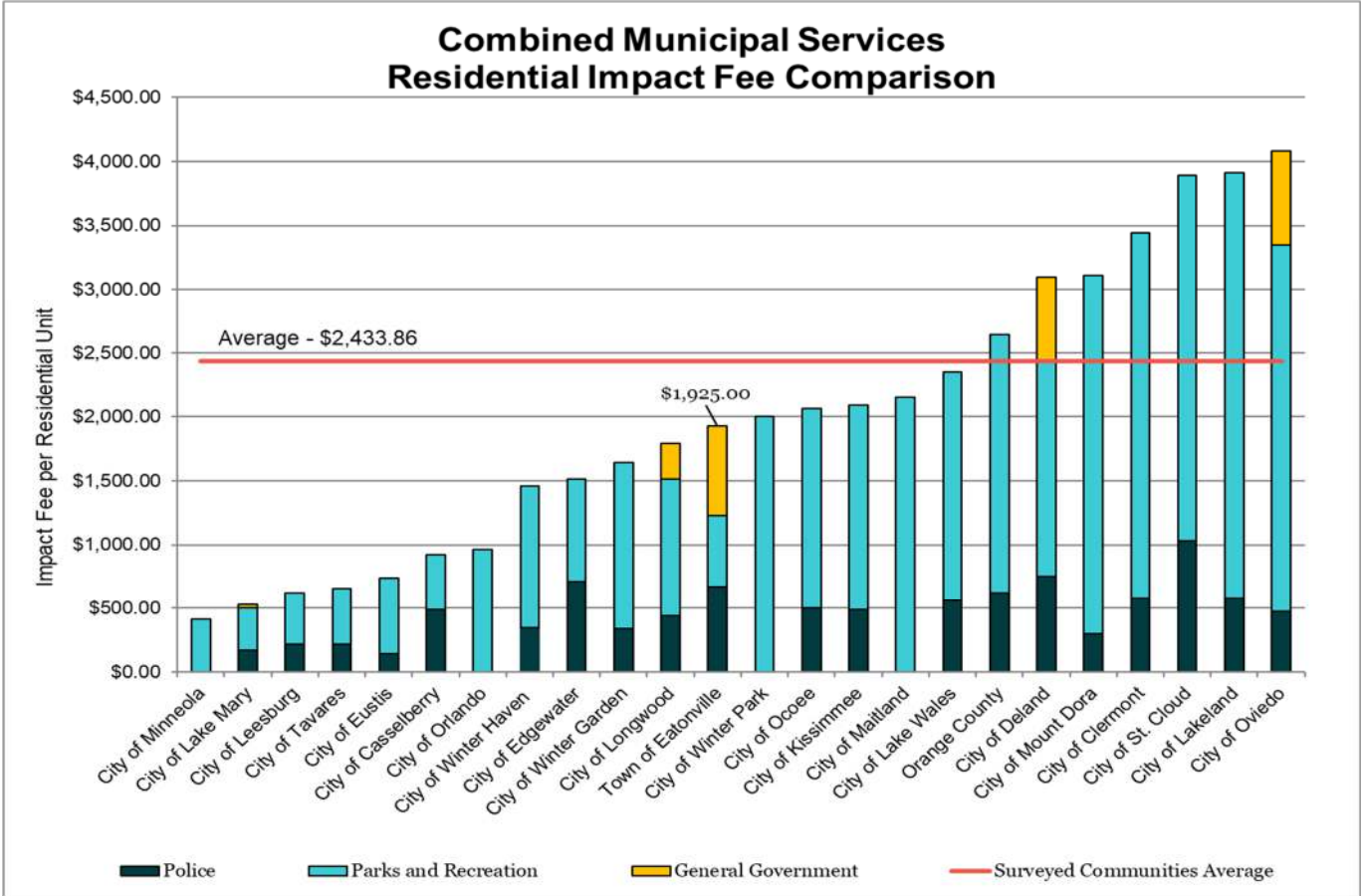
Based on the details set forth in subsequent discussions in this section, the following table summarizes the proposed impact fees for the residential development as follows:

Proposed Residential Municipal Impact Fees	
Description	Fee per Unit
<u>Residential Fee Type:</u>	
Police	\$671.00
Parks and Recreation	560.00
General Government	694.00
Total Proposed Fee per Unit	<u>\$1,925.00</u>

Note: Equivalent fee for non-residential service classifications are set forth in Sections 3, 4, and 5 of this report.

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As can be seen on the chart below, the total proposed fees are below the average of the fees charged by other Central Florida communities.



FINDINGS AND RECOMMENDATIONS

The following is a summary of our findings and recommendations following our evaluation and analyses included in the preparation of this report:

1. The impact fees must be reasonably related to the cost of providing capital facilities and certain equipment needed to accommodate new growth. The impact fees collected must be used by the Town to address the capital costs related to serving new development. Based on the information made available by the Town, the proposed impact fees are designed to meet requirements pursuant to Florida Statutes, Section 163.31801.
2. The Town must provide notice no less than 90 days before the effective date of an ordinance or resolution imposing a new or increased impact fee.

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3. Collection of the fee may not be required before the issuance of the building permit.
4. The Town should collect and maintain revenue from the municipal fee in designated sub-accounts and use such fees only on those facilities designated for each purpose.
5. The Town should adopt the impact fees as proposed to ensure funding sources are available to fund capital facilities needed to provide the municipal services to new growth.

The subsequent sections of this report provide detailed discussions on the assumptions and methodology used in the development of the proposed impact fees for the various municipal services.

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Section 1 – Introduction

INTRODUCTION

The Town of Eatonville (Town) is located in Orange County (County) north of Orlando and west of Maitland. The Town comprises approximately 1.16 square miles and provides municipal services year-round to its residents. Based on information provided by the Town, the Town’s permanent population was approximately 2,370 in 2023. Due to recently completed and planned near term development it is anticipated that the Town will experience significant growth over the next year with the Town’s permanent population projected to reach approximately 3,937 with approximately 533 housing units being developed. Additional growth is projected beyond this window. In order to provide municipal services for this anticipated development based on current levels of service, the Town has identified capital improvements to serve such development, which will be funded by the proposed fees.

The Town currently does not charge impact fees for police, parks and recreations, and general government capital facilities but has recognized that impact fees are an appropriate funding strategy to recover the costs of capital facilities associated with growth. Therefore, the Town authorized Raftelis to develop proposed municipal impact fees for the Town Council’s consideration.

AUTHORIZATION

Raftelis was authorized by the Town to develop municipal impact fees pursuant to an agreement between the Town and Raftelis. The scope of work for this project, as defined in the agreement, was to:

1. Review and analyze the capital requirements of the Town that are needed to meet the current level of service standards for the various municipal service’s function. This analysis includes a review of: i) the existing and future facility and equipment inventory of the various departments; ii) service area population and development demographics and future growth; and iii) fee application methodology.
2. Where appropriate, develop a fee to be charged to new development in order to recover the capital costs associated with providing police, parks and recreations, and general government capital facilities. This analysis includes the apportionment of costs among customer / development classifications, and the development of the fee.
3. Develop a comparison of residential municipal impact fees and associated billing attributes with similar charges imposed by other neighboring jurisdictions.
4. Prepare a report that documents our analyses, assumptions, findings, and recommendations for consideration by the Chief Administrative Officer and Town Council.

CRITERIA FOR IMPACT FEES

The purpose of an impact fee is to assign, to the extent practical, growth-related capital costs to those new customers that benefit from the facilities funded by such expenditures. To the extent new population growth and associated development imposes identifiable capital costs to municipal services, equity and modern capital funding practices suggest the assignment of such costs to those new residents or system users responsible for

such costs rather than the existing population base. Generally, this practice has been labeled as “growth paying its own way.”

Historically, impact fees in Florida were implemented as a result of home rule powers based on the requirements associated with the development, administration, accounting, and expenditure as governed by case law. However, Section 163.31801 of the Florida Statutes, known as the “Florida Impact Fee Act,” was created on June 14, 2006, which placed specific requirements and limitations on that home rule authority. This statute has been amended several times since its initial adoption, including significant additional provisions in 2021 such as limiting the percentage increase for a change in impact fees. Appendix A at the end of the report includes the full Florida impact fee statute.

The statute provides specific impact fee criteria and certain precedents originally established by case law that constitute the legal requirements associated with the implementation of valid impact fees. The major criteria for a valid impact fee includes the following:

1. The impact fee should be reasonably equitable to all parties; that is, the amount of the fee must bear a reasonable relationship or nexus to the demand for services;
2. The system of fees and charges should be set up so that there is not an intentional windfall to existing users of municipal services;
3. The impact fee should, to the extent practical, only cover the capital cost of construction and related costs thereto (engineering, legal, financing, administrative, etc.) for increases in or expansions of capacity or capital requirements for major facilities or equipment, such as police vehicles, which are required due to growth. Therefore, expenses due to normal renewal and replacement of a facility or major equipment should be borne by all users of the facility or municipality. Similarly, increased expenses due to operation and maintenance of that facility should be borne by all users of the facility; and
4. The local government must adopt a revenue-producing ordinance that explicitly sets forth restrictions on revenues (uses thereof) that the imposition of the impact fee generates. Therefore, the funds collected from the impact fees should be retained in a separate account, and separate accounting must be made for those funds to ensure that they are used only for the lawful purposes described.

Based on the criteria provided above, the impact fees herein will: i) include specific costs of improvements associated with the capacities needed to serve new growth; ii) not reflect costs of improvements associated with the renewal and replacement (R&R) of existing capital assets or deficiencies in level of service attributed to existing development; and iii) not include any costs of operation and maintenance of the capital improvements and major equipment.

This section provides only a general background regarding impact fees. Certain circumstances and issues regarding the interpretation of specific statutes or case law should be addressed by qualified legal counsel.

IMPACT FEE METHODS

There are different methods for the calculation of an impact fee. The calculation is dependent on the type of fee being calculated (e.g., police, recreational services, transportation, etc.), cost and engineering data available, and the availability of other local data such as household and population projections, current levels of service, and other related items. The proposed fees reflected in this report are based on a combination of these methods. These three (3) methods were: 1) the improvements-driven method; 2) the standards-driven approach; and 3) the buy-in or recoupment approach. All of these methods have been utilized in the development of impact fees for local governments throughout Florida.

The improvements-driven method is an approach that utilizes a specific list of existing or planned capital improvements over a period of time. For example, the fee may correspond to the level of capital improvements that have been identified in the capital improvements element of the Comprehensive Plan or capital improvement budget of the entity. The standards-driven method does not utilize the cost of improvements based on anticipated needs but rather on the theoretical cost of the improvements to the Town’s capital facilities for incremental development. For example, the standards-driven method for a transportation impact fee would consider the theoretical cost of a mile of a new road by the trip capacity of a mile of road to establish the cost per trip. The buy-in or recoupment method is based on the historical cost of assets, and adjustments to the basis of these assets, currently in service and with surplus capacity available to serve new growth. The primary difference between the methodologies is how the capital costs, which must be recovered from the application of the fee, are calculated.

The proposed impact fees herein for the municipal services evaluated by Raftelis include the application of these methods based on the cost of capital facilities required to provide such services and meet the Town’s service level standards. For municipal services, these level of service (LOS) standards can vary by community as each municipality establishes its unique vision for the quality of life. A more complete discussion of the methods used for the development of the impact fees are presented in Sections 3, 4, and 5.

SUMMARY OF REPORT

In addition to Section 1, this report has been subdivided into four (4) other sections. The following is a brief discussion of the remaining sections included in this report.

Section 2 – Town Demographics. This section of the report provides a general discussion of the residential and proposed non-residential land use characteristics. Also presented in this section is a discussion on the functional population methodology used to develop the residential and nonresidential weighting factors as well as the forecast of the residential population and dwelling units that are necessary in the design of the impact fees for the municipal services.

Section 3 – Police Impact Fee Analysis. This section discusses the development of the police impact fee, including the capital costs associated with providing police facilities, the methodology for the determination of the proposed fees, assumptions utilized in the design of the fees, and other factors associated with the fee determination.

Section 4 – Parks and Recreation Impact Fee Analysis. This section discusses the development of the parks and recreation impact fee, including the capital costs associated with providing recreational facilities, the methodology for the determination of the proposed fees, assumptions utilized in the design of the fees, and other factors associated with the fee determination.

Section 5 – General Government Impact Fee Analysis. This section discusses the development of the general government impact fee, including the capital requirements associated with providing general government facilities, the methodology for the determination of the proposed fees, assumptions utilized in the design of the fees, and other factors associated with the fee determination.

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Section 2 – Town Demographics

GENERAL

This section provides a general discussion of the current service area, including population and housing statistics and other demographic information related to land use. Additionally, a discussion of the anticipated growth in population and associated growth in residential dwelling units and developed nonresidential square footage is also contained in this section along with a discussion on the method used to develop the non-residential land use factors.

POPULATION AND DEVELOPMENT FORECAST

A forecast of the Town’s population is used to: i) have an appropriate planning horizon to ensure that capital costs are apportioned over a suitable growth segment; ii) link LOS requirements to the capital facility plan; and iii) identify any deficiencies in existing capital facilities related to the LOS standards and current population served.

As shown in Table 2-1 at the end of this section, the Town’s total estimated population is projected to be 3,937 by the end of 2024. Based on information provided by the Town, it is estimated that the total population will approach approximately 4,200 residents by the year 2045. Thus, the population growth anticipated by the Town is expected to be moderate to low, approximately 0.6% – 0.5% on an average annual basis through the year 2030 and then conservatively by 0.3% – 0.1% percent through the year 2045. The overall annual average growth rate is projected to be approximately 0.31% per year.

Historical and Projected Population and Dwelling Units					
Year	Annual Average Population Growth Rate	Total Annual Permanent Population	Total Annual Residential Dwelling Units	Average Permanent Pop. per Unit	Developed Non-residential Square Footage
2024	N/A	3,937	1,446	2.72	1,460,999
2025	0.65%	3,963	1,455	2.72	1,470,454
2027	0.55%	4,006	1,471	2.72	1,486,565
2030	0.55%	4,072	1,496	2.72	1,511,064
2035	0.33%	4,141	1,521	2.72	1,536,521
2040	0.20%	4,182	1,536	2.72	1,551,674
2045	0.11%	4,205	1,544	2.72	1,560,160

[1] Future population estimates shown based on a review of historical population growth as obtained from the U.S. Census Bureau and discussions with Town staff.

To the extent the projection of future development materially changes, it may be appropriate for the Town to re-evaluate the impact fees developed in this report.

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FUNCTIONAL POPULATION ALLOCATION

In order to develop impact fees by land use, the capital costs need to be apportioned between residential and non-residential properties. The apportionment is accomplished through a functional population allocation method.

The use of functional population^[1] to develop more equitable impact fees has widely been used in Florida since the 1980s and remains a vital tool in estimating service demands between customer classes. Specifically, this methodology is applied to apportion capital costs associated with police protection and general government services allocable to the non-residential land uses.

The concept of functional population is incorporated in order to spread capital costs more equitably between residential and non-residential land-uses. Businesses place demands upon public services in a similar manner as residents do, and it is equitable to spread these costs based on the average number of people estimated to be present. For residential use, the allocation is calculated per resident based on the average amount of time spent at the residence. The resident's remaining time is then allocated as either an employee and/or visitor to the remaining non-residential classes as determined using traffic generation studies, estimated employment data, and anticipated operations. The net result is the total number of person hours per residential versus non-residential location.

Table 2-2 provides the details used to estimate the functional population coefficients. Generally, the following results were observed:

- Residential costs are based on the average amount of time spent at home or approximately 66% for each citizen on average.
- Non-residential costs are based on the remaining time (34%) that each citizen serves as a visitor or employee within the community.

Regarding nonresidential land uses, based on discussions with the Town, four (4) main land use categories were developed for the purposes of applying the impact fees to new nonresidential development. These categories were developed to attempt to reasonably differentiate between the nonresidential land uses and their demands for police services while also not creating an undue administrative burden on the Town. The main categories are listed below with a brief description of typical land uses that would fall within each category based on the Town's land use matrix.

- Retail – Restaurants, new and used merchandise stores, grocery stores, hardware stores, convenience stores, clothing stores, electronics and appliance stores, gas stations, automotive part stores, specialty food stores, car washes, bars and night clubs, etc.

[1] Nicholas, Nelson, and Juergensmeyer. A Practitioner's Guide to Development Impact Fees. American Planning Association, 1991.

- Office Buildings (Office) – Business or professional offices, call centers, bank and financial offices, counseling offices, medical or dental offices, real estate businesses, investigative services, call centers, hospitals, etc.
- Institutional / Government – Churches, civic and fraternal clubs, museums, art campuses, colleges, seminaries, universities, industrial and trade schools, primary and secondary schools, professional and technical schools, etc.
- Industrial / Warehousing – Food processing facilities, commercial bakeries, medical equipment and supply, plastic products, rubber products, textile products, metal fabricated products, wood products, pharmaceutical and medicine products, storage facilities, warehousing, wholesale trade, etc.

It should be noted that the listing of examples below is not exhaustive and that some properties may be of mixed use in their nature. A catch-all average class was also developed for properties that the Town determines does not fit easily into one of these categories.

The functional population results were used to develop the police and general government capital facilities impact fees provided for in Sections 3 and 5 of this report.

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Section 2
Town of Eatonville, Florida
Municipal Impact Fee Study

List of Tables

<u>Table</u>	<u>Description</u>
2-1	Population Detail and Housing Elements
2-2	Functional Population and Employment Data
2-3	Summary of Town Developed Square Footage and Land Uses

**Table 2-1
Town of Eatonville, Florida
Municipal Impact Fee Study**

Population Detail and Housing Elements

Line No.	Fiscal Year	Annual Average Rate	Permanent Population [1] [A]	Total Dwelling Units [2] [B]	Avg. Permanent Pop. per Unit = [A] / [B]	Commercial Square Footage	Change in Commercial Square Footage	Avg. Change in Comm. Sq. Ft. Square Footage	Incremental Comm. Sq. Ft Per Res. Unit [2]
1	2023	N/A	2,370	870	2.72	1,444,375	N/A	N/A	1,659
2	2024	N/A	3,937	1,446	2.72	1,460,999	16,624	1.15%	1,010
3	2025	0.65%	3,963	1,455	2.72	1,470,454	9,455	0.65%	1,010
4	2027	0.55%	4,006	1,471	2.72	1,486,565	25,567	0.58%	1,010
5	2030	0.55%	4,072	1,496	2.72	1,511,064	40,610	0.55%	1,010
6	2035	0.33%	4,141	1,521	2.72	1,536,521	25,457	0.33%	1,010
7	2040	0.20%	4,182	1,536	2.72	1,551,674	15,153	0.20%	1,010
8	2045	0.11%	4,205	1,544	2.72	1,560,160	8,486	0.11%	1,010
9	Overall 2024 - 2045		0.31%	0.31%		0.31%			

Footnotes

- [1] Population Projections based on discussion and information provided by the Town's Planning Department.
[2] Estimates as obtained from the Us Census Bureau and information provided by the Town.

**Table 2-2
Town of Eatonville, Florida
Municipal Impact Fee Study**

Functional Population and Employment Data

Line No.	Land Use Category	ITE Code	Impact Unit	Trips per Unit	One-way	Occupants per Trip per Day		People per Unit per Day		Hours per	Hours	Days per	Weekly Person Hours on Site			Functional
				per Day	Trip factor (50%)	Employees [1]	Visitors	Employees	Visitors	Visitor	Operation	Week	Per Employee	Per Visitor	Total	Pop. Factor [2]
				[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	[l]	[m]
Non-Residential																
1	Industrial/Warehousing	150	1,000 Sq Ft	1.71	0.86	1.05	1.75	0.34	0.93	0.25	8.00	5.00	13.54	1.16	14.71	0.087542
2	Institutional / Government	560	1,000 Sq Ft	7.60	3.80	1.05	1.77	0.00	6.73	1.00	8.00	5.00	0.00	33.65	33.65	0.200298
3	Office Buildings (Office)	710	1,000 Sq Ft	10.84	5.42	1.05	1.19	3.26	2.76	0.50	8.00	5.00	130.21	6.90	137.11	0.816132
4	Retail (Retail and Food Service)	820	1,000 Sq Ft	37.01	18.51	1.05	2.03	2.12	33.46	1.00	12.00	7.00	178.46	234.22	412.68	2.456451

Footnotes

- [a] From 11th Edition ITE Manual
- [b] This factor is used to divide the trip rate in half which provides the basis for estimating visitors per day per impact unit
- [c] Assumptions below
- [d] From 2017 National Household Travel Survey, vehicle occupancy by trip purpose
- [e] From 11th Edition ITE Manual per employee
- [f] = ([b] - ([e]/[c]))*[d]
- [g] Time assumption per visitor
- [h] Time assumption per employee
- [i] Time assumption
- [j] = [e] * [h] * [i]
- [k] = [f] * [g] * [i]
- [l] = [j] + [k]
- [m] = [l] / 24 * 7

[1] Estimated Occupants per Vehicle based on recent census data:

Total Workers	1,221
Percent Carpooling	9.1%
Workers Carpooled	111
Workers Not Carpooled	1,110
Total Vehicles	1,166
Estimated Workers per Vehicle	1.05

[2] Residential population converted to Functional Population based upon the following assumptions related to recent census data:

Estimated Population (2023)	2,370
Percent of Eligible Workers	61.1%
Available Workforce	1,448
Percent Unemployed	15.7%
Total Workers	1,221
Hours Available per Day	24.00
Total Hours	56,880
Estimated Hours per Day at Residence - Workday	12.00
Average Hours per Day at Residence - Workforce	13.71
Total Workforce Hours at Residence	16,740
Estimated Average Hours per Day at Residence - Non-workforce	18.00
Total Non-workforce Hours at Residence	20,682
Total Hours at Residence	37,422
Total Hours as Employee and/or Visitor	19,458
Percent of Total Hours at Residence	0.6579

**Table 2-3
Town of Eatonville, Florida
Municipal Impact Fee Study**

Summary of Town Developed Square Footage and Land Uses

Line No.	Row Labels	Description	Fee Class	Count of Property Use Code	Sum of Total CAMA Area (sq.ft.)	Units
1	0	Vacant Residential	Vac Res	65.00	2,675.00	0
2	19	Residential Vacant H.O.A	Vac Res	1.00	-	0
3	30	Vacant Water	Vac Res	2.00	-	0
4	100	Single Family	SF Res	33.00	27,208.00	0
5	102	Single Family Class II	SF Res	14.00	21,215.00	0
6	103	Single Family Class III	SF Res	494.00	651,671.00	0
7	130	Single Family Residential - Lake Front	SF Res	3.00	3,704.00	0
8	200	Manufactured Home	SF Res	1.00	744.00	0
9	201	Manufactured Home I	SF Res	1.00	2,535.00	0
10	301	Multi-Family Lihtc	MF Res	1.00	57,432.00	77
11	310	Multi-Family II	MF Res	1.00	65,693.00	80
12	349	Multi-Family 10-49	MF Res	1.00	26,703.00	40
13	800	Multi-Family	MF Res	2.00	2,376.00	0
14	805	Multi-Family 5-9 Cls I	MF Res	1.00	3,188.00	8
15	812	Duplex	SF Res	26.00	55,559.00	0
16	814	Quadraplex	MF Res	2.00	6,764.00	0
17	822	Class II Duplex	SF Res	1.00	2,728.00	0
18	824	Class II Quadraplex	MF Res	1.00	3,186.00	0
19	1000	Commercial Vacant Land	Vac Non-Res	33.00	-	1
20	1019	Commercial Owner Vacant Association	Vac Non-Res	2.00	-	2
21	1100	Retail One-Story Store	Non-Res	8.00	18,878.00	0
22	1105	Retail Multi-Tenant	Non-Res	4.00	17,904.00	0
23	1115	Retail Free Standing	Non-Res	2.00	14,400.00	0
24	1120	Retail Drug Store	Non-Res	1.00	14,432.00	0
25	1200	Store/Office/Res Class I	Non-Res	7.00	11,647.00	0
26	1210	Store/Office/Res Class II	Non-Res	5.00	8,497.00	0
27	1700	Office One Story	Non-Res	7.00	223,478.00	0
28	1800	Office Low-Rise (2-3 Stories)	Non-Res	5.00	78,740.00	0
29	1910	Office Child Care I	Non-Res	2.00	12,796.00	0
30	2100	Retail Restaurant I	Non-Res	4.00	4,826.00	0
31	2200	Retail Fast Food	Non-Res	1.00	3,773.00	0
32	2700	Auto Dealership	Non-Res	4.00	101,548.00	0
33	2705	Auto Sales - Used	Non-Res	1.00	2,040.00	0
34	2720	Tire Dealer	Non-Res	1.00	3,000.00	0
35	2800	Surface Parking	Other	7.00	-	0
36	3300	Nightclub/Bars	Non-Res	1.00	9,516.00	0
37	3904	Hotel Weekly / Monthly Class I	Non-Res	1.00	9,803.00	29
38	4000	Industrial Vacant Land	Non-Res	6.00	-	1
39	4100	Ind Light Manufacturing	Non-Res	1.00	18,683.00	0
40	4800	Ind Warehouse	Non-Res	11.00	134,044.00	0
41	4840	Ind Sales Warehouses	Non-Res	1.00	17,300.00	0
42	4860	Ind Flex Space I	Non-Res	2.00	122,930.00	0
43	4890	Ind Telecom/Data Center	Non-Res	5.00	237,429.00	0
44	6100	Ag Grazing Improved Pasture	Non-Res	4.00	-	0
45	7000	Inst-Vacant Land	Vac Non-Res	4.00	-	0
46	7100	Inst-Religious	Non-Res	8.00	96,730.00	0
47	7300	Inst-Hospital Private I	Non-Res	1.00	105,160.00	0
48	7401	Inst-Skilled Nursery/Memory Care	Non-Res	1.00	28,702.00	0
49	7500	Inst-Charitable	Non-Res	1.00	20,000.00	0
50	8000	Govt Vacant Land	Vac Non-Res	2.00	-	0

**Table 2-3
Town of Eatonville, Florida
Municipal Impact Fee Study**

Summary of Town Developed Square Footage and Land Uses

Line No.	Row Labels	Description	Fee Class	Count of Property Use Code	Sum of Total CAMA Area (sq.ft.)	Units
51	8068	County Right-Of-Way	Other	1.00	-	1
52	8075	State Stormwater/Retention	Other	1.00	-	1
53	8095	Muni Stormwater/Retention	Other	4.00	-	4
54	8097	Muni Trails And Access	Other	4.00	1,680.00	1
55	8098	Muni Right-Of-Way	Other	1.00	-	1
56	8286	County Forest, Parks, Recreation	Other	2.00	-	0
57	8287	State Forest Park Recreation	Other	1.00	-	0
58	8300	Public County School	Non-Res	2.00	74,144.00	0
59	8900	Municipal (Other)	Non-Res	10.00	52,295.00	0
60	9000	Municipal Lease - Other	Non-Res	1.00	-	1
61	9500	Private Submerged	Other	1.00	-	0
62	9915	Sign Sites	Other	2.00	-	2
63		total		823.00	2,377,756.00	249.00
64			Vac Res	68.00	2,675.00	-
65			SF Res	573.00	765,364.00	-
66			MF Res	9.00	165,342.00	205.00
67			Vac Non-Res	41.00	-	3.00
68			Non-Res	108.00	1,442,695.00	31.00
69			Other	24.00	1,680.00	10.00
70			Total	823.00	2,377,756.00	249.00
			Summary Totals			
71			Residential	650.00	933,381.00	205.00
72			NonResidential	173.00	1,444,375.00	44.00
73			Total	823.00	2,377,756.00	249.00
			Summary Roll Up Allocations			
74			Residential	79.0%	39.3%	82.3%
75			NonResidential	21.0%	60.7%	17.7%
76			Total	100.0%	100.0%	100.0%

Section 3 – Proposed Police Impact Fees

GENERAL

This section provides a discussion of the development and design of the proposed impact fee for Police capital facilities and equipment. Included in this section is a discussion of the Town’s adopted level of service (LOS) standards, capital costs included as the basis for the fee determination, and the design of the fee to be applied to new growth within the Town.

LEVEL OF SERVICE STANDARDS

In the evaluation of the capital needs for providing municipal services such as police protection, an LOS standard was developed. Pursuant to Section 163.3164, Florida Statutes, the “level of service” means an indicator of the extent or degrees of service provided by, or proposed to be provided by, a facility based on and related to the operational characteristics of the facility. Level of service shall indicate the capacity per unit of demand for each public facility or service. Essentially, the level of service standards are established to ensure that adequate capacity will be provided for future development and for purposes of issuing development orders or permits, pursuant to Section 163.3202(2)(g) of the Florida Statutes. As further stated in the Administrative Code, each local government shall establish a LOS standard for each public facility located within the boundary, for which such local government has authority to issue development orders or permits. Such LOS standards are set for each individual facility or facility type and not on a system-wide basis.

Based on information provided by the Town’s Police Department, there currently are five (5) civilian and administrative FTE (Full Time Equivalent) positions and 20 FTEs for patrols officers funded to serve a total permanent population of approximately 3,900 permanent residents as shown in Table 3-1. The current level of service being funded is approximately 5.06 full-time sworn officers per 1,000 population served. The Town’s currently level of service is higher than general police staffing guidelines as published by state and national law enforcement agencies as follows:

- The Federal Bureau of Investigation, U.S. Department of Justice, Uniform Crime Report that indicated an average achieved standard of 2.40 police officers and support personnel per 1,000 inhabitants in the United States.
- The Florida Department of Law Enforcement recognizes a state average of 2.31 officers per 1,000 population for police departments.

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Each full-time patrol officer requires a complement of personnel equipment, vehicles and other equipment, and base facilities, as follows:

Personnel Equipment:

- Each sworn officer must be equipped with uniforms, weapons, and other relevant personal equipment to perform his/her duties. A few of the basic issue items include:
 1. Service weapons;
 2. Ballistic (protective) vest;
 3. Handcuffs and less lethal weapons; and
 4. Portable radio.

It should be noted that while these types of assets are necessary to provide police service, the Florida Impact Fee Act limits the types of assets that can be included in the calculation of the impact fee to major equipment such as police vehicles and, as such, short-lived (useful lives of less than five [5] years) minor equipment is not included in our fee calculations.

Vehicles and Other Equipment:

- The department maintains a fleet of patrol and administrative vehicles to provide police protection services to the Town. The Town anticipates having to add additional police officers through 2045 to keep pace with projected population growth while maintaining service levels. Generally, each vehicle must be equipped with relevant communications, detection / surveillance, and defense equipment. Other mission essential equipment used in operations include communication, detection / surveillance and defense equipment and also include radar units, computers, and less lethal weapons. These vehicles and equipment needs have been included in the impact fee calculation, which will allow the Town to accrue a portion of costs of new vehicles over time from new growth.

Base Facilities:

- The Town's existing police headquarters currently accommodates the department's existing personnel and is anticipated to meet the needs of new growth as well. The Town is also planning a new public safety facility, which will be used by the police department as well.

As discussed above, the Town has made existing investments in police services, and plans to make future improvements that will serve new growth.

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EXISTING POLICE ASSETS

In the development of the fee, the original costs of the existing assets and any grant funding or contributions towards those assets were considered. The Town’s existing assets are categorized by major type and are summarized below.

Inventory of Town Police Assets [1]		
Description	Total Costs	Included Costs
Machinery and Equipment	\$205,174	\$0
Major Vehicles and Police Equipment [2]	549,640	0
Major Facilities [3]	1,100,357	1,101,857
Subtotal	\$1,855,171	\$1,101,857
Grant Funded Facilities	(\$0)	(\$0)
Total	\$1,855,171	\$1,101,857

- [1] Amounts as shown on Table 3-2.
- [2] Historical vehicle costs were not included in the fee calculation as the planned vehicle purchases in the Town’s CIP were used as the basis of the vehicle costs included in the fee calculation.
- [3] Facility costs shown based on current market value of facilities as historical cost information was not available.

As shown above, of the \$1,855,171 in police assets, \$1,101,857 was includable in the calculation of the impact fee as the Florida Statutes limit the inclusion of short-lived capital equipment and the vehicle costs included were based on the planned future costs of vehicles as shown in the Town’s Capital Improvement Plan (CIP).

CAPITAL IMPROVEMENT PLAN

In the development of the proposed fee, the following expansion-related capital improvement expenditures were provided by the Town. Along with the Town’s existing investment in police assets, these capital requirements are anticipated and designed to maintain the department’s ability to provide service to the Town’s future population level and fulfill the identified level of service standards. The Town’s future capital requirements are categorized by type of expenditure and are summarized below.

Projected Future Town Investment in Police Assets (Capital Plan) [1]	
Description	Amount
Machinery and Equipment	\$162,966
Major Vehicles	250,000
Other Major Capital Equipment and Facilities	3,128,497
Subtotal	\$3,541,463
Machinery and Equipment	(162,966)
Net Future Town Investments in Police Assets	\$3,378,497

[1] Amounts as provided by Town staff and are shown on Table 3-3.

As can be seen above, the Town anticipates spending \$3,378,497 in order to further develop the police assets and facilities to provide the desired level of service to the Town as it grows through 2045. The net amount recognized in the calculation of the fee was \$3,378,497.

DEVELOPMENT OF INCLUDABLE CAPITAL COSTS

In the development of the fee, the original costs of the existing assets and any grant funding or contributions towards those assets were considered as well as the proposed future capital improvement requirements. These historical and projected costs were then analyzed to develop an estimate of the capital facility costs associated with each new officer. The major components would be the equipment costs, vehicle and related equipment, and facility costs.

The equipment costs include the complement of items such as uniforms, body camera, firearms, ballistic vest, handcuffs, radio, taser, laptop, badge, and other related items. The total equipment costs associated with hiring an additional officer are estimated at \$22,213 per officer.

The vehicle costs include the cost of the patrol vehicle and all improvements required to bring that vehicle into service. These vehicle improvements would include vehicle wrap, lightbar, partition cage, communications, first aid, and other related items. Additionally, this includes an allocation of other non-patrol vehicles that provide service as well. These total vehicle costs associated with the hiring of an additional officer were estimated at \$52,083 per officer.

These vehicle cost estimates are based on the department’s Capital Improvement Plan (CIP), which includes the purchase of four (4) additional vehicles for new officers at \$50,000 per patrol vehicle plus an allocation of a \$50,000 service van. The facility costs utilized in the analysis were based on the 2023 market value of the Town’s current police station (which were based on the Orange County Property Tax Appraiser records) as well as the police department’s allocation of a planned new public safety building, a new substation, a security compound, and a secondary storage facility. The current station’s market value was estimated at \$1,100,357 and the department’s allocation of the planned public safety building was \$2,995,997. These two (2) items represent the majority of the investment in facilities. A security compound, substation, and storage facility are also a part of the CIP and are estimated at \$132,500 in total cost. These existing and projected facility costs, when allocated over the current and planned future officers through 2045, are estimated at \$176,202 per officer.

Existing and Future Capital Cost per Officer [1]	
Description	Cost per Officer
Machinery and Equipment [2]	\$22,213
Major Vehicles and Police Equipment [3]	52,083
Other Capital Equipment and Facilities [4]	176,202
Gross Total Cost per Officer	\$250,499
Statute Adjustment for Exclusion of Machinery and Equipment	(22,213)
Net Total Cost per Officer	\$228,286

[1] Amounts as shown as summarized on Table 3-7.
 [2] Amount shown based on equipment listed in Table 3-4 as provided by the Town.
 [3] Amount shown based on vehicle costs provided in Town CIP on Table 3-3.
 [4] Amount shown based on market value of current headquarters as shown on Table 3-2 well as facility related CIP projects as shown in Table 3-3.

As shown above, of the \$250,499 in capital costs per officer, \$228,286 is included in the calculation of the impact fee as the Florida Statutes limit the inclusion of short-lived capital equipment.

DESIGN OF POLICE CAPITAL FACILITY IMPACT FEE

The method used to determine the police services impact fee is a combination of the improvements-driven method and buy-in method as the recoupment of a portion of existing investments availability to serve new growth and the costs associated with adding additional capacity to service the Town's future needs are recognized. This method was based upon a three- (3) step process. Table 3-7 helps to illustrate the results of the approach. The following is a brief description of the method used in this study.

- Development of Total Capital Need – Based on the previously noted existing investment in the department that is includable in per the Florida Statutes plus the includable portion of the multiyear capital plan the total investment in police department capital facilities was developed. This amount then allocated based on the level of officers served by those assets is approximately \$228,286 per officer. In order to maintain the existing level of service the Town is projected to need an additional 22 officers by 2045. The total includable investment on a per officer basis of \$228,286 applied to these projected 22 officers comes to a total projected investment of \$5,022,283. This amount is the total allocated capital cost to serve the projected population growth.
- Allocation of Capital Costs to Customer Classes – This step allocates the total capital costs between the residential and nonresidential classes based on a weighted allocation that considers both the department's response call data for those major service categories as well as the Town's total developed square footage by land use class. These two (2) criteria are evenly weighted in the allocation. While the call data directly relates to the demand for service, using square footage allows those land use categories that may not have calls during the surveyed call period to still receive a share of cost due to the benefit the department provides to their properties for overall crime prevention. The classes with higher service calls and square footage receive a higher allocation of cost.
- Calculation of Cost per Equivalent Impact Fee Unit – Once the allocated costs are identified per land-use, they are summarized and presented as an equivalent unit basis; per dwelling unit and per 1,000 square feet. Within the nonresidential class the allocated costs are then allocated based on "functional population" estimates. Table 3-7 provides a detailed listing of the proposed impact fees and their appropriate land-use and measures.

Police Capital Facilities Impact Fee Assumptions

The development of the police services impact fees required several assumptions. The major assumptions used in the development of the proposed impact fees are as follows:

1. In the development of the capital costs to serve growth, the total existing and projected capital costs of providing police services were developed as described previously based on existing asset records and proposed capital expenditures through 2045. The total existing and projected investment of \$5.02 million was the cost basis used in the development of the fees.
2. In the development of the capital costs, it was assumed that the existing level of service would be maintained by the Town by the end of the Forecast Period. This level of service includes only the number of full-time patrol officers to serve the general population of the Town. As previously

mentioned, the level of service assumed in this study is 5.06 full-time patrol officers per 1,000 of population.

- 3. The \$5.02 million in total existing and projected investment was then allocated using the police department’s response call data for a multiyear window (2022 – YTD 2024) as well as total developed square footage. The police department’s call data was approximately two percent (2%) residential and 98% non-residential while the developed square footage data was approximately 39% residential and 61% non-residential. Each factor was weighted at 50% in the allocation. The weighed allocation of these factors resulted in an overall allocation of approximately 21% residential and 79% non-residential. This resulted in approximately \$1.03 million in total existing and projected investment being allocated to the residential class and the remaining \$3.9 million being allocated to the non-residential class. These allocated costs were then divided by the projected 2045 residential dwellings and non-residential developed square footage estimates from Table 2-1 to develop a cost on a per unit basis.

- 4. The cost per unit developed for the non-residential class was then applied to the non-residential land use categories based on “functional population” estimates. The concept of functional population is incorporated in order to spread capital costs more equitably between land-uses. Businesses place demands on police services in a similar manner as residents do, and it is equitable to spread these costs based on the average number of people expected to be present. For the residential uses, the allocation is calculated per resident based on the average amount of time spent at the residence. The resident’s remaining time is then allocated as either an employee and/or visitor to the remaining non-residential classes as determined using traffic generations, estimated employment data, and operational details. The net result is the total number of person hours per location as derived from Table 2-2 in Section 2. The cost per unit developed for the non-residential land-uses is then applied to the non-residential subclasses using these respective functional population coefficients.

IMPACT FEE CALCULATION

Based on the above-referenced assumptions, the allocated capital facilities, and the population and land use projections of the Town, the police services impact fees for the residential and non-residential customer classifications were developed. As shown in Table 3-7 at the end of this section, the cost per equivalent impact fee unit by customer classification was determined. The following summarizes the proposed police impact fees:

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Proposed Police Impact Fees		
Description	Impact Fee Unit	Fee per Unit
<u>Residential:</u>		
All Residential	Dwelling Unit	\$671.00
<u>Non-residential:</u>		
Industrial / Warehousing	Per Sq. Ft.	\$0.22
Institutional / Government	Per Sq. Ft.	0.51
Office Buildings (Office)	Per Sq. Ft.	2.08
Retail (Retail and Food Service)	Per Sq. Ft.	6.27

[1] Should none of the above land uses adequately define a proposed non-residential development as determined by the Town Manager, at the Manager’s discretion the following average charge per square foot of non-residential development is considered appropriate: \$2.55 per sq. ft.

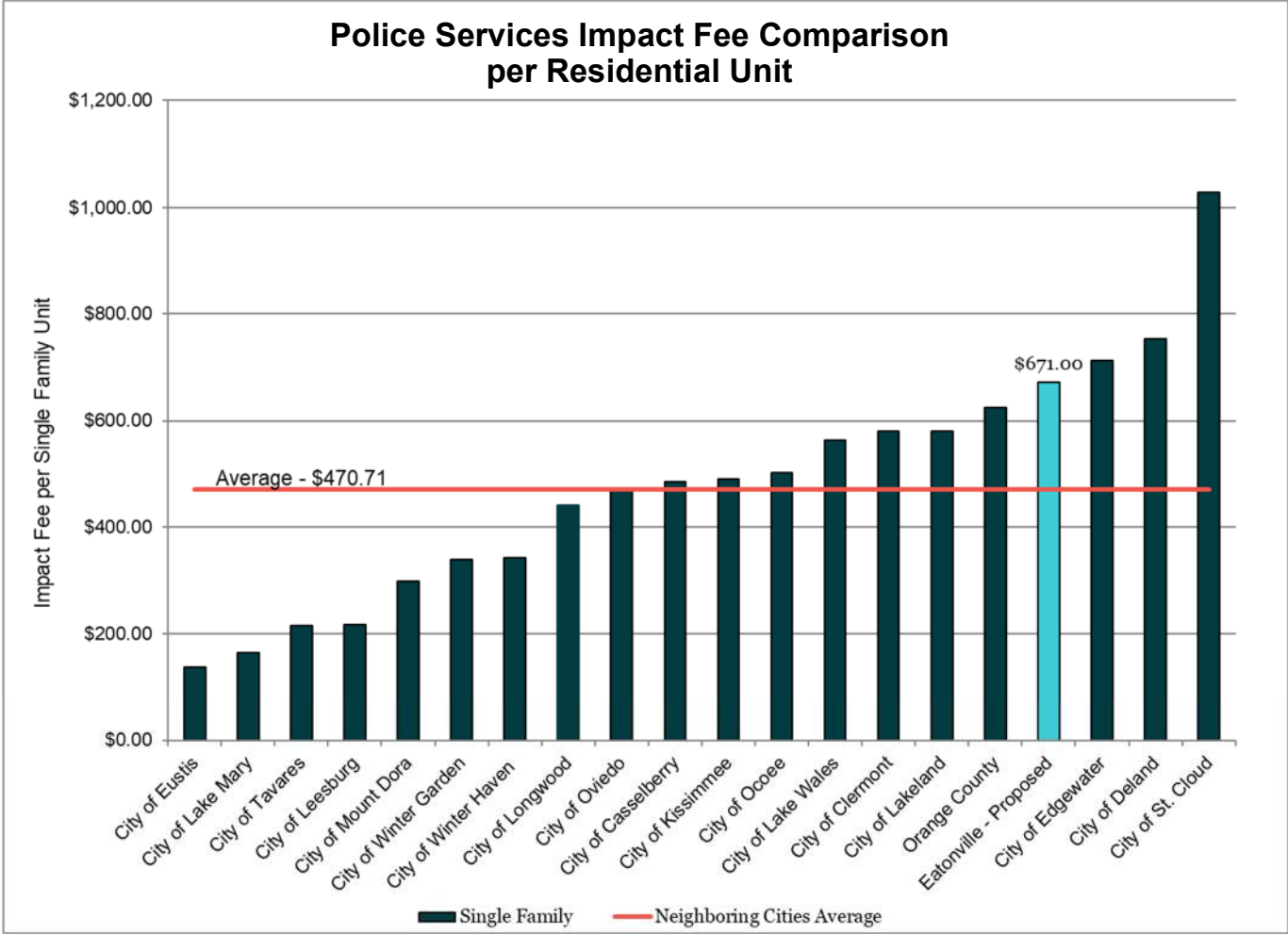
Taking into account the methodology used for the determination of the fee and the estimates associated with determining the police capital needs of the Town, it is concluded that the proposed impact fees are reasonable. It should be noted that in the development of the fee per equivalent impact fee unit, that no credits associated with developer land dedication or other similar activities have been recognized. Also, it should be noted that the proposed incremental capital improvements are stated in Fiscal Year 2024 dollars and do not include any inflationary allowances.

To meet the Town’s needs in terms of providing the necessary police-related capital improvements required by growth, the Town should implement the fees as demonstrated on the table above.

In the development of the cost per equivalent impact fee unit, it was determined that the rate should be applied on a “per dwelling unit” basis for the residential class and primarily on a “per square footage” of commercial development for the non-residential class. These factors are common throughout the state as the equivalent impact fee unit for fee determination. The use of these equivalency factors was based on industry practices, discussions with the Town, comparisons of fee applicability provisions of neighboring jurisdictions, and promotion of administrative simplicity.

IMPACT FEE COMPARISONS

In order to provide the Town with additional information about the proposed impact fees, a comparison of the proposed fees for the Town and those charged by other jurisdictions was prepared. Table 3-8 at the end of this section summarizes the impact fees for police capital facilities charged by other communities with the proposed rates of the Town. Please note that each community may establish a different LOS standard to meet its demographic needs for police services and capital facilities and that the Town provides a level of service that is generally almost double than that of most Florida communities. The Town can anticipate variances between other communities.



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Section 3
Town of Eatonville, Florida
Police Impact Fee Analysis

List of Tables

<u>Table</u>	<u>Description</u>
3-1	Summary of Existing Personnel
3-2	Estimated Existing Capital Equipment, Vehicles & Facilities Costs
3-3	Multi-Year Capital Improvement Program
3-4	Summary of Personnel Equipment Costs
3-5	Summary of Capital Costs to Provide Police Protection Services
3-6	Allocation of Service Calls Among Customer Classes
3-7	Police Impact Fee Design
3-8	Police Impact Fee Comparison

Table 3-1
Town of Eatonville, Florida
Police Impact Fee Analysis

Summary of Existing Personnel

Line No.	Description	FY 2024 Budgeted [1]	Allocation to Future Officers	
			Allocation Basis	Achieved LOS
Personnel				
1	Patrol & Other Sworn Officers	20.0		
2	Total Sworn Officers	20.0	Per 1,000 Population	5.08
3	Civilian and Administrative	5.0		
4	Total Personnel	25.0		
5	Target Level of Service Per 1,000 Population			5.08

Footnotes:

[1] Per information was provided by Police Department Staff.

**Table 3-2
Town of Eatonville, Florida
Police Impact Fee Analysis**

Estimated Existing Capital Equipment, Vehicles & Facilities Costs

<u>Line No.</u>	<u>Description</u>	<u>Estimated Costs [1]</u>	<u>Allocation to Existing Units</u>	<u>Allocated Costs</u>	<u>Officers Served</u>	<u>Cost Per Officer</u>
1	Machinery & Equipment	\$205,174	0%	0	20	\$0
2	Major Vehicles and Police Equipment	\$549,640	0%	0	20	\$0
3	Existing Police Department Headquarters	\$1,100,357	100%	\$1,100,357	24	\$45,848
4	Total Existing Facilities	<u>\$1,855,171</u>		<u>\$1,100,357</u>		<u>\$45,848</u>

Footnotes:

[1] Amounts shown based on fixed asset records as provided by the Town and in Appendix B.

**Table 3-3
Town of Eatonville, Florida
Police Impact Fee Analysis**

Multi-Year Capital Improvement Program [1]

Line No.	Description	Six Year Total	Police Allocation	Allocated Total	Adjustments [2]	Adjusted Total
<u>Machinery and Equipment:</u>						
1	18 New Body Worn Cameras	\$62,336	100.00%	\$62,336	(\$62,336)	\$0
2	17 New Panasonic Laptops	48,535	100.00%	48,535	(48,535)	0
3	17 New Tasers	23,545	100.00%	23,545	(23,545)	0
4	10 New workstation computers (Replacement of 10 old computers)	28,550	100.00%	28,550	(28,550)	0
5	Subtotal Machinery and Equipment	<u>\$162,966</u>	<u>100.00%</u>	<u>\$162,966</u>	<u>(\$162,966)</u>	<u>\$0</u>
<u>Major Vehicles:</u>						
6	Ford Explorer for New Officer x 4	\$200,000	100.00%	\$200,000	\$0	\$200,000
7	1 Van ADA Compliant Service Vehicle	50,000	100.00%	50,000	0	50,000
8	Subtotal Major Vehicles	<u>\$250,000</u>	<u>100.00%</u>	<u>\$250,000</u>	<u>\$0</u>	<u>\$250,000</u>
<u>Land, Buildings and Other Capital Equipment:</u>						
9	Police Security Compound	\$32,500	100.00%	\$32,500	0	\$32,500
10	Police Substation	75,000	100.00%	75,000	0	75,000
11	Public Safety Building - Facility	2,995,997	100.00%	2,995,997	0	2,995,997
12	Secondary Storage Facility	25,000	100.00%	25,000	0	25,000
13	Subtotal Land, Buildings and Other Capital Equipment	<u>\$3,128,497</u>	<u>100.00%</u>	<u>\$3,128,497</u>	<u>\$0</u>	<u>\$3,128,497</u>
14	Total Capital Improvement Program	<u><u>\$3,541,463</u></u>	<u><u>100.00%</u></u>	<u><u>\$3,541,463</u></u>	<u><u>(\$162,966)</u></u>	<u><u>\$3,378,497</u></u>

Footnotes:

[1] Amounts shown as provided by the Town.

[2] Amounts adjusted from calculations as they are related to general short lived equipment items.

Table 3-4
Town of Eatonville, Florida
Police Impact Fee Analysis

Summary of Personnel Equipment Costs

Line No.	Description	Quantity Per Officer	Cost Per Item	Gross Cost Per Officer [1]	Adjustments	Net Cost Per Officer
Officer Equipment:						
1	Pre-Employment Drug Test	1.0	\$50.00	\$50.00	(\$50.00)	\$0.00
2	Pre-Employment Polygraph Test	1.0	130.00	130.00	(130.00)	0.00
3	Pre-Employment Psychological Evaluation	1.0	375.00	375.00	(375.00)	0.00
4	Police Basic Required Uniforms and Shoes	1.0	500.00	500.00	0.00	500.00
5	Body-worn Camera	1.0	3,463.13	3,463.13	0.00	3,463.13
6	Mobile Laptop, Verizon Mobile hotspot service, printers	1.0	2,854.99	2,854.99	0.00	2,854.99
7	Motorola Radio for Communication	1.0	7,708.46	7,708.46	0.00	7,708.46
8	Police Taser for Safety and Protection	1.0	1,385.00	1,385.00	0.00	1,385.00
9	Apopka Police Dept. Dispatch Service (12 FT + 4 Reserve)	1.0	4,355.52	4,355.52	0.00	4,355.52
10	Seminole Sheriff's Office FDLE Connection FY 2024 (19 users)	1.0	474.59	474.59	0.00	474.59
11	Bullet Proof Vest, Vest Cover, Police Badge, EPD & Name Tag Pins	1.0	1,059.00	1,059.00	0.00	1,059.00
12	Guns (Leso Property), Handcuffs, Gun Belt and Holder, First Aid Kit & Safety Gear	1.0	412.50	412.50	0.00	412.50
13	Total Projected Costs per Officer			<u>\$22,768.19</u>	<u>(\$555.00)</u>	<u>\$22,213.19</u>

Footnotes:

[1] As provided by the Town's Police Chief in detail and estimated in 2024 dollars.

Table 3-5
Town of Eatonville, Florida
Police Impact Fee Analysis

Summary of Capital Costs to Provide Police Protection Services

Line No.	Description	Total Includable Cost [1]	Officers Served [2]	Cost Per Officer
<u>Recoupment Costs [3]</u>				
1	Machinery & Equipment	\$0	20	\$0
2	Major Vehicles	0	20	0
3	Existing Police Department Headquarters	1,100,357	24	45,848
4	Total Recoupment Costs	<u>\$1,100,357</u>		<u>\$45,848</u>
<u>Proposed Capital Additions [4]</u>				
5	Machinery & Equipment - CIP	\$0	20	\$0
6	Major Vehicles - CIP 4 New Patrol Vehicles	200,000	4	50,000
7	Major Vehicles - CIP ADA Van	50,000	24	2,083
8	Other Capital Equipment & Facilities - CIP	3,128,497	24	130,354
9	Total Proposed Costs	<u>\$3,378,497</u>		<u>\$182,437</u>
10	Total Capital Costs	<u><u>\$4,478,854</u></u>		<u><u>\$228,286</u></u>

Footnotes:

[1] Total estimated capital costs in Tables 3-2 and 3-3.

[2] Future needs are calculated as follows:

Existing (Budgeted) Personnel 2024 20

Projected Personnel for Build Out Population 24

[3] Amounts derived from Table 3-2.

[4] Amounts derived from Table 3-3.

Table 3-6
Town of Eatonville, Florida
Police Impact Fee Analysis

Allocation of Service Calls Among Customer Classes

Line No.	Description	Number of Calls For Service			Traffic / Other [2]
		Total [1]	Residential	Non-Residential	
<u>Total Calls for Fiscal Years 2022 - 2024</u>					
1	Number of Calls	10,684	212	10,472	210
2	Percent (%)	100.00%	1.98%	98.02%	N/A
3	Allocated Traffic / Other	210	4	206	
4	Percent (%)	100.00%	1.98%	98.02%	
5	Total Allocated Calls	10,894	216	10,678	
6	Percent (%)	100.00%	1.98%	98.02%	

Footnotes

[1] Amounts based on information provided by the Town of Eatonville Police Department.

[2] Service calls for other and traffic related incidents assumed to be in direct proportion to Residential and Non-Residential calls.

**Table 3-7
Town of Eatonville, Florida
Police Impact Fee Study**

Police Impact Fee Design

Line No.	Description	Amounts	Residential	Non-Residential
<u>Calculation of Net Average Capital Cost per New Officer [1]</u>				
1	Machinery and Equipment	\$22,213		
2	Vehicle and Related Equipment	52,083		
3	Allocation of Major Facilities	176,202		
4	Subtotal Net Average Capital Cost Per New Officer	\$250,499		
5	Adjustment for Machinery and Equipment	(\$22,213)		
6	Total Calculation of Net Average Cost per New Officer	\$228,286		
<u>Additional Officers Required to Serve Population [2]</u>				
7	Fiscal Year 2045 Projected Population	4,205		
8	Existing Level of Service (Officers Per 1,000 Population)	5.08		
9	Rounded Number of Officers Needed to Serve Future Growth	22.0		
<u>Total Costs Recovered from Impact Fees</u>				
10	Total Calculation of Net Average Cost per New Officer	\$228,286		
11	Number of Officers Needed to Serve Future Growth	22.00		
12	Total Capital Costs to be Recovered From Impact Fees	\$5,022,283		
<u>Cost Allocation to Residential and Nonresidential Customer Classes [3]</u>				
		Total	Residential	Non-Residential
13	Allocated Calls for Service	100.0%	1.98%	98.02%
14	Developed Square Footage	100.0%	39.30%	60.70%
15	Weighted Allocation Factor (50% Service Calls / 50% Developed Square Footage)	100.0%	20.6%	79.4%
16	Allocated Total Capital Costs to be Recovered From Impact Fees	\$5,022,283	\$1,036,599	\$3,985,684
<u>Total Equivalent Impact Fee Units [4]</u>				
17	Fiscal Year 2045 Projected Residential Dwelling Units		1,544	
18	Fiscal Year 2045 Projected Nonresidential Developed Square Footage			1,560,160
19	Cost per Equivalent Impact Fee Unit (Dwelling Unit / Developed Square Feet)		\$671.31	\$2.55
<u>Proposed Police Impact Fees</u>		Functional Pop. Coefficient	Impact Fee Per Unit Residential Non-Residential	
20	Impact Fee Per Residential Dwelling Unit		\$671.00	N/A
Impact Fee per Square Foot of Non-Residential Developed Space: [5]				
21	Industrial/Warehousing	0.087542	N/A	\$0.22
22	Institutional / Government	0.200298	N/A	0.51
23	Office Buildings (Office)	0.816132	N/A	2.08
24	Retail (Retail and Food Service)	2.456451	N/A	6.27
25	Catch All (Only to be Used Pending Town Administrators Decision)	N/A	N/A	2.55

Footnotes:

- [1] Amounts shown based on information obtained from Town Staff and as shown on Table 3-5.
- [2] Estimates as obtained from the US Census Bureau and information provided by the Town. Amounts developed on Tables 2-1 and 3-1.
- [3] Based on call data provided by the Town and Square footage data provided by the Orange County 2022 Property Data as shown on Tables 3-6 and 2-3.
- [4] Residential Unit amounts and Square Footage projections based on information obtained from Town Staff and Orange County, Florida Property Appraiser data as shown on Tables 2-2 and 2-3.
- [5] Functional Population factors based on data obtained from the 11th Edition ITE Manual and the 2017 National Household Travel Survey.

Table 3-8
Town of Eatonville, Florida
Police Impact Fee Analysis

Police Services Impact Fee Comparison [1]

Line No.	Description	Residential			Non-Residential (\$ per square foot)
		Single Family	Multi-Family	Mobile Home	
Town of Eatonville					
1	Existing	N/A	N/A	N/A	N/A
2	Proposed Rates	\$671.00	\$671.00	\$671.00	\$0.22 - \$6.270 per sq. ft.
<u>Other Florida Government Agencies:</u>					
3	City of Casselberry	\$484.05	\$299.28	\$320.10	\$0.013 - \$2.007 per sq. ft.
4	City of Clermont	580.00	580.00	580.00	\$0.028 - \$1.030 per sq. ft. [2]
5	City of Deland	753.00	546.00	771.00	\$0.074 - \$0.779 per sq. ft. [2]
6	City of Edgewater	711.56	472.75	389.90	\$0.1197 - \$0.3354 per sq. ft. [2]
7	City of Eustis	137.98	98.64	90.03	\$0.01523 - \$1.53667 per sq. ft. [2]
8	City of Kissimmee	489.00	416.00	N/A	\$0.88 - \$ 0.463 per sq. ft. [2]
9	City of Lakeland	580.00	409.00	292.00	\$0.017 - \$0.748 per sq. ft. [2]
10	City of Lake Mary	165.00	N/A	N/A	\$0.082 per gross sq. ft.
11	City of Lake Wales	564.00	494.00	N/A	\$0.050 - \$0.220 per sq. ft. [2]
12	City of Leesburg	217.00	217.00	217.00	\$0.181 per sq. ft.
13	City of Longwood	440.00	300.00	N/A	\$0.03 - \$3.30 per sq. ft. [2]
14	City of Mount Dora	298.52	776.14	N/A	\$0.0716 - \$1.0329 per sq. ft. [2]
15	City of Ocoee	501.04	501.04	501.04	\$0.33 per sq. ft.
16	Orange County	624.00	220.00	294.00	\$0.089 - \$0.733 per sq. ft.. [2]
17	City of Oviedo	472.00	402.00	284.00	\$0.002 - \$2.136 per sq. ft. [2]
18	City of St. Cloud	1029.00	992.00	1029.00	\$1.332 per sq. ft.
19	City of Tavares	215.37	163.87	108.86	\$0.00819 - \$1.02419 per sq. ft. [2]
20	City of Winter Garden	339.00	339.00	339.00	\$0.65 per sq. ft.
21	City of Winter Haven	[3] 342.90	342.90	345.03	N/A
22	Other Florida Governmental Agencies' Average	\$470.71	\$420.53	\$397.21	

Footnotes:

[1] Unless otherwise noted, amounts shown reflect impact fees in effect April 2024. This comparison is intended to show comparable charges for similar service for comparison purposes only and is not intended to be a complete listing of all rates and charges offered by each listed municipality.

[2] Reflects the lowest and highest rate per square feet.

[3] Information on nonresidential impact fee was unavailable at time of survey.

Section 4 – Parks and Recreation Impact Fee Analysis

GENERAL

This section provides a discussion of the development and design of the proposed impact fee for Parks and Recreation services. Included in this section is a discussion of the Town’s adopted level of service (LOS) standards, and related capital costs included as the basis for the fee determination, and the design of the fee to be applied to new growth within the Town.

LEVEL OF SERVICE STANDARDS

As outlined in the Town’s Comprehensive Plan and Parks System Master Plan, the Town has adopted level of service (LOS) standards for recreational facilities and activities. With respect to open and developed space, the Town has adopted a minimum recreational LOS standard of two and a half (2.50) acres per 1,000 residents. The Town currently owns and maintains an inventory of parks and provides a level of service of approximately 17.99 acres per 1,000 residents, which exceeds its currently adopted standard of 2.50 acres per 1,000 residents. A summary of the Town-owned and -operated parks (existing and under development) is summarized on Table 3-1. The Town’s current inventory includes 17.99 acres including neighborhood parks, community centers, and more. Table 3-2 provides a detailed listing of the Town’s current investment in the parks, including land, improvements, facilities, and equipment, which total approximately \$999,000. The current surplus in terms of the acres the Town owns compared to the level of service requirement for acres is shown below as follows:

Description	Amounts
Estimated Population 2023	2,370
Existing Level Of Service	2.50 Acres per 1,000 Population
Required Acres	5.93 Acres
Current Town Inventory	17.99 Acres
Surplus / (Deficiency)	12.06 Acres

It should also be noted that while the Town is projected to have sufficient parks and recreation acreage to last through 2045 as the Town’s population grows over time, it will continue to add to, enhance, and develop new recreational facilities and amenities related to those park lands to serve new growth.

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EXISTING RECREATIONAL ASSETS

In the determination of the fee, the historical costs of the existing assets and any grant funding for those assets were considered. The Town’s existing assets are categorized by type and are summarized below.

Inventory of Town Parks and Recreational Facilities [1]	
Description	Historical Cost
Total Recreation Assets:	
Land and Related Facilities	\$711,380
Activity Related Assets	17,545
Machinery and Equipment	<u>59,948</u>
Subtotal	\$788,873
Assets Excluded From Fee Calculation:	
Machinery and Equipment	(\$59,948)
Grant Funded Recreation Assets	<u>(133,615)</u>
Subtotal	(\$133,615)
Total Existing Net Investment in Parks and Recreation	<u>\$595,310</u>

[1] Amounts as shown on Tables 4-2 and 4-4.

As shown above, of the \$788,873 in recreational assets, \$595,310 is included in the calculation of the impact fee.

CAPITAL IMPROVEMENT PLAN

In the determination of the fee, the following five- (5) year capital improvement plan was provided by the Town for this project. The Town’s major capital requirements included in the impact fee calculation are summarized below.

Projected Future Town Investment in Parks and Recreation (Capital Plan)			
Description	Total Capital Improvements	Renewal and Replacement Adjustments	Adjusted Total
Elizabeth Park Improvement	\$50,000	(\$50,000)	\$0
LLP – Pavilion / Landscaping	50,000	0	50,000
Historic Trail	70,000	0	70,000
FJP / Fishing Pier Renovation	50,000	(50,000)	0
FJP / Playground Expansion	50,000	0	50,000
Denton Johnson – Fishing Pier Renovation / Repair	50,000	(50,000)	0
Denton Johnson – Playground Expansion / Repair	<u>150,000</u>	<u>(50,000)</u>	<u>100,000</u>
Total Future Town Investments in Recreation Assets	<u>\$470,000</u>	<u>(\$200,000)</u>	<u>\$270,000</u>

As can be seen above, the Town estimates spending \$270,000 on impact fee eligible projects in order to further develop the parks and recreation facilities as the Town grows through 2045.

DESIGN OF RECREATIONAL FACILITY IMPACT FEE

The method used to calculate the impact fee is a combination of the improvements-driven method and buy-in method as the recoupment of a portion of existing investments available to serve new growth and the costs associated with adding additional capacity to serve the Town’s future recreation needs are recognized. Table 3-4 at the end of this report summarizes the results of the impact fee calculation. The following is a brief description of the method used in this study:

- Development of Recoverable Assets – Based on the Town’s existing investment in recreation and park facilities, and the dwelling unit projections at “buildout,” the total estimated cost of existing assets to serve residents is identified.
- Development of Total Capital Need – Based on the Town’s estimated capital costs of developing future park facilities, and the dwelling unit projections, the total estimated cost to serve existing residents is developed.
- Development of Equivalent Impact Fee Units – This data was provided by Staff in the form of the Town’s anticipated “buildout” dwelling unit capacity. These figures are used to develop a proposed fee per dwelling unit.
- Calculation of Cost per Dwelling Unit – Once the total capital costs allocable to future residents are determined, the impact fee unit per dwelling (residence) is calculated. This calculation represents the total net includable cost of recreation facilities and total projected number of growth-related residential dwellings.

Parks and Recreation Facilities Impact Fee Assumptions

In the development of the recreation impact fees, several assumptions were utilized. The major assumptions used in the development of the impact fees are as follows:

1. The development of the cost for the recreation facilities impact fees was based on the Town’s current inventory of parks and recreational activities, the level of service standards for recreational facilities, and the Town’s estimated capital costs to develop future facilities and activities.
2. As indicated in Table 3-4, the Town has identified existing investment and planned future needs totaling \$998,925, which includes an estimated credit for future grants and R&R projects, which reduced the burden by \$133,615 for a total of \$865,310. The total needs were based primarily on actual investments and planned future investments to be made by the Town, which should be recouped from future residential growth.
3. No credits from other revenue sources have been identified for the purposes of this calculation, as it is assumed that other funding sources generated by future users will be utilized to provide for the necessary ongoing operating and repair / replacement costs required.

Impact Fee Calculation

Based on the above-referenced assumptions, the recreation impact fee as calculated in detail on Table 3-4 was developed as follows:

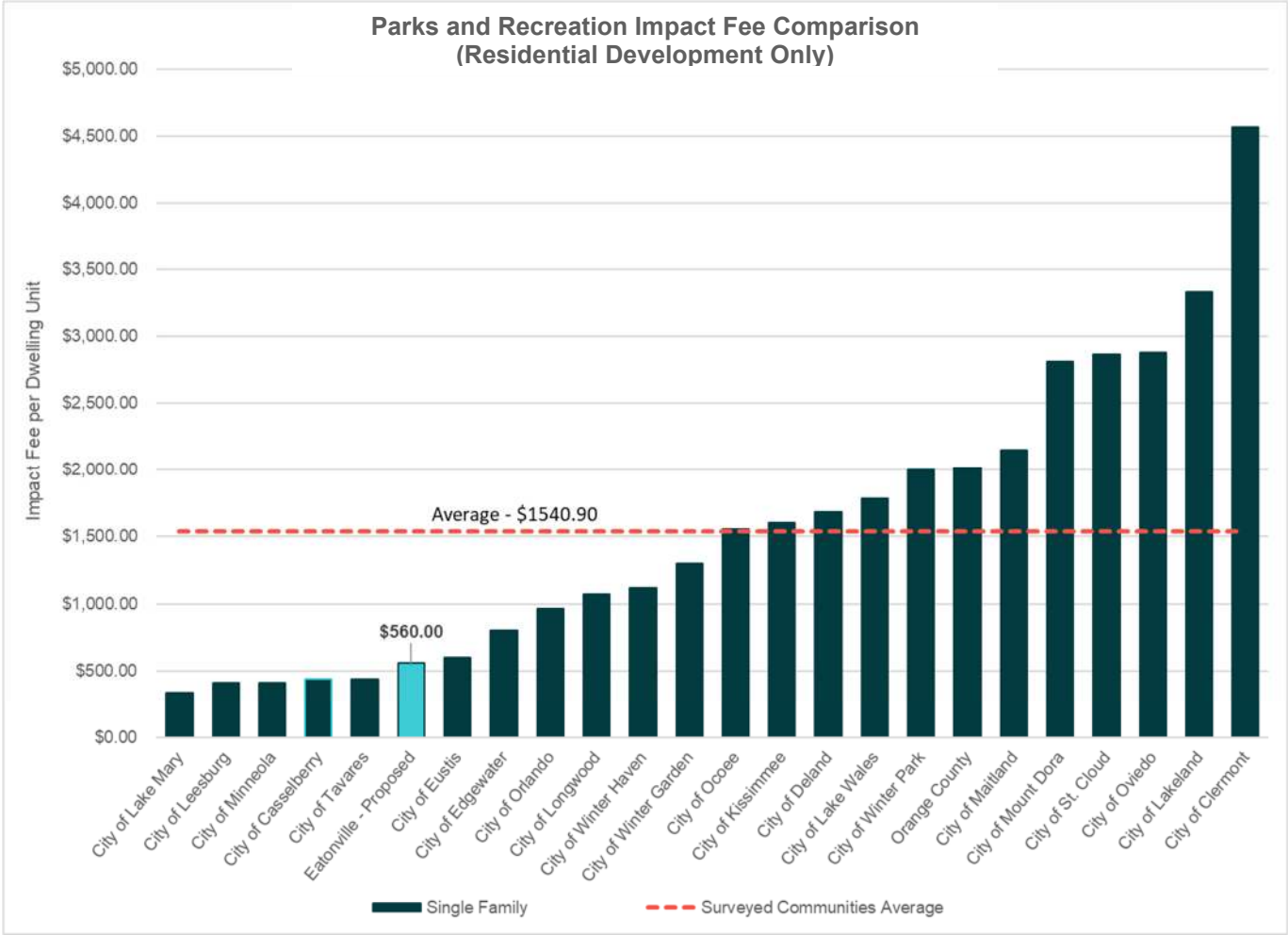
Description	Amounts
Existing Investment in Parks and Recreation Facilities [1]	\$728,925
Future Planned Investment in Parks and Recreation [2]	<u>270,000</u>
Total Existing and Future Investment in Parks and Recreation Through 2045	\$998,925
Less Estimated Contributions and Grant Funded Assets	<u>(\$133,615)</u>
Total Existing and Future Investment in Parks and Recreation Through 2045	\$865,310
Projected Residential Units in 2045	<u>1,544</u>
Total Costs to be Recovered per Residential Dwelling Unit	\$560.38
Rounded Fee per Residential Dwelling Unit (Rounded)	<u><u>\$560.00</u></u>

As shown above, the proposed impact fee based on the data provided by the Town is \$560.00 per dwelling unit for all new residential dwelling units.

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IMPACT FEE COMPARISONS

In order to provide the Town with additional information about the proposed impact fees, a comparison of the proposed fees for the Town and those charged by other jurisdictions was prepared. Table 3-5 at the end of this section summarizes the impact fees for recreational services charged by other communities with the proposed rates of the Town. Please note that each community may establish a different LOS standard to meet its specific goals for recreation facilities and activities. The Town can anticipate variances between other communities.



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Section 4
Town of Eatonville, Florida
Parks and Recreation Impact Fee Study

List of Tables

<u>Table</u>	<u>Description</u>
4-1	Inventory of Town Parks and Recreational Facilities
4-2	Summary of Existing Town Investments in Parks and Recreation Capital Facilities
4-3	Summary of Capital Projects to Improve and Expand Parks and Recreation Capital Facilities
4-4	Design of Parks and Recreation Impact Fee
4-5	Parks and Recreation Impact Fee Comparison

**Table 4-1
Town of Eatonville, Florida
Parks and Recreation Impact Fee Study**

Inventory of Town Parks and Recreational Facilities [1]

Line No.	Facility Classification	Acres	Activity	Facilities
1	Neighborhood Parks	17.99		
2	Denton Johnson Community Center & Boys and Girls Club	11.16	N/A	Two Playground Facilities Two Pavilions
3	Elizabeth Park Recreation Center	1.58	Active	One Basketball Court One Tennis Court One Municipal Pool One Small Playground
4	Frances Jerry Park [aka Catalina Park]	4.72	Active	One Playground Set Two Basketball Courts One Fishing Pier One Small Boat Launch
5	Lake Hungerford Park [aka Lake Lovely Park]	0.53	Active	One Small Playground Set One Fishing Pier
6	Total	<u>17.99</u>		

Footnotes

[1] Inventory shown based on data as provided by the Town.

**Table 4-2
Town of Eatonville, Florida
Parks and Recreation Impact Fee Study**

Summary of Existing Town Investments in Parks and Recreation Capital Facilities

Line No.	Asset ID	Description	Purchase Date	Acquisition Cost	Asset Category	Asset Category Allocated Amounts					Total
						Land	Facility	Activity	Equipment	Excluded	
1	219	LIBRARY BLDG	9/30/2004	\$975,514	Excluded	\$0	\$0	\$0	\$0	\$975,514	\$975,514
2	244	ALTERATION POST OFFICE	2/11/2005	12,420	Excluded	0	0	0	0	12,420	12,420
3	256	ALTERATION POST OFFICE	3/9/2005	14,265	Excluded	0	0	0	0	14,265	14,265
4	260	ALTERATION POST OFFICE	4/8/2005	5,603	Excluded	0	0	0	0	5,603	5,603
5	267	ALTERATION POST OFFICE	5/4/2005	12,183	Excluded	0	0	0	0	12,183	12,183
6	270	ALTERATION POST OFFICE	5/26/2005	8,474	Excluded	0	0	0	0	8,474	8,474
7	278	CONCRETE POST OFFICE	6/8/2005	920	Excluded	0	0	0	0	920	920
8	279	PEDESTAL GRILL FOR REC PAVILLION	6/23/2005	510	Facility	0	510	0	0	0	510
9	280	MATERIAL REC PAVILLION	6/22/2005	4,341	Facility	0	4,341	0	0	0	4,341
10	282	ALTERATION POST OFFICE	7/15/2005	2,787	Excluded	0	0	0	0	2,787	2,787
11	284	ALTERATION POST OFFICE	8/2/2005	2,101	Excluded	0	0	0	0	2,101	2,101
12	294	KEYS AND DOOR FOR POST OFFICE	8/18/2005	534	Excluded	0	0	0	0	534	534
13	286	SECURITY MONITOR POST OFFICE	8/23/2005	1,799	Excluded	0	0	0	0	1,799	1,799
14	287	CONSTRUCTION MATERIAL POST OFFICE	9/14/2005	1,429	Excluded	0	0	0	0	1,429	1,429
15	N/A	Fitness Trail	1/17/2008	5,230	Land	5,230	0	0	0	0	5,230
16	370	POOL RENOVATION - FRDAP CIP POOL GRANT	10/1/2009	2,600	Facility	0	2,600	0	0	0	2,600
17	N/A	POOL RENOVATION - FRDAP CIP POOL GRANT	10/1/2009	43,694	Facility	0	43,694	0	0	0	43,694
18	N/A	POOL ADDITIONAL REHAB - GREAT WHITE POOL	6/30/2009	27,456	Facility	0	27,456	0	0	0	27,456
19	N/A	POOL ADDITIONAL REHAB - PRESTIGE POOL	11/10/2008	1,572	Facility	0	1,572	0	0	0	1,572
20	N/A	PLAYGROUND REHAB - PLAYMORE	4/30/2009	27,912	Equipment	0	0	0	27,912	0	27,912
21	N/A	POOL REHAB-NEW PUMP- POOLSURE	4/19/2011	3,850	Facility	0	3,850	0	0	0	3,850
22	N/A	NEW ROOF WATER PLANT BLDG-QUALITY ROOFING	5/18/2011	5,700	Excluded	0	0	0	0	5,700	5,700
23	N/A	NEW PLAYGROUND CATALINA PARK	7/10/2018	37,867	Facility	0	37,867	0	0	0	37,867
24	N/A	NEW HISTORICAL TRAIL MARKERS	4/16/2018	9,119	Equipment	0	0	0	9,119	0	9,119
25	N/A	NEW DRINKING FOUNTAIN IN KAY PARK	5/7/2019	2,398	Facility	0	2,398	0	0	0	2,398
26	70	FRDAO SOFTBALL/BASEBALL FIELD & TOT LOT	9/30/2000	87,321	Facility	0	87,321	0	0	0	87,321
27	133	CREATIVE DECK AND DOCK	4/11/2002	4,772	Equipment	0	0	0	4,772	0	4,772
28	146	REPAIR & RESURFACE BASKETBALL COURT	4/29/2003	3,999	Activity	0	0	3,999	0	0	3,999
29	147	INSTALL 4 HANDICAP ACCESSIBLE PICNIC TABLES	4/29/2003	2,339	Activity	0	0	2,339	0	0	2,339
30	148	UPGRADE CATALINA PARK & PLAYGROUND AREA	8/1/2003	11,559	Equipment	0	0	0	11,559	0	11,559
31	149	SIDEWALK FOR BOARDWALK	8/23/2003	3,630	Facility	0	3,630	0	0	0	3,630
32	150	REMOVE & INSTALL SIDEWALK	8/28/2003	2,250	Facility	0	2,250	0	0	0	2,250
33	236	TENNIES COURT FENCE	1/11/2005	12,500	Facility	0	12,500	0	0	0	12,500
34	N/A	LAKE LOVELY IMPROVEMENT PROJECT-TRIPP CONTR.	2/21/2011	33,376	Facility	0	33,376	0	0	0	33,376
35	N/A	LAKE LOVELY IMPROVEMENT PROJECT-INSPIRED PAINT	2/15/2011	500	Facility	0	500	0	0	0	500
36	83	FOOTBALL EQUIPMENT	4/15/2000	6,586	Equipment	0	0	0	6,586	0	6,586
37	N/A	BASKETBALL COURT RESURFACED -CATLINA PARK IMPROVMENTS	11/3/2017	7,307	Activity	0	0	7,307	0	0	7,307
38	N/A	BASKETBALL COURT RESURFACED	4/30/2019	3,900	Activity	0	0	3,900	0	0	3,900
39	N/A	FENCING FOR CATALINA PARK	5/22/2003	2,493	Facility	0	2,493	0	0	0	2,493
40	N/A	DENTON JOHNSON BLDG RENOVATION	9/30/2000	438,493	Facility	0	438,493	0	0	0	438,493
41	N/A	SIDEWALK FOR DENTON JOHNSON CENTER GENEXIS	4/15/2009	1,300	Facility	0	1,300	0	0	0	1,300
42	PARKS AND RECREATION TOTAL			\$1,832,603		\$5,230	\$706,150	\$17,545	\$59,948	\$1,043,730	\$1,832,603

Footnotes:

[1] Amounts shown as provided by the Town.

Table 4-3
Town of Eatonville, Florida
Parks and Recreation Impact Fee Study

Summary of Capital Projects to Improve and Expand Parks and Recreation Capital Facilities

Line No.	Description	Total	Adjustments	Adjusted Total	Project Classification
<u>5-Year Parks and Recreation CIP</u>					
1	Elizabeth Park Improvement	\$50,000	(\$50,000)	\$0	R&R
2	LLP - Pavilion/Landscaping	50,000	0	50,000	Upgrade
3	Historic Trail	70,000	0	70,000	Upgrade
4	FJP/Fishing Pier Renovation	50,000	(50,000)	0	R&R
5	FJP/Playground Expansion	50,000	0	50,000	Upgrade
6	Denton Johnson - Fishing Pier Renovation/Repair	50,000	(50,000)	0	R&R
7	Denton Johnson - Playground Expansion/Repair	150,000	(50,000)	100,000	Upgrade
8	Total Capital Improvements	<u>\$470,000</u>	<u>(\$200,000)</u>	<u>\$270,000</u>	

Footnotes:

- [1] Amounts provided by Town staff, which represent improvements and upgrades to existing facilities and construction of new facilities which will serve existing and future residents of the Town.

Table 4-4
Town of Eatonville, Florida
Parks and Recreation Impact Fee Study

Design of Parks and Recreation Impact Fee

Line No.	Description	Total Amount
<u>Development of Cost of Recreation Assets</u>		
1	Cost of Existing Land, Facilities and Activity Related Assets [1]	\$728,925
2	Cost of Future Land, Facilities and Activity Related Assets [2]	270,000
3	Total Cost of Recreation Assets	<u>\$998,925</u>
4	Total Cost of Recreation Assets	\$998,925
5	Less Estimated Contributions, Prior Grant Funded Facilities, and Non Public Usage [3]	<u>(133,615)</u>
6	Net Cost of Recreation Assets	\$865,310
7	Projected Residential Units in 2045 [4]	1,544
8	Estimated Current Residential Units [4]	<u>1,446</u>
9	Projected Remaining Growth in Residential Units Through 2045	98
10	Percentage of Cost of Assets Allocable to Growth	6.36%
11	Net Cost of Recreation Assets	\$865,310
12	Percentage of Cost of Assets Allocable to Growth	<u>6.36%</u>
13	Cost of Facilities Allocable to Growth	\$54,998
<u>Impact Fee Calculation</u>		
14	Cost of Facilities Allocable to Growth	\$54,998
15	Projected Remaining Growth in Units Through 2045	<u>98</u>
16	Average Cost of Facilities Per Residential Unit	<u><u>\$560.00</u></u>

Footnotes:

[1] Amounts shown based on information obtained from Town Staff as shown on Table 4-2.

[2] Amounts shown based on information obtained from Town Staff as shown on Table 4-3.

[3] Grants, Contributions and Other Funding source amounts based on information provided by Town Staff.

[4] Residential Unit amounts projections based on information obtained from Town Staff as shown on Table 2-1.

Table 4-5
Town of Eatonville
Parks and Recreation Impact Fee Study

Recreation Impact Fee Comparison [1]

Line No.	Description	Residential	
		Single Family	Multi-Family
Town of Eatonville			
1	Existing Rate Per Unit	N/A	N/A
2	Proposed Rate Per Unit	\$560.00	\$560.00
<u>Other Florida Communities:</u>			
3	City of Casselberry	\$438.28	\$270.46
4	City of Clermont	2,861.50	2,145.50
5	City of Deland	1,688.00	1,232.00
6	City of Edgewater	798.97	598.93
7	City of Eustis	599.27	428.38
8	City of Kissimmee	1,603.33	1,339.52
9	City of Lakeland	3,333.00	2,491.00
10	City of Lake Mary	335.00	335.00
11	City of Lake Wales	1,787.00	1,542.00
12	City of Leesburg	408.00	408.00
13	City of Longwood	1,072.00	774.00
14	City of Maitland	2,151.00	2,151.00
15	City of Minneola	410.00	307.00
16	City of Mount Dora	2,814.64	1,412.45
17	City of Ocoee	1,560.00	1,560.00
18	Orange County	2,016.00	1,492.00
19	City of Orlando	966.00	825.00
20	City of Oviedo	2,877.00	2,452.00
21	City of St. Cloud	2,865.00	2,865.00
22	City of Tavares	439.99	335.68
23	City of Winter Garden	1,300.00	1,159.00
24	City of Winter Park	2,000.00	2,000.00
25	City of Winter Haven	1,116.81	1,116.81
26	Other Florida Communities' Average	\$1,540.90	\$1,271.34

Footnotes:

- [1] Unless otherwise noted, amounts shown reflect impact fees in effect April 2024. This comparison is intended to show comparable charges for similar service for comparison purposes only and is not intended to be a complete listing of all rates and charges offered by each listed municipality.

Section 5 – General Government and Administrative Impact Fee Analysis

GENERAL

This section provides a discussion of the development and design of the general government and administrative services impact fees. Included in this section is a discussion of current facilities, capital costs, included as the basis for the determination of the fee, and the design of the fee to be applied to new growth within the Town. As the Town incurs capital costs to provide general governmental services to its residents and future growth, including additional demands associated with new growth, it was determined that the development of impact fees for these services was appropriate.

EXISTING GENERAL GOVERNMENT AND ADMINISTRATIVE ASSETS

In the development of the fee, the original costs of the existing assets were considered. The Town’s existing assets are categorized by major type and are summarized below.

Inventory of Town General Government and Administrative Assets [1]	
Description	Original Cost
Total Existing Capital Costs	\$3,983,846
Excluded as Associated with Recreation Department	(449,700)
Excluded as Short-lived Machinery and Equipment	(1,195,069)
Net Recoverable Costs	\$2,339,077

[1] Amounts as shown on Table 5-1.

As shown above, of the \$3,983,846 in general government and administrative assets, \$2,339,077 is included in the calculation of the impact fee they were associated with the parks and recreation department and included in that analysis or were short-lived machinery and equipment type items that cannot be included in the calculation of the fee.

CAPITAL IMPROVEMENT REQUIREMENTS

In the development of the proposed fee, the following capital improvement requirements were provided by the Town. Along with the Town’s existing investment in general government and administrative assets, these capital requirements are anticipated and designed to maintain the Town’s ability to provide these services to the Town’s existing and future population levels. The Town’s capital requirements are categorized by type of expenditure and are summarized below.

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Projected Future Town Investment in General Government and Administrative Services (Capital Plan) [1]	
Description	Amount
Total Future Planned Investment in Assets	\$460,000
Adjustment for Non-Includable Projects	(\$70,000)
Grant Adjustments	(0)
Net Future Town Investment in General Government and Administrative Service-related Assets	\$390,000

[1] Amounts as provided by Town staff and are shown on Table 5-2.

As can be seen above, the Town anticipates spending \$460,000 in order to further develop the general government and administrative facilities to provide service to the Town as it grows through 2045. These amounts were then adjusted to account for renewal and replacement type and other non-qualifying projects that cannot be included in the fee calculation per statutory requirements. The net amount recognized in the calculation of the fee was \$390,000.

RESOURCE NEEDS ANALYSIS

The improvements method with recoupment, described in Section 1, was used to develop the general government and administrative services impact fees. The recoupment method was used to determine the existing investment in general government and administrative services to serve growth. The improvements method was used to determine the planned future investments in facilities services to serve new growth. The blending of these two (2) approaches provides the total existing and future investment to serve existing and new growth to be allocated through 2045. In the development of the capital cost required to serve new development, several capital cost parameters were recognized as shown in Table 6-3. The parameters include the cost of land, buildings, and major furnishings allocable to the general government and administrative service function.

Tables 6-1 and 6-2 provide a breakdown of the individual cost items. Table 6-3 summarizes the estimated capital costs to provide service recognizing the parameters described above. The following is a summary of the estimated capital cost required to provide service:

Summary of Capital Costs [1]	
	Total Projected Investment
Net Existing Investment in General Government and Administrative Capital Facilities	\$2,339,077
Future Net Investment in General Government and Administrative Capital Facilities	390,000
Total Allocated Costs	\$2,729,077

[1] Derived from Tables 5-1 and 5-2.

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DESIGN OF GENERAL GOVERNMENT AND ADMINISTRATIVE SERVICES IMPACT FEE

The method used to determine the general government and administrative services impact fee is a combination of the improvements-driven method and buy-in method as the recoupment of a portion of existing investments availability to serve new growth and the costs associated with adding additional capacity to service the Town’s future needs are recognized. Table 5-4 helps to illustrate the results of the approach. The following is a brief description of the method used in this study.

- Development of Total Capital Need – Based on discussions with the Town the incremental facilities and related costs to serve the population through the forecast period reflected in the analysis were developed.
- Allocation of Capital Costs to Customer Classes – This step allocates the total capital costs between the residential and nonresidential classes based on the Town’s total developed square footage by land use category.
- Calculation of Cost per Equivalent Impact Fee Unit – Once the allocated costs are identified by class, they are summarized and presented as a unit of measure basis; per dwelling unit and per 1,000 square feet. Within the nonresidential class the allocated costs are then scaled based on “functional population” estimates. Table 5-4 provides a detailed listing of the proposed impact fees and their appropriate land-use and measures.

General Government Administrative Services Impact Fee Assumptions

The development of the general government and administrative services impact fees required several assumptions. The major assumptions used in the development of the proposed impact fees are as follows:

1. In the development of the capital costs to serve growth, the total existing and projected capital costs of providing services were developed as described previously based on existing asset records and proposed capital expenditures. The total existing and projected investment of \$2.73 million was the cost basis used in the development of the fees.
2. The \$2.73 million in total existing and projected investment was then allocated between the residential and non-residential classes by using the Town’s total developed square footage. This allocation was approximately 39% residential and 61% non-residential. This resulted in approximately \$1.07 million being allocated to the residential class and \$1.66 million being allocated to non-residential class. These allocated costs were then divided by the projected 2045 residential dwellings and non-residential developed square footage estimates from Table 2-1 to develop a cost on a per unit basis.
3. The cost per unit developed for the non-residential class was then applied to the non-residential customer subclasses based on “functional population” estimates. The concept of functional population is incorporated in order to spread capital costs more equitably between land-uses. Businesses place demands on police services in the same manner as residents do, and it is equitable to spread these costs based on the average number of people expected to be present. For the residential uses, the allocation is calculated per resident based on the average amount of time spent at the residence. The resident’s

remaining time is then allocated as either an employee and/or visitor to the remaining non-residential classes as determined using traffic generations, estimated employment data, and operational details. The net result is the total number of person hours per location as derived from Table 2-2 in Section 2. The cost per unit developed for the non-residential land-uses is then applied to the non-residential subclasses using these respective functional population coefficients.

Impact Fee Calculation

Based on the above-referenced assumptions, the allocated capital facilities considered necessary to provide service, and the population and land use projections of the Town, the general government and administrative services impact fees for the residential and non-residential customer classifications were estimated. As shown in Table 5-4 at the end of this section, the cost per equivalent impact fee unit by customer classification was calculated. The following summarizes the proposed residential general government and administrative impact fees:

Proposed General Government and Administrative Services Impact Fees		
Description	Impact Fee Unit	Fee per Unit
<u>Residential:</u>		
All Residential	Dwelling Unit	\$694.00
<u>Non-residential:</u>		
Industrial / Warehousing	Per Sq. Ft.	\$0.09
Institutional / Government	Per Sq. Ft.	0.21
Office Buildings (Office)	Per Sq. Ft.	0.87
Retail (Retail and Food Service)	Per Sq. Ft.	2.60

[1] Should none of the above land uses adequately define a proposed non-residential development as determined by the Town Manager, at the Manager’s discretion the following average charge per square foot of non-residential development is considered appropriate: \$1.06 per sq. ft.

Taking into account the methodology used for the determination of the fee and the estimates associated with determining the general government and administrative capital needs of the Town, it is concluded that the proposed impact fees are reasonable.

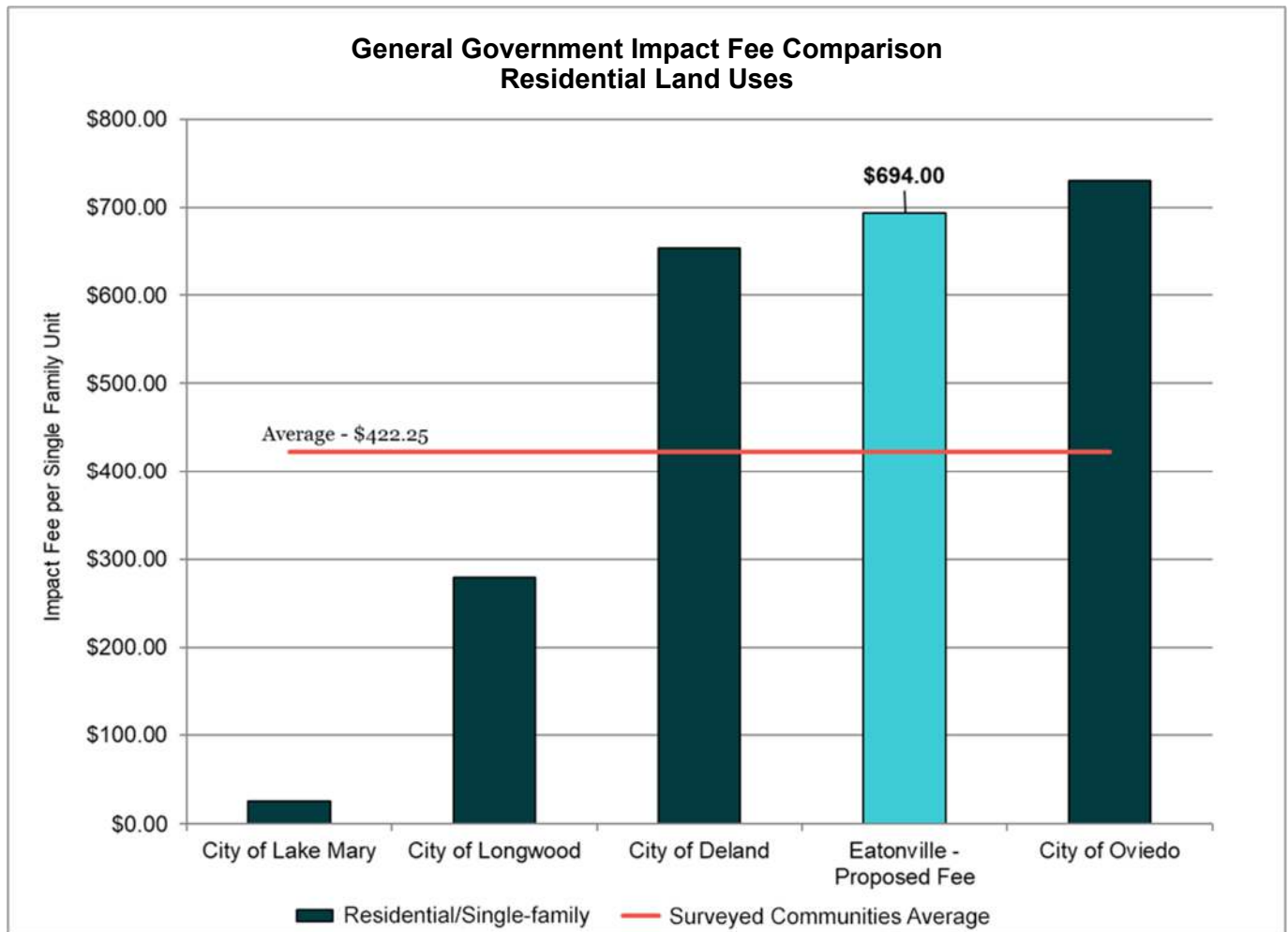
In the development of the cost per equivalent impact fee unit, it was determined that the rate should be applied on a “per dwelling unit” basis for the residential class and on a “per square footage” of commercial development for the non-residential classes. These factors are common throughout the state as the equivalent impact fee unit for fee determination. The use of these equivalency factors was based on discussions with the Town, comparisons of fee applicability provisions of neighboring jurisdictions, and promotion of administrative simplicity.

IMPACT FEE COMPARISONS

In order to provide the Town additional information about the proposed impact fees, a comparison of the proposed fees for the Town and those charged by other neighboring jurisdictions was prepared. Table 5-5 at the

end of this section summarizes the impact fees for general government and administrative services charged by other communities with the proposed rates of the Town.

Also, as shown in Table 5-5 for other communities, the fees charged to the residential class are applied using a “per dwelling unit” basis, which is consistent with the recommended fee applicability provisions of the Town’s proposed fees. For the non-residential class and, as previously discussed, the fees are to be applied on the basis of the amount of square foot of facility development.



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Section 5
Town of Eatonville, Florida
General Government and Administrative Services Impact Fee Study

List of Tables

<u>Table</u>	<u>Description</u>
5-1	Summary of Existing Investments in General Government and Administrative Services
5-2	Summary of Future Investments in General Government and Administrative Services
5-3	Summary of Existing and Future Capital Investments in General Government and Administrative Services
5-4	Design of General Government and Administrative Services Impact Fee
5-5	General Government and Administrative Services Impact Fee Comparison

Table 5-1
Town of Eatonville, Florida
General Government and Administrative Services Impact Fee Study

Summary of Existing Investments in General Government and Administrative Services

Line No.	Asset Number	Fund	Description	Date In Service	Asset Age (Years)	Historical Cost [1]	Category	Allocated Costs		Total
								Included	Excluded	
1	32	51	TOWNHALL	11/15/1999	23	\$815,000	Included	\$815,000	\$0	\$815,000
2	44	51	BUILDINGS	9/30/1999	23	575	Included	575	0	575
3	60	51	BUILDINGS	1/19/1995	28	635,341	Included	635,341	0	635,341
4	62	51	IMPROVEMENT OTHER THAN BLDG	9/30/2000	22	6,686	Included	6,686	0	6,686
5	63	51	IMPROVEMENT OTHER THAN BLDG	9/30/2000	22	190,331	Included	190,331	0	190,331
6	64	51	DENTON JOHNSON BLDG RENOVATION	9/30/2000	22	438,493	Excluded	0	438,493	438,493
7	117	51	IMPROVEMENT OTHER THAN BLDG	9/30/2001	21	4,046	Included	4,046	0	4,046
8	225	51	DJ RESTROOM	10/18/2004	18	979	Included	979	0	979
9	259	51	DJ CENTER ROOM	4/5/2005	17	825	Included	825	0	825
10	265	51	CEMENT BLDG IMPROVEMENT	4/27/2005	17	858	Included	858	0	858
11	266	51	INSTALLATION 36x36	4/27/2005	17	15,444	Included	15,444	0	15,444
12	268	51	INSTALL METAL DOORS	5/6/2005	17	1,950	Included	1,950	0	1,950
13	274	51	ELECTRICAL WORK AND MATERIALS	5/27/2005	17	1,952	Included	1,952	0	1,952
14	276	51	CARPETINGT MAYOR GRANT	6/3/2005	17	895	Included	895	0	895
15	277	51	GRID AND ACCOUSTAL TILE MAYOR	6/3/2005	17	1,795	Included	1,795	0	1,795
16	327	51	TOWNHALL RENOVATIONS	3/29/2006	17	2,316	Included	2,316	0	2,316
17		51	HURRICANE SHUTTERS - SUN BARRIER	12/8/2008	14	8,167	Included	8,167	0	8,167
18		51	DJ CENTER BUILDING REHAB/RENOVATION - INSPIRED	8/20/2009	13	5,125	Included	5,125	0	5,125
19		51	NEW STOREFRONT DOOR - AMERICAN DOOR SYSTEMS	3/2/2010	13	1,098	Included	1,098	0	1,098
20	35	51	IMPROVEMENT OTHER THAN BLDG	1/19/1997	26	106,060	Included	106,060	0	106,060
21	45	51	IMPROVEMENT OTHER THAN BLDG	9/30/1998	24	11,960	Included	11,960	0	11,960
22	65	51	FURNITURE FROM OFFICE DEPOT	5/5/2000	22	1,175	Included	1,175	0	1,175
23	67	51	WESTBROOK DUCTWORK	9/30/2000	22	15,517	Included	15,517	0	15,517
24	69	51	IMPROVEMENT OTHER THAN BLDG	9/30/2000	22	43,206	Included	43,206	0	43,206
25	114	51	OTHER IMPROVEMENTS	10/1/2000	22	2,922	Included	2,922	0	2,922
26	143	51	ELECTRICAL WORK AND MATERIALS	4/28/2003	19	7,130	Included	7,130	0	7,130
27	144	51	ELECTRICAL WORK AND MATERIALS	9/11/2003	19	840	Included	840	0	840
28	145	51	3 DIGITAL CAMERAS	9/25/2003	19	1,197	Excluded	0	1,197	1,197
29	271	51	LABOR AND MATERIAL LANDSCAPING	5/26/2005	17	1,851	Included	1,851	0	1,851
30	272	51	LANDSCAPING	5/27/2005	17	750	Excluded	0	750	750
31	273	51	FILTER REPLACEMENT	5/27/2005	17	1,615	Included	1,615	0	1,615
32	323	51	COLUMN CAPS FOR TOWN	12/22/2005	17	1,632	Included	1,632	0	1,632
33	332	51	BANDS AROUND TOW	1/6/2006	17	1,700	Included	1,700	0	1,700
34	318	51	FORM, PREP & POUR CONCRETE ON CURB & GUTTER	4/3/2006	16	4,000	Included	4,000	0	4,000
35	330	51	NEW SIDEWALK	4/21/2006	16	4,900	Included	4,900	0	4,900
36	319	51	CARPET	10/27/2005	17	1,562	Included	1,562	0	1,562
37	321	51	ELECTRICAL CHARGES	5/25/2006	16	2,303	Included	2,303	0	2,303
38	313	51	TOWNHALL GATE SIGNS	6/7/2006	16	3,600	Included	3,600	0	3,600
39	357	51	ROOF REPLACEMENT FOR TOE POOL	4/24/2007	15	4,999	Included	4,999	0	4,999
40		51	A/C Unit and insulation	6/23/2008	14	25,017	Included	25,017	0	25,017
41	NO	51	IMPROVEMENT OTHER THAN BLDG		123	191,233	Included	191,233	0	191,233
42		51	LANDSCAPE MULCH KENNEDY BLVD - MAJOR MULCH	6/3/2009	13	3,400	Excluded	0	3,400	3,400
43		51	TOWN HALL NEW AC UNIT - WESTBROOK	9/22/2009	13	8,517	Included	8,517	0	8,517
44		51	SIDEWALK FOR DENTON JOHNSON CENTER GENEXIS	4/15/2009	13	1,300	Excluded	0	1,300	1,300
45		51	NEW BREAKER & UPGRADE/IMPROVED ELECTRICAL AT HUNGERFORD CAFETERIA	6/27/2013	9	3,900	Included	3,900	0	3,900
46		51	FURNISHED & INSTALLED NEW 600 AMP BREAKER AT THE GYM (GRASSLAND ENTERPRISE)	3/18/2014	9	5,700	Included	5,700	0	5,700
47		51	Roadway Pavement Improvement	8/4/2015	7	10,100	Excluded	0	10,100	10,100
48		51	Roadway Pavement Improvement	9/26/2016	6	2,925	Excluded	0	2,925	2,925
49		51	DUKE ENERGY - 6 LED STREET LIGHTS AT THE TOWN HALL	6/22/2017	5	6,893	Included	6,893	0	6,893
50		51	BASKETBALL COURT RESURFACED -CATLINA PARK IMPROVMENTS	11/3/2017	5	7,307	Excluded	0	7,307	7,307
51		51	NEW CARPET - COUNCIL CHAMBER AND CONFERENCE ROOM	12/4/2017	5	2,519	Included	2,519	0	2,519

Table 5-1
Town of Eatonville, Florida
General Government and Administrative Services Impact Fee Study

Summary of Existing Investments in General Government and Administrative Services

Line No.	Asset Number	Fund	Description	Date In Service	Asset Age (Years)	Historical Cost [1]	Category	Allocated Costs		Total
								Included	Excluded	
52		51	UPGRADE TO NEW COLUMN LIGHTS FOR STREET LIGHTS	7/20/2018	4	2,265	Excluded	0	2,265	2,265
53		51	INSTALL STOP BARS, CROSSWALKS & NEW SIDEWALKS & ROAD IMPPROVEMENTS	8/21/2018	4	7,549	Excluded	0	7,549	7,549
54		51	NEW A/C COMPRESSOR CAFETERIA-ROBERTS MECHANICAL	7/26/2018	4	2,909	Included	2,909	0	2,909
55		51	NEW A/C COMPRESSOR DJ CENTER-ROBERTS MECHANICAL	8/8/2018	4	2,300	Included	2,300	0	2,300
56		51	WATER TOWER TANK IMPROVEMENT/REFURBISHED	8/21/2019	3	21,250	Excluded	0	21,250	21,250
57		51	BASKETBALL COURT RESURFACED	4/30/2019	3	3,900	Excluded	0	3,900	3,900
58		51	New A/C Unit & installation 4 Ton	12/27/2019	3	9,500	Included	9,500	0	9,500
59		51	New A/C Unit & installation 3.5 Ton	1/15/2020	3	8,900	Included	8,900	0	8,900
60		51	New w/8 -1/2 Condenser Fan Motor	4/14/2020	2	1,249	Included	1,249	0	1,249
61		51	New 600 sq ft brick pavers	1/13/2020	3	4,500	Included	4,500	0	4,500
62		51	New A/C Unit for DJ Center	12/17/2021	1	9,650	Included	9,650	0	9,650
63		51	New pipes installed in a manhole	2/14/2022	1	18,749	Included	18,749	0	18,749
64		51	New A/C Unit for Police Bldg. Dept.	9/15/2022	0	6,021	Included	6,021	0	6,021
65	295	51	CARPETING MAYOR'S OFFICE	6/3/2005	17	895	Included	895	0	895
66	79	51	LAWN EQUIPMENT	5/30/2000	22	1,406	Excluded	0	1,406	1,406
67	80	51	UTILITY TRAILER	3/30/2000	23	220	Included	220	0	220
68	82	51	TABLES	4/15/2000	22	2,288	Excluded	0	2,288	2,288
69	81	51	GENERATORS	5/5/2000	22	43,712	Excluded	0	43,712	43,712
70	78	51	MOWER	5/30/2000	22	5,337	Excluded	0	5,337	5,337
71	77	51	NT SERVER	9/30/2000	22	7,185	Excluded	0	7,185	7,185
72	84	51	COMPUTER EQUIPMENT	9/30/2000	22	17,977	Excluded	0	17,977	17,977
73	106	51	COMPUTER EQUIPMENT	9/30/2000	22	13,524	Excluded	0	13,524	13,524
74	115	51	OTHER ADDITIONS F01	3/1/2001	22	50,293	Excluded	0	50,293	50,293
75	116	51	COMPUTER EQUIPMENT	9/30/2001	21	27,480	Excluded	0	27,480	27,480
76	140	51	COMPUTER EQUIPMENT	4/19/2002	20	2,613	Excluded	0	2,613	2,613
77	141	51	COMPUTER SOFTWARE	4/19/2002	20	1,478	Excluded	0	1,478	1,478
78	137	51	COMPUTER EQUIPMENT	5/21/2002	20	14,258	Excluded	0	14,258	14,258
79	139	51	COMPUTER EQUIPMENT	5/31/2002	20	1,196	Excluded	0	1,196	1,196
80	138	51	CD ROM	9/6/2002	20	894	Excluded	0	894	894
81	153	51	FENCING FOR CATALINA PARK	5/22/2003	19	2,493	Excluded	0	2,493	2,493
82	151	51	3 TOUCH SCREEN COMPUTERS CF-28 P III	7/18/2003	19	11,670	Excluded	0	11,670	11,670
83	154	51	ADAPTER, KEYBOARD, WIRELSS AC300	7/18/2003	19	2,208	Excluded	0	2,208	2,208
84	220	51	COMPUTER EQUIPMENT	7/19/2003	19	2,474	Excluded	0	2,474	2,474
85	293	51	SHORT ASTRO BATTERY & TRANSPORTATION	12/13/2004	18	743	Excluded	0	743	743
86	234	51	SAFE FOR FINANCE DEPARTMENT	12/17/2004	18	802	Excluded	0	802	802
87	238	51	NEW COMPUTER FOR MAYOR'S SECRETARY	1/28/2005	18	755	Excluded	0	755	755
88	246	51	PA SYSTEM DJ CENTER	2/21/2005	18	901	Excluded	0	901	901
89	248	51	COMPUTER BILLING CLERK	2/25/2005	18	539	Excluded	0	539	539
90	258	51	LAPTOP COMPUTER UCW9038	4/4/2005	17	1,599	Excluded	0	1,599	1,599
91	264	51	MAYOR GRANT COMPUTER	4/21/2005	17	1,000	Excluded	0	1,000	1,000
92	269	51	2 NETWORK HUBS	9/30/2005	17	600	Excluded	0	600	600
93	280	51	6 CHAIRS, 1 DESK & 1 TABLE	7/7/2005	17	1,682	Excluded	0	1,682	1,682
94	306	51	PDF SOFTWARE	5/3/2006	16	971	Excluded	0	971	971
95	335	51	PURCHASE BACKHOE	12/2/2005	17	48,903	Excluded	0	48,903	48,903
96	303	51	WINDOWS 2003 SERVER HARDWARE	1/12/2006	17	3,750	Excluded	0	3,750	3,750
97		51	100 WATTS UNINTERRUPTED POWER SUPPLY SERVER	1/12/2006	17	4,237	Excluded	0	4,237	4,237
98	324	51	BUILDING CLOCK	4/18/2006	16	2,522	Excluded	0	2,522	2,522
99	301	51	2 TOSHIBA SATELLITE MOBILE NOTEBOOK COMPUTER	2/2/2006	17	1,778	Excluded	0	1,778	1,778
100	325	51	2x3' DEDICATION MONUMENT SILVER ALUMINUM	2/9/2006	17	2,339	Included	2,339	0	2,339
101	326	51	36x30x6 DOUBLE FACES SUPPLIED LOGO	2/23/2006	17	1,152	Excluded	0	1,152	1,152
102	304	51	BUSINESS CLAS DESK COMPUTER, 16 PORT SWITCH	3/23/2006	17	1,396	Excluded	0	1,396	1,396

Table 5-1
Town of Eatonville, Florida
General Government and Administrative Services Impact Fee Study

Summary of Existing Investments in General Government and Administrative Services

Line No.	Asset Number	Fund	Description	Date In Service	Asset Age (Years)	Historical Cost [1]	Category	Allocated Costs		Total
								Included	Excluded	
103	314	51	4 PCS RADAR POINT BLANK GENESIS	3/30/2006	17	1,700	Excluded	0	1,700	1,700
104	309	51	BUILDING PERMIT PROGRAM	4/3/2006	16	3,695	Excluded	0	3,695	3,695
105	310	51	CODE ENFORCEMENT PROGRAM	4/3/2006	16	2,695	Excluded	0	2,695	2,695
106	311	51	SOFTWARE SYSTEM-APPLICATION TRACKING	4/3/2006	16	2,295	Excluded	0	2,295	2,295
107	329	51	EUROPEAN GOLD BLACK TEXT ENGRAVED MAT	4/3/2006	16	1,013	Excluded	0	1,013	1,013
108	328	51	4' LIGHTED DRUM CLOCK	1/12/2006	17	2,521	Excluded	0	2,521	2,521
109	307	51	PERVASIVE 20 USER LICENSE	5/3/2006	16	1,320	Excluded	0	1,320	1,320
110	334	51	LAWN MOWER	5/25/2006	16	1,490	Excluded	0	1,490	1,490
111	317	51	UPGRADE OLD DELL SERVER TO WINDOWS 2003	6/6/2006	16	2,000	Excluded	0	2,000	2,000
112	366	51	COMPUTER EQUIPMENT	12/6/2006	16	1,819	Excluded	0	1,819	1,819
113	365	51	76 CHAIRS, 17 TABLES & 2 CARTS	4/11/2007	15	6,477	Excluded	0	6,477	6,477
114	360	51	CONFERENCE ROOM CHAIRS	5/25/2007	15	1,752	Excluded	0	1,752	1,752
115	359	51	MAINTENANCE TRAILER	3/23/2007	16	5,001	Included	5,001	0	5,001
116	361	51	TENT STATION FOR THE LIFE TRAIL	2/28/2007	16	47,529	Included	47,529	0	47,529
117	356	51	COMPUTER LAPTOP WITH VEHICLE STAND	6/20/2007	15	1,270	Excluded	0	1,270	1,270
118		51	2 projectors for conference room	12/28/2007	15	2,894	Excluded	0	2,894	2,894
119	NO	51	EQUIPMENT		123	688,407	Excluded	0	688,407	688,407
120	336	51	BUSINESS CLAS DESK COMPUTER, 16 PORT SWITCH	3/23/2006	17	4,000	Excluded	0	4,000	4,000
121	4098	51	Sentry Safe for Post Office- Authority Sales	9/2/2009	13	1,025	Excluded	0	1,025	1,025
122		51	Mayor's new complete set of Office Furniture	8/19/2009	13	2,698	Excluded	0	2,698	2,698
123		51	Frigidaire Freezer for DJ Center- Appliance Direct	5/27/2009	13	1,226	Excluded	0	1,226	1,226
124		51	SECURITY CAMERA - GRASSLAND ENTERPRISE	1/20/2010	13	5,000	Included	5,000	0	5,000
125		51	DOCUMENT MANAGEMENT SOFTWARE- PIONEER - BYRNE GRANT	9/24/2010	12	14,429	Excluded	0	14,429	14,429
126		51	DIGITAL RECORDER - GUITAR CENTER	10/13/2009	13	1,584	Excluded	0	1,584	1,584
127		51	BANQUET ROUND TABLES & FOLDING CART - BANQUET	12/7/2009	13	2,164	Excluded	0	2,164	2,164
128		51	50 FOLDING CHAIRS FOR DJ CENTER - MITTY LITE	12/10/2009	13	1,965	Excluded	0	1,965	1,965
129		51	CRA Sign	12/11/2009	13	8,500	Excluded	0	8,500	8,500
130		51	NEW TELEPHONE DIGITAL EQUIPMENT SYSTEM	10/21/2010	12	7,230	Excluded	0	7,230	7,230
131		51	NEW TOWNHALL MAIN COMPUTER SERVER	8/1/2012	10	4,192	Excluded	0	4,192	4,192
132		51	DJ CENTER REFRIGERATOR	7/18/2012	10	3,047	Excluded	0	3,047	3,047
133		51	DJ CENTER FREEZER	7/18/2012	10	3,745	Excluded	0	3,745	3,745
134		51	DJ CENTER ICE MAKER	7/18/2012	10	2,511	Excluded	0	2,511	2,511
135		51	DJ CENTER CONVENTIONAL OVEN	7/18/2012	10	3,121	Excluded	0	3,121	3,121
136		51	DJ CENTER ELECTRIC BURNER	7/18/2012	10	3,230	Excluded	0	3,230	3,230
137		51	8 FT POOL TABLE	8/2/2012	10	1,999	Excluded	0	1,999	1,999
138		51	TOSHIBA COPIER (CRA Office)	4/26/2017	5	5,469	Excluded	0	5,469	5,469
139		51	SCAG MOWER	6/22/2017	5	10,397	Excluded	0	10,397	10,397
140		51	NEW 36"6 ROUND SOLID BURNER STOVE	6/6/2019	3	3,000	Excluded	0	3,000	3,000
141		51	HUTCH DESK FROM OFFICE DEPOT	12/12/2018	4	1,275	Excluded	0	1,275	1,275
142		51	TOSHIBA COPIER (Town Hall)	3/1/2016	7	6,400	Excluded	0	6,400	6,400
143		51	TOSHIBA COPIER (POLICE DEPT)	4/26/2017	5	2,638	Excluded	0	2,638	2,638
144		51	DELL SERVER	11/6/2019	3	2,888	Excluded	0	2,888	2,888
145		51	2 Panasonic Laptops from Insight Public Sector Inc.	10/10/2019	3	5,127	Excluded	0	5,127	5,127
146		51	2 Panasonic Laptops from Insight Public Sector Inc.	11/21/2019	3	5,127	Excluded	0	5,127	5,127
147		51	Body Cam new server	11/23/2020	2	4,793	Excluded	0	4,793	4,793
148		51	SMS 500 Mast Mini mobile messages	5/3/2021	1	13,554	Excluded	0	13,554	13,554
149		51	Body cam for police officers	2/19/2021	2	11,505	Excluded	0	11,505	11,505
150	285	51	OFFICE RIGHT 3 STATION INSTERTER - tradein/disposed on 8/22/12	8/10/2005	17	-	Excluded	0	0	0
151	354	51	COPIER LANIER LD245P-TOWNHALL	7/1/2006	16	-	Excluded	0	0	0
152		51	KYOCERA 400ci - CRA NEW COPIER LOCATED AT CRA BLDG	12/22/2010	12	-	Excluded	0	0	0
153	85	51	VEHICLE EQUIPMENT	9/30/2000	22	-	Excluded	0	0	0

Table 5-1
Town of Eatonville, Florida
General Government and Administrative Services Impact Fee Study

Summary of Existing Investments in General Government and Administrative Services

Line No.	Asset Number	Fund	Description	Date In Service	Asset Age (Years)	Historical Cost [1]	Category	Allocated Costs		Total
								Included	Excluded	
142		51	ALTERATION POST OFFICE	2/11/2005	18	12,420	Included	12,420	0	12,420
143		51	ALTERATION POST OFFICE	3/9/2005	18	14,265	Included	14,265	0	14,265
144		51	ALTERATION POST OFFICE	4/8/2005	17	5,603	Included	5,603	0	5,603
145		51	ALTERATION POST OFFICE	5/4/2005	17	12,183	Included	12,183	0	12,183
146		51	ALTERATION POST OFFICE	5/26/2005	17	8,474	Included	8,474	0	8,474
147		51	CONCRETE POST OFFICE	6/8/2005	17	920	Included	920	0	920
148		51	ALTERATION POST OFFICE	7/15/2005	17	2,787	Included	2,787	0	2,787
149		51	ALTERATION POST OFFICE	8/2/2005	17	2,101	Included	2,101	0	2,101
150		51	KEYS AND DOOR FOR POST OFFICE	8/18/2005	17	534	Excluded	0	534	534
151		51	SECURITY MONITOR POST OFFICE	8/23/2005	17	1,799	Excluded	0	1,799	1,799
152		51	CONSTRUCTION MATERIAL POST OFFICE	9/14/2005	17	1,429	Included	1,429	0	1,429
154			GENERAL GOVERNMENTAL SERVICES TOTAL			<u>\$3,983,846</u>		<u>\$2,339,077</u>	<u>\$1,644,769</u>	<u>\$3,983,846</u>

Footnotes

[1] Amounts reflected as provided by the Town.

Table 5-2
Town of Eatonville, Florida
General Government and Administrative Services Impact Fee Study

Summary of Future Investments in General Government and Administrative Services

Line No.	Description	Total Cost	Adjustments	Projected Cost
1	Town Boundary and Facility Survey	\$25,000	(\$25,000)	\$0
2	Town Hall Improvement W/APA Accessibility	250,000	0	250,000
3	Post Office Improvments	25,000	0	25,000
4	IT Upgrade Town Hall	100,000	0	100,000
5	Town Hall Office Renovation - Repair Plumbing/Electric	25,000	(25,000)	0
6	Town Hall Roof Repair - New Roof	20,000	(20,000)	0
7	Town Hall Parking Lot Improvement	15,000	0	15,000
8	Total Future Investment in General Government / Administration	\$460,000	(\$70,000)	\$390,000

Footnotes:

[1] Amounts as provided by Town staff.

Table 5-3
Town of Eatonville, Florida
General Government and Administrative Services Impact Fee Study

Summary of Existing and Future Capital Investments in General Government and Administrative Services

Line No.	Description	Total Amount
<u>Existing Investments General Government and Administrative Services [1]</u>		
1	Existing Investments	\$2,339,077
2	Subtotal Existing Investments	\$2,339,077
<u>Future Investments in General Government and Administrative Services [2]</u>		
3	Other Capital Projects	\$390,000
4	Subtotal Future Investments	\$390,000
5	Total Existing and Future Investment in General Government / Administration	\$2,729,077
6	Total Adjusted General Government and Administrative Services Investments	\$2,729,077

Footnotes

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- [1] Amounts shown based on Table 5-1.
 - [2] Amounts shown based on Table 5-2.

Table 5-4
Town of Eatonville, Florida
General Government and Administrative Services Impact Fee Study
Design of General Government and Administrative Services Impact Fee

Line No.	Description	Total Amount	Residential	Non-Residential
Investment in Land, Facilities, and Other Major Capital				
1	Cost of Existing Land, Facilities, and Other Major Capital [1]	\$2,339,077		
2	Cost of Future Land, Facilities, and Other Major Capital [2]	390,000		
3	Total Investment in Land, Facilities, and Other Major Capital	<u>\$2,729,077</u>		
4	Developed Square Footage Allocation [3]		39.3%	60.7%
5	Allocated Investment in Land, Facilities, and Other Major Capital		<u>\$1,072,527</u>	<u>\$1,656,550</u>
Total Equivalent Impact Fee Units [4]				
6	Projected Fiscal Year 2045 Residential Dwelling Units		1,544	
7	Projected Fiscal Year 2045 Projected Developed Square Footage			1,560,160
8	Cost per Equivalent Impact Fee Unit (Dwelling Units / Square Feet)		\$694.58	\$1.06
Proposed Fees				
		Functional Pop.		
		Coefficient	Residential	Non-Residential
9	Impact Fee Per Residential Dwelling Unit		\$694.00	N/A
10	Impact Fee per Square Foot of Non-Residential Developed Space [5]			
11	Industrial/Warehousing	0.087542	N/A	\$0.09
12	Institutional / Government	0.200298	N/A	0.21
13	Office Buildings (Office)	0.816132	N/A	0.87
14	Retail (Retail and Food Service)	2.456451	N/A	2.60
15	Catch All (Only to be Used Pending town Administrators Decision)	N/A	N/A	1.06

Footnotes:

[1] Amounts shown based on information obtained from Town Staff as shown on Table 5-1.

[2] Amounts shown based on the amounts as shown on Table 5-2

[3] Allocations shown based on square footage data obtained from the Orange County 2022 Property Data as shown on Table 2-3.

[4] Residential Unit amounts and Square Footage projections based on information obtained from Town Staff and Orange County, Florida Property Appraiser data as shown on Tables 2-2 and 2-3.

[5] Functional Population factors based on data obtained from the 11th Edition ITE Manual and the 2017 National Household Travel Survey.

**Table 5-5
Town of Eatonville, Florida
General Government and Administrative Services Impact Fee Study**

General Government and Administrative Services Impact Fee Comparison [1]

Line No.	Description	Residential			Non-Residential (\$ per square foot)
		Single Family	Multi-Family	Mobile Home	
Town of Eatonville, Florida					
1	Existing	N/A	N/A	N/A	N/A
2	Proposed Rates	\$694.00	\$694.00	\$694.00	\$0.090 - \$2.60 per sq. ft.
<u>Other Florida Government Agencies:</u>					
3	City of Deland	\$653.00	\$473.00	\$668.00	\$0.064 - \$0.241 per sq. ft. [2]
4	City of Lake Mary	26.00	26.00	26.00	\$0.017 per sq. ft.
5	City of Longwood	279.00	218.00	242.00	\$0.02 - \$1.94 per sq. ft. [2]
6	City of Oviedo	731.00	623.00	623.00	\$0.040 - \$3.279 per sq. ft. [2]
7	Other Florida Governmental Agencies' Average	\$422.25	\$335.00	\$389.75	

Footnotes:

[1] Unless otherwise noted, amounts shown reflect impact fees in effect April 2024. This comparison is intended to show comparable charges for similar service for comparison purposes only and is not intended to be a complete listing of all rates and charges offered by each listed municipality.

[2] Reflects the lowest and highest rate per square feet.

APPENDIX A:
Florida Impact Fee Act

Select Year:

The 2021 Florida Statutes

[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.

APPENDIX B:

**Summary of Existing Police Department
Fixed Assets**

Appendix B
Town of Eatonville, Florida
Police Impact Fee Analysis

Summary of Existing Fixed Assets

Line No.	Asset ID	Description	Client		Date Acquired	Asset Age (Yrs.)	Historical Cost
			Functionalization	Asset Type			
1	N/A	A/C unit for police department	Mach. & Equip.	N/A	8/6/2008	14.16	\$1,500.00
2	152	MAX RAD ANTENNA POLICE DEPT	Mach. & Equip.	N/A	5/22/2003	19.37	1,950.30
3	367	GUNS & HOLDERS-POLICE DEPT	Mach. & Equip.	N/A	3/30/2007	15.52	1,198.53
4	93	CAGES FOR POLICE CARS	Veh. & Equip.	N/A	3/26/2004	18.53	2,403.90
5	N/A	1 Chevy Police Vehicles	Veh. & Equip.	N/A	7/9/2008	14.24	23,207.00
6	N/A	Police Radios - Motorola	Mach. & Equip.	N/A	1/8/2009	13.73	83,430.00
7	N/A	MOTOROLA RADIO FOR POLICE DEPT- JAG GRANT	Mach. & Equip.	N/A	2/4/2010	12.66	15,900.00
8	N/A	POLICE TASERS - DGG TASER - JAG GRANT	Mach. & Equip.	N/A	1/12/2010	12.72	14,953.47
9	N/A	NEW COMPUTER & SERVER FOR POLICE DEPT - HEWLETT	Mach. & Equip.	N/A	9/24/2010	12.02	7,747.32
10	N/A	2005 CHEVROLET VIN # 2G1WF55K159372601	Veh. & Equip.	N/A	9/25/2013	9.02	1,900.00
11	N/A	EVIDENCE SOFTWARE	Mach. & Equip.	N/A	9/6/2013	9.07	2,041.00
12	N/A	LICENSE PLATE READER-NDI RECOGNITIONS SYSTEM	Veh. & Equip.	N/A	3/13/2014	8.56	7,800.00
13	N/A	2015 FORD INTERCEPTOR VIN#1FM5K8AR7FGA66269 #10	Veh. & Equip.	N/A	2/18/2015	7.62	34,201.00
14	N/A	2015 FORD INTERCEPTOR VIN#1FM5K8AR6FGA66253 #11	Veh. & Equip.	N/A	3/5/2015	7.58	35,401.00
15	N/A	2015 FORD INTERCEPTOR VIN#1FM5K8ARXFG52035 #13	Veh. & Equip.	N/A	3/10/2015	7.56	33,720.00
16	N/A	2015 FORD INTERCEPTOR VIN#1FM5K8AR7FGA78259 #14	Veh. & Equip.	N/A	3/5/2015	7.58	32,521.00
17	N/A	2015 FORD INTERCEPTOR VIN#1FM5K8AR7FGA66317 #15	Veh. & Equip.	N/A	3/10/2015	7.56	36,301.00
18	N/A	2015 FORD INTERCEPTOR VIN#1FM5K8AR7FGA66274 #16	Veh. & Equip.	N/A	3/10/2015	7.56	36,301.00
19	N/A	2015 FORD INTERCEPTOR VIN#1FM5K8AR7FGA66318 #17	Veh. & Equip.	N/A	3/10/2015	7.56	36,301.00
20	N/A	2015 FORD INTERCEPTOR VIN#1FM5K8AR7FGA66270 #18	Veh. & Equip.	N/A	3/10/2015	7.56	36,301.00
21	N/A	2015 FORD INTERCEPTOR VIN#1FM5K8AR8FG52034 #19	Veh. & Equip.	N/A	3/10/2015	7.56	36,001.00
22	N/A	2015 FORD INTERCEPTOR VIN#1FM5K8AR5FGA35169 #20	Veh. & Equip.	N/A	3/10/2015	7.56	35,701.00
23	N/A	2015 FORD INTERCEPTOR VIN#1FM5K8AR67FG52033 #21	Veh. & Equip.	N/A	3/10/2015	7.56	35,701.00
24	N/A	2015 FORD INTERCEPTOR VIN#1GNSK3EC9FR305144 #22	Veh. & Equip.	N/A	3/10/2015	7.56	39,101.00
25	N/A	POLICE DEPARTMENT DELL SERVER	Mach. & Equip.	N/A	10/20/2014	7.95	6,064.00
26	N/A	DRY/WET COMMERCIAL VACUUM	Mach. & Equip.	N/A	2/18/2016	6.62	1,875.00
27	N/A	AUTOMATIC LICENSE READER	Veh. & Equip.	N/A	4/6/2016	6.49	11,100.00
28	N/A	10 TOSHIBA LAPTOPS AND PERIPHERALS FOR POLICE OFFICER	Mach. & Equip.	N/A	9/8/2016	6.06	42,216.00
29	N/A	US SURPLUS SALES	Mach. & Equip.	N/A	2/10/2017	5.64	10,000.00
30	N/A	2019 FORD POLICE INTERCEPTOR SEDAN VIN#1FAHP2L83KG117597 AND INSTALLED EQU	Veh. & Equip.	N/A	11/11/19 & 3/26/21	N/A	33,086.00
31	N/A	2019 FORD POLICE INTERCEPTOR SEDAN VIN#1FAHP2L86KG117593 AND INSTALLED EQU	Veh. & Equip.	N/A	11/11/19 & 3/26/21	N/A	33,086.00
32	N/A	2003 Chevy Impala with Installed equipment from HG2 Emergency Lighting	Veh. & Equip.	N/A	5/27/2021	1.35	3,852.00
33	N/A	2013 Chevy Impala with Installed equipment from HG2 Emergency Lighting	Veh. & Equip.	N/A	5/27/2021	1.35	5,654.00
34	N/A	2 POLICE VEHICLE FORD	Veh. & Equip.	N/A	4/24/2007	15.45	0.00
35	N/A	3 CROWN VICTORIA	Veh. & Equip.	N/A	11/10/2004	17.90	0.00
36	N/A	2004 CHEVY IMPALA & 2005 Crown Victoria	Veh. & Equip.	N/A	3/26/2004	18.53	0.00
37	N/A	VEHICLES	Veh. & Equip.	N/A		122.83	0.00
38	N/A	1 USED POLICE VEHICLES-2001 Ford VIN#2FAPP71W91X192383	Veh. & Equip.	N/A		122.83	0.00
39	N/A	Surplus Police Vehicle# 341 9/19/14 amount taken from row 203	Veh. & Equip.	N/A	3/2/2005	17.59	0.00
40	N/A	2005 FORD CROWN VIN#2FAPP71W8X163740 WITH 100594 MILES fr row 222	Veh. & Equip.	N/A	9/30/2012	10.01	0.00
41	N/A	2006 CHEVROLET IMPALA VIN# 2G1WS551669366992 WITH 76889 MILES fr row 223	Veh. & Equip.	N/A	9/7/2012	10.07	0.00
42	N/A	2007 FORD CROWN VIN# 2FAPP7W87X101905 WITH 87344 MILES from row 224	Veh. & Equip.	N/A	9/7/2012	10.07	0.00
43	N/A	2005 FORD CROWN 2FAPP71WX5X163741 WITH 68459 MILES from row 225	Veh. & Equip.	N/A	9/7/2012	10.07	0.00
44	N/A	2004 CHEVROLET VIN # 2G1WF55KX49326554 fr row 235	Veh. & Equip.	N/A	10/16/2013	8.96	0.00
45	N/A	1 Chevy Police Vehicles	Veh. & Equip.	N/A	7/9/2008	14.24	0.00
46	N/A	Police Station	Facility & Other	N/A	6/1/1974	48.36	1,100,357.00
47	N/A	Body Cam new server	Mach. & Equip.	N/A	09/30/2018	4.00	4,793.00
48	N/A	Body cam for police officers	Mach. & Equip.	N/A	10/24/2013	8.94	11,505.00
49		Total					\$1,855,170.52
50		Summary Roll-Up	Asset ID		Historical Cost	Adjustments	Adjusted Total
51		Machinery and Equipment	Mach. & Equip.		\$205,174	\$0	\$205,174
52		Vehicles and Related Equipment	Veh. & Equip.		549,640	0	549,640
53		Land, Facilities and Other Capital Equipment	Facility & Other		1,100,357	0	1,100,357
54		Excluded	Excluded		0	0	0
55		Total			\$1,855,171	\$0	\$1,855,171

ORDINANCE #2024-1

AN ORDINANCE OF THE TOWN OF EATONVILLE, FLORIDA, EXTENDING AND/OR READOPTING THE TEMPORARY MORATORIUM ON THE ISSUANCE OF BUILDING PERMITS FOR NEW MULTI-FAMILY, MIXED-USE, AND COMMERCIAL DEVELOPMENTS FOR ONE HUNDRED EIGHTY (180) DAYS OR 90 DAYS AFTER THE ADOPTION OF AN IMPACT FEE ORDINANCE, WHICHEVER IS EARLIER; PROVIDING LEGISLATIVE FINDINGS; PROVIDING FOR THE EXTENDED TERM; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on May 2, 2023, the Town Council adopted **Ordinance No. 2023-6**, which imposed a temporary moratorium on the issuance of all new building permits for multi-family, mixed-use, commercial, and single-family residential developments within the jurisdiction; and

WHEREAS, the purpose of the moratorium is to allow the Town to complete a comprehensive study to identify the potential impacts of new development on public facilities and services and establish an appropriate fee structure to help defray the costs of new infrastructure necessitated by such development (the “Impact Fee Feasibility Study”); and

WHEREAS, due to the complexity of the study and the need for thorough data analysis, the Impact Fee Feasibility Study has not yet been completed; and

WHEREAS, the Town finds that additional time is necessary to complete the study and develop a town-wide impact fee program in accordance with state law; and

WHEREAS, pursuant to **Ordinance No. 2023-6**, the temporary moratorium may be extended upon a finding by the Town Council following public comment that good cause or excusable neglect exists, the harm to the public infrastructure and facilities from the issuance of building permits for new multi-family, mixed-use, and commercial developments continues to exist, and a new impact fee ordinance has not been enacted; and

WHEREAS, the Town Council finds that issuing building permits for new multi-family, mixed-use, and commercial developments without a finalized impact fee structure would burden existing infrastructure and harm the community; and

WHEREAS, the Town Council also finds that continued responsible development is essential to the Town’s future, and there is thus good cause for imposing the moratorium as a vehicle for protecting the public health, safety, and welfare; and

WHEREAS, the Town Council has the authority to adopt this Ordinance by virtue of the Town’s home rule authority under Section 166.021(4), Florida Statutes, and its general police power; by virtue of Section 163.31801, Florida Statutes, which recognizes the critical importance of properly adopted impact fee ordinances to offset the impacts on public facilities and

infrastructure from new development; and based on the inherent authority conferred by general law with respect to comprehensive planning.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF EATONVILLE:

SECTION 1. Recitals and legislative findings. The above recitals and legislative findings are ratified and made a part of this Ordinance.

SECTION 2. Renewed term. The moratorium imposed by **Ordinance No. 2023-6** shall be extended and/or readopted and shall remain in effect for a period of one hundred eighty (180) days after the effective date of this Ordinance, or until ninety (90) days after the adoption of a new impact fee ordinance, whichever is earlier.

SECTION 3. Modification. This extended and/or readopted moratorium shall not apply to the issuance of building permits for single-family residential developments.

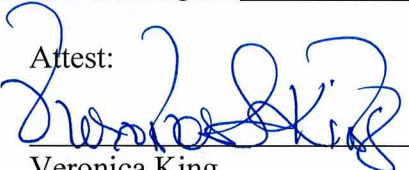
SECTION 4. Severability. If any section, subsection, clause, or provision of this Ordinance is deemed invalid or unconstitutional by a court of competent jurisdiction, such portion will become a separate provision and will not affect the remaining provisions of this Ordinance.

SECTION 5. Non-codification. The provisions of this Ordinance shall not be included or incorporated within the Code of Ordinances of the Town of Eatonville.

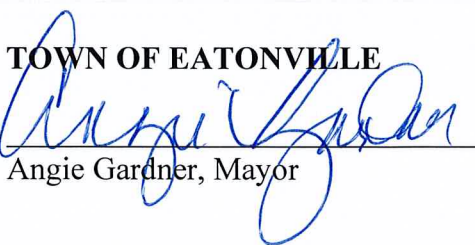
SECTION 6. Effective date; expiration; repeal. This Ordinance shall become effective immediately upon approval by the Town Council and shall stand repealed as set forth in Section 2 above. The Town Council may also repeal this Ordinance at any time.

Upon motion duly made and carried, the foregoing Ordinance was approved upon its first reading on May 7, 2024.

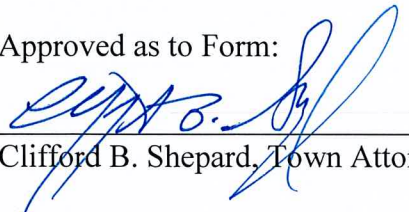
Upon motion duly made and carried, the foregoing Ordinance was approved upon its second reading on May 21, 2024.

Attest:


Veronica King,
Town Clerk

TOWN OF EATONVILLE


Angie Gardner, Mayor

Approved as to Form:


Clifford B. Shepard, Town Attorney

ORDINANCE #2023-6

AN ORDINANCE OF THE TOWN OF EATONVILLE, FLORIDA, ESTABLISHING A TEMPORARY MORATORIUM ON THE ISSUANCE OF NEW BUILDING PERMITS FOR NEW MULTI-FAMILY, MIXED USE, COMMERCIAL OR SINGLE FAMILY RESIDENTIAL FOR A MAXIMUM OF THREE HUNDRED SIXTY-FIVE (365) DAYS OR 90 DAYS AFTER THE ADOPTION OF AN IMPACT FEE ORDINANCE, WHICH EVER IS EARLIER; PROVIDING LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR THE TERM OF MORATORIUM; PROVIDING EXEMPTIONS; PROVIDING FOR VESTED RIGHTS AND PROCEDURES; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

SECTION 1. Legislative Findings and Intent.

Following are the legislative findings and intent of the Town Council of the Town of Eatonville relative to this Moratorium Ordinance:

(a) The State of Florida, pursuant to the *Florida Impact Fee Act*, FLA. STAT. § 163.31801(1)-(2), has found “that impact fees are an important source of revenue for a local government to use in funding the infrastructure necessitated by new growth,” and “impact fees are an outgrowth of the home rule power of a local government to provide certain services within its jurisdiction.” *Id.*

(b) In accordance with Section 1.01 of the Town Charter, Article VIII of the Florida Constitution, and Chapters 163 and 166, Florida Statutes, as well as Section 163.31801, *Florida Statutes*, the Town Council has the authority to adopt an impact fee ordinance.

(c) Impact fees are charges assessed on new developments to help offset the costs and impacts on public infrastructure and facilities required to accommodate and maintain levels of service resulting from new developments.

(d) Impact fees are typically charged and collected in the final states of the development process, at the time a building permit is issued for new development.

(e) The Town of Eatonville expects substantial growth in new development and new development applications, particularly in multi-family, mixed use, commercial, and single family residential.

(f) Currently, the Town of Eatonville lacks an enforceable method under Section 163.31801, *Florida Statutes*, for assessing and collecting impact fees on new development.

(g) Impact fees must be proportional and reasonably connected to, or have a rational nexus with, the need for additional capital facilities and/or infrastructure and the increased impact

generated by the new development. Similarly, impact fees must be proportional and reasonably connected to, or have a rational nexus between the expenditures of the funds collected and the benefits accruing to the new development.

(h) All impact fees must be calculated based upon the most recent and localized data. Thus, before enacting any impact fee ordinance or resolution, the Town of Eatonville must first commission an impact fee feasibility study.

(i) On April 4, 2023, the Town Council approved the commission of an Impact Fee Feasibility Study, which is a prerequisite to adopting an impact fee ordinance.

(j) Once the study is completed, the ordinance adoption process will take at least an additional 90-days, and the Town of Eatonville must provide at least an additional 90-day period after adoption before the effective date of any new impact fee ordinance.

(k) The impacts of the substantial new development expected in the Town of Eatonville on public facilities and infrastructure needed to serve such new development and maintain levels of service without the ability to offset those costs or having new development share in same will negatively affect the public, health, safety, and welfare of the Town.

(l) In the period between now and when a new impact fee ordinance is effective, building permits issued for new multi-family, mixed use, commercial, and single family residential development will have a greater negative effect on public facilities and infrastructure than any other form of new development due to their size and strain on existing infrastructure and facilities.

(m) There is an urgent need for the Town Council to enact this temporary moratorium on the issuance of new building permits for new multi-family, mixed use, commercial, and single family residential development in order to temporarily preserve the status quo while the Town completes the Impact Fee Feasibility Study, adopts a new impact fee ordinance and schedule of fees by resolution, and receives input from the public, property owners, consultants and staff. Preserving the status quo will allow the Town to continue the application process for development, such as comprehensive plan and future land use map amendments, re-zoning applications, plats, variances, site plans, and special exceptions, while insuring that public infrastructure and facilities are not unduly burdened through the issuance of significant new building permits that will have an immediate and negative impact on said infrastructure and facilities without the assessment of properly adopted impact fees.

(n) The Town Council has the authority to adopt this Ordinance by virtue of the Town's home rule authority under Section 166.021(4), Florida Statutes, and its general police power; by virtue of Section 163.31801, Florida Statutes, which recognizes the critical importance of properly adopted impact fee ordinances to offset the impacts on public facilities and infrastructure from new development; and based on the inherent authority conferred by general law with respect to comprehensive planning.

SECTION 2. Temporary Moratorium.

(a) There is hereby imposed a temporary moratorium on the issuance of all new building permits for new development for multi-family, mixed use, commercial and single-family residential development in the Town of Eatonville.

(b) During the time this moratorium is in effect, no building permits for new development subject to the provisions of this Ordinance, as set forth in subsection (a), shall be issued or approved within the Town of Eatonville.

SECTION 3. Term of Moratorium.

(a) The provisions of this Ordinance shall terminate upon the **earliest** of two occurrences: (1) 90-days after the adoption of a new impact fee ordinance; or (2) one calendar year at 11:59 p.m. on the 365th day after the effective date of this Ordinance, as set forth in Section 9.

(b) The provisions of this Ordinance may be extended once by ordinance for a period of not more than six additional months (180) days, upon a finding by the Town Council following public comment that good cause or excusable neglect exists, the harm to the public infrastructure and facilities from the issuance of new building permits for new multi-family, mixed use, commercial and single family residential development continues to exist, and a new impact fee ordinance has not been enacted.

SECTION 4. Exemptions.

Exemptions from this Ordinance are as follows:

(a) Building permits for general maintenance, repairs, and/or health and safety improvements on lawfully existing structures or accessory structures, so long as any such altered structures shall remain within the footprint of the original structure. Maintenance, repairs, and improvements, all of which are proposed for health and safety purposes, shall be certified by a professional engineer registered in the State of Florida as repairs which are necessary to correct structural deficiencies which pose a health and safety hazard and shall be approved by the Town Building Official; and

(b) Building permits for interior remodeling and decorating of currently and lawfully existing structures or accessory structures; and

(c) Building permits for exterior repainting or reroofing of lawfully existing structures or accessory structures;

(d) Building permits for the replacement of lawfully existing structures which pose a life, health, and safety hazard, so long as the structure, once replaced, complies with all provisions of the Town's code and comprehensive plan. Building permits for replacement shall be approved, but must be certified by a professional engineer registered in the State of Florida as being necessary to correct structural deficiencies which pose a threat to the public life, health and safety and shall be approved by the Town Building Official; and

- (e) Building permits for landscaping and pavers; and
- (f) Any vested improvements as provided in this Ordinance; and
- (g) Any application for development or a development order that would not result in a building permit being issued; and
- (h) Building permits that are not for new multi-family, mixed use, commercial or single-family residential development.

SECTION 5. Vested Rights and Administrative/Quasi-Judicial Review Procedures.

- (a) Owner(s) of real property within the Town or owner(s)' expressly authorized agent may request a determination of vested rights by paying an application fee, provided hereunder, and filing a technically complete application with the Town's Chief Administrative Officer or designee.
- (b) The application form shall, at a minimum, contain the following information:
 1. The name and address of the applicant(s), who must be the owner(s) of the subject parcel(s) or real property, or an agent expressly authorized to apply on behalf of the owner(s).
 2. A legal description, current tax parcel identification number and survey or a sketch of the real property that is the subject of the application.
 3. The name and address of each owner of the parcel(s) or real property.
 4. Any approved site plan or development plans or plat that is applicable to the real property.
 5. Identify with particularity with specific reference to any ordinance, resolution or other action of the Town of Eatonville or failure to act by the Town of Eatonville, any statute or other general law, upon which the applicant relied and which the applicant believes supports the applicant's position that a building permit should be issued during the moratorium.
 6. A statement of fact that the applicant intends to prove or demonstrate, in support of the application that vested rights exist which warrant the issuance of a building permit during the moratorium.
 7. The application shall fully articulate the legal basis for being issued a building permit notwithstanding the moratorium.

8. Any other relevant, non-duplicative information that the applicant desires the Town Council to consider.
 9. Such other relevant information that the Town's Chief Administrative Officer or designee may request so long as it does not impose an undue burden on the applicant.
- (c) The applicant shall provide a sworn statement, executed by all owners of the real property at issue or an authorized agent averring that all factual information set forth in the application is true and accurate.
 - (d) The Town's Chief Administrative Officer or designee shall screen each application to determine whether the application is technically complete, as set forth herein. No screening shall take place until an applicant has paid an application processing fee of \$200.00. This sufficiency determination shall be made within fourteen (14) calendar days after receipt of the application. If not technically complete, the application shall be returned to the applicant with written notification identifying the deficiencies in the application and the applicant shall be granted fourteen (14) additional calendar days to complete a technically sufficient application. If a response is not submitted to the Town's Chief Administrative Officer or designee within the time specified in this subsection, the application shall be deemed abandoned.
 - (e) Upon the Town's Chief Administrative Officer or designee's acceptance of a technically complete application, for which the application fee has been submitted, the Town Council shall review the application, hold a public hearing, and make a final determination within forty-five (45) calendar days as to whether or not it has been clearly and convincingly demonstrated that the real property at issue has vested status and should be issued a building permit for new development notwithstanding this moratorium.
 - (f) Within seven (7) calendar days after making a final determination of vested rights status, the Town Council shall provide the applicant with a written order, notifying the applicant of the determination vested rights status. Notwithstanding the moratorium, if the Town Council determines that vested rights exist, and all other applicable provisions of the Town's code and comprehensive plan have been met, then a building permit for the new development shall issue and the applicant shall have the right to rely upon such written notification that the real property is vested. The Town Council's written notification shall be final and not subject to further appeal to the Town, revocation, or modification.
 - (g) The public hearing on the application for vested rights shall be a quasi-judicial hearing before the Town Council. The applicant shall present all the applicant's evidence in support of the application. The technical Florida Rules of Evidence shall not apply to the hearing, but basic notions of due process will be observed, and all testimony of witnesses shall be given under oath.

- (h) The Town Council’s decision to grant vested rights status shall be based on common law criteria for vested rights determinations. The Town Council’s decision shall be final.
- (i) Any property expressly exempt from this moratorium, as set forth in Section 4 is presumptively vested for purposes of this Ordinance and shall not be required to file an application under this Section.

SECTION 6. Severability.

If any section, subpart, or part of a section, paragraph, sentence, clause, phrase or word of this Ordinance is for any reason, held or declared to be unconstitutional, inoperative, preempted or void, such provisions may be severed and such holding shall not affect the remaining portions of this Ordinance and shall be construed to have been the legislative intent to pass this Ordinance without such parts therein; and the remainder of this Ordinance, after the exclusion of such part or parts, shall be deemed to be valid as if this Ordinance had been adopted without such unconstitutional, invalid or inoperative part therein. If this Ordinance or any provision or part thereof shall be held unconstitutional, invalid, or inoperative as applied to any person, group, real property, kind of or classification of property, and/or circumstances, such holding shall not affect the application of the Ordinance to any other person, group, real property, kind of or classification of property or circumstances.

SECTION 7. Conflicts.

Any ordinances or resolutions in conflict herewith are hereby repealed to the extent of such conflict for the effective term of this Ordinance.

SECTION 8. Non-Codification.

The provisions of this Ordinance shall NOT be included and incorporated within the Code of Ordinances of the Town of Eatonville.


SECTION 9. Effective Date; Repeal or Expiration.

This Ordinance shall become effective immediately upon approval by the Town Council and shall stand repealed as set forth in Section 3 above. The Town Council may also repeal this Ordinance at any time and may extend it as set forth in Section 3 above.

Upon motion duly made and carried, the foregoing Ordinance was approved and passed and transmitted upon the first reading on the 18 day of April, 2023.

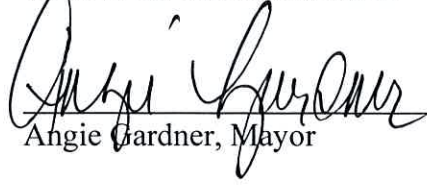
Upon motion duly made and carried, the foregoing Ordinance was approved and passed upon the second reading on the 2 day of May, 2023.

Attest:



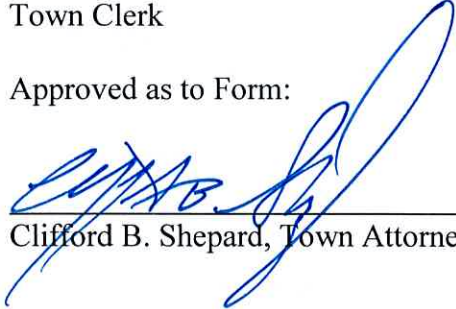
Veronica King,
Town Clerk

TOWN OF EATONVILLE



Angie Gardner, Mayor

Approved as to Form:



Clifford B. Shepard, Town Attorney



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

AUGUST 6, 2024, AT 7:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of Town Council Meeting Minutes – July 16, 2024,
(Clerk Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (CLERK OFFICE)
PUBLIC HEARING 1ST / 2ND READING		Exhibits: - Council Meeting Minutes, July 16, 2024, 7:30 p.m.
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Approval of meeting minutes for the Town Council Meeting held on July 16, 2024, at 7:30 p.m.

SUMMARY: The Town Council Meeting was held on the 3rd Tuesday, July 16, 2024, at 7:30 p.m. Minutes were transcribed from the audio archive for approval for the public records.

RECOMMENDATION: Approval of July 16, 2024, Town Council meeting minutes.

FISCAL & EFFICIENCY DATA: N/A



HISTORIC TOWN OF EATONVILLE, FLORIDA REGULAR COUNCIL MEETING MEETING MINUTES

Tuesday, July 16, 2024, at 7:30 PM

Town Hall (Council Chamber) - 307 E Kennedy Blvd. 32751

SPECIAL NOTICE: These meeting minutes are presented in an abbreviated format intended as a public record discussion of stated meeting according to the Florida’s Government-in-the-Sunshine law. Meetings are opened to the public, noticed within reasonable advance notice, and transcribed into minutes for public record. ***Audio Recording are available through the Town’s website on the Council Agenda Page.*

CALL TO ORDER AND VERIFICATION OF QUORUM:

Mayor Gardner called the meeting to order at 7:30 p.m. and a quorum was established by Mrs. King

PRESENT: (4) Councilman Rodney Daniels, Mayor Angie Gardner, Vice Mayor Theo Washington, Councilman Tarus Mack (**Absent:** Councilwoman Wanda Randolph)

STAFF: (6) Demetrius Pressley, **Chief Administrator Officer**, Veronica King, **Town Clerk**, Clifford Shepard, **Town Attorney**, Katrina Gibson, **Finance Director**, Valerie Mundy, **Public Works Director**, Chief Stanley Murray, **EPD**

INVOCATION AND PLEDGE OF ALLEGIANCE:

Rev. Critton led the Invocation followed by the Pledge of Allegiance

APPROVAL OF THE AGENDA:

Mayor Gardner Motions to **APPROVE** the meeting agenda adding three additional agenda items (Confirmation of Promotion, Mutual Aid Agreement, resolution for Affordable Housing Development Proposal); **Moved by** Vice Mayor Washington Randolph; **Second by** Councilman Mack; **AYE: ALL, MOTION PASSES.**

PRESENTATION AND RECOGNITION –

Officer of the 2nd Quarter – Chief Murray presented Certificate of Appreciation for Officer of the 2nd Quarter to Officer Javauhn Staley, a new officer that came hitting the ground running. This is a recognition of the exceptional job performance with the police department and the outstanding dedication to excellent public service. Pictures were taken; the Chief expressed his gratitude for the council’s support guidance in the meetings, would like to meet with each council member individually to give insights of that are being done, met with county mayor, State Representative Eskamani, and Mr. Marco Rubio's (Senator) office to see what can be brought to the town and to help our police department become better, stronger, and wiser.

Resolution of Retirement – Presented after approval of consent agenda to allow time for family to arrive.

CITIZEN PARTICIPATION – None.

APPROVAL CONSENT AGENDA: Mayor Gardner Motions to APPROVE Consent Agenda;

COMMENTS: Approving the Town Council Meeting Minutes for July 2, 2024, as is allowing amendments at a later date if needed; **Moved by** Councilman Mack; **Second by** Vice Mayor Washington; **AYE: ALL, MOTION PASSES.**

Resolution of Retirement – (Presented after approval of consent agenda) Mayor Gardner read and presented resolution of retirement to Karin Dunn, a longtime employee for 24 years of dedication to the Town of

Eatonville. Former mayors Anthony Grant and Eddie Cole, Mayor Gardner, Katrina Gibson, and Demetrius Pressley gave words of appreciation. Karin Dunn gave comments and pictures were taken.

COUNCIL DECISIONS:

Approval of Confirmation of the Promotion of Mr. Darius Washington as the Director of Public Recreation (Community & Youth Services) **Mayor Gardner Motions to APPROVE** Confirmation of the Promotion of Mr. Darius Washington as the Director of Public Recreation (Community & Youth Services; **Moved by** Councilman Mack; **Second by** Vice Mayor Washington; **AYE: ALL, MOTION PASSES. Comments:** There were seven applicants who applied for the role. (two out of town phone interviews, two in-person interviews), one did not meet the minimum qualifications. After the meetings with staff, it has been decided to promote within with Mr. Darius Washington, resume is provided, and he comes with over 20 plus years of experience as manager and overseer of Parks and Recreation. He is certified in the National Parks and Recreation Association with a bachelor's degree in political science, he is the best candidate for the position; the current salary range is \$50,000 to \$55,000, requesting \$62,000 in preparation for the next fiscal year; (Washington) the concern/expectation is to increase programming, and to ensure the upkeep of the town's facilities (tennis and basketball courts) and parks, currently working with the pool and special events; there are issues with one of the tennis courts, the basketball court, and trees.

Approval of the Mutual Aid Agreement Between the Sheriff of Orange County, Florida and the Town of Eatonville; **Mayor Gardner Motions to APPROVE** the Mutual Aid Agreement Between the Sheriff of Orange County, Florida and the Town of Eatonville; **Moved by** Vice Mayor Washington; **Second by** Councilman Daniels; **AYE: ALL, MOTION PASSES. Comments:** This is a standard agreement, legal gave an opinion as to why it is good to have the agreement.

Approval of the Affordable Housing Development Proposal; **Mayor Gardner Motions to TABLE** the Affordable Housing Development Proposal; **Moved by** Vice Mayor Washington; **Second by** Vice Mayor Washington; **AYE: ALL, MOTION PASSES. Comments:** Legal stated that there are problems with the proposal; (Pressley) spoke with Councilman Mack, legal and the planner (Tara Salmieri), there were procedures missed, to prevent from falling into issues with the project and process, it asked to table this item, will work towards bringing it back through the proper process, (Councilman Mack) this proposal will be discussed before moving forward covering the necessary criteria to include planning and zoning.

REPORTS:

CHIEF ADMINISTRATIVE OFFICER: Demetrius Pressley – Provided updates on upcoming events, pool party back to give away (will bring back with confirmed dates). Councilwoman Randolph is having a school supply giveaway (August 3), Founders Day (Flyer was emailed and will take place in August); pertaining to Club Eaton the work that was done meets the criteria as to what can be done, there was one step missed which resulted in a hold on the release of funding released which is being worked on, the work and the removal of the salvage was already within the scope because it is a restoration project, it is being restored based off the wall structures (not the interior), the inside was not salvageable and had to be removed and mitigated through an asbestos process; met with HostDime trying to finalize the date of completion of that project and figuring out what was the next step to determine if more time is required and what that looks like, next meet with HostDime is July 29th at the site to include a walk through; pertaining to the Audubon area, measurements have been received and waiting on the finalization of proposals for the replacement of sidewalks, the speed bumps have been submitted pending the contractors schedule; our public works partners are working on several major project, grants and preparation of the SRF Funding, we are close to getting our asset management and rate study for water and sewer complete; received and sent to legal the final draft for the impact fee, preparing an ordinance

for the first reading at the first meeting in August; the next community stakeholders meeting is next Monday on the 22nd at 5:30pm discussing the widening of West Kennedy, HostDime, the opening of Ekos (Apartments), the master planning, the community action plan, want feedback from the community; from an HR perspective 12 applications for the CRA Director has been received, council should have received the applicants information for you to fill out the matrix for further discussion at the CRA meeting on Thursday; had drones come through the town to capture video to see the progress that is taking place in our stormwater mitigation as we prepare for storm season, to also see what is taking place within our department, to have a correct presentation of our water tower (west), which is complete and back in service; we have met the criteria for the 5.9 million grant and the RFPs are out as of this week, we close on the \$665,000 grant for Vereen lift station improvements, in August, the process for \$4.1 and \$2 million will start for the townhomes and land acquisition, the CBDG grant for the renovation of the CRA building (funds have been approved); council should have received a reminder about virtual ethics training tomorrow (July 17) from 10am to 2pm; the training is required once a year.

ATTORNEY: Clifford Shepard – Have already drafted an impact fee ordinance, can bring for the first reading draft in early August and get it passed by the second meeting in August, 90 days after the second reading, the impact fees go into effect, would want to lift the moratorium by the end of November or early December. It is important that we get the report, to finalize and adopt the ordinance in order to start the 90-day period before collecting money on new developments, if the school board live up to their promise concerning the Hungerford property, the property turns into development and then into money.

TOWN CLERK – No Report

MAYOR’S REPORT - Mayor Angie Gardner – The night market was enjoyed by all, thank you for putting the time and effort into it; condolences to the Jones family; the cap appointment for the county, do we contact them in regards to the change (Yes), Councilman Mack is interested in going back on the board; great work on the water tower.

TOWN COUNCIL REPORT/DISCUSSION ITEMS-

Vice Mayor Theo Washington – Acknowledged Mr. Johnson for a wonderful event, people love coming to Eatonville for events, others have piggyback on what Eatonville is doing from our parades; great event Ms. Sealey put on the 4th of July event at the Denton Johnson for the seniors; the town need to partner with these events (funding), have a booth at the farmers market, inquired about Ekos, they have a temporary seal, there was an outstanding balance and we can release them from seal, but they have met all of the requirements; thank Ms. Mundy for the clearing of the ditch (looking good on Kelle Rd. and Mustard Seed Lane); expressed concern of the dumpster truck damaging property.

Councilman Rodney Daniels – let Mr. Darius Washington know that we are asking for partnerships with the Boys and Girls Club, in response as an update Chief announced the midnight basketball on July 27, 9pm-midnight), partnership with other local police and deputy sheriffs who will be coming over to facilitate with all our youth; would like to see tennis (partner with Tina Waters), pickleball, and flag football; get ahead and fight for the programs we need in our town, congratulations to Mr. Washington but need to put these programs together; clarified that the sidewalk on the Audubon Way is not a replacement but a continuation and completion of the sidewalk; condolences to the Rentz family and the family of Corey Flowers; congratulations to Mrs. Dunn.

Councilman Tarus Mack – Concerned about HostDime, need to address the contract sooner than later; inquired about current lawsuits against the town (Legal) none that are not being handled by Insurance

Defense Council (there is no involvement once they are turned over to the insurance defense council), there is a lawsuit by a developer; congratulations to Mrs. Karin on her retirement; the back to school event is now anticipated to take place on August 3rd, anybody that is willing to come out, volunteer, help with the giveaway or give supplies, do have organizations, donors, and welcome others; congratulation to Darius Washington; acknowledged Mr. Pressley and Mayor Gardner, have seen the difference in the professionalism of the administration; Club Eaton is not being torn down, will do some construction on it which will come before the council and will be done for the betterment of this town; request an update on when the Kennedy Blvd project, inquired about putting temporary sidewalks; condolences to the Flowers family; inquired about board (yes, there are vacancies); acknowledged the staff by name and the work that they are doing; acknowledged the success of the farmer’s market, the town should partner, the next one is August 3rd; acknowledge Ms. Sealey for doing a lot great things with the seniors; other concerns the Lincoln property; mentioned Edgewater being an wonderful opportunity for the youth traveling to UK, the first time in history in the state of Florida that team is going to represent the state of Florida in football (son is participating as well as Mayor Gardner grandson); the kids are outstanding with a 3.2 GPA; consider donating, cost is over \$200, 000.

ADJOURNMENT Mayor Gardner Motions for Adjournment of Meeting; **Moved** by Councilman Mack; **Second** by Vice Mayor Washington; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 8:37 P.M.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Mayor



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

AUGUST 6, 2024, AT 7:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of - Resolution 2024-23, Appointment of Alternate Board Member to the Historic Preservation Board (**Clerk Office**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (CLERK OFFICE)
PUBLIC HEARING 1ST / 2ND READING		Exhibits: - Resolution 2024-23 - Board Appointment Information Form - Code of Ordinance
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Request is for approval of Resolution 2024-23, Appointing John Beachum as an alternate board member to the Historic Preservation Board.

SUMMARY: The Historic Preservation Board shall have five members appointed by the town council. One member of the historic preservation board shall be a registered architect and another a local historian, if available. The appointments shall be made on the basis of civic pride, integrity, experience, and interest in the field of historic preservation.

Currently the board consists of (5) board members with no alternate member. The Town Council is being asked to consider John Beachum for the Historic Preservation Board as an alternate board member.

RECOMMENDATION: Recommending approval of Resolution 2024-23, appointing John Beachum as an alternate board member to the Historic Preservation Board.

FISCAL & EFFICIENCY DATA: N/A

RESOLUTION #2024-23

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA, TO APPOINT ONE (1) ALTERNATE BOARD MEMBER TO THE HISTORIC PRESERVATION BOARD, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS the Administration wishes to appoint one (1) individual to the Historic Preservation Board as an alternate board member; and

WHEREAS the appointments shall be made on the basis of civic pride, integrity, experience, and interest in the field of historic preservation. No person may serve more than two consecutive three-year terms. A member whose term expires may continue to serve until a successor is appointed and qualified.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA THE FOLLOWING:

SECTION ONE: APPOINTMENTS: the person to be appointed as an alternate board member of the Historic Preservation Board is **John Beachum** for a term of three (3) years from August 6, 2024, until August 6, 2027.

SECTION TWO: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

SECTION THREE: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful, or unconstitutional it shall not be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

SECTION FOUR: EFFECTIVE DATE: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 6th day of August 2024.

ATTEST:

Angie Gardner, Mayor

Veronica King, Town Clerk

TOWN OF EATONVILLE, FLORIDA



BOARD APPOINTMENT INFORMATION FORM

APPLICATION FOR: John Beacham

The Town Council of the Town of Eatonville is seeking citizens to serve on duly constituted Town Boards and Commission which have been established to assist and advise the Town Council on specific matters for consideration which have been assigned to the respective Commission/Boards. Please complete this application and attach a brief resume or any additional information which you feel will assist the Town Council in their selection. The application should be typed or clearly printed and filed with the Town Clerk.

- 1. Name: John Beacham Home Phone: 4075091243
- 2. Address: 361 white oak circle Maitland FL 32751
- 3. Are you employed by the Town? Yes _____ No: No
- 4. Business Address: 525 E Kennedy Blvd Eatonville FL 32751
- 5. Business Phone: 4075091243 email: info@eatonville1887.com
- 6. Brief Resume' of Education and Experience: _____
- 7. Are you a Resident of the Town? Yes: _____ No: No
- 8. Are you a Registered Voter? Yes: Yes No: _____

MEMBERSHIP IN THE COMMUNITY ORGANIZATONS OR PROFESSIONAL GROUP: _____

- 9. Have you previously served on a Town Board? Yes: _____ No: No
- 10. Please indicate other Town Council and/or Boards for which you wish to be considered for appointment by the Town Council: _____
Historic board

Please indicate briefly why you would like to be appointed to serve on a Board or Committee: I have a walking tour nonprofit preserving the history of Maitland & Eatonville
I'm a historian on Maitland & Eatonville

Do you attend Council meetings on a regular basis? Yes: Yes No: _____

Thank you for your interest in serving the Historic Town of Eatonville. Please indicate below your first, second and third preference below. Please carefully consider your obligations before choosing which board you would like to serve. A description of each board is included in this application. Please note that in

addition to the regular scheduled board meetings, members may be required to attend training, work sessions, and joint meeting.

_____ Nuisance Abatement Board
_____ Board of Adjustment
_____ Code Enforcement Board
_____ CRA Advisory Committee

_____ Planning Board
_____ Yes Historic Preservation Board
_____ Arts Advisory Committee

Would you be interested in serving on a Special Events Committee? Yes Yes _____ No

I am aware of the meeting dates and time of the Board/Committee I have applied and if appointed. I agree to serve on the Board/Committee which I have applied or would consider an alternate appointment to a second or third service preference.

Completed applications should be returned to the Office of the Town Clerk, P.O. Box 2163, Eatonville, Florida 32751

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

Signature of Applicant: JWB Date: 07-17/20024

For Office Use Only

APPOINTED to: _____ Date Appointed: _____
Term Expires: _____

All Boards must function in accordance with Florida Laws regarding **GOVERNMENT IN THE SUNSHINE**.

Sec. 48-148. Board membership.

- (a) The historic preservation board shall have five members appointed by the town council. One member of the historic preservation board shall be a registered architect and another a local historian, if available. The appointments shall be made on the basis of civic pride, integrity, experience, and interest in the field of historic preservation. The town council should appoint a representative from each of the following areas of expertise:
 - (1) History.
 - (2) Real estate or real property appraisal.
 - (3) Urban planning.
 - (4) Engineering or building construction.
- (b) Whenever possible, each member shall reside in the town.
- (c) Each member shall be appointed to a three-year term except that, initially, two members shall be appointed for a term of two years, and one member shall be appointed for a term of three years. No person may serve more than two consecutive three-year terms. Persons disqualified by this provision may be reappointed after one year elapses after the expiration of the second term of service.
- (d) When a position becomes vacant before the end of the term, the town council shall appoint a substitute member within 60 days to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
- (e) An individual who misses three consecutive, regularly scheduled meetings of the historic preservation board without good cause shall be deemed to have resigned from that board and is not eligible for reappointment to that or any other board for at least one year. In that event, the town clerk shall notify the individual that his position will be declared vacant by the town council at the next regularly scheduled town council meeting unless the individual demonstrates good cause for having been absent. In addition, the town council may terminate the appointment of any board member for cause, including, but not limited to, excessive absences and conflicts of interest, upon giving notice and an opportunity to be heard. The town council shall take any and all action it deems appropriate in its sole discretion.

(LDC 1982, ch. 11, § 11.5.1; Ord. No. 96-04, § V(A), 12-17-1996; Ord. No. 2003-2, § 1, 7-15-2003; Ord. No. 2010-05, § 1, 3-2-2010)

Sec. 48-149. Officers.

The members of the historic preservation board shall annually elect a chair and vice-chair from among the members and may create and fill other offices as the historic preservation board deems necessary.

(LDC 1982, ch. 11, § 11.5.2; Ord. No. 96-04, § V(B), 12-17-1996)

Sec. 48-150. Subcommittees.

- (a) The historic preservation board shall create whatever subcommittees it deems necessary to carry out the purposes of the historic preservation board.
- (b) The chair of the historic preservation board shall annually appoint the membership of each subcommittee from the members of the historic preservation board.

(LDC 1982, ch. 11, § 11.5.3; Ord. No. 96-04, § V(C), 12-17-1996)

Sec. 48-151. Staffing.

The planning director shall appoint a town employee to serve as secretary to the historic preservation board, recorder and custodian of all board records.

(LDC 1982, ch. 11, § 11.5.4; Ord. No. 96-04, § V(D), 12-17-1996)

Sec. 48-152. Compensation.

Members shall not be compensated.

(LDC 1982, ch. 11, § 11.5.5; Ord. No. 96-04, § V(E), 12-17-1996)

Sec. 48-153. Funding.

The town council shall appropriate funds to permit the historic preservation board to perform its prescribed functions.

(LDC 1982, ch. 11, § 11.5.6; Ord. No. 96-04, § V(F), 12-17-1996)

Sec. 48-154. Required meetings.

The historic preservation board shall meet at least four times each year and minutes of each meeting shall be kept. Meetings will be conducted according to rules of procedure adopted by the board.

(LDC 1982, ch. 11, § 11.5.7; Ord. No. 96-04, § V(G), 12-17-1996)

Sec. 48-155. Board to adopt the rules of procedure.

The historic preservation board shall adopt the rules of procedure as the recognized authority.

(LDC 1982, ch. 11, § 11.5.7; Ord. No. 96-04, § V(H), 12-17-1996)

Sec. 48-156. Responsibilities of local board.

The responsibilities of the historic preservation board shall be complementary to those of the state historic preservation board office.

(LDC 1982, ch. 11, § 11.5.7; Ord. No. 96-04, § V(I), 12-17-1996)

Secs. 48-157—48-180. Reserved.



HISTORIC TOWN OF EATONVILLE, FLORIDA
TOWN COUNCIL MEETING
AUGUST 6, 2024, AT 07:30 PM
Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval To Sell Two Inoperable/Damaged Patrol Vehicles
(Police Department)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: POLICE DEPARTMENT
PUBLIC HEARING 1ST / 2ND READING		Exhibits: 1. Exhibit A shows the two vehicle titles 2. Photos of vehicles.
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Staff request that the Town Council approve the sale of two inoperable patrol vehicles.

SUMMARY: The Eatonville Police Department is requesting the approval of the Town Council to sell and auction the 2008 Chevy Blazer with VIN# 1GNDS13S782200069 and 2015 Ford Explorer with VIN# 1FM5K8AR8FGA66318. These two vehicles are inoperable, damaged, and not worth spending thousands of dollars to repair these old vehicles.

RECOMMENDATION: Staff recommend that the Town Council approve the sale of these two vehicles to be auctioned at George Gideon Auctioneers, Inc. upon the Town Council’s approval.

FISCAL & EFFICIENCY DATA: N/A



EATONVILLE POLICE DEPARTMENT

"The Oldest Black Incorporated Municipality in America"



EXHIBIT A

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1GNDS13S782200069	2008	CHEV	UT	4358		101150796

Section VII. Item #3.

Registered Owner:

Date of Issue 08/04/2008

Lien Release
 Interest in the described vehicle is hereby released
 By _____
 Title _____
 Date _____

TOWN OF EATONVILLE
 307 E KENNEDY BLVD
 MAITLAND FL 32751

IMPORTANT INFORMATION

- When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
- Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
- Remove your license plate from the vehicle.
- See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: <http://www.hsmv.state.fl.us/html/titinf.html>

Mail To:

TOWN OF EATONVILLE
 307 E KENNEDY BLVD
 MAITLAND FL 32751-6800



CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1GNDS13S782200069	2008	CHEV	UT	4358		101150796
Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N	BLK	POLICE		01	PRIVATE	
Odometer Status or Vessel Manufacturer or OH use				Hull Material	Prop	Date of Issue
4 MILES						08/04/2008

Lien Release
 Interest in the described vehicle is hereby released
 By _____
 Title _____
 Date _____

Registered Owner

TOWN OF EATONVILLE
 307 E KENNEDY BLVD
 MAITLAND FL 32751

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES

TALLAHASSEE



FLORIDA

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Cari A. Ford

Cari A. Ford
Director

Control Number 90661572

Electra Theodorides-Bustle

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the mileage, purchaser's name, selling price and date sold in connection with the transfer of ownership.
 Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name: _____ Address: _____
 Seller Must Enter Selling Price: _____ Seller Must Enter Date Sold: _____

I/We state that this 5 or 6 digit odometer now reads (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:
 1. reflects ACTUAL MILEAGE. 2. is IN EXCESS OF ITS MECHANICAL LIMITS. 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: _____ CO-SELLER Must Sign Here: _____
 Print Here: _____ Print Here: _____

Selling Dealer's License Number: _____ Tax No.: _____ Tax Collected: _____

Auction Name _____ License Number: _____

PURCHASER Must Sign Here: _____ CO-PURCHASER Must Sign Here: _____
 Print Here: _____ Print Here: _____

NOTICE: \$10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

STATE OF FLORIDA

LIEN SATISFACTION

VOID IF ALTERED

VOID IF ALTERED

Section VII. Item #3.

Identification Number 1FM5K8AR8FGA66318	Year 2015	Make FORD	Body UT	WT-L-BHP 4536	Vessel Regis. No.	Title Number 119060059
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Registered Owner: **TOWN OF EATONVILLE**
307 E KENNEDY BLVD
MAITLAND, FL 32751

Date of Issue: **06/03/2015**

Lien Release
Interest in the described vehicle is hereby released
By _____
Title _____
Date _____

IMPORTANT INFORMATION

- When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
- Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
- Remove your license plate from the vehicle.
- See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: <http://www.hsmv.state.fl.us/html/titinf.html>

Mail To:
THE BANCORP BANK
3905 EL REY ROAD
ORLANDO, FL 32808

CERTIFICATE OF TITLE

Identification Number 1FM5K8AR8FGA66318	Year 2015	Make FORD	Body UT	WT-L-BHP 4536	Vessel Regis. No.	Title Number 119060059
Prev State WHI	Color POLICE	Primary Brand	Secondary Brand	No of Brands 1	Use POLICE	Prev Issue Date
Odometer Status or Vessel Manufacturer or OH use 23 MILES 03/10/2015 ACTUAL			Engine Drive	Hull Material	Prop	Date of Issue 06/03/2015

Lien Release
Interest in the described vehicle is hereby released
By *[Signature]*
Title *Title Clerk*
Date *5-15-2020*

Registered Owner
TOWN OF EATONVILLE
307 E KENNEDY BLVD
MAITLAND, FL 32751

1st Lienholder **03/10/2015**
THE BANCORP BANK
3905 EL REY ROAD
ORLANDO, FL 32808

DIVISION OF MOTORIST SERVICES

TALLAHASSEE



FLORIDA

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Robert R. Kynoch

Robert R. Kynoch
Director

Terry L. Rhodes

Terry L. Rhodes
Executive Director

Control Number **145584167**
7 /15 145584167

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the mileage, purchaser's name, selling price and date sold in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name: _____ Address: _____

Seller Must Enter Selling Price: _____ Seller Must Enter Date Sold: _____

I/We state that this 5 or 6 digit odometer now reads _____ (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:
 1. reflects ACTUAL MILEAGE. 2. is IN EXCESS OF ITS MECHANICAL LIMITS 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: _____

CO-SELLER Must Sign Here: _____

Print Here: _____

Print Here: _____

Selling Dealer's License Number: _____ Tax No.: _____ Tax Collected: _____

Auction Name: _____ License Number: _____

PURCHASER Must Sign Here: _____

CO-PURCHASER Must Sign Here: _____

Print Here: _____ Print Here: _____

NOTICE: PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE.

2008 Chevy Blazer with VIN# 1GNDS13S782200060

Section VII. Item #3.



2015 Ford Explorer with VIN# 1FM5K8AR8FGA66318

Section VII. Item #3.

