

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 15, 2023

Department	COMMUNITY DEVELOPMENT	Amount	\$152,357.10
Division		Account #	21097011-034000
Subject	RESOLUTION 2023-XX APPROVING A CONTRACT WITH LASSITER TRANSPORTATION GROUP (LTG) FOR CONSULTANT SERVICES TO COMPLETE A TRANSPORTATION IMPACT FEE STUDY AND UPDATE THE TRANSPORTATION IMPACT FEE SCHEDULE		
Presenter: Phong Nguyen, Senior Transportation Planner, and Jose Papa, AICP, Senior Planner			
Attachments: 1. Presentation 2. Resolution 3. Notice of Intent to Award 4. Scope of Service			
Background: Impact fees are fees imposed on development for the purpose of accommodating a development’s impact on public facilities or services (i.e., impact fees are collected to fund capacity improvements, impact fees may not be used for maintenance projects such as resurfacing of roadways, replacement of damaged traffic equipment, etc.). In addition to Transportation Impact Fees, the City also levies impact fees for Parks & Recreation and Fire. Other impact fees are levied for schools (levied by School District), law enforcement and emergency medical services, and libraries (levied by Flagler County). Florida Statutes Chapter 163.31801, the Florida Impact Fee Act, governs the levying and collection of impact fees by counties, municipalities, and special districts. As recommended in the City’s Code of Ordinance, an update of the City’s Transportation Impact Fee Study and Schedule should be completed every five years. It is important to note that the impact fee schedule is updated annually based on the Florida Department of Transportation (FDOT) Construction Cost Index. The last update of the transportation impact fee study was completed in 2018. The purpose of the five-year update is to ensure that impact generating development does not pay more than its proportionate share for the costs of growth-induced capital transportation improvements. The completion of a report is important in establishing that there is an “essential nexus” or a link between the traffic generated by new development and the need for additional improvements. Additionally, it needs to be established that the amount of impact fee being collected is “roughly proportional” to the share of additional capital improvement which can be attributed to new development. Essentially, a five-year review of the impact fee rates is necessary to maintain a legally defensible impact fee schedule. The five-year study will typically analyze the following for its impact on the transportation capital improvement schedule: • changes in capacity/facility needs (i.e., what roads and streets need to be widened),			

- cost assumptions (i.e., ground truthing of actual construction cost for road projects),
- land use characteristics (i.e., where and what type of development is occurring), and
- projected growth (i.e., the amount of growth occurring within the city, this also considers growth outside of city and its impact on city infrastructure).

In order to complete a new impact fee schedule, the City issued a Request for Statement of Qualifications (RFSQ) to solicit consulting firms to complete the task. Lassiter Transportation Group (LTG) submitted a response to the RFSQ. A Notice of Intent to Award (NOIA) was issued to accept LTG. After negotiations, City staff and LTG have agreed on a scope of service to complete a transportation impact fee study and update of the transportation impact fee schedule for \$152,357.10. In addition to completing the technical analysis to update the impact fee schedule, LTG will provide technical analysis that will be used to update the Transportation Element of the Comprehensive Plan to 2050.

The scope of service will include the completion of the following tasks:

- I. Update and refinement of land uses
- II. Development of Capacity Needs
- III. Development of Capacity Improvements Schedule
- IV. Update the Cost of Additional Roadway Capacity
- V. Comparison of Impact Fee Schedules
- VI. Review of Existing Ordinance
- VII. Community Outreach, Public Participation and Collaboration with Stakeholders

At strategic points during the study, the consultant will provide findings at a City Council workshop. Additionally, the consultant team will host a workshop with stakeholders and other interested parties to gather input on the proposed update.

SOURCE OF FUNDS WORKSHEET FY 2023

Transportation Impact Fee—21097011-034000	\$30,000.00
Total Expenses/Encumbered to date	\$47.78
Pending Work	\$0.00
Orders/Contracts	\$0.00
Current Contract	<u>\$29,952.22</u>
Balance	\$0.00

SOURCE OF FUNDS WORKSHEET FY 2024

Transportation Impact Fee—21097011-034000	\$125,000.00
Total Expenses/Encumbered to date	\$0.00
Pending Work	\$0.00
Orders/Contracts	\$0.00
Current Contract	<u>\$122,404.88</u>
Balance	\$2,595.12

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING A CONTRACT WITH LASSITER TRANSPORTATION GROUP (LTG) FOR CONSULTANT SERVICES TO COMPLETE A TRANSPORTATION IMPACT FEE STUDY AND UPDATE THE TRANSPORTATION IMPACT FEE SCHEDULE