



2000 PGA Blvd, Suite 4440
Palm Beach Gardens, FL 33408
352-363-0614 (c) 833-682-8484 (o)
www.nueurbanconcepts.com
nueurbanconcepts@gmail.com

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David Young, CPI
Growth Management Director
City of Lake City
205 N. Marios Ave.
Lake City, FL 32055

RE: DEVELOPMENT OF A MOBILITY PLAN & FEE FOR LAKE CITY

NUE Urban Concepts (NUC) **(Consultant)** is pleased to provide a scope of service to develop a mobility plan and mobility fee for the City of Lake City **(City)**. An adopted mobility plan would serve as the basis for development of a mobility fee. The mobility plan will include recommended multimodal quality-of-service standards (QOS) for walking and bicycling and street QOS quality of service standards, based on posted speed limits, to complement or replace roadway level of service.

A mobility fee is a one-time fee charged to new development and redevelopment to mitigate any transportation impacts from that development. The adoption of a mobility fee would result in the City no longer implementing transportation concurrency and proportionate share. The mobility fee would provide Lake City with a revenue funding source that it controls and prioritizes based on the multimodal projects identified in a mobility plan.

HB 479 was adopted by the Florida Legislature this past session and was signed by Governor DeSantis on June 25th, 2024. HB 479 requires that municipalities and counties negotiate the mitigation of transportation impacts. These impacts would be from new development within the City and from new development in unincorporated County.

The negotiation would be based on the analysis and data used to develop a Mobility Plan and Mobility Fee. The Mobility Plan would be used to determine a percentage of Mobility Fees to be set aside to help fund a share of improvements to County Roads identified in the Mobility Plan and negotiated through an interlocal agreement. Beyond good transportation planning, this would ensure that Lake City's mobility fee would be the only transportation mitigation fee assessed on new development within the City.

The development of a mobility plan and mobility fee will require follow-on initiatives to develop administration, implementation, and funding steps for the mobility projects. The establishment of multimodal quality of service standards will require follow-on amendments to the City's Comprehensive Plan and possibly land development regulations.

These follow-on initiatives are not included in this scope and would be additional tasks. These initiatives can be funded from collected mobility fees or from a service charge based on a study that is applied to mobility fees to help off-set the cost to administer, implement, and update mobility fees consistent with case law and Florida Statute.

The final deliverable for the Mobility Plan & Mobility Fee will consist of 1) Tables and maps incorporated into a joint Mobility Plan and Mobility Fee Technical Report; and 2) Mobility Fee ordinance. The tables and maps would subsequently be integrated into the Comprehensive Plan (either in the capital improvements element or by reference) and further refined annually as part of the Capital Improvements Program.

The scope of service identifies primary task and subtask. The scope of service will include a cost and hours estimate for the overall primary task. The scope of service is as follows:

MOBILITY SCOPE OF SERVICE:

TASK 1: MOBILITY PLAN DEVELOPMENT

TASK 1.1 – DATA & PLAN REVIEW: The Consultant will review existing GIS and other available data provided by the City. The Consultant will review the Capital Improvements Program for the City and the County, along with the Transportation Improvement Program for FDOT. The Consultant will also review the Columbia County Transportation System Plan and any other relevant plans identified by Lake City staff. The review will identify funded and unfunded mobility projects within and adjacent to the City of Lake City.

TASK 1.2 – DATA COLLECTION: The Consultant will collect population and employment data from BEBR and from the American Community Survey (ACS). The Consultant will collect and compile current traffic characteristics data for functionally classified arterial and collector roads from the City, County, and FDOT into a traffic characteristics report. The data will include the number of travel lanes, AADT, functional classification, length of segment, speed limits, and LOS Standards. ***Additional traffic counts may be needed if the City does not currently have traffic counts for functionally classified City roads. If traffic counts are not available, an addendum will be required to collect the counts or have the City collect the counts through other means.***

TASK 1.3 – IDENTIFY MOBILITY PLAN PROJECTS: The Consultant will identify up to fifteen (15) unique mobility plan projects not currently identified through Task 1.1. The Consultant will identify up to fifteen (15) generalized mobility action plan projects not currently identified through Task 1.1 (e.g., Construct high visibility mid-block crossings at up to 10 locations within the City). ***Additional mobility plan projects would be considered an additional service and require a scope addendum.***

TASK 1.4 – MOBILITY PLAN PROJECT COST: The Consultant will prepare planning level cost estimates for the mobility plan projects. The planning level cost for the proposed mobility plan projects will be based on the most recent and localized data as required by Florida Statute. The planning level cost should include planning level factors such as planning, design, right-of-way acquisition, utility relocation, streetscape and landscape, stormwater, construction, and inspection. ***The City shall provide any current planning, design right-of-way, inspection, and construction cost from recent multimodal projects.***

TASK 1.5 – ESTABLISH MULTIMODAL CAPACITIES: The Consultant will calculate multimodal capacities for multimodal projects to be included in the mobility plan. Multimodal capacities are necessary to ensure mobility projects are adequate to accommodate future travel demand and new development is not charged more than its fair share. The multimodal capacities will also be used in the mobility fee calculations.

Deliverables: (1) Mobility Plan Map and Mobility Plan Table of Projects. Table includes project, description, planning level cost estimate, multimodal capacity, projected time frame of 2025 to 2035 and 2036 to 2045. Map and Table to be provided as part of the mobility plan and fee technical report.

TASK 2: MOBILITY FEE DEVELOPMENT

TASK 2.1 – MOBILITY FEE SCHEDULE: The Consultant will evaluate the City's Future Land Use Map, and existing development patterns and develop a proposed schedule of land uses. The City will feature a single assessment area and a single benefit district. ***Additional mobility fee schedule alternatives, multiple assessment areas, or multiple benefit districts would be considered an additional service.***

TASK 2.2 – PROJECT FUTURE GROWTH: The Consultant will evaluate either the Florida Statewide Model to obtain base year and future year vehicle miles of travel (VMT) data or calculate a growth rate based on the last 10 years of traffic counts from FDOT. The calculated growth rate would then be used to project travel demand (aka VMT) out to 2045.

To the extent available, TAZ data from the Florida Statewide model will be used to obtain population and employment projections to demonstrate future growth and need as required to meet the first part of the dual rational nexus test. The VMT (aka travel demand) data will be used for planning and to calculate a mobility fee.

TASK 2.3 – PERSON MILES OF TRAVEL (PMT) Factor: The Consultant will develop a person miles of travel (PMT) factor to convert vehicle miles of travel to person miles of travel to account for multiple modes of travel within the City. The PMT factor will be based upon the 2022 National Household Travel Survey. The PMT factor will be used to establish a person miles of travel rate to be used in the mobility fee calculation and the new growth evaluation to ensure new development is not being charged more than its fair share of the cost of mobility plan projects.

TASK 2.4 – BACKLOG EVALUATION: The Consultant will conduct an existing areawide level of service analysis for the study area network. The evaluation will be conducted to ensure new growth is not paying for existing deficiencies.

TASK 2.5 – NEW GROWTH EVALUATION: The Consultant will conduct a new growth evaluation based on the projected increase in person miles of travel using the VMT data, the PMT factor and the increase in multimodal capacity. The analysis will be utilized to develop a new growth evaluation factor to demonstrate that new growth is not being charged for more than its fair share of projects.

TASK 2.6 – REVENUE ADJUSTMENTS: The Consultant will evaluate existing funding sources for multimodal projects. Case law requires that existing funding for multimodal projects is factored into the mobility fee. Funding may include sales tax, gas tax, special assessments and grants that are reasonably available to fund the multimodal improvements. Revenue funding adjustments will be developed based on whole dollar funding availability to reduce overall cost.

TASK 2.7 – PERSON MILES OF CAPACITY (PMC) RATE: The Consultant will develop a person mile of capacity rate based upon the cost of mobility plan projects, with adjustments for deficiencies, new growth, and available revenues. The rate will be divided by the increase in person miles of travel based on the regional travel demand model.

TASK 2.8 – PERSON TRAVEL DEMAND (PTD) FOR LAND USES: The Consultant will calculate a person travel demand (PTD) for each land use identified in the mobility fee schedule for travel within the City. The PTD will be based on trip generation rates, adjusted for pass-by and internal capture, adjustments for limited access facilities, origin and

destination, and person trips and trip lengths from the 2022 National Household Travel Survey Data, adjusted for local conditions and City travel.

TASK 2.9 – CALCULATE THE MOBILITY FEE: The Consultant will develop a mobility fee schedule based on the data and analysis from prior task. The mobility fee schedule will include the applicable units of measure and the mobility fee rates to be assessed per land use. ***The mobility fee will address all requirements of HB 479.***

TASK 2.10 - MOBILITY PLAN & FEE TECHNICAL REPORT: A technical report will document the methodology and data used to develop the mobility plan and the mobility fee. The technical report will provide the factual basis to demonstrate the mobility plan and mobility fee meets legal and statutory requirements. The report will include an in-depth legal review and include definitions and future recommendations.

Deliverable: (1) Mobility Fee Schedule and (2) Mobility Plan & Mobility Fee Technical Report documenting the methodology used to develop the fee along with the Mobility Plan Map and Table.

TASK 3: MOBILITY FEE ORDINANCE

The Consultant will assist the City with development of a mobility fee implementing ordinance. The Consultant shall take the lead in development of the ordinance with assistance from the City Attorney. The Mobility Fee Ordinance provides the legal basis to enact a mobility fee and allows the City to begin to assess new development for its multimodal travel impact. ***The City will provide the title block, the Code or Ordinance or Land Development Article, Section and Chapter location, and an Ordinance format with the ordinance formatting detailed in a word document.***

Deliverable: (1) Mobility Fee Ordinance.

TASK 4: COUNTY INTERLOCAL AGREEMENT

TASK 4.1 - COUNTY SHARE: The Consultant will prepare a calculation for the share of mobility fees that should be set aside to address impact to County owned roads. The County share will be based on the share of travel occurring on County Roads compared to City and State Roads and the cost of improvements to County Roads in relationship to the overall cost of the mobility plan projects. ***The County Share will address all requirements of HB 479.***

TASK 4.2 - MOBILITY FEE COMPARISON: The Consultant will prepare a comparison between the proposed City mobility fee rate and the existing County Road Impact Fees. The comparison will include the calculation for the percentage increase or decrease in the mobility fee compared to the County fee.

TASK 4.3 - INTERLOCAL AGREEMENT: The Consultant will assist the City with developing an interlocal agreement with Columbia County. The interlocal update would include any mobility fees to be set aside for County Roads. The update would also identify the County Road projects for which the mobility fees would be expended and a time frame for expenditure of the fees. **The County Share will address requirements of HB 479.**

TASK 4.4 - COUNTY COORDINATION: The Consultant will attend up to two (2) virtual conference call meetings with the County to review the Mobility Plan, the Mobility Fee, and the interlocal agreement. ***Additional conference calls or in person meetings with the County will require a scope addendum.***

Deliverable: (1) Recommended share of mobility fees to be set aside to address impacts to County roads; (2) County Road Impact Fee & City Mobility Fee Comparison; and (2) County Interlocal Agreement.

TASK 5: COMPREHENSIVE PLAN AMENDMENT

TASK 5.1 – COMPREHENSIVE PLAN REVIEW: The Consultant will review the Comprehensive Plan Future Land Use, Transportation and Capital Improvements Elements to identify goals, objectives, and policies (GOPs) related to land use, transportation concurrency, level of service, complete streets, parking, and funding of transportation improvements. The review will be used to identify GOPs to be updated or removed and the need for new GOPs.

TASK 5.2 – SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT: The Consultant will develop up to ***ten (10) policies to replace transportation concurrency with mobility fees and incorporate the Mobility Plan into the Comprehensive Plan.*** City Staff will prepare Staff Reports and submit through the City’s agenda process and prepare and submit the application with the Florida Department of Economic Opportunity (DEO) and other governmental entities. ***Additional Comprehensive Plan goals, objectives, and policies would be considered an additional service.*** The City will provide editable word documents of the Comprehensive Plan Elements. This task does not include supportive analysis as part of the amendments. **The amendment will address all requirements of HB 479.**

TASK 6: BUSINESS IMPACT STATEMENT

The consultant will develop a “Business Impact Statement” for the Mobility Fee Ordinance as required by Florida Statute including information such as the proposed ordinance’s purpose, estimated economic impact on businesses, and compliance costs.

TASK 7: MEETINGS, PUBLIC HEARINGS & WORKSHOPS

TASK 7.1 - PRESENTATIONS: The Consultant shall prepare presentations as required for meetings, hearings, and workshops.

TASK 7.2 - CONFERENCE CALLS: The Consultant shall participate in conference calls scheduled by the City or as requested by the City.

TASK 7.3 – IN-PERSON MEETINGS: Consultant will participate in a maximum of five (5) in person meetings, with one (1) consultant team members consisting of some combination of: staff meetings, public workshops, community outreach, hearings, and coordination with governmental and transportation partners. Additional team members will attend virtually.

All outreach materials, advertisement, social media engagement, meeting locations, food and beverage, meeting set-ups, and meeting logistics is the responsibility of the City.

Hours for meetings, hearings, and workshops shall be based on the time, including travel, allocated for preparation and participation in meetings. There will be a maximum number of hours allocated. If the City utilizes the allotment of hours, then the scope will require an amendment to address the need for additional hours.

- Final Deliverables:**
- (1) Mobility Plan Table & Map
 - (2) Mobility Plan & Mobility Fee Technical Report
 - (3) Mobility Fee Ordinance
 - (4) County Interlocal Agreement
 - (5) Comprehensive Plan Amendment
 - (6) Business Impact Statement

All deliverables are in an electronic format only. No hardcopy materials are included in this scope.

CALENDAR

The projected time frame to be discussed with City Staff upon development of a final scope.

Scope Cost: The cost per hour is based on a rate of \$200 per hour. The total number of projected hours is up to 720 and the total cost is not to exceed \$144,000. All the tasks are important to the development of a mobility plan and fee. Separate tasks provided as an additional service are identified below the task summary.

TASK #	TASK	HOURS	COST
1	MOBILITY PLAN DEVELOPMENT	200	\$40,000
2	MOBILITY FEE DEVELOPMENT	200	\$40,000
3	MOBILITY FEE ORDINANCE	100	\$20,000
4	COUNTY INTERLOCAL AGREEMENT	50	\$10,000
5	COMPRESIVE PLAN AMENDMENT	70	\$14,000
6	BUSINESS IMPACT STATEMENT	20	\$4,000
7	MEETINGS, HEARINGS & PUBLIC WORKSHOPS	80	\$16,000
Total		720	\$144,000

ADDITIONAL TASK CONSIDERATIONS (NOT COVERED IN THE SCOPE):

Tasks included in the scope above are legally and statutorily required tasks. The following are tasks requested by local governments to compliment the day-to-day assessment, administration, and implementation of a mobility plan and mobility fee.

The following maybe required as part of County Coordination:

MOBILIIY PLAN & FEE EXECUTIVE SUMMARY: The Consultant will prepare a visually pleasing Executive Summary that provides an overview of the development of the mobility plan and mobility fee, vision and goals of the mobility plan, projects proposed in the mobility plan, and the mobility fee schedule. The Executive Summary will include high quality graphics developed for the Lake City 2045 Mobility Plan and Mobility Fee. **Hours Estimate: (60 to 80 hours)**

EXISTING & FUTURE ROAD CONDITIONS EVALUATION: The Consultant will evaluate the existing and future traffic conditions for all functionally classified roads. The existing conditions will be based on current traffic and existing plus funded (committed) number of lanes. The future conditions analysis will grow existing conditions by the model growth rates for the area in and around the City and will include future number of lanes based on cost feasible plans. The evaluation will also include a summary of the miles and percentage of streets maintained by the City, County, and FDOT for coordination, negotiation purposes, and future mobility fee discussions. **Hours Estimate: (40 to 60 hours)**

The following are related to the Mobility Plan and Mobility Fee:

MOBILITY PLAN PROJECTS: The Consultant can identify additional mobility plan projects and prepare planning level cost estimates and multimodal capacities and incorporate into the overall mobility plan and fee technical report. **Hours Estimate: (10 hours per project)**

MOBILITY FEE SCHEDULE ALTERNATIVES: The Consultant can develop mobility fee schedule alternatives for residential and non-residential land uses, along with a general description of the uses in the schedule. **Hours Estimate: (20 hours per schedule)**

ESTABLISH ASSESSMENT AREA(S): The Consultant can develop mobility fee assessment areas to allow for the differentiation of mobility fees based upon location (community redevelopment area) and/or development type (mixed-use) based on a review of the future land use element and map. Assessment area(s) can be based upon both existing development patterns, geographic barriers, needed mobility projects and future land uses. Differing assessment areas would be established if the City desires to have Mobility Fees that vary by assessment area. The hours estimate includes the additional time to calculate mobility fees for the assessment areas, map the assessment area, include the different assessment area technical documentation and justification in the technical report, and incorporation of the additional assessment area into the mobility fee ordinance.

Hours Estimate: (35 hours per assessment area)

ESTABLISH BENEFIT DISTRICT(S): The Consultant can establish one or more benefit district(s) to ensure that funds collected from new development are expended in the district(s) in which they are collected to the “benefit” of the new development as required in the dual rational nexus test. Benefit district(s) are based upon existing travel patterns, the identified mobility, and multimodal corridors any natural or physical barriers, such as water bodies or limited access facilities, that would impact traffic flow. The hours estimate includes the map of the benefit district, the technical documentation and justification in the technical report for multiple benefit districts, and incorporation of the additional benefit districts into the mobility fee ordinance **Hours Estimate: (10 hours per benefit district)**

MEETINGS: The Consultant can attend additional in person meetings at a rate of five (5) hours per meeting per required attendee. Additional conference calls or virtual calls are at a rate of one (1) hour per person per attendee.

The following are additional items:

DEVELOP AERIALS, RENDERINGS, CROSS-SECTIONS AND CAPACITIES: The Consultant can develop before and after aerials, renderings, cross-sections, and multimodal capacities. All graphics would be based on existing conditions and the proposed mobility. **Hours Estimate: (10 hours per graphic)**

PARKING & CURBSIDE MANAGEMENT STRATEGIES: The consultant will evaluate existing parking standards, design requirements, and curbside management policies. Parking and curbside management strategies to include shared parking, parking reductions for multimodal offsets, payment in lieu-of parking, dynamic pricing, time of day restrictions, and mobility hubs that create a park once environment will be evaluated. Recommendations for revisions to parking and curbside standards and design requirements will be prepared for inclusion in the Land Development Regulations. **Hours Estimate: (100 to 150 hours)**

FINANCE COORDINATION: Florida Statute requires that Mobility Fees be maintained in separate funding accounts to allow for annual auditing. In addition, there are legal requirements regarding the collection and expenditure of Mobility Fee funds and the ability to audit said expenditures. Coordination is required with Finance and Accounting and Budgeting Departments to ensure fund accounts are consistent with the adopted ordinance and Statutory requirements. **Hours Estimate: (10 to 15 hours)**

BUILDING PERMIT INTEGRATION: The City does not currently charge an impact fee. The Permit system may need to be updated to allow for the collection of a Mobility Fee. Some permit systems are relatively simple and can be accommodated through simple look up tables and excel spreadsheets. Other permit systems are propriety and require coordination with third party vendors to initiate updates. Permit clerks will need to be trained and a process established for quality control checks. The Building Permit Department is also the front-line interaction with the development community. There is oftentimes further outreach done with the development community and builders during the implementation stage. Florida Statute requires a minimum of 90 days between the adoption of a Fee Implementing Ordinance and collection of the Fee, unless the fee is lower than existing fees. **Hours Estimate: (15 to 20 hours)**

SITE / MOBILITY IMPACT ANALYSIS REQUIREMENTS: While the City has already taken steps to eliminate transportation concurrency and does not require traffic impact analysis, except for Planned Developments, the City may wish to consider developing site / mobility impact analysis requirements. These requirements address site related turn lanes, traffic control devices, trip generation, driveway design, access management, on-site and off-site

multimodal improvements, internal circulation, and parking. While these requirements can be included in Land Development Regulations, they are also provided as separate stand-alone requirements. **Hours Estimate: (100 to 150 hours)**

COMPLETE STREETS DESIGN: The Mobility Plan and Fee Technical Report will not include complete streets design standards. There will be elements addressing Complete Streets, but specific recommendations for inclusion in the land development regulations are not included. The City may elect to establish Standards within its Land Development Regulations. **Hours Estimate: (50 to 75 hours)**

ADMINISTRATIVE MANUAL: There are many day-to-day administrative items that arise in the assessment and collection of fees. Some local governments have developed an administrative manual to address these issues. The manual often includes forms, review fees for special request related to credit, determinations, and offsets. The manual also provides consistency in implementation to address changes in Staff administering the ordinance and provides back-up to permit clerks and interim administrators should the individual(s) tasked with implementing the Fee not be available. Florida Statute has placed the burden on local governments to defend not only its Fee but also its administration **Hours Estimate: (125 to 150 hours)**.

ADMINISTRATIVE SERVICE CHARGES: To relieve impact to the general fund, local governments frequently develop administrative service charges and fees to administer and implement the mobility fee. Florida Statute requires service charges not exceed the cost to fully administer a mobility fee. NUE Urban Concepts can prepare a report documenting the cost to administer and implement a mobility fee **Hours Estimate: (75 to 100 hours)**.

Thank you for your consideration of this first draft scope of services. Please let me know if have any questions.

Sincerely,



Jonathan B. Paul, AICP
Principal