



WASHOE COUNTY

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CM/ACM _____
Finance _____
DA _____
Risk Mgt. N/A
HR N/A
Comptroller _____

STAFF REPORT

BOARD MEETING DATE: May 23, 2017

DATE: April 24, 2017
TO: Board of County Commissioners
FROM: Mojra Hauenstein, Arch., Planner, Division Director, Planning and Development, Community Services Department, 328-3619, mhauenstein@washoecounty.us
THROUGH: Dave Solaro, Arch., P.E., Director
Community Services Department, 328-2040, dsolaro@washoecounty.us
SUBJECT: For possible action to approve the fiscal year 2017-2018 payments of [\$215,420], paid in quarterly installments beginning July 1, 2017, as Washoe County's share in annual funding for the Truckee Meadows Regional Planning Agency pursuant to NRS 278.0264(7); and of [\$34,740], paid in quarterly installments beginning July 1, 2017, as Washoe County's share in the 2017 Regional Plan Update. (All Commission Districts.)

SUMMARY

Washoe County is required by an adopted interlocal agreement to share in the annual funding of the Truckee Meadows Regional Planning Agency (TMRPA). Washoe County's share of the Fiscal Year 2017-2018 funding is \$215,420. The Regional Planning Governing Board (RPBG) approved an expenditure of \$150,000 to fund the 2017 Regional Plan update. Washoe County's share of the regional plan update costs is \$34,740. These amounts will be paid in quarterly installments beginning on July 1, 2017.

Strategic Objective supported by this item: Regional and Community Leadership

PREVIOUS ACTION

Washoe County has paid its share of the annual funding for TMRPA since the agency was established in 1989. The County Commission authorizes payment of the fee, which enables staff to send the quarterly payments to TMRPA. The last eight years of payments and their amounts are shown below:

- FY 2016-2017 \$215,420
- FY 2015-2016 \$205,162
- FY 2014-2015 \$205,162
- FY 2013-2014 \$205,162
- FY 2012-2013 \$205,162

AGENDA ITEM # 12

- FY 2011-2012 \$250,596
- FY 2010-2011 \$278,440
- FY 2009-2010 \$327,577

BACKGROUND

Regional planning within Washoe County is regulated by NRS Sections 278.026 through 278.029. The Truckee Meadows Regional Planning Agency is intended to support comprehensive and innovative approaches for economic development and community planning within the cities of Reno and Sparks, as well as Washoe County. In addition TMRPA is intended to facilitate land-use, infrastructure provisions, and resource management conversations among public and private decision makers.

NRS 278.0264(7) specifically provides that the local governments represented on the Regional Planning Governing Board (Washoe County, City of Reno, and City of Sparks) shall enter into an agreement to share the costs associated with regional planning and the TMRPA. The current interlocal agreement is included as Exhibit A to this staff report. The cost sharing ratio outlined within the agreement for regional planning funding is 30% each for Washoe County and the City of Sparks, and 40% for the City of Reno (based on the number of representatives from each jurisdiction on the RPGB).

On April 13, 2017, the RPGB approved the Fiscal Year 2017-2018 jurisdictional allocations for the TMRPA budget. TMRPA staff recommended the same jurisdictional allocations as FY 2016-2017 for Fiscal Year 2017-2018. Washoe County's 30% share of this funding is \$215,420.

The RPGB also approved a \$150,000 budget for the 2017 Regional Plan Update. TMRPA will contribute \$34,200, leaving \$115,800 to be divided among the 3 entities at the same ratio; 30% each for Washoe County and the City of Sparks, and 40% for the City of Reno. Washoe County's 30% share of this funding is \$34,740.

FISCAL IMPACT

Washoe County's share of the TMRPA operating costs for FY 2017-2018 is \$215,420 and our share of the 2017 Regional Plan Update costs is \$34,740. Funding will be paid in quarterly installments starting on July 1, 2017, and will be included in the Washoe County FY 2017-2018 final budget in cost center 180280-710400 Truckee Meadows Regional Planning-Payments to Other Agencies.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve the fiscal year 2017-2018 payments of [\$215,420], paid in quarterly installments beginning July 1, 2017, as Washoe County's share in annual funding for the Truckee Meadows Regional Planning Agency pursuant to NRS 278.0264(7); and of [\$34,740], paid in quarterly installments beginning July 1, 2017, as Washoe County's share in the 2017 Regional Plan Update.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the fiscal year 2017-2018 payments of [\$215,420], paid in quarterly installments beginning July 1, 2017, as Washoe County's share in annual funding for the Truckee Meadows Regional Planning Agency pursuant to NRS 278.0264(7); and of [\$34,740], paid in quarterly installments beginning July 1, 2017, as Washoe County's share in the 2017 Regional Plan Update."

Exhibit A Interlocal Agreement for Sharing Costs to Support the Activities of the Truckee Meadows Regional Planning Agency

Exhibit B TMRPA Memorandum Dated April 17, 2017

Exhibit C TMRPA Budget

xc: Kimberly H. Robinson, Executive Director, TMRPA

**INTERLOCAL AGREEMENT FOR SHARING COSTS TO SUPPORT THE ACTIVITIES OF THE TRUCKEE MEADOWS
REGIONAL PLANNING AGENCY FOR 1990-'91**

WHEREAS, the Nevada State Legislature did approve, in June of 1989, an amendment to Chapter 278 of N.R.S. establishing a regional planning commission and a regional planning governing board for the jurisdictions of Reno, Sparks and Washoe County; requiring the three local governments to cooperate in the timely development and adoption of a comprehensive regional plan; and further requiring the local governments to share proportionally in the costs of staffing and carrying out the regional planning functions, including legal services needed by the regional planning commission or the governing board; and

WHEREAS, the Nevada State Legislature further requires the regional planning governing board each year to adopt an annual budget sufficient to enable it to carry out its mandated functions and to transmit this annual budget to each member's local government as a recommendation for funding; and

WHEREAS, the City of Reno, the City of Sparks and Washoe County are the participating local government members of the Truckee Meadows Regional Planning Agency; and

WHEREAS, each of these members is a "public agency" within the meaning of NRS 277.100 and is capable of entering into an Interlocal Agreement executed in accordance with the Interlocal Cooperation Act (NRS 277.080 to 277.180, inclusive);

NOW, THEREFORE, IT IS HEREBY AGREED by each of the parties hereto as follows:

- A. The parties to this Interlocal Agreement hereby commit to provide funding during the fiscal year beginning July 1, 1990 and ending June 30, 1991 to support the annual regional planning activities of the regional planning governing board, its planning commission and its staff, in the following proportional amounts:

City of Reno	\$200,800.00	(40 percent)
City of Sparks	\$150,600.00	(30 percent)
County of Washoe	\$150,600.00	(30 percent)

- B. The parties hereto further commit to provide funding in the same proportional amounts in future fiscal years pursuant to budgets adopted by the regional planning governing board for the support of regional planning activities.
- C. The City of Sparks Finance Director is hereby designated as the Depository Manager for funds provided by the parties to this agreement. The Depository Manager shall provide for proper accounting for all revenues and expenditures associated with the regional planning agency activities; is authorized to apply reasonable common service charges to recover the costs of providing accounting and administrative services; and shall provide interest revenues for funds held on deposit by the City of Sparks.
- D. The parties to this agreement hereby direct their finance directors, or treasurer, to provide the regional planning funds specified in this agreement on a quarterly basis, with quarterly installments due on July 15, October 15, January 15, and April 15 of each fiscal year.
- E. Funds not expended in a fiscal year may be carried forward into the succeeding fiscal year budget and shall be shown as a fund balance therein.
- F. Costs for all legal services needed by the regional planning commission or the governing board shall be shared proportionally as shown above. An amount for legal services shall be identified in each fiscal year budget.

INTERLOCAL AGREEMENT FOR SHARING COSTS TO SUPPORT THE ACTIVITIES OF THE TRUCKEE MEADOWS REGIONAL PLANNING AGENCY FOR 1990-'91
TWO

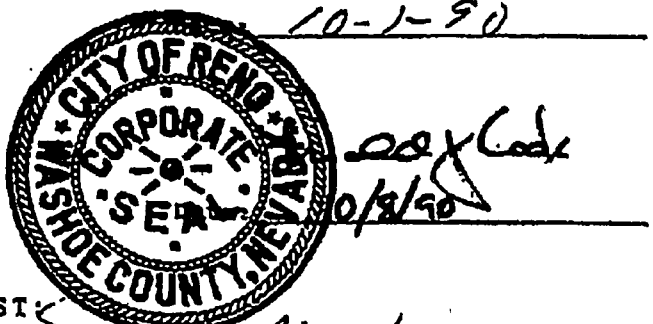
- G. The Executive Director of the Truckee Meadows Regional Planning Agency is hereby designated as the Administrator for the revenues and expenditures provided pursuant to this agreement. The Administrator shall be responsible for managing and coordinating budgeted revenues and expenditures throughout the fiscal year; for approving all claims for payment; and for providing member agencies with an annual report on the status of the regional planning agency accounts and the purposes toward which expenditures have been made.
- H. The Administrator, in cooperation with the Depository Manager, shall arrange for an annual independent audit of the regional planning funds and accounts and shall present the results of such audit to the parties signatory to this agreement.
- I. The original copy of this agreement as signed by all parties hereto shall be forwarded to the Nevada Attorney General in accordance with NRS 277.140; and upon approval by the Nevada Attorney General this agreement shall be filed in the manner required by statute and shall have the force and effect of law. The Executive Director is directed to file a copy of this Agreement in the office of the Washoe County Recorder and in the office of the Nevada Secretary of State.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year appearing by the signatures below:

REGIONAL PLANNING GOVERNING BOARD,
and through the Governing Board
By: [Signature]
Chair-person

CITY OF RENO,
By and through its City Council
By: [Signature]
Mayor

CITY OF SPARKS,
By and through its City Council
By: [Signature]
Mayor Date 8/27/90



ATTEST:
[Signature]
Jane L. Stewart, City Clerk
Date: 8/27/90

COUNTY OF WASHOE,
By and through its Board of County Commissioners
By: [Signature]
Chair-person

Date: August 21 1990

approved as to proper form and compatibility with the laws of the State of Nevada, pursuant to NRS 277.140.

ATTORNEY GENERAL OF THE STATE OF NEVADA
By: [Signature] CHIEF
DEPUTY ATTORNEY GENERAL

Date: OCTOBER 22, 1990



MEMORANDUM

April 17, 2016

TO: Bill Thomas, Acting Reno City Manager
Steve Driscoll, Sparks City Manager
John Slaughter, Washoe County Manager
(via email, hard copy to follow)

FROM: Kimberly H. Robinson,
Executive Director of Regional Planning

SUBJECT: **TMRPA FY 2017-2018 – Budget Allocation Recommendations**

On April 13, 2017, the Regional Planning Governing Board (RPGB) discussed jurisdictional contributions for the FY 2017-18, and approved the same jurisdictional allocations as FY 2016-17. This works out to:

- \$287,375 for Reno
- \$215,420 for Sparks
- \$215,420 for Washoe County

Additionally, the RPGB approved the sum of \$150,000 for the 2017 Regional Plan Update. With TMRPA contributing \$34,200, this means the jurisdictional allocations are:

- \$46,320 for Reno
- \$34,740 for Sparks
- \$34,740 for Washoe County

Thank you for your support of the program of regional planning. Please do not hesitate to contact me at 321-8385 if you have any questions.

Cc by email: Robert Chisel, Reno Finance Director
Jeff Cronk, Sparks Finance Director
Kathy Emerson, Washoe County CSD Planning & Development
Aric Jensen, Community Development Director, Reno
Dave Solaro, Washoe County Community Services Director
Mojra Hauenstein, Washoe County CSD Planning & Development Director
Armando Ornelas, Assistant Community Services Director, Sparks



STAFF REPORT

TO: Regional Planning Governing Board

FROM: Kimberly H. Robinson, Executive Director

SUBJECT: **Informational presentation, discussion and possible adoption of jurisdictional allocations and the Fiscal Year 2017-18 budget (AGENDA ITEM 6.F)**

This staff report provides the Regional Planning Governing Board (RPGB) with background and context on the agency's statutory responsibilities and various potential assumptions for the draft FY2017-18 budget. This staff report is designed to provide information for discussion, and to elicit feedback from the members to develop the final budget for the June 2017 RPGB meeting. This staff report also seeks approval of the jurisdictional allocations for the upcoming 2017-18 fiscal year.

BACKGROUND

The Truckee Meadows Regional Planning Agency is responsible for regional planning in the Truckee Meadows, as described in state statute. Nevada Revised Statutes (NRS) outline the topics that TMRPA is charged with addressing. These include:

- Addressing premature expansion of development into undeveloped areas
- The preservation and revitalization of urban areas and older neighborhoods through cooperative efforts
- The continued study of various development patterns, such as mixed-use and transit-oriented development
- The review of master plans, facilities plans and other similar plans of local jurisdictions and affected entities

To address these topics effectively, NRS delineates the following specific tasks and review functions:

- Creation of a wide ranging regional plan that includes goals and policies relating to population, conservation, land use and transportation, various types of development, compatibility of land uses, annexation, intergovernmental coordination and public facilities
- Procedures to amend the regional plan on an annual basis and more comprehensively every five years

- Regional Planning Commission (RPC) review of any master plan, facilities plan or other similar plan change from the local jurisdictions or affected entities to determine parity with the regional plan
- RPC Conformance review of projects of regional significance
- Potential adoption of joint planning areas

The funding for TMRPA is outlined in NRS, and implemented through an Interlocal Agreement. The three jurisdictions, Reno, Sparks and Washoe County, are responsible for funding the budget of the agency, at a rate equivalent to the number of members on the RPGB; for example, Reno is responsible for 40% of the budget, Sparks and Washoe County are responsible for 30% each. TMRPA is also in a variety of shared work programs that contribute to the agency’s general fund and consulting budgets.

HISTORY OF TMRPA FUNDING

As with most government entities, TMRPA’s funding decreased over the ten year horizon from 2005-2015, primarily due to the economic recession and the after effects of this fiscal downturn. Currently, the allocations from Reno, Sparks and Washoe County equal \$684,014, down from \$1,272,754 ten years ago, which equals a 46% decrease.

BUDGET REVENUES 2005-2015

	<i>2005</i>	<i>2010</i>	<i>2015</i>
<i>Reno</i>	\$509,162	\$371,254	\$273,690
<i>Sparks</i>	\$381,796	\$278,440	\$278,440
<i>Washoe County</i>	\$381,796	\$278,440	\$278,440
<i>Total</i>	\$1,272,754	\$928,134	\$684,014

The expenses of the agency have seen a similar decline, from \$1,579,654 in 2005 to \$880,058 in 2015, equivalent to a 44% decrease.

BUDGET EXPENSES 2005-2015

	<i>2005</i>	<i>2010</i>	<i>2015</i>
<i>TMRPA</i>	\$1,579,654	\$1,254,325	\$880,058

During this time, TMRPA has sought to supplement the agency's revenue through creative partnerships with other governmental agencies. Since 2012, TMRPA has engaged in a shared work program with the Regional Transportation Commission (RTC), with TMRPA providing staffing for various projects to RTC, and RTC providing technology support services and an annual contribution to TMRPA. For fiscal years ending 2012 through 2015, RTC provided \$100,000, for FYE2016 the amount was \$75,000 and for FY16-17 it was \$60,000. In FY2017-18, RTC is projecting to maintain a \$60,000 allocation to TMRPA.

TMRPA is also currently in an interlocal agreement with the Western Regional Water Commission (WRWC) to support the ArcGIS server housed at TMRPA.

FY 2016-17 BUDGET ALLOCATIONS

At the April 2016 governing board meeting, the RPGB approved a 5% allocation increase from the jurisdictions, as recommended by staff. This represents the first increase in the TMRPA budget since 2006. The allocation amounts included:

- \$287,375 for Reno (up \$13,685 over previous year)
- \$215,420 for Sparks (up \$10,258 over previous year)
- \$215,420 for Washoe County (up \$10,258 over previous year)
- \$60,000 for RTC, through the interlocal agreement (equivalent to the previous year)

The RPGB also approved the staff recommendation that 50% of the allocation increase from the jurisdictions be allotted directly to a regional plan update account, thereby providing starting funds for this effort. This amount equals \$17,100.

FY2017-18 BUDGET ALLOCATIONS

As part of every year's budget development, TMRPA staff engages in discussions with the management of the local jurisdictions regarding the amount of the contribution for the coming fiscal year. This year's allocation conversations have recommended a steady contribution amount from the 2016-17 fiscal year. These allocations would be:

- \$287,375 for Reno (same as last year)
- \$215,420 for Sparks (same as last year)
- \$215,420 for Washoe County (same as last year)
- \$60,000 for RTC, through the interlocal agreement (same as last year)

Staff recommends that, just like last year, \$17,100 from the agency operating budget allocations from the three jurisdictions be set aside for the Regional Plan Update.

TMRPA staff recommends that the RPGB approve these allocations at today’s meeting, given the budget timelines of the entities. TMRPA is not constrained by the same timeframes in statute, and can therefore incorporate feedback received today into the draft budget for approval at the June 8, 2017 meeting.

2017 REGIONAL PLAN UPDATE BUDGET

At the February 2017 RPGB meeting, staff was directed to return to the RPGB with a proposed budget number for the Regional Plan Update, and the dollar amount of \$150,000 was discussed for this effort. TMRPA staff had presented a comparison of current plan update efforts that have been completed or underway in our region, which can be found in the table below:

City of Sparks Master Plan	\$107,800
RTC Regional Transportation Plan	\$120,000
WRWC Regional Water Management Plan	\$150,000
City of Reno Master Plan	\$565,000 (2 phases over 3 years)

In preparation for the 2017 Regional Plan Update, TMRPA has spent money in the past three fiscal years for projects to support the update. Additionally, TMRPA has allocated a portion of its’ operating budget from last year to the regional plan update efforts, and suggests matching this amount in FY2017-18.

TMRPA	Entity	Agency Contribution	Grant for Regional Plan Update Oral History
FY2014-15	Portland State University	\$15,000 (spent)	
FY2015-16	Portland State University	\$15,000 (spent)	
FY2016-17	City of Reno, Councilwoman Brekhus		\$3,500
FY2016-17	50% of Jurisdictional Allocation Increase	\$17,100 (allocated)	
FY2017-18	Match of previous fiscal year	\$17,100 (to be allocated)	
TOTAL TMRPA CONTRIBUTION		\$64,200	\$3,500

As shown in the table above, TMRPA has contributed \$30,000 of its fund balance dollars to this effort previously.

Given the \$150,000 budget discussion at the February RPGB meeting, TMRPA staff has calculated the amounts that would be needed from the three jurisdictions to achieve this goal. TMRPA staff is providing two scenarios for funding the Regional Plan Update. Scenario 1, which can be found to the right, outlines a budget that includes \$150,000 from the three jurisdictions, and allows the \$34,200 set aside by TMRPA to be used for additional implementation work to assist with ensuring the 2017 Regional Plan is implemented quickly and smoothly.

City of Reno	\$60,000
City of Sparks	\$45,000
Washoe County	\$45,000
Total	\$150,000
TMRPA	\$34,200

Alternatively, the second scenario uses the \$34,200 allocated by TMRPA to reduce the jurisdictional allocations to the Regional Plan Update budget. While this may result in less implementation work being completed in this fiscal year, it does allow for the jurisdictional allocations to be reduced. The RPGB could also approve this scenario, and direct staff to consider a potential implementation budget during the update process, and request additional dollars from Reno, Sparks and Washoe County in FY2018-19.

City of Reno	\$46,320
City of Sparks	\$34,740
Washoe County	\$34,740
TMRPA	\$34,200
Total	\$150,000

Another discussion point in February was potentially receiving funds from RTC for this effort. If the RPGB wishes for staff to raise this issue with RTC, direction is requested in the motion today.

PARTIAL WORK PLAN EFFORTS IN FISCAL YEAR 2017-18

As part of completing the work outlined in state statute, TMRPA staff has outlined the items below to be completed during the 2017-18 fiscal year. The following is a suggested list:

- 2017 Regional Plan Update process,
 - completing the analysis of the Truckee Meadows Service Area (TMSA) and Transit Oriented Development (TOD) corridors conducted with the Urban Sustainability Accelerator Program at Portland State University
 - conduct public participation and visioning process, including workshops and other means of engaging the community
 - convene meetings with jurisdictions, affected entities and other interested parties regarding evaluation of current policies and effective implementation
 - other tasks identified in regional plan update process

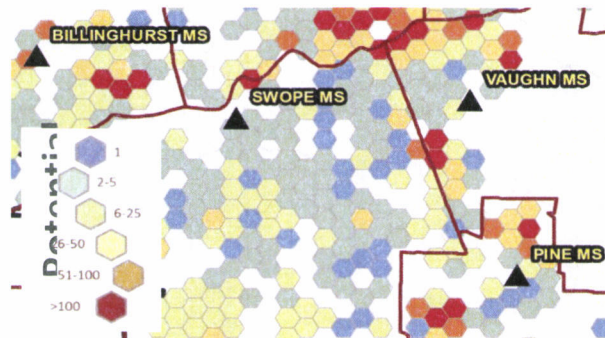


- Complete the 2018 Consensus Forecast, and spatially allocate population and jobs forecasted:

Washoe County Consensus Forecast Summary

Year	Total Population	Total Employment	Total Personal Income (2009 \$)*	Per Capita Income (2009 \$)*
2016	450,747	272,484	\$20,301,242,000	\$47,601
2021	479,393	298,024	\$23,830,280,000	\$54,497
2026	503,900	314,975	\$26,985,326,000	\$57,289
2031	526,723	330,961	\$30,651,233,000	\$61,525
2036	548,159	347,411	\$34,666,063,500	\$65,854

- Continue to provide data and information to various agencies in our region, including the Truckee Meadows Water Authority (TMWA), the Cities of Reno and Sparks, Washoe County, the Economic Development Authority of Western Nevada, WRWC, WCSD and the RTC, among others
- Develop second shared work program with the Washoe County School District:



- Update industrial land supply and absorption
- Participate in the sixth year of the shared work program with RTC, including supporting the Regional Transportation Plan Update with data and analysis
- Process regional plan amendments (if applicable)
- Implement updates and improvements to filing system at TMRPA office, to allow for greater efficiencies in staff resources and time

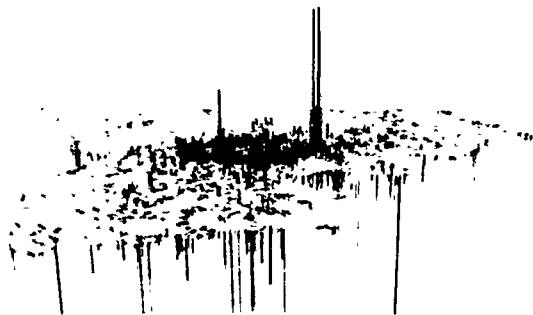
- Provide demographic and information to assist with planning concerning wastewater treatment:

Scenario 1B	Predicted Wastewater Generation (GPD)			
	2020	2025	2030	2035
WRF				
TMWRF	2,526,502	4,325,955	5,580,721	6,198,728
STMWRF	803,689	1,326,118	1,724,739	1,847,129
RSWRF	513,447	893,107	1,113,055	1,157,483
LVWRF	206,365	329,329	489,186	504,958
CSWRF	75,661	255,382	425,292	454,366
Total	4,125,664	7,129,890	9,332,993	10,162,665

- Develop spatial modeling for scenario planning efforts to support the regional plan update and various projects underway by RTC and other agencies:



- Continue to complete new conformance reviews for master plan amendments and projects of regional significance
- Potentially conduct a return-on-investment study for the Truckee Meadows, see example below:



Return-on-Investment

The cost of physical infrastructure and public services varies based on location and land use patterns. Urban3's groundbreaking methods allocate costs and match them to revenues across a community.

ASSUMPTIONS FOR DRAFT BUDGET DEVELOPMENT

Staff is in the process of developing the FY 2017-18 budget for consideration by the RPGB in June. Staff has developed a variety of scenarios regarding potential revenue and expenses. At this time, staff recommends that the budget include the following assumptions/considerations:

- The 2017 Regional Plan Update process
- Extending lease of office space at Terminal Way (lease expired in February 2017, we are working under an extension at this point) with no more than a 10% increase in rent
- Management of potential stormwater project
- Potential increase for staff
- Anticipated increase in health insurance cost
- Various data purchases to support the regional plan update and regional data warehouse
- Continued use of interns for data management tasks

RECOMMENDATION

Staff recommends that the Regional Planning Governing Board accept the FY2017-18 budget allocations listed in this staff report, and direct staff to develop a budget based on the assumptions in this staff report, in addition to any other recommendations the Board makes. Staff also recommends that the Board determine the Regional Plan Update budget number.

Suggested Motion:

I move to accept the jurisdictional allocations listed in this staff report, and direct staff to prepare the FY2017-18 budget with the following assumptions *{fill in the blank}*.

I also move to accept { \$ _____ } as the Regional Plan Update budget to be contributed by the jurisdictions.

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Please contact Kimberly H. Robinson at 775/321-8385 if you have any questions or comments on this agenda item.

/khr