



# WASHOE COUNTY

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CM/ACM	<u>KS</u>
Finance	<u>DN</u>
Comptroller	<u>CH</u>
Risk Mgt.	<u>N/A</u>
DA	<u>✓</u>

## STAFF REPORT

BOARD MEETING DATE: May 24, 2016

**DATE:** April 26, 2016

**TO:** Board of County Commissioners

**FROM:** William H. Whitney, Division Director, Planning and Development  
Community Services Department, 328-3617, [bwhitney@washoecounty.us](mailto:bwhitney@washoecounty.us)

**THROUGH:** Dave Solaro, Arch., P.E., Director  
Community Services Department, 328-2040, [dsolaro@washoecounty.us](mailto:dsolaro@washoecounty.us)

**SUBJECT:** Possible action to approve the payment of [\$215,420], paid in quarterly installments, as Washoe County's share in annual funding for the Truckee Meadows Regional Planning Agency to cover the fiscal year from July 1, 2016, through June 30, 2017. (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 2016-2017 funding is \$215,420. This amount will be paid in quarterly installments beginning on July 1, 2016.

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 2015-2016            \$205,162
- FY 2014-2015            \$205,162
- FY 2013-2014            \$205,162
- FY 2012-2013            \$205,162
- FY 2011-2012            \$250,596
- FY 2010-2011            \$278,440
- FY 2009-2010            \$327,577
- FY 2008-2009            \$362,492

### BACKGROUND

Regional planning within Washoe County is regulated by NRS Sections 278.026 through 278.029. The Truckee Meadows Regional Planning Agency supports comprehensive and

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innovative approaches for economic development and community planning within the cities of Reno and Sparks, as well as Washoe County. In addition TMRPA facilitates 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.

On April 14, 2016, the Regional Planning Governing Board approved the Fiscal Year 2016-2017 jurisdictional allocations for the TMRPA budget. TMRPA staff recommended a 5% increase for Fiscal Year 2016-2017. Washoe County's 30% share of this funding is \$215,420.

### **FISCAL IMPACT**

Washoe County's share of the TMRPA fee for FY 2016-2017 is \$215,420. Funding will be paid in quarterly installments starting on July 1, 2016, and is included in the Washoe County FY 2016-2017 budget submission (180280-710400 Truckee Meadows Regional Planning-Payments to Other Agencies).

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners approve the payment of [\$215,420], paid in quarterly installments, as Washoe County's share in annual funding for the Truckee Meadows Regional Planning Agency to cover the fiscal year from July 1, 2016, through June 30, 2017

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the payment of [\$215,420], paid in quarterly installments, as Washoe County's share in annual funding for the Truckee Meadows Regional Planning Agency to cover the fiscal year from July 1, 2016, through June 30, 2017."

- Exhibit A Interlocal Agreement for Sharing Costs to Support the Activities of the Truckee Meadows Regional Planning Agency
- Exhibit B TMRPA Memorandum Dated April 19, 2016
- 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

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- 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

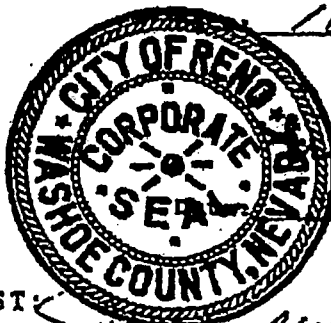
By: [Signature]  
Chair-person

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



10-1-90

[Signature]  
10/8/90

ATTEST:

[Signature]  
Jill 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 31 1990

revised 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 19, 2016

TO: Andrew Clinger, 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 2016-2017 – Budget Allocation Recommendations**

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On April 14, 2016, the Regional Planning Governing Board (RPGB) discussed jurisdictional contributions for the FY 2016-17, and approved a 5% increase over the previous year allocations. This works out to:

- \$287,375 for Reno
- \$215,420 for Sparks
- \$215,420 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  
Bill Thomas, Assistant City Manager, Reno  
Bill Whitney, Washoe County CSD Planning & Development Director  
Armando Ornelas, Sparks City Planner



## 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 2016-17 budget (**AGENDA ITEM 6.B**)

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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 FY2016-17 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 2016 RPGB meeting. This staff report also seeks approval of the jurisdictional allocations for the upcoming 2016-17 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 has decreased over the last ten years, primarily due to the recent 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**

	<b>2005</b>	<b>2010</b>	<b>2015</b>
<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**

	<b>2005</b>	<b>2010</b>	<b>2015</b>
<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, and for FYE2016 the amount was \$75,000. In the next fiscal year, RTC is projecting a \$60,000 allocation to TMRPA, which is due to a decrease in the number of services expected to be required of TMRPA staff by RTC.

TMRPA is also currently in shared work programs with the Western Regional Water Commission (WRWC) and the Washoe County School District (WCSD), with funding supporting consulting work, software and hardware for the Industrial Land Needs Analysis and the Housing Study. TMRPA has not received allocations from these agencies to support the agency's general fund.

#### **PARTIAL LIST OF WORK PLAN EFFORTS IN FISCAL YEAR 2016-17**

As part of completing the work outlined in state statute, TMRPA staff has outlined the following items to be completed during the 2016-17 fiscal year. This is a partial list:

- 2017 Regional Plan Update process, including review and analysis of major regional plan policies
- Distribute 2016 Consensus Forecast, and spatially allocate population and jobs forecasted
- 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
- Continue to expand the features of the Regional Data Warehouse at TMRPA
- Update industrial land supply and absorption
- Participate in the fifth year of the shared work program with RTC
- Provide demographic information to assist with planning concerning wastewater treatment
- Potential additional collaboration with the Washoe County School District
- Update and improve the Population and Employment Model for use by RTC and other agencies

#### **FY2016-17 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 an increased contribution amount of 5%, based on the prior year's apportionment. These allocations include:

- \$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 (down \$15,000 over previous year)

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 9, 2016 meeting. Attachment 1 provides a more detailed look at a draft budget with a 5% increase from the local jurisdictions.

#### **ASSUMPTIONS FOR DRAFT BUDGET DEVELOPMENT**

Staff is in the process of developing the FY 2016-17 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:

- All meetings will now be available on local government access and the internet through video broadcasting
- Extending lease of office space at Terminal Way (lease will expire in February 2017) with no more than 10% increase in rent
- 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

Staff also recommends that 50% of any allocation increase from the jurisdictions be allotted directly to a regional plan update account, thereby providing starting funds for this effort. If the RPGB chooses to support a 5% increase in jurisdictional revenue, this would equate to \$17,100.

#### **RECOMMENDATION**

Staff recommends that the Regional Planning Governing Board accept the information provided in this 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 accept the FY2016-17 budget allocations listed in this staff report.

#### **Suggested Motion:**

I move to accept the information provided in this staff report, and direct staff to prepare the FY2016-17 budget with the following assumptions *{fill in the blank}*.

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

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**Attachments**

**Attachment 1: *FY2016-17 Draft Budget Calculations***

## FY2016-17 DRAFT BUDGET CALCULATIONS

	FY 15-16	FY 15-16	FY 16-17
	Adopted	Estimate to Complete Fiscal Year	Draft @ Potential 5% increase
<b>REVENUE</b>			
Member Contributions			
Sparks	\$ 205,162	\$ 205,162	\$ 215,420
Washoe	\$ 205,162	\$ 205,162	\$ 215,420
Reno	\$ 273,690	\$ 273,690	\$ 287,375
Other Revenue			
RTC Shared Services	\$ 75,000	\$ 75,000	\$ 60,000
WRWC Shared Services	\$ 7,500	\$ 7,500	\$ 5,000
WCSD Shared Services	\$ 47,500	\$ 47,500	
Interest			
Miscellaneous Revenue		\$ 6,031	\$ 1,000
<b>TOTAL REVENUES</b>	<b>\$ 814,014</b>	<b>\$ 820,045</b>	<b>\$ 784,215</b>
<b>EXPENDITURES</b>			
Payroll Expenditures-All	\$ 591,856	\$ 550,827	\$ 608,163
Services & Supplies	\$ 110,390	\$ 76,230	\$ 107,744
Professional Services	\$ 169,600	\$ 157,269	\$ 169,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 871,846</b>	<b>\$ 784,326</b>	<b>\$ 885,007</b>
Special Projects			
Residential Housing Study	\$ 110,000	\$ 110,000	
Urban Sustainability Accelerator	\$ 15,000	\$ 15,000	
Regional Plan Update			\$ 17,100
<b>TOTAL EXPENDITURES &amp; SPECIAL PROJECTS</b>	<b>\$ 996,846</b>	<b>\$ 909,326</b>	<b>\$ 902,107</b>
<b>FUND BALANCE</b>			
Net change in fund balance	\$ (182,832)	\$ (89,281)	\$ (117,893)
Fund balances - beginning	\$ 271,439	\$ 271,439	\$ 182,158
Fund balances - ending	\$ 88,607	\$ 182,158	\$ 64,265
Fund Balance as a % of Total Expenditures	9%	20%	7%

Compensated absences payable	\$21,642.13
Estimated Net Other Post Employment Benefits (OPEB)	\$ 8,729.00
Total potential long-term liabilities	<u>\$30,371.13</u>
Fund balance less potential long term liabilities	\$ 33,894.18
Fund Balance % of Total Expenditures	<u>4%</u>