

**REGIONAL ROAD IMPACT FEE (RRIF)  
TECHNICAL ADVISORY COMMITTEE (TAC)**

**STATEMENT OF PURPOSE, OBJECTIVES, AND PROCEDURES**

**I. BACKGROUND**

The RRIF program was implemented in November 1995 which included the preparation of a “Capital Improvements Plan” (CIP) as required by the Nevada impact fee statute, NRS 278B, Impact Fees for New Development. With the preparation of the RRIF CIP and its companion, RRIF General Administrative Manual (GAM), the RRIF program was adopted and is jointly administered by the RTC, the City of Reno, the City of Sparks and Washoe County, within the framework of an Interlocal Cooperative Agreement as authorized by the state Interlocal Cooperative Act.

The RRIF Program is reviewed biennially, as required in the Interlocal Cooperative Agreement and NRS. During the review, updated population and employment assumptions provided by the Truckee Meadows Regional Planning Agency (TMRPA) are included in the RTC Traffic Forecast Model. An updated capital improvement plan is developed by comparing the new future volumes against the existing roadway system capacity. Average project costs are used to determine the net cost per service unit resulting in the recalculated impact fee rates.

Impact fees are collected by the local agencies prior to the issuance of a building permit. The fees are determined by the local RRIF Administrator based on a fee schedule. Regional road impact fees are transferred from the local governments to the RTC on a quarterly basis. The monies are then expended for projects selected and approved by the RTC Board and local governmental agencies.

**II. STATEMENT OF PURPOSE**

The purpose of the RRIF TAC is to review and recommend any modifications, additions, or updates to be made to the RRIF General Administration Manual (GAM) and Capital Improvements Plan (CIP). The RRIF TAC is also part of the appeal process as outlined in the RRIF GAM. The RRIF GAM states that a fee payer or applicant affected by an administrative decision of the RTC RRIF Administrator or Local Administrator may appeal such decision to the RTC Regional Road Impact Fee Technical Advisory Committee.

**III. OBJECTIVES**

1. Provide review and comment on any modifications, additions, or updates to be made to the RRIF General Administration Manual (GAM) and Capital Improvements Plan (CIP).
2. To affirm or reverse the decision of the RTC RRIF Administrator or Local RRIF Administrator on an appeal of an administrative decision. To affirm or reverse a decision, there must be a motion with a vote. The simple majority of those present approves or fails the motion. A tie means the motion fails.

**IV. PROCEDURES**

1. RRIF TAC meetings will be scheduled monthly during the update process, although they can be held on an as-needed basis such as when an appeal is to be heard. The regular meetings shall be held at the RTC Engineering Facility at 2:00 p.m. on the fourth Thursday of each month.

2. The RRIF TAC consists of 15 members with 8 members constituting a quorum. Technical Advisory Committee membership is comprised of the following individuals or their designated representatives:
  - RTC RRIF Administrator (1)
  - From the Cities of Reno and Sparks and Washoe County (9)
    - Community Development Directors (3)
    - Public Works Directors (3)
    - Planning Commission Members (3)
  - One RTC staff member appointed by the Executive Director of the RTC (1)
  - Four private sector members appointed by the Chairman of the RTC (4)
3. The RTC RRIF Administrator shall chair the RRIF TAC.
4. RTC will provide secretarial and staff support to the Committee.
5. Agendas and supporting materials will be e-mailed or delivered monthly to Committee members no later than the Friday before each meeting.
6. RTC will create meeting minutes to be sent out after each meeting.

Updated August 19, 2013, JDM