



REGIONAL TRANSPORTATION COMMISSION

REGIONAL ROAD IMPACT FEE TECHNICAL ADVISORY COMMITTEE

MEETING AGENDA

Thursday, August 24, 2017, 2:00pm-4:00pm
1105 TERMINAL WAY, RENO, NV
1ST FLOOR CONFERENCE ROOM

I. The RTC Engineering Conference Room is accessible to individuals with disabilities. Requests for auxiliary aids to assist individuals with disabilities should be made with as much advance notice as possible. For those requiring hearing or speech assistance, contact Relay Nevada at 1.800.326.6868 (TTY, VCO or HCO); other requests should be directed to RTC Engineering at 775.348.0171.

II. The Regional Road Impact Fee Technical Advisory Committee (RRIF TAC) has a standing item for accepting public comment on topics relevant to the RRIF TAC that are not included on the agenda. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. For specific items on the RRIF TAC agenda, public comment will be taken at the time the item is discussed. Individuals providing public comment will be limited to three minutes. Individuals acting as a spokesperson for a group may request additional time. Attempts to present public input in a disruptive manner will not be allowed. Remarks will be addressed to the RRIF TAC as a whole and not to individual members.

III. The RRIF TAC may combine two or more agenda items for consideration and/or may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

ITEM 1 Approval of Agenda (*For Possible Action*)

ITEM 2 Public Comment - *please read paragraph II near the top of this page*

ITEM 3 Approval of the March 23, 2017 Meeting Minutes (*For Possible Action*)

ITEM 4 Introduction of New RRIF TAC Members (*Informational Only*)

ITEM 5 RRIF General Overview (*Informational Only*)

ITEM 6 RTC Travel Demand Model & TMRPA Build Out Model (*Informational Only*)

ITEM 7 RRIF General Administrative Manual - Request for Changes (*Informational Only*)

ITEM 8 Public Comment - *please read paragraph II near the top of this page*

ITEM 9 Member Items

a) next RRIF TAC meeting: September 28, 2017

ITEM 10 Adjournment (*For Possible Action*)

The Committee may take action on any item noted for possible action



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

August 24, 2017

AGENDA ITEM 2

TO: Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)

FROM: Julie Masterpool, P.E.
RRIF Program Manager

SUBJECT: Public Input

This agenda item allows the public the opportunity to provide information on topics within the jurisdiction of the Regional Road Impact Fee Technical Advisory Committee (RRIF TAC). Any person wishing to wait to provide public comment on a specific agenda item should indicate that item number on the “comment” card. The RRIF TAC reserves the right to take all public comment during Public Input. Individuals addressing the RRIF TAC during the Public Input portion of the meeting will be limited to three minutes total. However, an individual acting as a spokesperson for a group of individuals may request additional time. Individuals are expected to provide public input in a professional and constructive manner.

**REGIONAL TRANSPORTATION COMMISSION (RTC)
REGIONAL ROAD IMPACT FEE (RRIF)
TECHNICAL ADVISORY COMMITTEE**

Meeting Minutes

Thursday, March 23, 2017

Members Present:

Amy Cummings, Regional Transportation Commission

Art Sperber, City of Sparks Planning Commission

Bill Gall, City of Reno Community Development

Jess Traver, Private Sector

Jim Rundle, City of Sparks Community Development

Kraig Knudsen, Private Sector

Randy Walter, Private Sector

Steve Bunnell, City of Reno Public Works

Members Absent:

Clara Lawson, Washoe County Public Works

Garth Oksol, Regional Transportation Commission

Jon Ericson, City of Sparks Public Works

Mojra Hauenstein, Washoe County Development Review

Peter Gower, City of Reno Planning Commission

Roger Edwards, Washoe County Planning Commission

Ted Erkan, Private Sector

RTC Staff:

Julie Masterpool

Lee Anne Olivas

Nelia Belen

Xuan Wang

Guests:

Carl Savely

The meeting was called to order at 2:04pm. Julie Masterpool stated that there should be new Planning Commission members joining the committee soon.

Item 1: Approval of Agenda

Julie Masterpool stated that Item 6 needs to be removed from the agenda. Jeremy Smith from TMRPA was ill. The item will be discussed at a future meeting. The revised agenda was approved unanimously.

Item 2: Public Comment

There was no response to the call for public comment.

Item 3: Approval of the February 23, 2017 Meeting Minutes

The meeting notes were approved unanimously.

Item 4: RRIF Credit Extension Update

The City of Reno was scheduled to approve the amendments at their March 22, 2017 Council meeting. The item was continued until the April meeting due to Mayor Schieve's request to know what the value of the credits were. Julie Masterpool stated that she did a quick analysis based on the current fee system and the current dollar value of the credits equals \$130 million. If the credits are used within their lifespan, there is no impact. Bill Gall is working on a staff report to try to address Mayor Schieve's concerns. If the City of Reno does not approve the amendments, it will affect the whole region. Once approved by all three local jurisdictions, the expiration dates will be extended within the online RRIF Automation Program.

Item 5: 2040 RTP Update

Amy Cummings stated there were no major changes and comments from the February RRIF TAC meeting have been received. Amy passed out the revised project listings and maps (see Attachment A). There was discussion about labeling on some of the maps for better readability. Bike lanes on

Glendale Avenue were discussed. The City of Sparks feels that both parking and bike lanes can be accommodated. The Reno Sparks Indian Colony portion of Glendale Avenue will remain under NDOT's jurisdiction. Amy Cummings stated there are several RTP intersection projects included, but they are not specifically listed on the maps.

There was discussion about ADA improvements on Keystone Avenue and the Keystone and Sierra Street bridges. Sparks also requested the timing of the Lazy 5 Parkway projects connecting Sonoma Highlands to Pyramid Highway and the connection between Kiley Ranch and Wingfield Hills be reviewed.

The draft 2040 RTP will go before the RTC Board in April and the final document will be presented in May. Amy asked the committee to let her know of any additional comments by April 3, 2017. Once the RTP is adopted, then it goes into the Statewide Transportation Improvement Plan. Julie Masterpool stated that once the RTP list of projects are finalized, she will split into the projects into the North and South Service Areas to begin development of the RRIF Capital Improvement Plan.

Item 6: TMRPA Build Out Model

Jeremy Smith with TMRPA was not able to attend the meeting due to illness. The item was postponed to a future meeting.

Item 7: Public Comment

There was no response to the call for public comment.

Item 8: Member Items

Jess Traver asked about various bills before the Legislature.

Julie Masterpool asked the committee to let her know if the RRIF GAM is operating as it should be and submit any suggestions to be included as part of the 6th Edition update.

Bill Gall stated the at least one Reno City Council member has mentioned they would like to be made aware of potential RRIF eligible improvements to be constructed by a developer prior to the RRIF Offset Agreement being presented at a Council meeting. Mention of possible RRIF improvements is typically included in the staff report or Conditions of Approval for a development, however it is not always known at the time of the project approval if a developer will voluntarily request to enter into a RRIF Offset Agreement.

The next RRIF TAC meeting is tentatively scheduled for June 22, 2017* at 2pm in the RTC's 1st Floor Conference Room located at 1105 Terminal Way, Suite 101.

**UPDATE since the meeting: the next RRIF TAC meeting has been rescheduled for July 27, 2017.*

Item 9: Adjournment

There being no further business, the meeting adjourned at 2:46pm.

Respectfully Submitted,

Lee Anne Olivas



REGIONAL TRANSPORTATION COMMISSION

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Metropolitan Planning Organization of Washoe County, Nevada

August 24, 2017

AGENDA ITEM 4

TO: Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)

FROM: Julie Masterpool, P.E.
RRIF Program Manager

SUBJECT: RRIF Technical Advisory Committee – New Members

RECOMMENDATION

Acknowledge receipt of new RRIF TAC members.

SUMMARY

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.

Per the RRIF General Administrative Manual (GAM) Section XII.C.2. Regional Road Impact Fee Technical Advisory Committee (RRIF TAC), shall be comprised of the RTC RRIF Administrator, Community Development Directors and Public Works Directors from the Cities of Reno and Sparks and Washoe County or their designees, a Planning Commission member from the City of Reno, Washoe County, and the City of Sparks, one RTC staff member appointed by the Executive Director of the RTC and four (4) private sector members appointed by the Chairman of the RTC.

Attached is a list of current members (New members highlighted in **bold**):

RTC	Member Position
Brian Stewart	RTC RRIF Administrator
Amy Cummings	RTC Planning Director*

City of Reno	Member Position
Janelle Thomas	Community Development Director/Reno RRIF Administrator*
Steve Bunnell	Reno Public Works Director*
Peter Gower	Reno Planning Commission Member

Washoe County	Member Position
Mojra Hauenstein	Washoe County Community Development Director
Clara Lawson	Washoe County Public Works Director/Washoe Co RRIF Administrator*
Mike Lawson	Washoe County Planning Commission Member

City of Sparks	Member Position
Jim Rundle	Sparks Community Development Director*
Jon Ericson	Sparks Public Works Director/Sparks RRIF Administrator*
Scott Carey	Sparks Planning Commission Member

Private Sector	Member Position
Ted Erkan	Lewis Operating Corp.
John Krmptic	KLS Design Group
Kraig Knudsen	Tanamera Construction LLC
Randy Walter	Places, INC/Builders Association of Northern Nevada



REGIONAL TRANSPORTATION COMMISSION

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August 24, 2017

AGENDA ITEM 5

TO: Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)

FROM: Julie Masterpool, P.E.
RRIF Program Manager

SUBJECT: RRIF General Overview

RECOMMENDATION

Acknowledge receipt of information regarding the Regional Road Impact Fee General Overview.

SUMMARY

Impact fees were developed as a funding tool for collecting the cost of building additional public capacity improvements required to accommodate new development.

Two US Supreme Court decisions have helped to define the requirements for impact fees:

1. Nollan v. California Coastal Commission, 483 U.S. 825 (1987) – The amount of the impact fee must result from an individualized determination that the fee is reasonably related in nature and extent to the proposed development. (Rough Proportionality)
2. Dolan v. City of Tigard, 512 U.S. 374 (1994) – An essential nexus must exist between the government action, ie, granting of a building permit and the government interest furthered by the impact fee. (Rational Nexus)

The Nevada Legislature enacted NRS 278B in 1989 which outlined the general components required for impact fee programs. NRS 278B allows for specific infrastructure improvements such as streets, fire and police stations, sanitary and storm sewers, drainage projects, water projects, and parks. Impact fees can only be used for new capacity improvements established for a specific service area and identified in a Capital Improvement Plan, not to exceed 10 years. Impact fees cannot be used for maintenance or operating expenses. Impact fees are not meant to pay for all new capacity needs, only new development's share.

The Regional Road Impact Fee (RRIF) Program was implemented in 1996 through the adoption of local impact fee ordinances by Reno, Sparks and Washoe County. Impact fees have advantages over previous negotiated exaction methods as it allows all new development to pay their fair share in funding

transportation improvements. Under the exaction process, the first project to develop could be conditioned to build significant roadway improvements that ultimately benefit more than their single development. When another project is ready to develop, the roadway improvements would already be complete, and therefore the second development would not be required to build or make contributions to accommodate the impacts their new development incurred on the road network. Under an impact fee program, all new development pays a fee based on their impact on the transportation network.

The RRIF program is jointly administered by the RTC, Reno, Sparks and Washoe County through an Interlocal Cooperative Agreement. Day to day operations are conducted by a RRIF Administrator for each participating agency. The RRIF Capital Improvement Plan (CIP) and RRIF General Administrative Manual (GAM) provide the methodology used to develop the impact fee and the guidelines and procedures for implementation of the program.

The RRIF program is based on a list of regional roadway capacity projects needed within the next 10 years to maintain the policy level of service as established in the Regional Transportation Plan. The impact fee rate is measured in dollars per vehicle miles traveled (VMT).

Impact fees are assessed at the building permit stage on new development using the land use category that best represents the additional traffic placed on the regional road system by the development. Impact fees are collected by the local agencies and transferred to the RTC on a quarterly basis. The monies are then expended for CIP projects selected and approved by the RTC Board and local governmental agencies.

The RRIF Program also allows private development to build the public capacity improvements, usually adjacent to the new development. In return, a developer will receive impact fee waivers (previously known as credits) that may be used to pay their impact fees. Road improvements built by private development must be on the CIP and covered under a RRIF Offset Agreement with RTC, the developer, and the local agency having jurisdiction over the proposed improvement.

The RRIF Program is reviewed biennially, as required in the Interlocal Cooperative Agreement and NRS. RRIF fees may also be indexed in each year which new fees are not adopted due to revisions to the land use assumptions or update of the CIP. Indexed fees are increased based on a five (5) year rolling average of the Consumers Price Index or by 5%, whichever is less.

Since the inception of the RRIF Program, \$95 million in impact fees has been collected, which has been used to build additional capacity improvements on the regional network. In addition, private development has built \$203 million in roadway improvements, and in return, received compensation in the form of impact fee credits (now issued as waivers) to be used as payment for impact fees.

Included on the next page is a map of the RRIF Services Areas (Figure 1). Interstate 80 (I-80) is the boundary line between the North and South services areas. Attached to the staff report are a RRIF Development Flowchart (Figure 2) and the Brochure for the 5th Edition Year 2 Indexing (Figure 3).

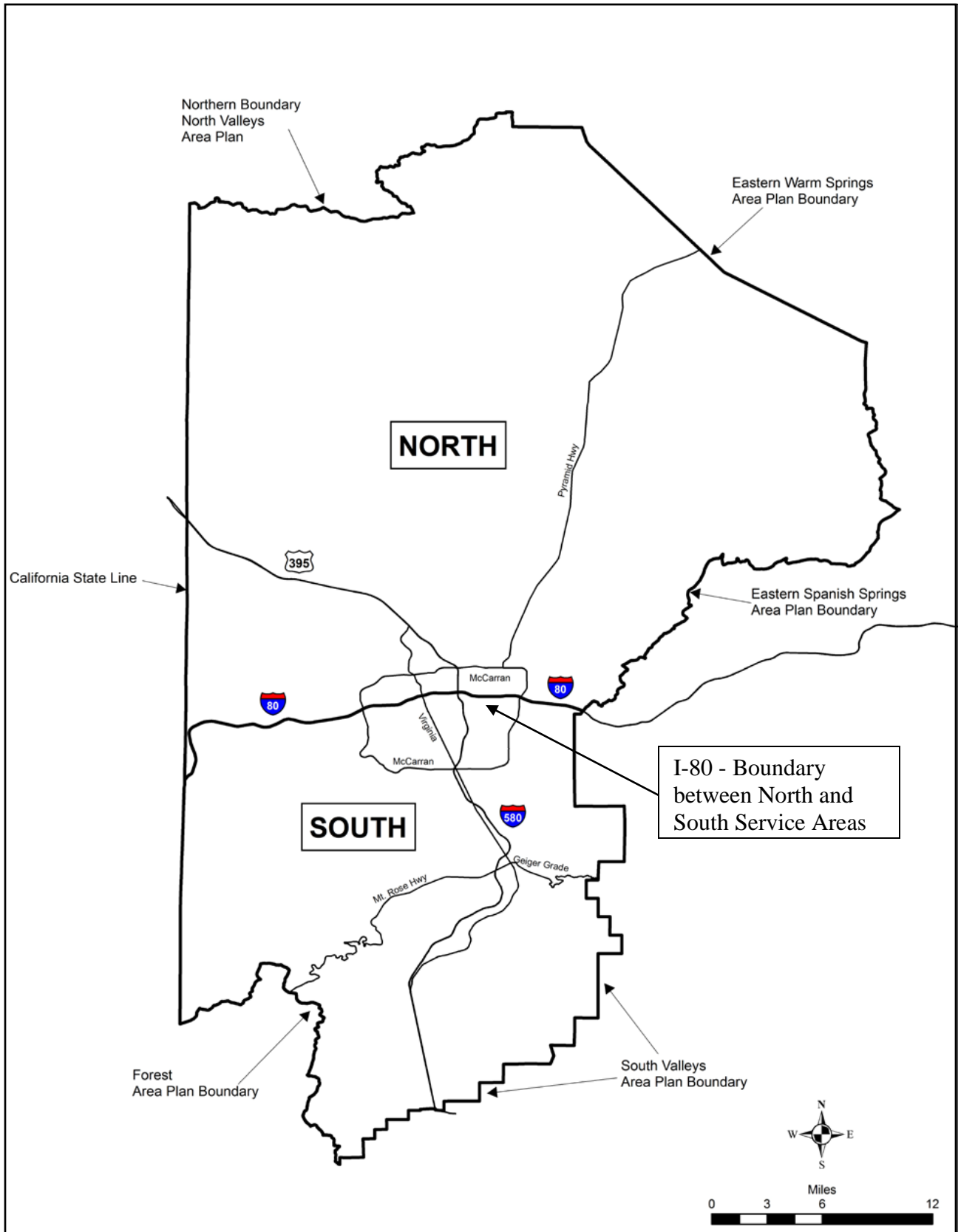


Figure 1 – RRIF Service Areas

Regional Road Impact Fee Development

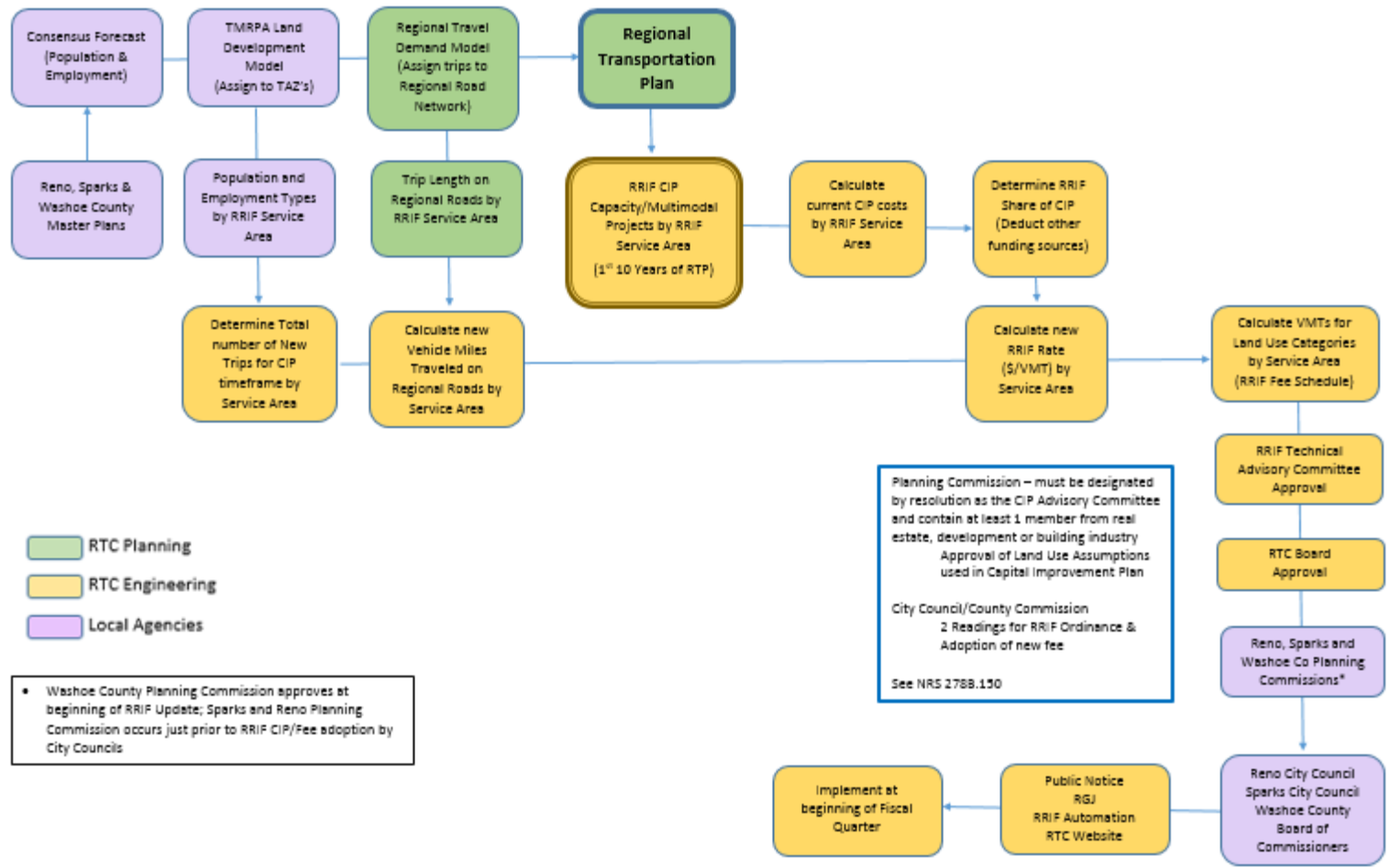


Figure 2 – RRIF Development Flowchart

REGIONAL ROAD IMPACT FEE SCHEDULE (Year 2 Indexing)

Figure 3

Land Use	Unit	North Service Area (\$262.69/VMT)		South Service Area (\$297.58/VMT)	
		VMT ¹	Cost Per Unit ²	VMT ¹	Cost Per Unit ²
Residential					
Single-Family	Dwelling	14.93	\$3,921.96	14.67	\$4,365.50
Multi-Family	Dwelling	9.70	\$2,548.09	9.53	\$2,835.94
Industrial					
General Light Industrial	1,000 GFA	7.30	\$1,917.64	7.17	\$2,133.65
Manufacturing	1,000 GFA	4.00	\$1,050.76	3.93	\$1,169.49
Warehouse	1,000 GFA	3.73	\$979.83	3.66	\$1,089.14
Mini-Warehouse	1,000 GFA	2.62	\$688.25	2.57	\$764.78
Commercial/Retail					
Commercial/Retail	1,000 GFA	26.69	\$7,011.20	26.23	\$7,805.52
Eating/Drinking Places	1,000 GFA	26.69	\$7,011.20	26.23	\$7,805.52
Casino/Gaming	1,000 GFA	48.24	\$12,672.17	47.40	\$14,105.29
Office and Other Services					
Schools	1,000 GFA	10.67	\$2,802.90	10.48	\$3,118.64
Day Care	1,000 GFA	10.67	\$2,802.90	10.48	\$3,118.64
Lodging	Room	5.90	\$1,549.87	5.79	\$1,722.99
Hospital	1,000 GFA	13.85	\$3,638.26	13.61	\$4,050.06
Nursing Home	1,000 GFA	7.96	\$2,091.01	7.82	\$2,327.08
Medical Office	1,000 GFA	37.85	\$9,942.82	37.19	\$11,067.00
Office and Other Services	1,000 GFA	11.55	\$3,034.07	11.35	\$3,377.53
Regional Recreational Facility	Acre	2.39	\$627.83	2.35	\$699.31

¹ VMT/Unit

² Cost per Unit is approximate due to rounding; the Actual Fee is \$/VMT x VMT/Unit x # of Units

Regional Road Impact Fee (RRIF)

**5th Edition
Year 2 Indexing
March 20, 2017**

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August 24, 2017

AGENDA ITEM 6

TO: Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)

FROM: Jeremy Smith, Ph.D.
GIS Coordinator, TMRPA

Xuan Wang, Ph.D.
Senior Technical Planner, RTC

SUBJECT: RTC Travel Demand Model and TMRPA Build Out Model

RECOMMENDATION

Acknowledge receipt of information regarding the RTC Travel Demand Model and development of a future TMRPA build out model.

SUMMARY

Xuan Wang from the RTC Planning Department will present a brief summary of RTC’s travel demand model. This includes the development of the model, major inputs, model components, and applications.

Jeremy Smith from TMRPA will present an overview of the methodology for tracking growth potential in the Truckee Meadows based on approved zoning, master plans, tentative maps and planned unit developments. Theoretical build out numbers and related assumptions will be discussed, as well as, potential project inclusions and/or exclusions to be considered in the buildout simulation.



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August 24, 2017

AGENDA ITEM 7

TO: Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)

FROM: Julie Masterpool, P.E.
RRIF Program Manager

SUBJECT: RRIF General Administrative Manual (GAM) – Request for Changes

RECOMMENDATION

Acknowledge receipt of information regarding potential changes to the RRIF General Administrative Manual (GAM).

SUMMARY

Changes to the RRIF General Administrative Manual (GAM) can be incorporated into the 6th Edition update. The RRIF TAC will make suggestions for future consideration. One example of modifications to be considered include:

- Payment of RRIF fees with Credit Cards and associated processing fee

Reno and Sparks accept the payment of permit fees, including impact fees, with credit cards and absorb the processing fees within their general budget. Washoe County accepts payment of some of their permit fees with credit cards, but does not allow payment of regional road impact fees with credit cards. The cost of the processing fee is based on the percent of the transaction amount paid charged by the credit card company. These processing fees can become significant on large projects.

NRS 278B.280 prohibits the use of impact fees for the payment of finance charges, unless used for the payment of bonds used to construct eligible capacity improvements. However, NRS 354.770 allows a local government to require the cardholder or the person requesting the electronic transfer of money to pay a processing fee when appropriate and authorized (see Attachment A).

Further discussion will be needed to determine, if enacted: 1) Process to enable charges to be adopted; 2) If all jurisdictions would participate; and 3) Whether the processing fee would be assessed on all fees paid with a credit card or just the Regional Road Impact Fee.

Attachment

Attachment A

NRS 354.770 Acceptance of payments by credit card, debit card or electronic transfers of money.

1. A local government may enter into contracts with issuers of credit cards or debit cards, or operators of systems that provide for the electronic transfer of money to provide for the acceptance of credit cards, debit cards or electronic transfers of money by the local government:

(a) For the payment of money owed to the local government for taxes, interest, penalties or any other obligation; or

(b) In payment for goods or services.

2. If the issuer or operator charges the local government a fee for each use of a credit card or debit card or for each electronic transfer of money, the local government may require the cardholder or the person requesting the electronic transfer of money to pay a convenience fee when appropriate and authorized. The total convenience fees charged by the local government in a fiscal year must not exceed the total amount of fees charged to the local government by the issuer or operator in that fiscal year.

3. As used in this section:

(a) “Cardholder” means the person or organization named on the face of a credit card or debit card to whom or for whose benefit the credit card or debit card is issued by an issuer.

(b) “Convenience fee” means a fee paid by a cardholder or person requesting the electronic transfer of money to a local government for the convenience of using the credit card or debit card or the electronic transfer of money to make such payment.

(c) “Credit card” means any instrument or device, whether known as a credit card or credit plate, or by any other name, issued with or without a fee by an issuer for the use of the cardholder in obtaining money, property, goods, services or anything else of value on credit.

(d) “Debit card” means any instrument or device, whether known as a debit card or by any other name, issued with or without a fee by an issuer for the use of the cardholder in depositing, obtaining or transferring funds.

(e) “Electronic transfer of money” has the meaning ascribed to it in [NRS 463.01473](#).

(f) “Issuer” means a business organization, financial institution or authorized agent of a business organization or financial institution that issues a credit card or debit card.

(g) “Local government” has the meaning ascribed to it in [NRS 354.474](#), except that the term does not include a court that has entered into a contract pursuant to [NRS 1.113](#).

(Added to NRS by [1997, 1323](#); A [1999, 70](#); [2001, 1322](#); [2009, 1573](#))



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August 24, 2017

AGENDA ITEM 8

TO: Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)

FROM: Julie Masterpool, P.E.
RRIF Program Manager

SUBJECT: Public Input

This agenda item allows the public the opportunity to provide information on topics within the jurisdiction of the Regional Road Impact Fee Technical Advisory Committee (RRIF TAC). Any person wishing to wait to provide public comment on a specific agenda item should indicate that item number on the “comment” card. The RRIF TAC reserves the right to take all public comment during Public Input. Individuals addressing the RRIF TAC during the Public Input portion of the meeting will be limited to three minutes total. However, an individual acting as a spokesperson for a group of individuals may request additional time. Individuals are expected to provide public input in a professional and constructive manner.