

STAFF REPORT

Date: May 22, 2024

To: Mayor and City Council

Through: Doug Thornley, City Manager

Subject: Staff Report (For Possible Action): Approval of an Interlocal Agreement between Washoe County, the City of Reno, the City of Sparks, and the Truckee Meadows Regional Planning Agency (TMRPA) to calculate the annual population estimate for Washoe County and deliver to the Nevada State Demographer.

From: Lauren Knox, Senior Planner

Department: Development Services - Planning

Summary:

The attached Interlocal Agreement between Washoe County, the City of Reno, the City of Sparks, and the Truckee Meadows Regional Planning Agency (TMRPA) would formalize the transfer of responsibility for developing population estimates that are sent to the Nevada State Demographer from Washoe County to the TMRPA. Staff recommends that Council approve the Interlocal Agreement (Attachment A).

Consent Review	Yes	No
1. Is this item an annual or standard item that comes before Council for regular approval?		X
2. Is this item an agreement required based on an item previously approved by Council?		X
3. Is this item included in the current budget approved and adopted by Council?		X
Other Considerations		
What percent of the total City budget does this item represent?	0%	

Alignment with Strategic Plan:

Economic and Community Development

Previous Council Action:

There is no recent Council action relevant to this item.

Background:

Annually, the Nevada State Demographer produces the Governor's Certified Estimates for the population of each town, township, city, and county in the state, per Nevada Revised Statutes (NRS) 360.283 and 360.285. The estimates are used for apportioning tax proceeds to each jurisdiction.

Historically, Washoe County staff would develop the estimate for each jurisdiction in the County. After vetting the estimates with both the City of Reno and the City of Sparks, the County would then send it to the Demographer for incorporation into the population estimate for the year. For the past two years, the TMRPA has been undertaking this task. The attached Interlocal Agreement between Washoe County, the City of Reno, the City of Sparks, and the TMRPA would formalize the transfer of responsibility of this task to the TMRPA.

Discussion:

Approximately two years ago, Washoe County approached the TMRPA to take over the development of the annual population estimate. The TMRPA has been working closely with County staff during the transition of this work. Transfer of responsibility for developing the population estimates for the City of Reno, the City of Sparks, and Washoe County would help to ensure a neutral party is producing the estimate, reducing the potential for bias. Additionally, the data and analysis work that the TMRPA already develops for the region is directly in line with the analysis needed to produce the population estimates.

To develop the population estimates, dwelling unit data from the Washoe County Assessor is utilized. An occupancy rate is then applied to determine the percentage of units that have residents. From there, a jurisdiction-specific person per household multiplier is used to project the household population for each jurisdiction. Group quarters and tribal population counts are also included in the population count which is then vetted by each jurisdiction and sent to the Demographer for use in the development of the Governor's Certified Estimates.

The TMRPA routinely uses dwelling unit data in various tasks that are integral to their core function, including mapping and spatially forecasting growth, which is used by a variety of entities including the City of Reno. Since the TMRPA has been involved in the population projection development process, they have an established relationship with the Assessor's office that allows them to acquire and vet the dwelling unit information more quickly, thus increasing efficiency and reducing duplication of work within the region.

At the April 11, 2024, Regional Planning Governing Board (RPGGB) meeting, the board requested that TMRPA staff also review the potential for any compensation needed to perform this work. TMRPA staff reviewed the difference in staff time needed to develop the estimate compared to the

standard work that the TMRPA already performs and determined that the difference was minimal. Furthermore, there is no statutory requirement for any of the jurisdictions to perform this work, thus compensation for taking over the work was determined to be unnecessary at this time.

The Interlocal Agreement will be circulated to the governing bodies of the City of Reno, the City of Sparks, and Washoe County during the month of May, and if approved by all will be brought before the RPGB for final approval in June.

Financial Implications:

None at this time.

Legal Implications:

Legal review completed for compliance with City procedures and Nevada law.

Recommendation:

Staff recommends Council approve the Interlocal Agreement between Washoe County, the City of Reno, the City of Sparks, and the Truckee Meadows Regional Planning Agency to calculate the annual population estimate for Washoe County and deliver to the Nevada State Demographer.

Proposed Motion:

I move to approve the Interlocal Agreement between Washoe County, the City of Reno, the City of Sparks, and the Truckee Meadows Regional Planning Agency to calculate the annual population estimate for Washoe County and deliver to the Nevada State Demographer.

Attachments:

Exhibit A – Interlocal Agreement