



WASHOE COUNTY

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STAFF REPORT BOARD MEETING DATE: May 24, 2016

| | |
|-------------|------------|
| CM/ACM | <u>KS</u> |
| Finance | <u>DN</u> |
| DA | <u>✓</u> |
| Comptroller | <u>CH</u> |
| HR | <u>N/A</u> |
| Other | <u>N/A</u> |

DATE: April 11, 2016

TO: Board of County Commissioners

FROM: Eric Young, Senior Planner, Planning and Development,
Community Services Department, 328-3613, eyoung@washoecounty.us

THROUGH: William H. Whitney, Division Director, Planning and Development
Community Services Department, 328-3617, bwhitney@washoecounty.us

SUBJECT: Possible action to approve an appointment of either Rebecca Kapuler or Scott Carey to the Washoe County HOME Consortium Technical Review Committee (TRC) to fill a term beginning on July 1, 2016, and ending on June 30, 2019. The HOME program is a Federal program to distribute affordable housing funds to local jurisdictions for the purpose of constructing affordable housing. The Washoe County HOME Consortium consists of Washoe County, the City of Sparks and the City of Reno (lead agency). The managers of the three jurisdictions serve as the Consortium Directors and make all funding and policy decisions. The TRC of the HOME Consortium is responsible for developing the application procedures for securing HOME funds, for reviewing those applications, and for making recommendations for funding to the HOME Consortium Directors based on the housing priorities established in each jurisdiction. (All Commission Districts.)

SUMMARY

Ms. Christina Leach, Washoe County's citizen appointee to the Technical Review Committee (TRC) of the Washoe County HOME Consortium, resigned in June of 2014. The Washoe County at-large representative has traditionally been difficult to fill. A three year commitment has caused many potential applicants to be reluctant to apply. After Ms. Leach's resignation, staff began a search for a replacement. After several false starts, staff has identified two qualified applicants, Mr. Scott Carey and Ms. Rebecca Kapuler. Each applicant is a qualified and motivated candidate for the position, and they each demonstrate an interest in affordable housing in the community. Both applicants demonstrate an extensive record of community involvement and participation.

The by-laws of the TRC state that the position is a three year term commencing on July 1st. Therefore, this appointment would begin July 1, 2016 and run through June 30, 2019. The by-laws also state that re-appointment is not necessary at the end of a term, unless the member resigns. If the member states a desire to continue as a member, another three year term is automatically granted.

AGENDA ITEM # 23

Washoe County Strategic Objective supported by this item: Stewardship of Our Community.

PREVIOUS ACTION

On February 12, 2013, the Board reappointed Christina Leach to a term as the Washoe County at-large representative on the Washoe County HOME Consortium Technical Review committee. Ms. Leach resigned in June of 2014.

BACKGROUND

The TRC of the HOME Consortium is responsible for developing the application procedures for securing HOME funds, for reviewing those applications, and for making recommendations for funding to the HOME consortium Directors. The Directors consist of the city and county managers of the three HOME Consortium partners – Reno, Sparks, and Washoe County. The TRC consists of one staff member from each jurisdiction and the Truckee Meadows Regional Planning Agency, one member representing a technical specialty (usually drawn from a local financial institution), and one citizen appointee from each jurisdiction.

As noted in the Summary section of this staff report, the citizen appointee position for Washoe County has proven particularly difficult to fill and maintain. After a lengthy search, staff is pleased to have identified two qualified applicants for the Board's consideration: Rebecca Kapuler and Scott Carey. Each applicant demonstrates a motivated interest in the issue of affordable housing, and each has a background that qualifies them to be an effective board member on the TRC. Given two highly qualified applicants, staff does offer some guidance for the Board's consideration. The difficult nature of finding a committed volunteer to stay for a full three year term has adversely impacted the operation of the TRC. While no specific issue or concern has arisen due to the empty seat, it is assumed that a full committee functions at a higher level than one with vacancies. In fact, there is a significant learning curve to understand the complex nature of the HOME Consortium operation. It is particularly valuable to identify individuals who may be committed to two full three year terms. Staff believes such a commitment would result in the highest functioning TRC. Therefore, as the Board considers these two excellent applicants, staff requests the Board consider the ability of the applicants to be committed to at least a full three year term and perhaps a full two terms equaling six years. The by-laws of the HOME consortium require that staff provide a recommendation to the Board. While both candidates are clearly qualified, staff recommends Rebecca Kapuler due to her voluntary attendance at HOME TRC meetings throughout this past application round. Her voluntary attendance has not only demonstrated Rebecca's commitment to learning the process but has put her a bit ahead of the game in that regard.

The Community Service Applications for Rebecca Kapuler and for Scott Carey are included as Attachment A to this staff report.

FISCAL IMPACT

No fiscal impact. Members do not receive a stipend for their services.

RECOMMENDATION

It is recommended that the Board approve the appointment of either Rebecca Kapuler or Scott Carey to the Washoe County HOME Consortium Technical Review Committee to fill a term beginning on July 1, 2016, and ending on June 30, 2019.

POSSIBLE MOTION

Should the Board agree to appoint one of the two applicants to the Washoe County HOME Consortium TRC a possible motion would be: "Move to approve the appointment of [Rebecca Kapuler or Scott Carey] as the Washoe County at-large representative on the Washoe County HOME Consortium Technical Review Committee to fill a term beginning on July 1, 2016, and ending on June 30, 2019."

Attachment A - Washoe County Community Service Applications

cc: Rebecca Kapuler (e-mail)
Scott Carey (e-mail)



Washoe County Community Service Application
-Washoe County HOME Consortium Technical
Review Committee, At-Large Washoe County Seat

Volunteer ... Make a Difference in Washoe County!

Your Name: **Rebecca Kapuler**

Residential Home Address

| | | |
|--|---------------------------------|-------------------|
| Address: 1870 Fargo Way | | |
| City: Sparks | State: NV | Zip: 89434 |
| Assessor's Parcel Number if known: 036-513-27 | | |
| Home Phone: 775-355-9503 | Cell Phone: 775-560-9503 | |
| E-mail: RJKapuler@yahoo.com | | |

Mailing Address (if different from residential home address)

| | | |
|----------|--------|------|
| Address: | | |
| City: | State: | Zip: |

Background

| |
|--|
| How long have you lived in your area? (Years/Months) 17 years 10 months |
| How long have you lived in Washoe County? (Years/Months) 33+ years |
| Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If yes, please list conviction dates and nature: |
| |
| Briefly, in your own words explain why you would like to be appointed to the HOME Consortium Technical Review Committee. |
| <p>Over the past 33 years, I have made Washoe County my home. I attended middle and high schools in Washoe County and my husband and I have both decided that this is where we are going to work, live, and play.</p> <p>I have a strong background in civil service and I enjoy working to improve my community. The HOME Consortium Technical Review Committee is of interest to me because the projects that are brought before the committee make a difference and improve quality of life for our Veterans, families, seniors, homeless, and overall business community. I believe that affordable housing which is located near and has access to safe transit and multi-modal transportation, governmental and social services, educational services, medical offices and healthy grocery/food choices is imperative to support our individual basic needs. Affordable housing located in areas with complete streets and transportation options helps create an active community-and studies show that active and healthy children arrive to school ready to learn and achieve. Studies also support that our growing senior and veteran population require affordable housing located near services. I believe that I have a well-rounded knowledge of services, planning, engineering, and land use that will be beneficial to the HOME Consortium Technical Review Committee.</p> <p>I look forward to hearing back from you and answering any questions you may have.</p> |

Describe your qualifications for this appointment, including, but not limited to your educational background, professional background and awards/honors.

I have an extensive background and work experience in planning, engineering, and multi-modal transportation. My background is unique because I have a combination of 15 years of experience working in multimodal transportation in both planning and engineering capacities.

October 2014- Present:

Regional Transportation Commission of Washoe County, Metropolitan Planning: Planner

August, 2009 – October 2014:

Nevada Department of Transportation, Transportation Multi-modal Division of Planning: Transportation Planner Analyst II and III

March, 2000 – March 2009:

City of Reno, Traffic Engineering: Traffic Safety Advocate

Prior to the above, I worked in the non-profit community working with diverse and at-risk families and youth.

1995-2000:

The Children's Cabinet, Inc., Family and Youth Issues (FYI) Department: Reach for the Academic Difference Tutoring Program Volunteer Coordinator

1989- 1995:

Family Counseling Center, Administrative (office support and insurance billing)

My background includes the following:

- **Development review (RTC Washoe)**
- **Planning documents (Updating the Bicycle Pedestrian Plan of Washoe County and Bike Share Study) (RTC Washoe)**
- **Working with the bicycle and pedestrian community (City of Reno, NDOT, RTC Washoe)**
- **Nevada Safe Routes to School Program (children, adults, and school officials) (City of Reno, NDOT, RTC Washoe)**
- **Special projects, corridor studies, and master plans (NDOT, RTC Washoe)**
- **Planning Coordination, County Tours and Workshops and Annual Work Program (NDOT)**
- **Federal Highways Administration (NDOT)**
- **Working with Tribes in Nevada (NDOT, Children's Cabinet, Inc.)**
- **Nevada State Bicycle and Pedestrian Advisory Board (NDOT and RTC Washoe)**
- **Washoe RTC Bicycle Pedestrian Advisory Board (NDOT and RTC Washoe)**
- **City of Reno Traffic Advisory Board (City of Reno)**
- **Neighborhood Advisory Boards (City of Reno)**
- **Statewide Transportation Improvement Program (STIP) (NDOT: I wrote RFP for the statewide electronic-STIP)**
- **State of Nevada Annual Work Program (NDOT: I conducted county consultations and workshops)**
- **RTC's Citizen's Advisory Committee (volunteer)**
- **Various grant writing and grant administration (Children's Cabinet and NDOT)**

I have experience with participating in Road Safety Audits, participating and conducting walking and bicycle audits, ZERO Fatalities Campaign, evaluating ADA problems with the City of Reno's Trip and Fall Program and I have an extensive background in working with grants, government agreements, RFP's, complete streets, corridor studies and master plans.

List your community and/or civic involvement history.

- RTC Washoe: Citizen's Advisory Committee 2014 (resigned from committee when I became an RTC employee)
- Volunteer political party during various campaigns (made phone calls mostly)

Please list the name and phone number of any personal references that we may contact.

Debra Goodwin, 775-335-1918 (dgoodwin@rtcwashoe.com)
Kevin Verre, 775-240-4729 or 775-888-7712 (KVerre@dot.state.nv.us or kevinverre@gmail.com)
Clara Lawson, 775-328-3603 (clawson@washoecounty.us)

Please contact me if you'd like additional references.

Please attach any additional information you wish.

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent bylaws. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.

Signature: Rebecca J. Kapuler

Date: 2/10/16

PLEASE RETURN THE APPLICATION TO: Eric Young, Planner, Planning and Development Division. P.O. box 11130 Reno, Nevada 89520-0027. Or by e-mail at eyoung@washoecounty.us

Date Received: _____ Commission District: 1 2 3 4 5

Date of Appointment: _____

Thank you for your interest in Washoe County Government!

**This document is part of the public record
and is available for public review.**

**Washoe County Community Service Application –
Washoe County HOME Consortium Technical Review Committee, At-Large Washoe County
Seat**

Volunteer ... Make a Difference in Washoe County!

Your Name: **Scott H. Carey**

Residential Home Address

Address: **1381 Coupler Court**
 City: **Sparks** State: **NV** Zip: **89434**
 Assessor's Parcel Number if known: **03645017**
 Home Phone: Cell Phone: **775-830-4369**
 E-mail: **shcarey@sbcglobal.net**

Mailing Address (if different from residential home address)

Address:
 City: State: Zip:

Background

How long have you lived in your area? (Years/Months) **23 years/9 months**
 How long have you lived in Washoe County? (Years/Months) **23 years/9 months**
 Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?
 Yes No
 If yes, please list conviction dates and nature:

Briefly, in your own words explain why you would like to be appointed to the HOME Consortium Technical Review Committee.
 I am seeking to become a part of a dynamic team that is dedicated to service to the community and develops innovative solutions to the complex housing issues that our region faces. I grew up in and continue to live in Washoe County and want to serve my community to help foster additional quality development that improves quality of life for the entire County. I am primarily looking for a community service opportunity with a great team to help assist lower income families and individuals obtain affordable housing. Throughout my 13 years of experience within State, Local and Tribal levels of government, I have strived to provide the highest quality of service with professionalism to the public that I have served. From early in my career, I had the opportunity to work with many qualified and inspiring professionals that pushed me to develop my own skill set to excel in a career in planning and economic development, that I believe can help advance the goals and objectives of the Washoe County HOME Consortium program.

Describe your qualifications for this appointment, including, but not limited to your educational background, professional background and awards/honors.

I grew up in Washoe County, graduated from Reed High School and used the Governor Kenny Guinn Millennium Scholarship to graduate with a Bachelor's of Science Degree in Geography from the University of Nevada, Reno. In my professional career I have developed some important skills and qualifications that I believe will While serving as the Events and Community Relations Manager for the Division of Tourism, I gained a lot of budget experience being involved with the Nevada Sesquicentennial celebration. For the celebration I worked closely with the financial staff of the Nevada 150 Foundation to direct funding to support special events and cultural programming for the celebration. Working within the budget approved by the foundation I managed expenditures going to support these programs to ensure that they were being used appropriately. While serving as the Tribal Planner for the Pyramid Lake Paiute Tribe, I oversaw the budgets for the Tribe's Economic Development and Planning Departments. In this role I worked closely with the Tribal Council to develop and manage annual budgets for these programs in order to satisfy service requirements and to achieve community goals in a fiscally sound manner. Additionally, in this role I worked with the Tribal Council and Federal Government to write the award winning *Pyramid Lake Economic Development Plan*. The purpose of this plan was to establish the policy matters concerning the use of the Pyramid Lake Economic Development Fund created by Public Law 101-618 in order to maximize job creation and revenue for the Tribe and its members. In accordance with the goals of the Tribal Council and Federal law the plan established the uses and budget for distributing the \$110 million available to the Tribe from the Pyramid Lake Economic Development Fund. Finally, as the Tribal Planner I successfully managed several grants funded to support economic development for the Tribe. These project budgets ranged from \$1,500 to \$9.5 million. For all of these projects I developed a budget for each grant program and worked closely with the Tribe's Finance Department and the funding agencies to manage these budgets properly. As a Lobbyist with K. Laxalt Consulting during the 75th Session of the Nevada Legislature I worked closely with clients to monitor the development of the Governor's Executive Budget and the Legislatively Approved budget throughout the session. In this role I regularly attended Legislative budget hearings during the debate of the biennium budget to track the progress of budget accounts that were of interest to clients. Additionally, in this role I worked with the clients to seek their input on proposed budget actions and to relay that input to Legislators and legislative staff as needed. As a Planning Intern with the City of Sparks, I worked closely with the Assistant City Manager to increase funding in the City's budget for arts and cultural programming in the City. Working with the City Council, we were able to obtain funding in the City's Capital Improvement Program budget and other agency budgets to create new murals in the Victorian Square redevelopment area. Successful public art projects funded include; Youth Artworks! Centennial Mural in the Sparks Amphitheater and the historical mural behind the RTC's Centennial Plaza transit station. As a private citizen, I have gained additional experience in budget development and management as an appointed member to several community advisory boards. Over the past 13 years I have served on the following boards and commissions; Sparks Centennial Commission (2003-2006), the City of Sparks Parks and Recreation Commission (2005-2007), Sparks Arts and Culture Committee (2005-2007), the Sparks Heritage Museum Board of Trustees (2011-Present) and the Citizens Advisory Committee for the Regional Transportation Commission on Washoe County (2009-Present). As a member of these groups, I have provided recommendations for these organization's annual budgets and worked to ensure that program funding is being used properly.

Professional Awards

- Nevada Commission on Tourism – 2013 Statewide & 2011 Excellence in Tourism Award.
- Reno-Tahoe Young Professionals Network – 2012 Reno-Tahoe 20 Under 40 Award Winner.
- American Planning Association (APA) – 2012 Donald S. Hunter National Excellence in Planning Award
- Nevada Chapter of APA – 2011 Outstanding Plan Award "Pyramid Lake Economic Development Plan".
- Tau Kappa Epsilon – 2011 Alumni of the Year Award
- Pyramid Lake Paiute Tribe – April 2011 Tribal Council Certificate of Appreciation Award
- Clark County, NV – February 2008 Directors Appreciation Award
- University of Nevada, Reno Dean List: Spring 2004, Spring 2005, Fall 2006 and Spring 2007.

List your community and/or civic involvement history.

Community & Civic Involvement

- Sparks Heritage Museum, Sparks, NV, Lifetime Member & Volunteer since 2005.
- Reno-Tahoe Young Professionals Network, Reno, NV, 2012 HYPE Leadership Class Graduate, Member since 2009.
- Reno-Sparks Chamber of Commerce, Reno, NV, Leadership Class of 2012 Graduate.
- RTC Citizens Advisory Committee, Reno, NV, Appointed Member since 2009.
- Sparks Parks and Recreation Commission, Sparks, NV, Appointed Member 2005-2007.
- Sparks Centennial Commission, Sparks, NV, Appointed Member 2003-2005.

Please list the name and phone number of any personal references that we may contact.

- Stephen Driscoll, City of Sparks, City Manager, 775-353-2311.**
- Art Sperber, CA Group, Community Outreach Manager, 775-742-4988.**
- Sherry Ruper, Nevada Indian Commission, Executive Director, 775-687-8333.**
- Jim Rundle, City of Sparks, Senior Planner, 775-750-1691**

Please attach any additional information you wish.

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent bylaws. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.

Signature: _____ Date: _____

PLEASE RETURN THE APPLICATION TO: Eric Young, Planner, Planning and Development Division, P.O. box 11130 Reno, Nevada 89520-0027. Or by e-mail at eyoung@washocounty.us

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