WASHOE COUNTY

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STAFF REPORT
BOARD MEETING DATE: April 26, 2022

DATE: March 14, 2022

TO: Board of County Commissioners

FROM: Eric Crump, Division Director, Operations
Community Services Department, 328-3625, ecrump@washoecounty.gov

THROUGH: Dave Solaro, Arch., P.E., Assistant County Manager

SUBJECT: Recommendation to approve an Employee Residence Agreement between Washoe County and Ken B. Smith (Community Services Department, Operations Division employee) to allow occupancy within the County owned residence (Vya Road Maintenance Facility) located at 82185 State Route 34, Unit A, Gerlach, NV 89412, commencing retroactive to April 1, 2022 [at no cost and in exchange for caretaker and emergency road response service to the Vya area]. (Commission District 5.)

SUMMARY

Washoe County is the owner of several residences located throughout the County. These residences are provided to various employees (i.e., sheriff employees, parks staff and road's maintenance staff) and individuals during those periods when they provide specific services to Washoe County.

The Employee Residence Agreement between Washoe County and Ken B. Smith (Community Services Department employee) is to allow occupancy within the residence located at 82185 State Route 34, Unit A, Gerlach, NV 89412, and defines the rights, duties, and responsibilities required to occupy the County-owned residence. In addition to the Agreement, the Community Services Department has an Employee Housing Policy which outlines the policies, procedures and guidelines for selection as well as roles and responsibilities for those located in employee housing locations. The agreement is retroactive to April 1, 2022, which allowed for Mr. Smith to provide the required security deposit, conduct walk-through of residence and to provide final preparation of the agreement for the Commission agenda.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability: Efficient delivery of regional services.

PREVIOUS ACTION

Multiple employee housing agreements exist for residences located within the County system in exchange for caretaker and/or emergency purposes. Since 1996, there has been a Washoe County Roads employee occupying the residence at 82185 State Route 34, Unit A, Gerlach, Nevada, providing valuable response to emergencies and inclement weather conditions.

AGENDA ITEM # _____

BACKGROUND

The Agreement for the use of the Vya Maintenance Facility residence includes caretaker/security services that will be provided by the occupant of the residence. A caretaker in residence provides many benefits to the County, including the availability of qualified personnel to respond to the community residents, emergency snow removal needs and after-hours emergencies.

A security/cleaning deposit of $500 is collected from the employee, which is refundable on the full and faithful performance of the provisions of the residence agreement upon vacating the premises. The employee is responsible for all utility costs for the residence while he is occupying the property and he is reimbursed per the applicable Washoe County Employee Association Agreement. This occupancy is predicated upon the employee being actively employed as a Community Services Department staff member within Roads and his commitment to providing caretaker services while occupying the county-owned residence.

FISCAL IMPACT

The Community Services Department through its Operations Division will provide on-going building maintenance estimated to be nominal and is included within the existing operating budget. The employee is responsible for all utility costs for the residence while occupying the property, subject to the reimbursement terms of the Washoe County Employee Association Agreement, Article 25. The $500 refundable security/cleaning deposit will be credited into 1001-240133 (Security Damage Deposits).

RECOMMENDATION

It is recommended the Board of County Commissioners approve an Employee Residence Agreement between Washoe County and Ken B. Smith (Community Services Department, Operations Division employee) to allow occupancy within the County owned residence (Vya Road Maintenance Facility) located at 82185 State Route 34, Unit A, Gerlach, NV 89412, commencing retroactive to April 1, 2022 [at no cost and in exchange for caretaker and emergency road response service to the Vya area].

POSSIBLE MOTION

If the Board agrees with staff's recommendation, a possible motion would be: "Move to approve an Employee Residence Agreement between Washoe County and Ken B. Smith (Community Services Department, Operations Division employee) to allow occupancy within the County owned residence (Vya Road Maintenance Facility) located at 82185 State Route 34, Unit A, Gerlach, NV 89412, commencing retroactive to April 1, 2022 [at no cost and in exchange for caretaker and emergency road response service to the Vya area]."