



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: July 19, 2022

DATE: June 7, 2022

TO: Board of County Commissioners

FROM: Petra Bartella, Fiscal Compliance Officer
Community Services Dept., 775-328-2062, pbartella@washoecounty.gov

THROUGH: Eric Crump, Division Director, Operations
Community Services Department, 328-2182, crump@washoecounty.gov

SUBJECT: Recommendation to approve an Employee Residence Agreement between Washoe County and Cody Burke (Community Services Department, Roads Division employee) to allow occupancy within the County owned residence located at 625 B Mt. Rose Hwy, Incline Village, Nevada commencing July 19, 2022. Employee Residence Agreements provide caretaker/security and snow removal services and response to after-hours emergencies in the area. (Commission District I.)

SUMMARY

Washoe County is the owner of several residences located throughout the County (i.e., Sheriff's, Parks and Road's Maintenance). These residences are provided to various employees and individuals during those periods when they provide specific services to Washoe County.

The Employee Residence Agreement between Washoe County and Cody Burke (Community Services Department employee) is to allow occupancy within the residence located at 625 B Mt. Rose Hwy, Incline Village, Nevada, 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.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability. Long-term sustainability.

PREVIOUS ACTION

Multiple Employee Residence Agreements exist for residences located within the County system in exchange for caretaker or emergency purposes. Since November 1990, there has been a Community Services Department – Roads employee occupying the existing dwelling structure at 625B Mount Rose Highway, Incline Village. This employee acts as caretaker and will provide a physical presence for the community,

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awareness of the safety and security of the access for the sheriff's sub-station and maintenance facility, and assists the Road's team with current vital information during inclement weather conditions.

BACKGROUND

The Agreement for the use of the Incline Village 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.

The employee is responsible for all utility costs for the residence while they are occupying the property and are 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 Road Operations and their 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.

RECOMMENDATION

It is recommended the Board of County Commissioners approve an Employee Residence Agreement between Washoe County and Cody Burke (Community Services Department, Roads Division employee) to allow occupancy within the County owned residence located at 625 B Mt. Rose Hwy, Incline Village, Nevada commencing July 19, 2022. Employee Residence Agreements provide caretaker/security and snow removal services and response to after-hours emergencies in the 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 Cody Burke (Community Services Department, Roads Division employee) to allow occupancy within the County owned residence located at 625 B Mt. Rose Hwy, Incline Village, Nevada commencing July 19, 2022. Employee Residence Agreements provide caretaker/security and snow removal services and response to after-hours emergencies in the area."