



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: May 27, 2025

**DATE:** April 18, 2025

**TO:** Board of County Commissioners

**FROM:** Aaron Smith, Division Director, Operations,  
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**THROUGH:** Eric Crump, Director,  
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**SUBJECT:** Recommendation to approve an Employee Residence Agreement between Washoe County and Andrew Brown (Community Services Department, Operations Division employee) effective May 27, 2025, to allow occupancy within the County owned residence located at Bowers Mansion Regional Park, 4005 Old Highway US 395 N, Washoe Valley, Nevada, to provide caretaker and security services to the entire facility in lieu of monthly rent, an estimated rental value of \$2,250 per month. [Required \$500.00 security/cleaning deposit has been paid by employee]. (Commission District 2.)

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### **SUMMARY**

The proposed Employee Residence Agreement between Washoe County and Andrew Brown (Community Services Department employee) is to allow occupancy of the residence located at 4005 Old Highway US 395 N, Washoe Valley, Nevada, 89704, 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 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.

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

### **PREVIOUS ACTION**

On June 28, 2016, the Board of County Commissioners (Board) approved an Employee Residence Agreement between Washoe County and Robert R. Brown (Community Services Department, Operations Division) to allow occupancy within the County-owned

**AGENDA ITEM # \_\_\_\_\_**

residence located at Bowers Mansion Regional Park, 4005 Old Highway 395 North, Washoe Valley, Nevada.

On June 28, 2016, the Board approved an Employee Residence Agreement between Washoe County and Andrew M. Brown (Community Services Department, Operations Division) to allow occupancy within the County-owned residence located at Davis Creek Regional Park, 25 Davis Creek Park Road, Washoe Valley, Nevada.

### **BACKGROUND**

The Bowers Mansion Regional Park residence has recently become vacant. Andrew Brown had been the resident of the Davis Creek Regional Park residence until the residence and his personal property was destroyed by the Davis Wildfire. Mr. Brown is in good standing with Washoe County and is being offered the first opportunity to occupy, which he has accepted. The Agreement for the use of the Bowers Mansion Regional Park 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 Park Operations 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 ongoing 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. A \$500 refundable security/cleaning deposit is currently held for Andrew Brown in fund 1001-240133 (Security Damage Deposits) from the Davis Creek Residence agreement, which will transfer to the Bowers Mansion Residence agreement.

### **RECOMMENDATION**

It is recommended the Board of County Commissioners approve an Employee Residence Agreement between Washoe County and Andrew Brown (Community Services Department, Operations Division employee) effective May 27, 2025, to allow occupancy within the County owned residence located at Bowers Mansion Regional Park, 4005 Old Highway US 395 N, Washoe Valley, Nevada, to provide caretaker and security services to the entire facility in lieu of monthly rent, an estimated rental value of \$2,250 per month. [Required \$500.00 security/cleaning deposit has been paid by employee].

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:  
"Move to approve an Employee Residence Agreement between Washoe County and Andrew Brown (Community Services Department, Operations Division employee) effective May 27, 2025, to allow occupancy within the County owned residence located at Bowers Mansion Regional Park, 4005 Old Highway US 395 N, Washoe Valley, Nevada, to provide caretaker and security services to the entire facility in lieu of monthly rent, an estimated rental value of \$2,250 per month. [Required \$500.00 security/cleaning deposit has been paid by employee]."