



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: May 4, 2021

DATE: April 26, 2021

TO: Open Space and Regional Park Commission

FROM: Colleen Wallace Barnum, Parks Operations Superintendent
Community Services Department, 328-2181, cwallace@washoecounty.us

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

SUBJECT: Review and possible recommendation to the Board of County Commissioners to approve an Employee Residence Agreement between Washoe County and Eduardo Ruiz (Community Services Department, Operations Division employee) to allow occupancy within the County owned residence located at 1595 North Sierra Street, Reno, commencing May 11, 2021.

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 Eduardo Ruiz (Community Services Department employee) is to allow occupancy within the residence located at 1595 North Sierra Street, 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.

BACKGROUND

The Agreement for the use of the Rancho San Rafael 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

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employed as a Community Services Department staff member within Park Operations and his commitment to providing caretaker services while occupying the county-owned residence.

RECOMMENDATION

It is recommended the Board of County Commissioners approve an Employee Residence Agreement between Washoe County and Eduardo Ruiz (Community Services Department, Operations Division employee) to allow occupancy within the County owned residence located at 1595 North Sierra Street, Reno, commencing May 11, 2021.

POSSIBLE MOTION

Should the Board agree with the recommendation, a possible motion would be:

“Move to approve an Employee Residence Agreement between Washoe County and Eduardo Ruiz (Community Services Department, Operations Division employee) to allow occupancy within the County owned residence located at 1595 North Sierra Street, Reno, commencing May 11, 2021.”