



Board of County Commissioners - Staff Report

Meeting Date: February 6, 2018

Presenter: Stacy Stoker

Submitting Dept: Housing Department

Subject: Update to County Employee Housing Policies

Statement / Purpose:

Approval and adoption of a Resolution changing the Employee Housing Policies for Teton County.

Background / Description (Pros & Cons):

The Teton County Employee Housing Program currently has 14 units. Six at Hoback, six on Kelly and Jackson Streets, one at Adams Canyon, and one at 1070 Meadowlark. The units are managed by the Jackson/Teton County Housing Department.

Housing Department staff has received feedback from County employees requesting the “no pets” portion of the county policy be reconsidered in county employee rental units. Many employees have discussed their disappointment in not being able to take advantage of the generous opportunity provided by the County, however are unable because they have a pet. It is the recommendation of the Housing Department that the policies adopted in 2009 be updated allowing for pets in all Teton County Employee rentals, with an additional \$250 pet deposit, and a pet addendum signed at time of lease.

Additionally, some general housekeeping items have been updated including the Housing Department’s name change, office address change, and some specifics regarding each unit’s responsibilities for utilities and lease agreements as some of the units were not in existence when the original policies were made. Please see the attached resolution for details.

If approved, these new policies will supersede any previous policies in regard to employee housing units owned by Teton County. These policies, rules and regulations are adopted without proceeding through the Wyoming Administrative Procedures Act because the rules as adopted concern the internal management of the county and do not affect the private rights or procedures available to the public.

Stakeholder Analysis & Involvement:

Stakeholders include Teton County employees, Teton County Government as Landlord/Owner, and Teton County Facilities Department because they provide maintenance as needed on the units.

Fiscal Impact:

Teton County receives rental revenue for all employee rental units. This is not changing. The County also maintains the units. Most of the maintenance expenditures come from the Facilities Department. The expenses are not expected to change due to these policy changes. .

Staff Impact:

The Housing Department staff will continue to manage all Teton County employee rental units.

Legal Review:

Keith Gingery, Chief Deputy County Attorney, prepared and approved the resolution and county policies.

Staff Input / Recommendation:

Staff recommends approval of the updates to Teton County Employee rental policies.

Attachments:

Resolution Adopting Housing Policies for Teton County owned employee units.

*Organizational Excellence * Environmental Stewardship * Vibrant Community * Economic Sustainability*



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Suggested Motion:

I move to approve the Resolution Adopting Housing Policies for Teton County owned employee housing units as presented to be effective immediately.

**RESOLUTION ADOPTING HOUSING POLICIES FOR TETON COUNTY
OWNED EMPLOYEE HOUSING**

WHEREAS, Teton County, Wyoming owns six (6) rental units at Hoback Junction, which are commonly referred to as the Hoback Cabins, two (2) units on Jackson Street, four (4) units on Kelly Street, 1 unit at Adams Canyon, and 1 unit at 1070 Meadowlark for a total of 14 units; and

WHEREAS, these policies as delineated below shall apply to the current 14 employee housing units currently owned by Teton County and any future units added to the inventory, unless specifically exempted or separate policies are adopted for those specific units; and

WHEREAS, these adopted policies shall supersede any previous policies in regards to employee housing units owned by Teton County, including the 2009 Policies; and

WHEREAS, Teton County, Wyoming has requested and the Jackson/Teton County Housing Department has agreed to manage the employee housing units owned by Teton County and to enforce these policies on behalf of Teton County; and

WHEREAS, these policies, rules and regulations are adopted without proceeding through the Wyoming Administrative Procedures Act because the rules as adopted concern the internal management of the county and do not affect the private rights or procedures available to the public.

NOW THEREFORE, having duly met at a regular meeting and considered the matter, it is resolved that the selection policy, application process, and rules/regulations are as follows:

Selection Priority:

- 1st Paid full-time public safety personnel
 - Sheriff's Office
 - Fire/EMS
 - Emergency Management
- 2nd Paid part-time public safety personnel
 - Sheriff's Office
 - Fire/EMS
 - Emergency Management
- 3rd Paid full-time public health personnel
 - Public Health Nursing
 - Environmental Health
- 4th Paid part--time public health personnel
 - Public Health Nursing
 - Environmental Health
- 5th All other paid full-time Teton County personnel
 - Joint departments included
- 6th All other paid part-time Teton County personnel
 - Joint departments included
- 7th Employees of Town of Jackson according to Town policy
- 8th Employees of Teton County School District
Employees of St. John's Medical Center
- 9th Employees of non-profit organizations funded by Teton County

Family size must be consistent with the size of the unit being rented according to the Housing Department Rules and Regulations and as determined by the Housing Department.

HOW TO APPLY FOR TETON COUNTY EMPLOYEE HOUSING

- 1) When an employee housing unit becomes available, a notice via email will be sent to all Teton County employees giving a 10 working-day deadline to complete and submit an application to the Housing Department. If no county employees apply, the other identified organizations will be notified and given a 10 working-day deadline to complete and submit an application.

- 2) Applicant must complete a Teton County Employee Housing Application, within the 10 working-day timeframe and submit to the Housing Department.
- 3) Application must be signed by the applicant and applicable Elected Official / Department Head.

RULES & REGULATIONS

- 1) Rental rates are based on comparable market rents.
- 2) Tenant is responsible for the following utilities: telephone, cable television, internet, and any other utility obtained by the tenant. Electric, gas (if any), water, sewer & trash are paid in the following manner:
Hoback Cabins: Electric, water, sewer & trash are paid by owner.
Adams Canyon: Sewer, water, trash, snow removal of main driveway and electricity costs not to exceed \$50.00 is paid by the owner.
255 W. Kelly: Electric and gas (if any) is paid by tenant. Sewer, water and trash is paid by owner.
Jackson Street: Unit 1 (upstairs): 60% of electric and gas is paid by tenant. Water, sewer, and trash are paid by owner.
Jackson Street: Unit 2: 40% of electric and gas is paid by tenant. Water, sewer, and trash are paid by owner.
- 3) Units are not furnished.
- 4) Lease term will be six months to one year. Lease will automatically renew unless Housing Department is notified of intent to move. Notwithstanding the foregoing, Hoback Cabins contains a transitional unit at all times that will lease for a maximum of three months and then renew month to month until it is needed for another Teton County employee.
- 5) Security Deposit and first month's rent will be required at signing.
- 6) Pets allowed, with additional \$250 pet deposit. A pet addendum to the lease will be required.
- 7) Units are designated as non-smoking.

- 8) Subletting is not allowed.
- 9) Overnight guests are limited to a six-day maximum stay.
- 10) Each unit has a maximum number of vehicles allowed. All excess vehicles will need to be stored off property at the tenant's expense.
- 11) Annual Lease dates run from date of signed lease. Rent is due on the first of each month unless tenants are employed by Teton County. If lease is signed on a date other than the first of the month, rent will be prorated and paid to the Housing Department at signing. Tenants employed by Teton County will have the rent deducted from their paycheck starting with the first paycheck in the first month after move in. All tenants not employed by Teton County will pay rent directly to the Housing Department.
- 12) A qualifying applicant will need to provide proof of Renter's Insurance within 30 days of signing of the lease.
- 13) If Tenant whose employment terminates voluntarily, and there is demand for the unit by County employees, the tenant will be given notice to vacate within 30 days. If the tenant is an employee who terminates voluntarily and there is no demand for the unit by county employees, the tenant may stay through the term of the lease. If the tenant is an employee whose employment terminates involuntarily, the employee will be required to vacate immediately and they will have five days to vacate.

Dated this _____ day of _____, 2018

TETON COUNTY, WYOMING

Mark Newcomb, Chairman
Teton County Board of County Commissioners

Attest:

Sherry L. Daigle
Teton County Clerk

RECOGNIZED AND ACKNOWLEDGED:

Stacy Stoker, Housing Manager
Jackson/Teton County Housing Department