

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Employee-Occupied County-Owned Residences

**Policy
Number**

G-14

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Purpose

To establish a policy covering County employees who occupy County-owned residences as a condition of their employment.

Background

The County of San Diego provides County-owned residences at various County facilities (i.e., road stations, County parks, probation camps, and health facilities) to County employees for their domicile for the benefit and convenience of the County. County employees who reside in County-owned residences are required to pay for the maintenance charges, the utility costs, and the possessory interest tax of each residence or unit. County employees who reside in County-owned residences, but not as a condition of employment, are required to pay full-market rent in accordance with Board Policy F-51, County Real Property Asset Management.

Policy

This policy shall apply to employees whose duties require them to live in County-owned residences when determined by a County department head that it is beneficial to the County to provide County-owned residences to such employees.

It is the policy of the Board of Supervisors that:

1. Maintenance charges for employee-occupied County-owned residences are the responsibility of the tenant and shall be paid by the tenant. Maintenance charges shall reflect the cost to maintain the County-owned residences adjusted annually by the U.S. City Average Consumer Price Index (CPI-W; Urban Wages and Clerical Workers). Such maintenance charges will be used for maintenance and repairs.
2. The cost of the utilities that are under the control of the tenant are the responsibility of the tenant and shall be paid by the tenant. Appointing authorities may mitigate excessive utility charges due to extreme climatic or other relevant conditions.
3. Payment of the possessory interest tax is the legal responsibility of the tenant of each County-owned residence, and the tax shall be paid by the tenant on or before March 1 of each year.

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Procedures

1. The maintenance charges shall be adjusted annually for future years. The adjustment will be effective with the first day of the first full pay period of a fiscal year. The maintenance charge will be adjusted for the fiscal year by the percent increase/ decrease in the U.S. City Average Consumer Price Index (CPI-W; Urban Wage and Clerical Workers) all items 1982-84 = 100 as reported for a 12 month period ending in the January index number preceding the state of the next fiscal year. The tenant shall reimburse the County by payroll deduction for the current maintenance charges.
2. The County shall prepare and cause to be executed a standard occupancy agreement for each employee-resident. Prior to occupancy, an inspection will be conducted by the County controlling department (e.g., park residences by Department of Parks & Recreation) and the proposed employee-occupant to ensure the condition of the residence is decent, safe, and sanitary. Upon completion, the agreement shall be forwarded to the County's Lease Administrator for review and execution.
3. Where feasible, utilities for each residence will be separately metered and the service charges paid directly to the utility by the tenant. If a meter cannot be installed because it is impractical to do so, the utility rate for a residence shall be computed by the average monthly zonal utility cost of natural gas (where applicable) and electricity cost based upon the average usage for a residential rental unit and net square footage of the residence. Appointing authorities may mitigate excessive utility charges due to extreme climatic or other relevant conditions. The tenant shall reimburse the County by payroll deduction bi-weekly for the estimated utility services for that pay period.
4. A signed occupancy agreement will be forwarded by the Lease Administrator to the Auditor & Controller for the calculation of the payroll deduction to be effective on the first day of the first full pay period immediately following the first day of occupancy. This payroll deduction shall consist of the current maintenance charges and, if applicable, the current utility services costs. The Lease Administrator will also forward copies of the agreement to the controlling department and the Assessor's Office.
5. Upon termination of occupancy, a joint inspection by the controlling department and occupant will be conducted to determine the condition of the residence. Any deterioration that exceeds normal wear and tear will be corrected by the departing tenant. In the event that an employee/occupant terminates County service, such action shall constitute a termination of the employee's/occupant's standard

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occupancy agreement and the employee/occupant shall vacate the premises no later than 5:00 p.m. on the last day of the employee's/occupant's employment with the County.

Sunset Date

This policy will be reviewed for continuance by 12/31/2020.

Board Action

05-01-90 (23)
04-04-95 (28)
03-12-2002 (10)
02-27-2007 (10)
12-09-08 (33)
08-06-13 (8)

CAO Reference

1. Department of General Services
2. Department of Human Resources - Labor Relations