



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/7/2017

Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Stephanie Sifuentes, Human Resources Analyst II - 707-259-8720

SUBJECT: Adoption of a resolution Amending the Table and Index, Departmental Allocation List for Public Works, and Personnel Policies by Adding County Surveyor

RECOMMENDATION

Director of Human Resources, Director of Public Works and County Executive Officer request the following actions, effective May 6, 2017:

1. Adoption of a resolution to:
 - a. Amend the Table and Index of Classes by adding a County Surveyor (NCO);
 - b. Amend the Departmental Allocation List for the Public Works Department by:
 - i. Adding one 1.0 FTE County Surveyor;
 - ii. Deleting one 1.0 FTE Engineering Technician IV; and
 - c. Amend appropriate personnel policies as outlined in "Exhibit A" of the resolution.
2. Adoption of a resolution to appoint Danielle Goshert as County Surveyor.

EXECUTIVE SUMMARY

California law, Government Code Section 27550, requires that every county have a County Surveyor. The person holding this position is required to be licensed to practice Land Surveying, and responsible for overseeing employees performing land surveying functions. For many years, the Director of Public Works had served as the County Surveyor. In 2009, Richard Marshall, a Principal Transportation Engineer, was the only staff member who held the appropriate licensure. Therefore, Richard Marshall was appointed by the Board of Supervisors and given a 5% premium pay for acting in the role of County Surveyor, in addition to his regular job duties. He has since become the Deputy Director of Public Works - County Engineering, and plans to retire on May 5, 2017. In order for us to remain compliant with the Government Code Section 27550 the County needs to designate a County Surveyor. Human Resources has conducted a study of our comparable agencies to determine how these agencies staff this function. The study found a majority have a separate classification of County Surveyor, rather

than this being a role assigned to another classification. Therefore, Human Resources is recommending the addition of a County Surveyor classification. There is one employee in Public Works who hold the appropriate licensure, and has been performing surveyor duties under the oversight of Richard Marshall, therefore, it is further recommended Danielle Goshert be appointed as the County Surveyor effective after Mr. Marshall's retirement.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General fund
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	In order for the County to be compliant with California law, Government Code Section 27550, which requires that every county have a County Surveyor, the County must appoint someone to serve as the County Surveyor. There is only one employee in Public Works who possesses the required licensure.
Is the general fund affected?	Yes
Future fiscal impact:	If the position is approved and filled by May 6, 2017, the total anticipated cost for the remainder of FY 2016-2017 would be approximately \$1,300. The increased cost for future fiscal years is approximately \$11,200 annually and will be budgeted for accordingly.
Consequences if not approved:	If the recommended action is not approved, the County will be out of compliance with State law and County code.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Historically, the Director of Public Works/District Engineer had been appointed by the Board as County Surveyor. In 1982, State licensing regulations changed prohibiting Civil Engineers licensed after 1982 from performing the duties and functions of a Licensed Surveyor. Therefore, the County Surveyor duties were eliminated from the class specification for Director of Public Works/District Engineer.

Subsection 17 of the County Code describes the ongoing duties of the County Surveyor and consequently, it is necessary that the County have an appointed County Surveyor at all times. On January 6, 2009 the Board of Supervisors voted its intent to adopt a change to Ordinance No. 245 and amend Section 17.02.180 of the Napa County Code to allow the Board to appoint any qualified person to serve as County Surveyor. Upon final adoption of the Ordinance, the Board appointed Richard Marshall, Principal Transportation Engineer, to serve in a dual role as County Surveyor. At that time staff also recommended an employee serving in a dual role as County Surveyor

should receive a five percent (5%) premium pay, as the salary practice was to award a five percent (5%) premium pay to an employee who possesses special licenses and/or certifications that prove valuable to the County's ability to conduct its daily business. The proposed action was approved, the County's applicable Management Compensation Plans were amended to reflect the establishment of a five percent (5%) premium pay stipend to an employee appointed County Surveyor.

Richard Marshall has announced his retirement, effective May 5, 2017. In preparation, Human Resources is recommending the creation of a County Surveyor classification.

Additionally, as part of today's Board action, staff is recommending the appointment of Danielle Goshert to the position of County Surveyor. Danielle Goshert has been employed with Napa County Public Works since 2010 and is the current Deputy County Surveyor. She is a licensed Professional Land Surveyor in California. She has been performing surveyor work under the direction of Richard Marshall. Prior to working for Napa County, Ms. Goshert was with Mountain Pacific Surveys in Fairfield and Central Coast Surveys in Monterey. She studied Earth Systems Science & Policy at California State University, Monterey Bay.

Therefore, the Director of Human Resources, the Director of Public Works, and the County Executive Officer recommend the adoption of a resolution to amend the Table and Index of Classes, Departmental Allocation List, and appropriate personnel policies as shown on "Exhibit A;" and adoption of a resolution appointing Danielle Goshert as County Surveyor.

SUPPORTING DOCUMENTS

- A . Resolution
- B . Resolution-Appointment

CEO Recommendation: Approve

Reviewed By: Molly Rattigan