



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: March 12, 2019

DATE: February 8, 2019

TO: Board of County Commissioners

FROM: Dwayne Smith, P.E., Division Director, Engineering and Capital Projects
Community Services Department, 328-2043, desmith@washoecounty.us

THROUGH: Dave Solaro, Arch., P.E., Assistant County Manager
Community Services Department, 328-3600, dsolaro@washoecounty.us

SUBJECT: Recommendation to appoint Wayne Handrock, P.L.S., to the position of Washoe County Surveyor/Land Developer, retroactive to February 4, 2019, and approve the annual salary of [\$81,764.80], per Washoe County Code 5.119.3 [fiscal impact \$0]; and if appointed, approve the issuance of a surety bond in the amount of \$5,000.00, per NRS 255.030.2. (All Commission Districts.)

SUMMARY

The position of Washoe County Surveyor, per NRS 255.020, may be appointed by the Board of County Commissioners (Board). In lieu of appointment of a County Surveyor the Board has the option under NRS 255 of hiring an outside consultant to perform the duties of the County Surveyor. The previous incumbent retired on February 1, 2019, and Mr. Handrock has been performing the duties of the position since February 4, 2019, under a temporary out-of-class assignment. Mr. Handrock possesses the professional experience and requisite Professional Land Surveyor License, as required by statute and the Washoe County class specification.

Duties performed by the County Surveyor are as follows:

- Review and sign subdivision plats
- Review and sign Certificates of Amendment
- Prepare surveys when directed by the Board of County Commissioners
- Manage the Interlocal Cooperative Agreement for regional mapping efforts
- Generate and maintain mining claim location maps

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

PREVIOUS ACTION

On October 13, 1992, the Board created the position of County Land Surveyor within the Department of Public Works and appointed Jack Holmes to the position of Washoe County Surveyor/Land Developer.

AGENDA ITEM # _____

On January 8, 2008, the Board appointed Jeff Cruess to the position of Washoe County Surveyor/Land Developer and approved the annual salary of \$84,094.00, retroactive to January 7, 2008.

On August 11, 2009, the Board appointed Mike Gump to the position of Washoe County Surveyor/Land Developer and set the annual salary of \$73,328.00, retroactive to August 3, 2009.

On June 14, 2011, the Board approved removal of the County Surveyor/Land Developer from “Unclassified Management” to the non-represented “Confidential” employee group at pay range “RR.”

BACKGROUND

NRS 255 governs appointment of the County Land Surveyor. Per statute, an Oath of Office is administered by the Washoe County Clerk, following appointment of the incumbent by the Board of County Commissioners. In addition, a surety bond is required in an amount not less than \$500 and not more than \$5000. In anticipation of the appointment and with the Board’s approval, a surety bond will be issued on behalf of Washoe County in an amount of \$5000, pursuant to NRS 255.030.2.

The former incumbent retired on February 1, 2019. Mr. Handrock has been performing the duties of the Washoe County Surveyor/Land Developer position within the Community Services Department’s Engineering and Capital Projects Division under an out-of-class assignment. It is therefore recommended that Mr. Handrock’s salary be approved retroactive to February 4, 2019, the date upon which he assumed full responsibility of the vacated position.

FISCAL IMPACT

The Washoe County Surveyor/Land Developer is a funded position within the Community Services Department budget in the Engineering and Capital Projects Division, cost center 105501. There is no additional fiscal impact as a result of this appointment.

RECOMMENDATION

It is recommended the Board of County Commissioners appoint Wayne Handrock, P.L.S., to the position of Washoe County Surveyor/Land Developer, retroactive to February 4, 2019, and approve the annual salary of [\$81,764.80], per Washoe County Code 5.119.3 [fiscal impact \$0]; and if appointed, approve the issuance of a surety bond in the amount of \$5,000.00, per NRS 255.030.2.

POSSIBLE MOTION

Should the Board agree with staff’s recommendation, a possible motion would be: “Move to appoint Wayne Handrock, P.L.S., to the position of Washoe County Surveyor/Land Developer, retroactive to February 4, 2019, and approve the annual salary of [\$81,764.80], per Washoe County Code 5.119.3 [fiscal impact \$0]; and if appointed, approve the issuance of a surety bond in the amount of \$5,000.00, per NRS 255.030.2.”