



County of Frederick

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TO: Board of Supervisors

FROM: Paula Nofsinger, Director of Human Resources

DATE: September 23, 2013

SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, September 6, 2013, at 8:00a.m. Committee members present were: Supervisor Robert Hess, Supervisor Robert Wells, Citizen Member Dorrie Greene, and Citizen Member Beth Lewin. Committee members absent were Citizen Member Barbara Vance and Supervisor Chris Collins. Also present were: Assistant County Administrator Kris Tierney, County Attorney Rod Williams, NRADC Superintendent Jim Whitley, Finance Director Cheryl Shiffler, Planning Director Eric Lawrence, and DSS representative Delsie Butts.

***** Items Requiring Action*****

1. None.

*****Items Not Requiring Action*****

1. **Presentation by the Director of Planning and Zoning, Eric Lawrence.**

At the request of the Committee, Mr. Lawrence presented an overview of the objectives and responsibilities of the Planning and Zoning department. The presentation also provided the Committee an understanding of his employee population, the skills required, and topics of importance within his department. Presentation attached.

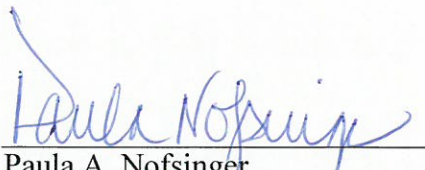
There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, October 4, 2013.

Respectfully Submitted,

Human Resources Committee

Robert Hess, Chairman
Chris Collins
Robert Wells
Dorrie Greene
Beth Lewin

By: 
Paula A. Nofsinger
Director of Human Resources



HR Committee meeting
September 6, 2013

Topic:

Department of Planning and Development
Overview of department and employees



Planning Department duties

The Department manages the **Long-range and Current planning programs** for the County. These programs guide land use development and shape the community.



Planning Department duties

Planning projects consist of

- Comprehensive policy planning,
- Transportation planning,
- Historic preservation,
- Land use planning,
- Agricultural and conservation planning and
- Capital improvements planning.



Planning Department duties

Current planning projects consist of

- Zoning ordinance review and enforcement,
- Subdivision ordinance review and enforcement,
- Transportation grant administration,
- Battlefield and historic preservation grant administration and
- Special projects as assigned



Planning Department duties

Translation:

- Rezoning (legislative)
- Master development plans (administrative)
- Site development plans (administrative)
- Subdivision design plans (administrative)
- Conditional use permits (legislative)
- Variances (legislative/judicial)



Planning Department duties

And

- Major rural subdivision and minor rural subdivision plat review/approval
- Building permit zoning review/approval
- Public Improvement Plan Review,
- assistance with general inquiries
- zoning violation inspection and enforcement



Planning Department duties

And

- Agenda preparation
- At least 10 Boards, Commission, Committee agendas monthly



Planning Department duties

So how do we do it all.....

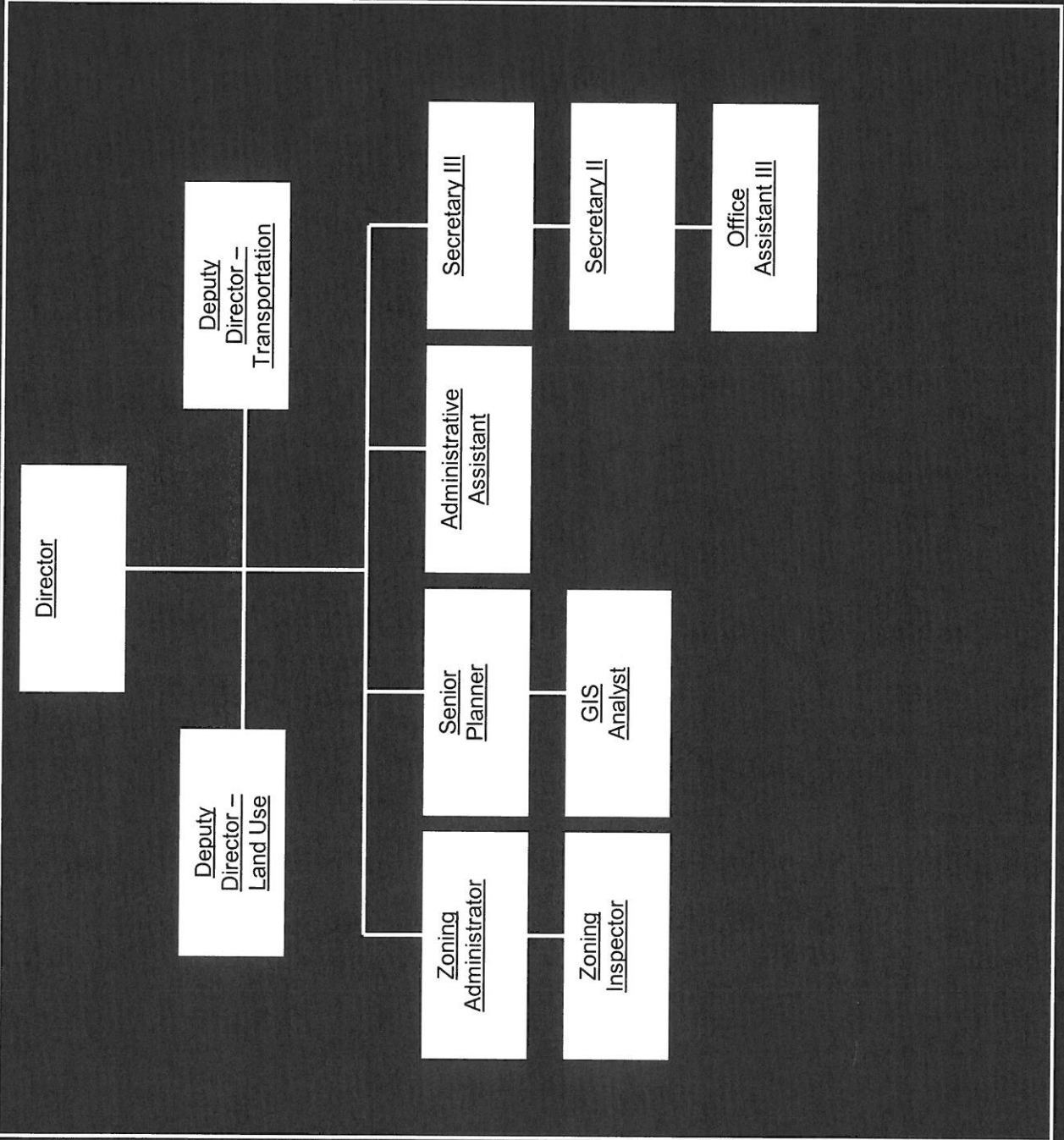


Planning Department staff

With the simple employee formula

$$=1AA +5BA +3BS +3MURP +1MCP +4AICP +2CZO \\ +3CZA +MURP-T$$





Planning Department staff

- 4 Clerical
- 1 GIS Analyst
- 6 Professional staff



Planning Department staff

- Department is unique in its professional staff
- Planners have historically been college graduates, with/or pursuing Masters degree in Planning
- Currently 4 staff members have Masters degrees in Planning
 - MURP or MCP



Planning Department staff

- Department is unique in its professional staff
 - Planners hold AICP certifications
 - Planners have Continuing Education requirements to maintain certification
 - Planners attend conferences, webinars, and training opportunities



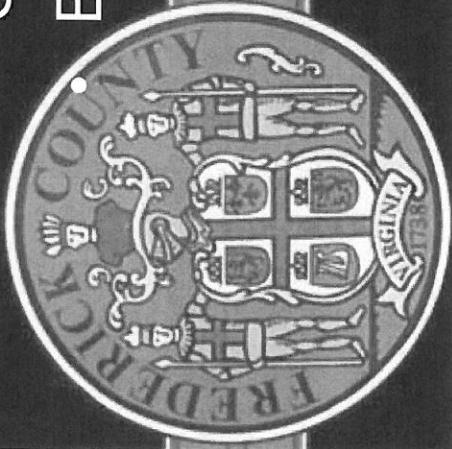
Planning Department staff

- Department is unique in its professional staff
- Extensive ongoing training enables Planners to present unique solutions to local problems
 - TDR and CEA
 - Rural Preservation Subdivisions
 - Performance Zoning
 - SWSA and UDA concepts



Planning Department staff

- Professional Staff Retention
 - Tough during strong economic times
 - Gain valuable experience and depart for professional advancement
 - Leave for salary increases
- Tough to fill vacancies during slow economic times
 - Typically fill entry level (position “title”)
 - Creates opportunity for young staff (lots to do)
- But City of Winchester offers 10K more to start



Planning Department staff

- Positive work environment results in longevity of stay.....
- Results in institutional knowledge
 - Learn from the past
 - Guide County into the future. Recognize local needs and interests
- Current 5 professional planners have combined 80 years in Planning
 - Almost 60 years of experience in Frederick



Potential Opportunities for Enhancements

- Lunch and Learn has been received favorably – great
- PTO. Initial concern but support have arrived – great
- Benefits/insurance – ough, but understandable
- Merit increases
 - Or lack of did contribute to recent departure



Potential Opportunities for Enhancements

- Opportunities for advancement within organization
 - ZInspector, PTechnician, Planner I, Planner II, etc.
- Department has held birthday and holiday luncheons and Friday happy hours. County might consider more motivational sessions/ 'Fun Days'
 - Summer family BBQ
 - Work day Luncheons
 - Hot Dog Days
 - Chili cook offs



Thanks for the invitation to share information about the
Planning Department staff.



