



Community Development - Administration 00100.331.

Mission Statement

Our mission is to promote public safety, a healthy environment, and a strong local economy, and to provide courteous, timely, and efficient service to the public.

Function

Administration:

- In accordance with the County Home Rule Charter, section 4.25, "[t]he Director of the Department of Community Development shall administer, enforce and advise the County Commissioners on all laws, except health, with respect to the environment, natural resources, and land and shoreline development, including, but not limited to, zoning, land divisions, environmental policy, building and fire codes, forest management, mining, agriculture, watershed planning, and floodplains."
- Accountable for the efficient and effective performance of the administrative operation of the department, administer department and county administrative policies and procedures, prepare and monitor department annual budget, financial management of 4 grants, process accounts receivable/payable, coordinate and prepare agenda items to BOCC, assist with personnel matters, public records management and general staff support.
- Provide administrative and technical support to the following seven advisory bodies appointed by the Board of Clallam County Commissioners: Clallam County Planning Commission; Clallam County Hearings Examiner; Clallam County Permit Advisory Board; Building Code Board of Appeals; the Conservation Futures Board; Clallam Bay/Seki Community Advisory Council; and, Clallam County Marine Resource Committee.

Code Enforcement:

- Responsible for documentation, investigation and compliance on county building, land use and other regulations administered by the Department.

Trends/Events

- Grant management increases and decreases depending on our applications for grants. DCD has 2-4 grants pending for the end of 2023 that have not yet been through the process and approved.

Goals

1. Protect health and safety of county residents by fair administration of building, fire, and land use laws.

2. Collect, assemble, and disseminate demographic, geographic, and natural resource information.
3. To set up a consistent and effective working policy between the DCD Code Enforcement Division and all other County departments, and agencies with overlapping jurisdictional authority.
4. To effectively respond, in a timely manner, to investigative requests and complaints, based on workload and case priority systems.
5. To maximize voluntary compliance agreements in the resolution of code enforcement issues through application of appropriate laws and code.
6. To obtain AACE (American Association of Code Enforcement) certification for all Code Enforcement Field Officer positions.
7. To focus 30% of Code Enforcement hours on new cases and 70% on reviewing and finalizing outstanding cases.
8. Code Enforcement would like to provide annual community involvement projects and have a bigger presence at community home shows, realtor, meetings, etc.

Workload Indicators

	2021 Actual	2022 Actual	6/30/23 Actual
Administration:	264		
Financial management of DCD grants	264	279	109
Planning Commission Meetings	15	11	11
Code Enforcement Hearing Examiner Hearings	13	6	0
Marine Resources Committee Meetings	12	12	6
Permit Advisory Board (no Mtg. June/July/Aug)	0	0	0
Building Code Board of Appeals	0	1 H.E.	0
Code Enforcement Investigations/Assistance	233	255	100

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2021 Actual	2022 Actual	6/30/23 Actual	2024 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	0	0	0	0
Fines and Forfeits	0	0	0	2,000
Miscellaneous Revenues	0	0	0	
Other Financing Sources	0	0	0	
Transfers In	0	0	0	
General Tax Support	429,620	534,688	269,703	873,201
Total	429,620	534,688	269,703	875,201

Expenditures

	2021 Actual	2022 Actual	6/30/23 Actual	2024 Budget
Salaries and Wages	259,900	338,449	174,309	546,511
Personnel Benefits	94,988	136,323	74,885	242,290
Supplies	7,523	9,582	3,883	12,800
Other Services and Charges	67,210	50,334	16,626	73,600
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	429,620	534,688	269,703	875,201

Staffing

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Full Time Equivalents	5.46	4.60	4.00	7.60