



## Community Development - Administration 00100.331.

### Mission Statement

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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

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#### 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

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- 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

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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

	2022 Actual	2023 Actual	6/30/24 Actual
Administration:			
Financial management of DCD grants	279	202	79
Planning Commission Meetings	11	18	7
Code Enforcement Hearing Examiner Hearings	6		
Marine Resources Committee Meetings	12	12	6
Permit Advisory Board (no Mtg. June/July/Aug)	0	0	0
Building Code Board of Appeals	1 H.E.	0	0
Code Enforcement Investigations/Assistance	255	241	89

## Grant Funding Sources

This fund does not receive any grant revenue.

## Revenues

	2022 Actual	2023 Actual	6/30/24 Actual	2025 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	425	0	0
Fines and Forfeits	0	0	0	2,000
Miscellaneous Revenues	0	0	1,535	0
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	534,688	671,014	381,061	967,119
Total	534,688	671,439	382,596	969,119

## Expenditures

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	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Salaries and Wages	338,449	409,264	253,819	604,537
Personnel Benefits	136,323	171,536	108,223	253,952
Supplies	9,582	13,826	3,794	25,879
Other Services and Charges	50,334	76,813	16,760	84,751
Intergovernmental Services	0			
Capital Outlays	0			
Interfund Payments for Services	0			
Transfers Out	0			
Total	534,688	671,439	382,596	969,119

## Staffing

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	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Full Time Equivalents	4.60	4.00	7.60	7.60