



## Community Development - Administration 00100.331.

### Mission Statement

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To preserve and enhance the quality of life in Clallam County by promoting a community with a healthy and sustainable environment and economy.

### 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 7 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; Carlsborg Community Advisory Council; 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.

### 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.

## Workload Indicators

	2016 Actual	2017 Actual	6/30/18 Actual
Administration:			
Financial management of DCD grants	324	413	212
Planning Commission Meetings	22	18	10
Hearing Examiner Hearings	11	24	9
Marine Resources Committee Meetings	11	11	5
Permit Advisory Board (no Mtg. June/July/Aug)	9	8	4
Building Code Board of Appeals	2	1	1
Code Enforcement Investigations/Assistance	174	193	126

\*Code Enforcement moved from Sheriff Dept in 2015.

## Grant Funding Sources

This fund does not receive any grant revenue.

## Revenues

	2016 Actual	2017 Actual	6/30/18 Actual	2019 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	561	8,000	0	4,000
Fines and Forfeits	0	0	0	2,000
Miscellaneous Revenues	0	0	0	0
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	328,045	345,334	182,270	528,206
Total	\$328,606	\$353,334	\$182,270	\$534,206

## Expenditures

	2016 Actual	2017 Actual	6/30/18 Actual	2019 Budget
Salaries and Wages	226,331	229,979	123,187	314,813
Personnel Benefits	69,038	69,975	40,336	128,093
Supplies	4,984	8,226	7,277	14,960
Other Services and Charges	28,253	45,154	11,470	65,805
Intergovernmental Services	0	0	0	35
Capital Outlays	0	0	0	10,500

Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$328,606	\$353,334	\$182,270	\$534,206

## Staffing

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	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Full Time Equivalents	3.94	3.94	5.35	5.21

Note: Code Enforcement was moved to Sheriff - Community Policing in 2011.

Note: Code Enforcement was moved back to DCD in 2015.