



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 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.

Trends/Events

Grant management increases and decreases depending on our applications for grants. Grants awarded have almost doubled in the past year.

Through an effort to settle cases in-house with letters, about 50% of these cases are being resolved before officers are involved.

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.

Workload Indicators

	2017 Actual	2018 Actual	6/30/19 Actual
Administration:			
Financial management of DCD grants	413	216	177.5
Planning Commission Meetings	18	18	9
Hearing Examiner Hearings	24	36	19
Marine Resources Committee Meetings	11	12	6
Permit Advisory Board (no Mtg. June/July/Aug)	8	5	4
Building Code Board of Appeals	1	0	0
Code Enforcement Investigations/Assistance	193	315	145

*Code Enforcement moved from Sheriff Dept in 2015.

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2017 Actual	2018 Actual	6/30/19 Actual	2020 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	8,000	0	0	4,000
Fines and Forfeits	0	0	2,500	0
Miscellaneous Revenues	0	0	0	2,000
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	345,334	426,912	237,956	571,068
Total	\$353,334	\$426,912	\$240,456	\$577,068

Expenditures

	2017 Actual	2018 Actual	6/30/19 Actual	2020 Budget
Salaries and Wages	229,979	272,389	145,077	342,436
Personnel Benefits	69,975	96,561	54,067	148,732
Supplies	8,226	14,845	3,763	17,560
Other Services and Charges	45,154	43,117	37,549	68,340
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	\$353,334	\$426,912	\$240,456	\$577,068

Staffing

	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Full Time Equivalents	3.94	5.35	5.21	5.40