



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.
- The Hydrogeologist has been determined to be better suited to work in Public Works, resulting in the reduction of the the DCD budget.
- Letters being sent by the Code Enforcement Administration Specialist in coordination with the Acting Code Enforcement Manager have resulted in about 50% of all cases being resolved before officers are involved.

- Due to the unanticipated Covid Pandemic, two of the Administrative Specialists in DCD have had time to sort existing central files and determine which need to be archived.

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

	2018 Actual	2019 Actual	6/30/20 Actual
Administration:			
Financial management of DCD grants	216	191.5	102
Planning Commission Meetings	18	18	6
Hearing Examiner Hearings	36	29	6
Marine Resources Committee Meetings	12	12	6
Permit Advisory Board (no Mtg. June/July/Aug)	5	7	1
Building Code Board of Appeals	0	1	0
Code Enforcement Investigations/Assistance	315	272	132

*Code Enforcement moved from Sheriff Dept in 2015.

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2018 Actual	2019 Actual	6/30/20 Actual	2021 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	4,000
Fines and Forfeits	0	5,500	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	426,912	500,140	240,498	599,740
Total	\$426,912	\$505,640	\$240,498	\$605,740

Expenditures

	2018 Actual	2019 Actual	6/30/20 Actual	2021 Budget
Salaries and Wages	272,389	301,819	166,934	361,179
Personnel Benefits	96,561	113,132	64,735	160,061
Supplies	14,845	6,232	2,225	16,160
Other Services and Charges	43,117	74,090	6,604	68,340
Intergovernmental Services	0	0	0	0
Capital Outlays	0	10,367	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$426,912	\$505,640	\$240,498	\$605,740

Staffing

	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Full Time Equivalents	5.35	5.21	5.40	5.46