



## 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 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

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- Grant management increases and decreases depending on our applications for grants.
- 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

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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

	2019 Actual	2020 Actual	6/30/21 Actual
Administration:			
Financial management of DCD grants	191.5	182.75	97.25
Planning Commission Meetings	18	17	9
Hearing Examiner Hearings	29	11	7
Marine Resources Committee Meetings	12	11	6
Permit Advisory Board (no Mtg. June/July/Aug)	7	0	0
Building Code Board of Appeals	1	0	0
Code Enforcement Investigations/Assistance	272	265	65

\*Code Enforcement moved from Sheriff Dept in 2015.

### Grant Funding Sources

This fund does not receive any grant revenue.

### Revenues

	2019 Actual	2020 Actual	6/30/21 Actual	2022 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	5,500	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	500,140	504,575	221,610	532,239
Total	505,640	504,575	221,610	538,239

### Expenditures

	2019 Actual	2020 Actual	6/30/21 Actual	2022 Budget
Salaries and Wages	301,819	337,768	146,815	315,670
Personnel Benefits	113,132	132,908	55,427	140,669
Supplies	6,232	7,473	2,110	14,060
Other Services and Charges	74,090	26,426	17,258	67,840
Intergovernmental Services	0	0	0	0
Capital Outlays	10,367	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	505,640	504,575	221,610	538,239

## Staffing

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	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Full Time Equivalents	5.21	5.40	5.46	4.60