



Community Development - Administration

00100.331.

Mission Statement

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

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 5 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

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

	2014 Actual	2015 Actual	6/30/16 Actual
Administration:			
Financial management of DCD grants	11	278	106.75
Planning Commission Meetings	19	25	11
Hearing Examiner Hearings	28	16	8
Marine Resources Committee Meetings	1	23	12
Permit Advisory Board (no Mtg. June/July/Aug)	8	5	3
Building Code Board of Appeals	1	1	0
Code Enforcement Investigations/Assistance	0	146	86

*Code Enforcement moved from Sheriff Dept in 2015.

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2014 Actual	2015 Actual	6/30/16 Actual	2017 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	1,745	561	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	260,269	312,677	157,307	441,101
Total	\$260,269	\$314,422	\$157,868	\$447,101

Expenditures

	2014 Actual	2015 Actual	6/30/16 Actual	2017 Budget
Salaries and Wages	181,774	205,141	112,906	237,087
Personnel Benefits	64,876	64,280	34,695	89,614
Supplies	6,354	12,889	3,168	14,860
Other Services and Charges	7,265	13,574	7,099	105,505
Intergovernmental Services	0	18,537	0	35
Capital Outlays	0	0	0	0

Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$260,269	\$314,422	\$157,868	\$447,101

Staffing

	2014 Budget	2015 Budget	2016 Budget	2017 Budget
Full Time Equivalents	2.88	3.63	3.94	3.94

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

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