



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 4 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; the Conservation Futures Board; 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. DCD has 2-4 grants pending for the end of 2023 that have not yet been through the process and approved.

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.
6. To obtain AACE (American Association of Code Enforcement) certification for all Code Enforcement Field Officer positions.
7. Code Enforcement would like to provide annual community involvement projects and have a bigger presence at community home shows, realtor, meetings, etc.

Workload Indicators

	2023 Actual	2024 Actual	6/30/25 Actual
Administration:			
Financial management of DCD grants	202	160.75	56
Planning Commission Meetings	18	13	9
Code Enforcement Hearing Examiner Hearings	0	2	2
Marine Resources Committee Meetings	12	12	6
Permit Advisory Board (no Mtg. June/July/Aug)	0	0	0
Building Code Board of Appeals	0	0	0
Code Enforcement Investigations/Assistance	241	325	147

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2023 Actual	2024 Actual	6/30/25 Actual	2026 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	0
Fines and Forfeits	0	10,480	270	1
Miscellaneous Revenues	425	1,535	0	0
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	534,688	767,795	408,356	964,633
Total	535,113	779,810	408,626	964,634

Expenditures

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Salaries and Wages	409,264	501,294	275,501	614,307
Personnel Benefits	171,536	212,061	114,063	241,000
Supplies	13,826	12,075	2,095	27,676
Other Services and Charges	76,813	54,380	16,966	81,651
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	671,439	779,810	408,626	964,634

Staffing

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Full Time Equivalent	4.00	7.60	7.60	7.60