



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 22 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.
- One position was reduced in 2011 due to the layoff an Administrative Specialist IV, which increased the 2012 workload of the remaining staff.

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

	2012 Actual	2013 Actual	6/30/14 Actual
Administration:			
Financial management of DCD grants	16	15	10
Planning Commission Meetings	13	12	7
Hearing Examiner Hearings	11	20	15
Marine Resources Committee Meetings	8	10	6
Permit Advisory Board (no Mtg. June/July/Aug)	9	5	1
Building Code Board of Appeals	1	1	1
Code Enforcement Investigations/Assistance	*	*	*

*Code Enforcement moved from Sheriff Dept in 2015.

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2012 Actual	2013 Actual	6/30/14 Actual	2015 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	9,700
Fines and Forfeits	0	0	0	2,000
Miscellaneous Revenues	1,421	0	0	0
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	225,941	228,179	119,077	328,026
Total	\$227,362	\$228,179	\$119,077	\$339,726

Expenditures

	2012 Actual	2013 Actual	6/30/14 Actual	2015 Budget
Salaries and Wages	165,127	166,239	86,550	213,352
Personnel Benefits	47,383	49,918	28,831	63,659
Supplies	4,024	2,676	1,037	20,165

Other Services and Charges	4,673	9,346	2,659	22,515
Intergovernmental Services	0	0	0	35
Capital Outlays	5,420	0	0	20,000
Interfund Payments for Services	735	0	0	0
Transfers Out	0	0	0	0
Total	\$227,362	\$228,179	\$119,077	\$339,726

Staffing

	2012 Budget	2013 Budget	2014 Budget	2015 Budget
Full Time Equivalents	3.00	3.00	2.88	3.63

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

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