



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

- 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.

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.

Workload Indicators

	2009 Actual	2010 Actual	6/30/11 Actual
Administration:			
Financial management of DCD grants	22	23	22
Planning Commission Meetings	23	21	7
Hearing Examiner Hearings	16	16	4
Marine Resources Committee Meetings	11	11	7
Permit Advisory Board (no Mtg. June/July/Aug)	6	8	5

Building Code Board of Appeals	0	1	2
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Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2009 Actual	2010 Actual	6/30/11 Actual	2012 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	20,042	0	0
Charges for Goods and Services	0	0	0	0
Fines and Forfeits	550	988	0	0
Miscellaneous Revenues	51	0	0	0
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	400,253	418,932	145,939	241,596
Total	\$400,854	\$439,962	\$145,939	\$241,596

Expenditures

	2009 Actual	2010 Actual	6/30/11 Actual	2012 Budget
Salaries and Wages	270,521	319,130	104,834	163,784
Personnel Benefits	87,464	91,732	32,564	51,061
Supplies	16,819	12,336	6,131	11,066
Other Services and Charges	13,178	12,308	2,333	12,085
Intergovernmental Services	24	29	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	12,847	4,425	77	3,600
Transfers Out	0	0	0	0
Total	\$400,854	\$439,960	\$145,939	\$241,596

Staffing

	2009 Budget	2010 Budget	2011 Budget	2012 Budget
Full Time Equivalents	4.75	5.50	3.81	3.00

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