

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Brent A. Butler, DCD Director, AICP

DATE: January 27, 2025

SUBJECT: **WORKSHOP** re: Chief Strategy Officer's 2023 to 2025 Workplan & Request to Apply for Grant Funding

STATEMENT OF ISSUE:

This agenda request provides the Board of County Commissioners (Board or BoCC) an update with regards to the Chief Strategy Officer's (CSO) assigned projects. Generally, the CSO either starts a project and carries it forward to completion or, alternatively, if there's additional staff capacity, a need for skills-transfer or too many assigned projects coming to fruition at once, the CSO passes it off to other staff members. In the prior year, the CSO completed two projects, as set forth below. In addition to the below listed projects, the CSO is also supplementing revenue through grants whenever it appears that there is sufficient capacity to carry out the grant responsibilities.

TABLE 1: Project Status

Project Name	Quarter Started	Quarter Ending	Status
1) Rentals for less than 30 days Short Term Rentals	2023	2025	Draft ordinance is subject to a Planning Commission public hearing on 2/5/25
2) Port Hadlock Urban Growth Area Zoning for housing	2023	2025	Preliminary planning completed. Guidance and next steps or being carried out by BERK
3) Preapproved 'Stock' Plans	2023	TBD	Planning for rollout at the HOME SHOW
4) FEMA's Community Assistance Visit	2023	Newly completed	Completed CAV, and seeking to obtain compliance to close out CAV
5) C-PACER	2023	2024	Completed
6) Coordinated Water System Plan (CWSP).	4th Qtr./2023	2026	Underway / Contract approval 2/5/2025
Housing Grants	4 th Qtr./2024	4 th Qtr/2025 & now	Commerce awarded a grant for stock plans & is reviewing a CHIP grant application
Infrastructure Grants	1 st Quarter 2025	4 th Qtr. 2025	Department of Health review of several grants for the CWSP is proposed
Flood-related Grants	Not yet	1 & 2 Qtr. 2025	CSO is partnering with EPH & DCD to assist economic growth and development in Brinnon

BACKGROUND:

Working with the Board and the county's Human Resources Department, the County Administrator developed the new job classification of Chief Strategy Officer. As envisioned, the staff member in this position would tackle issues that neither the Community Development nor other departments had been able to move forward. Six core projects were identified, as set forth in Table 1. In this role, the Chief Strategy Officer works no more than 69 hours monthly, as a clerk hire.

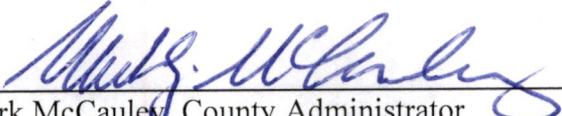
FISCAL IMPACT:

As part of these projects, the Chief Strategy Officer identifies potential grants to defray operational and implementation costs. These are primarily salary, consultants and/or directs project costs. As such, many of the listed projects are co-shared by the general fund and a grant giving organization such as the Departments of Ecology, Health, and Commerce.

RECOMMENDATION:

Review the list of existing projects underway and consider authorizing the Chief Strategy Officer to apply for additional funding to offset costs of developing the Coordinated Water System Plan.

REVIEWED BY:


Mark McCauley, County Administrator

1/23/25
Date