



COUNTY OF HUMBOLDT

COUNTY ADMINISTRATIVE OFFICE

MANAGEMENT & BUDGET TEAM

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INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: ELISHIA HAYES, COUNTY ADMINISTRATIVE OFFICER
SUBJECT: RESPONSE TO 2021-22 GRAND JURY REPORT "PERMITTED (EVENTUALLY)"
DATE: JULY 19, 2021

In the Grand Jury Report, "*Permitted (Eventually)*," the Grand Jury has requested that your Board respond to Finding 3 and Recommendations 1 and 3. I am proposing the following response as detailed below.

FINDINGS

Finding 3: The Board of Supervisors funded the purchase of the Accela software for the Planning and Building Department to replace the former OnTrack permit management system. Accela lacks completeness in that the Public Works Department is limited to responding to Planning & Building Department referrals. (R2, R3)

Response: Agree

RECOMMENDATIONS

Recommendation 1: The Humboldt County Civil Grand Jury recommends that for Fiscal Year 2022-2023, the Board of Supervisors approve sufficient funding for the Planning and Building Department to upgrade the Accela system so that applicants can complete the application, including payment, on-line. This will reduce the need for applicants to come into the Planning and Building office. (F1, F2)

Response (Choose one):

- 1. This recommendation is in the process of being implemented.**

The Planning and Building Department has identified funding for this upgrade, and if Board approval is needed the Board will consider the item at that time.

Recommendation 3: R3. The Humboldt County Civil Grand Jury recommends that for Fiscal Year 2022-2023, the Board of Supervisors approve sufficient funding for the Public Works Department to fully implement Accela to a level which enables Public Works to meet its specific needs. (F3)

Response (Choose one):

- 1. This recommendation is in the process of being implemented.**

The Public Works Department is in the process of identifying funding to fully implement Accela which will enable Public Works to meet its specific needs. If Board approval is needed to grant a supplemental budget the Board will consider the item at that time.
