



Snohomish County Council

Committee: Public Works and Infrastructure

ECAF: 2021-1127

Proposal: Motion 22-011

Analyst: Deb Evison Bell

Date: February 18, 2022

Consideration:

The proposed Motion would approve the 2022 County Office Space Report and authorize the Department of Facilities and Fleet's recommended changes as listed in Exhibit A, in accordance with SCC 4.46.

Background:

Pursuant to Snohomish County Code 4.46.400, the director of the Department of Facilities Management shall prepare and submit to Council a proposed office space plan including any proposed changes or revisions to the current configuration and the fiscal impact of such changes. The report includes all detailed information required by county code including, but not limited to, a detailed inventory of county office space and the detailed description of county office space including maps and diagrams that indicate the county agencies and staff positions assigned to each office.

Council shall review and approve the office space plan with such revisions as it deems appropriate. Upon council approval, the plan shall govern the use of county office space by all county officers and employees and shall be implemented by the property management division.

Current Proposal:

Scope: Approval by motion is sought from Council to approve the 2022 County Office Space Report, including the Department of Facilities Management recommended changes, as listed in Exhibit A, which provides a detailed breakdown of the eighteen (18) proposed projects and funding estimates.

Duration: N/A

Fiscal Implications: The estimated costs for all proposed work ranges between \$5,000 to \$4,000,000.00. Funding is provided by the requesting department within their own budget appropriation. (The impact to the General Fund is between \$20,000 and \$50,000 for two projects: one within the Human Services office and the other in DCNR's Office).

2022 Budget: Yes, the 2022 Budget includes appropriation authority within the various department budget funds. (Approved by Finance.)

Handling: NORMAL. Code requires the plan be submitted to council by December 31 of each year. There is no deadline requirement for council consideration.

Approved-as-to-form: N/A.

Risk Management: N/A.

Executive Recommendation: APPROVE

Requests: Move to GLS on January 26, 2022 for consideration.