



Snohomish County Council

Committee: Finance
ECAF: 2021-1118
Proposal: Motion 22-012

Analyst: Jim Martin
Date: January 18, 2022

Consideration:

Motion approving an increase in the number of employees authorized in the 2022 annual budget in the Snohomish County Risk Fund 506 for the Public Records Office.

Background

The increase (volume up 34%) and complexities of public records act requests received by Snohomish County necessitates the request for an increase in staffing levels. An additional consideration for this request is the increase in County employees as well as the increased occurrence of the PRA as a legal tool and the corresponding legal demand for holds and preservation of electronically stored information. The addition of a Public Records Admin Specialist will assist the County in meeting the mandates governing the retention, collection, and release of public records as required by the Public Records Act (PRA) and associated legislation (WAC 42.56) The addition of the FTE and use of the Risk Fund for this purpose has the support of the PA.

Fiscal Impact

The cost of this positions is estimated at \$95,000 (salary and benefits) for the remainder of 2022. Costs are to be covered through a budget transfer from Risk Management.

Handling: Normal

Approved-as-to-form: n/a

Risk Management: n/a

Executive Recommendation: Approve

Attachments: Refer to the submitted ECAF that includes the following attachments:

(1) Proposed Motion.

Amendments: NONE.

Request: Move to GLS on February 2nd for consideration.