



Memorandum

Date: 1/21/2025
Meeting of: City Council

File No. AM No. 25-009
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Technology and Information Services	Michael Marchand	425-556-2929
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DEPARTMENT STAFF:

Technology and Information Services	Melissa Brady	Enterprise Data and GIS Manager
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TITLE:

Approval of a Contract with Centrilogic, in the Amount of \$112,400, for Data Governance and Strategy Assessment

OVERVIEW STATEMENT:

I would like to provide an update to the Council on our progress in developing a Data Governance Program. We are partnering with our database vendor, Centrilogic, to conduct a seven-to-nine-week data governance assessment. This assessment will initially focus on two datasets: HR and Permitting. The goal is to establish a comprehensive data governance framework, identify any maturity gaps, develop key data governance policies, define the program, and create a supporting roadmap.

This effort will serve as the foundation for a city-wide data governance program, with lessons learned from these two datasets, the mentoring of internal data champions, and a scalable framework that can be applied to other city departments.

Please note that I will bring the contract to the Council for approval at a later time, and there will be opportunities for further discussion.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information **Provide Direction** **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Council approval is required for contracts exceeding \$50,000.
- **Council Request:**

Committee of the Whole - FAC, 4/8/2024

- **Other Key Facts:**
N/A

OUTCOMES:

Improved Decision-Making: When data is consistent, reliable, and accessible, decision-makers can make faster and more informed choices.

Operational Efficiency: With clear policies in place, we reduce duplications, errors, and unnecessary delays in workflows.

Compliance & Risk Mitigation: Data governance helps us comply with legal and regulatory requirements, especially around privacy and security, reducing the risk of penalties.

Data-Driven Culture: This program will empower our teams to use data more effectively, fostering a culture of transparency and accountability.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$112,400

Approved in current biennial budget: Yes No N/A

Budget Offer Number:
0000294

Budget Priority:
Strategic and Responsive

Other budget impacts or additional costs: Yes No N/A

If yes, explain:
N/A

Funding source(s):
General Fund - One Time

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
1/14/2025	Committee of the Whole - Finance, Administration, and Communications	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

The City will still proceed with developing a Data Governance Program however it will take longer without outside consultant help.

ATTACHMENTS:

Attachment A: Contract