



Memorandum

Date: 3/10/2026

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 26-153

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Technology and Information Services	Michael Marchand	425-556-2173
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DEPARTMENT STAFF:

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

Data Governance Program - Update

**OVERVIEW STATEMENT:**

We are providing an update to the Council on our progress in developing a Citywide Data Governance Program.

Over the past year, we have conducted a comprehensive assessment of our current data practices. Since completing the assessment, we have established a Data Governance Council (DGC) and developed foundational operational policies and standards, which are currently in draft and moving through the DGC’s review and approval process.

Additional Background Information/Description of Proposal Attached

**REQUESTED ACTION:**

- Receive Information
- Provide Direction
- Approve

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
N/A
- **Required:**  
N/A
- **Council Request:**  
The Council requested an update on the development progress of the Citywide Data Governance Program.
- **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:**  
N/A

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**  
N/A

**Budget Priority:**  
Strategic and Responsive

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

**If yes, explain:**  
N/A

**Funding source(s):**  
N/A

**Budget/Funding Constraints:**  
N/A

**Additional budget details attached**

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**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
1/7/2025	Committee of the Whole - Finance, Administration, and Communications	Receive Information
1/14/2025	Business Meeting	Approve

**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:**

N/A

**ATTACHMENTS:**

N/A