



Memorandum

Date: 2/25/2025

Meeting of: Committee of the Whole - Parks and Environmental Sustainability

File No. CM 25-107

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files, COO	425-556-2166
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DEPARTMENT STAFF:

Executive	Lisa Maher	Deputy Director
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TITLE:

Council Workflow Process Update

OVERVIEW STATEMENT:

Staff will provide Council with an informational update on the Council Committee of the Whole agendas, memos, and staff report process. To fulfill Council's request for additional time for Study Session packet material review, we will initiate the following:

- Committee of the Whole agendas will now feature Action Items, Feedback for Study Session, Informational, and Read only sections.
- Council agendas and packets will be distributed twice monthly. Each packet will include both the Business and Study Session meeting information.
- Staff Reports that require Council feedback prior to a Study Session will now be moved to the Feedback section of all Committee of the Whole meetings, allowing staff time to prepare.

Council will see these changes the week of March 10, 2025.

☐ **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:**
Council requested additional time to review Study Session materials in 2024

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- **Other Key Facts:**

N/A

OUTCOMES:

This process update will allow Council additional review time for Study Sessions. Staff Reports will be information only items at Council Business meetings. Council and staff have been provided with an annual calendar (see attachment) of due dates associated with each meeting for the year.

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:

0000290

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**

COUNCIL REVIEW:**Previous Contact(s)**

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

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

Time Constraints:

The annual schedule has been completed and would need to be completely revised if the start date is not the week of March 10, 2025. To maintain this cadence, moving agenda items to different meetings and missing due dates will not be possible. Items will have to go back into the process to be rescheduled. This could result in delayed contracts, agreements, projects, and grants.

ANTICIPATED RESULT IF NOT APPROVED:

Staff will continue to process Council materials within the current process.

ATTACHMENTS:

Attachment A: 2025 Council Workflow Calendar