



## Memorandum

**Date:** 4/8/2025

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

**File No.** CM 25-225

**Type:** Committee Memo

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

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

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

N/A	N/A	N/A
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**TITLE:**

Revise Redmond Municipal Code (RMC) 2.36 City Attorney

**OVERVIEW STATEMENT:**

In the 2025-2026 Biennial Budget, Council approved the addition of an in-house City Attorney. RMC 2.36 describing City Attorney services has not been updated since 1963. Currently the language of the RMC assumes the City will contract out for City Attorney services by describing the retainage and compensation for a contracted City Attorney. The attached Ordinance (Attachment A) eliminates sections RMC 2.36.030 Compensation and 2.36.040 Previous Compensation as the new in-house City Attorney will be subject to the City's compensation policy per the City's Personnel Manual as described in RMC 2.02. Additional changes are proposed in other sections of the chapter to provide gender neutrality.

☒ **Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
2025-2026 Biennial Budget
- **Required:**  
City Attorney duties are governed by the Revised Code of Washington (RCW) 35a.12.020 for a Mayor-Council form of government.
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

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**OUTCOMES:**

In Attachment A is an ordinance revising Section 2.36 of the RMC specifically to update language surrounding the duties and compensation for the City Attorney. RMC Section 2.36 was established by City of Redmond Ordinance 300 approved by the Council in 1963 and has not been updated since. The revisions attached make several changes, including:

- Provide updated language to establish gender neutrality.
- Eliminate the compensation and previous compensation subsections of the code as the new in-house City Attorney will be compensated in accordance with the City's personnel policies.

**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:**

The total ongoing cost of establishing an in-house City Attorney for the biennium equals approximately \$1.1 million.

**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):**

General, utility and other funds.

**Budget/Funding Constraints:**

N/A

☐ **Additional budget details attached**

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**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
4/15/2025	Business Meeting	Approve

**Time Constraints:**

Changes to the RMC should be made as soon as possible so that all administrative changes are in place before final selection of the new in-house City Attorney.

**ANTICIPATED RESULT IF NOT APPROVED:**

If not approved, the City's municipal code will be inconsistent with programs approved in the 2025-2026 Biennial Budget.

**ATTACHMENTS:**

Attachment A: Ordinance