



Memorandum

Date: 10/7/2025

Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 25-534

Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Aaron Bert	425-556-2786
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DEPARTMENT STAFF:

Public Works	Rob Crittenden	City Engineer
Public Works	Chris Stenger	Deputy Public Works Director
Public Works	Aaron Moldver	Engineering Manager

TITLE:

Staff Report on Redmond Municipal Code Update - Proposed Changes to Water and Sewers, Buildings and Construction Code

OVERVIEW STATEMENT:

The Public Works Department embraces continued improvement to achieve organizational excellence. As part of this effort, Public Works is proposing updates to multiple Redmond Municipal Code (RMC) sections related to Public Works functions. These updates are intended to clarify roles and responsibilities within the Department and to improve operational performance and consistency. This code revision is being coordinated with the APWA Accreditation effort to ensure code authority and operational functions are aligned. Public Works functions are most prominent in RMC Titles 10, 12, 13, and 15. There are also sections related to Public Work functions in RMC Titles 1-7 and 9.

Public Works staff provided an overview of the update process to Council at the June 3, 2025, Planning and Public Works Committee. Staff then presented specific changes to RMC Titles 10 and 12 at the June 24, 2025, study session with Council. Public input was collected on these two Titles through the end of August 2025. Staff is now finalizing the code changes in preparation for a SEPA threshold determination and the preparation of an ordinance for Council approval.

Public Works staff plan to present proposed changes to Titles 13 - Water and Sewer and 15 - Buildings and Construction at the October 7, 2025, Planning and Public Works Committee and will solicit comments and questions from the councilmembers. Staff will then respond to this feedback and revise the code further as warranted. Depending on the time needed to complete this response, staff plans to present the updated code changes to Council in a staff report at the October 21, 2025, regular business meeting, or at a meeting in November if necessary.

Staff plans to present proposed changes to the following titles to Council in the first quarter of 2026:

- Title 1 General Provisions
- Title 2 Administration and Personnel Amended Revised
- Title 3 Revenue and Finance Revised
- Title 4 Boards, Commissions, and Committees Revised

- Title 5 Business Licenses and Regulations Revised
- Title 6 Health and Sanitation
- Title 7 Animals
- Title 9 Public Peace, Morals and Safety

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

REQUESTED ACTION:

☐ **Receive Information** ☒ **Provide Direction** ☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Redmond Municipal Code
Public Works American Public Works Association (APWA) Accreditation effort
- **Required:**
Redmond Municipal Code changes require City Council approval per RCW 35.21.500 Compilation, codification, revision of city or town ordinances
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

The City will benefit from revisions to the RMC by providing users a code that clearly identifies roles and responsibilities, clarifies authorities, and aligns with operational functions. These revisions will also update provisions in the code that are outdated or inconsistent. The resulting code requirements will align with the policies and procedures documented with the Public Works APWA Accreditation effort

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
Outreach to select groups is planned following discussions and input from City Council.
- **Outreach Methods and Results:**
Let's Connect Page on City Website with a copy of the draft changes for stakeholders to review and make comments
- **Feedback Summary:**
The majority of the proposed changes to the Code are intended for clarification or clean up and are not substantive to a degree that should prompt significant public comment. If substantive issues are identified, additional stakeholder engagement will be considered

BUDGET IMPACT:

Total Cost:

N/A

Approved in current biennial budget:

☐ Yes

☐ No

☒ N/A

Budget Offer Number:

N/A

Budget Priority:

N/A

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
12/17/2024	Business Meeting	Receive Information
6/3/2025	Committee of the Whole - Planning and Public Works	Provide Direction
6/24/2025	Study Session	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
10/21/2025	Business Meeting	Receive Information

Time Constraints:

Public Works expects to receive Public Works APWA Accreditation in the first quarter of 2026. Although it is not required to have the Code changes associated with this effort in place immediately after, the goal is to complete the updates to the RMC by the second quarter of 2026.

ANTICIPATED RESULT IF NOT APPROVED:

The Council could choose not to approve some or all of the proposed Code changes. If so, outdated and unclear sections within the Code would remain, and overall, the Code would not align with the current operational structure of Public Works and the City.

ATTACHMENTS:

Attachment A - Title 13 Proposed Changes

Attachment B - Table of Changes with Rationale to Title 13

Attachment C - Title 15 Proposed Changes

Attachment D - Table of Changes with Rationale to Title 15