



## Memorandum

**Date:** 11/16/2021  
**Meeting of:** City Council

**File No.** AM No. 21-170  
**Type:** Consent Item

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

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

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

Adoption of an Ordinance and Approval of an Amendment to the Council Rules of Procedure for the Committees of the Whole Restructuring

- a. Ordinance No. 3070: An Ordinance of the City of Redmond, Washington, Revising Redmond Municipal Code (RMC) 2.32.020 Council Committee of the Whole Function and Purpose and Establishing an Effective Date

**OVERVIEW STATEMENT:**

Per Council discussions on October 12, 2021, and October 26, 2021, in order to change the Committees of the Whole structure, the City Council must take two actions:

1. Approve the attached ordinance (Attachment A) amending Redmond Municipal Code (RMC) Chapter 2.32.020 to change the Parks and Human Services Committee of the Whole to remove Human Services and add Environmental Sustainability, and add Human Services to the Public Safety Committee of the Whole. In addition, the amendment removes the Regional Affairs Committee from the RMC.
2. Amend Section V of the Council's Rules of Procedures (Attachment B) to be consistent with the RMC changes.

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

**REQUESTED ACTION:**

☐ Receive Information      ☐ Provide Direction      ☒ Approve

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
N/A
- **Required:**  
Committees of the Whole are governed by the Redmond Municipal Code Chapters 2.08.010 and 2.32.
- **Council Request:**  
Council requested staff to look at options to reconfigure the Committees of the Whole earlier this year.

- **Other Key Facts:**

Committees of the Whole have been revised over time to ensure attention is paid to significant discussion topics. The last revision to the Committees of the Whole structure occurred in the Finance, Administration, and Communications Committee to add *Communications* to the title of the committee to emphasize the importance of communication and community involvement to the City.

**OUTCOMES:**

Per the RMC, Committees of the Whole “shall function to inform and educate the Council on existing city programs and issues and provide an opportunity to explore the implications of policy alternatives as part of the policy development process.” The current Committees of the Whole structure includes both department and functional elements.

Per Council’s discussion at the Study Session on October 12 and the Finance, Administration, and Communications Committee of the Whole on October 26, 2021, two changes were agreed upon to the Committees of the Whole structure, including:

- Restructure the Parks and Human Services Committee of the Whole to remove Human Services and add Environmental Sustainability. The new Committee of the Whole would be named Parks and Environmental Sustainability.
- Restructure the Public Safety Committee of the Whole to encompass Human Services and Diversity, Equity, and Inclusion. The new Committee of the Whole would be titled Public Safety and Human Services.

The Finance, Administration, and Communications and the Planning and Public Works Committees of the Whole would remain the same.

During the Study Session discussion, Council requested the Regional Affairs Committee be removed from the RMC. The Regional Affairs Committee practically does not exist in the City’s committee structure.

The ordinance revising Redmond Municipal Code 2.32.020 outlines the name changes, simplifies the language around the subjects the committees can discuss to allow for more flexibility, and removes the Regional Affairs Committee from the Code. The amendments to the Council’s Rules of Procedures make the necessary name changes in Section V of the document. All of the changes are highlighted in Attachments A and B.

**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

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
10/12/2021	Study Session	Provide Direction
10/26/2021	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

**Proposed Upcoming Contact(s)**

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

**Time Constraints:**

There are no time constraints on changing the Committees of the Whole structure. However, making changes by the end of the year would give staff time to adjust their schedules and work plans, as needed.

**ANTICIPATED RESULT IF NOT APPROVED:**

Committees of the Whole will continue to function as they are currently organized until Council decides to change the structure.

**ATTACHMENTS:**

Attachment A: Ordinance Revising Redmond Municipal Code 2.32.020

Attachment B: Council Rules of Procedure Amendment