



## Memorandum

**Date:** 10/28/2025

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

**File No.** CM 25-555

**Type:** Committee Memo

**TO:** Committee of the Whole - Parks and Environmental Sustainability

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

|       |                 |              |
|-------|-----------------|--------------|
| Parks | Loreen Hamilton | 425-979-2820 |
|-------|-----------------|--------------|

**DEPARTMENT STAFF:**

|       |                    |                                                     |
|-------|--------------------|-----------------------------------------------------|
| Parks | Maya Klem          | Volunteer and Green Redmond Partnership Coordinator |
| Parks | Lindsey Falkenburg | Parks Planning Manager                              |

**TITLE:**

Volunteer Program Update

**OVERVIEW STATEMENT:**

In 2025, the City hired a Volunteer and Green Redmond Partnership Coordinator in order to streamline volunteer opportunities, improve reporting, increase visibility of volunteer opportunities, and tell the story of volunteers in Redmond. We will brief City Council on the current state of volunteerism at the City and share goals for increasing engagement, improving reporting, and streamlining systems.

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

**REQUESTED ACTION:**

☒ **Receive Information**

☐ **Provide Direction**

☐ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
PARCC plan, Redmond 2050 Plan
- **Required:**  
n/a
- **Council Request:**  
n/a
- **Other Key Facts:**  
n/a

**OUTCOMES:**

Before hiring a Volunteer and Green Redmond Partnership Coordinator, it was not always clear for community members what volunteer opportunities were available at the City, and how to get involved. The tracking and reporting for volunteer work was inconsistent and unorganized. Through this position, we've increased capacity to streamline and organize the volunteer program, while streamlining systems and procedures for volunteer programs. In 2026, there are plans to launch a new volunteer management platform, Volunteer Matters, to bring consistency to the volunteer experience.

**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:**

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)**

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| Date | Meeting                                | Requested Action    |
|------|----------------------------------------|---------------------|
| n/a  | Item has not been presented to Council | Receive Information |

**Proposed Upcoming Contact(s)**

| Date       | Meeting                                                         | Requested Action    |
|------------|-----------------------------------------------------------------|---------------------|
| 10/28/2025 | Committee of the Whole - Parks and Environmental Sustainability | Receive Information |

**Time Constraints:**

n/a

**ANTICIPATED RESULT IF NOT APPROVED:**

n/a

**ATTACHMENTS:**

n/a