



Memorandum

Date: 4/11/2023

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

File No. CM 23-161

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files	425-556-2166
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DEPARTMENT STAFF:

Executive	Lisa Maher	Deputy Director
Executive	Jason Brown	Volunteer Coordinator

TITLE:

Community Projects Volunteer Coordinator Update

OVERVIEW STATEMENT:

During the budget process, City Council requested an update on the newly created position of Community Projects Volunteer Coordinator. The new 0.50 FTE position was adopted in the 2023-2024 biennial budget. The job description and duties have been established, overall strategies have been identified, and a 2023-2024 work plan has been created and is in progress.

☐ **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 updates in the first quarter and September of 2023 upon adoption of the 2023-2024 biennial budget.
- **Other Key Facts:**
N/A

OUTCOMES:

The priorities and strategies for the position, include:

Priorities:

- Strengthen community stewardship and community engagement through volunteer work.
- Build and grow productive partnerships with city staff that can/does utilize volunteers, community groups, and organizations.
- Build a network dedicated to able and willing community volunteers, tasked with assisting on planned.

Strategies:

- Develop policies, programs, and strategies to build the Community Projects Volunteer Coordinator position to support city staff in completion of planned projects.
- Develop positional processes to provide efficient usage of time and best use of staff and volunteer effort and time.
- Engage in transparent and timely communications with all interested parties about growth, success, and the path forward of the program.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
Development of a comprehensive communication and outreach plan is in progress. Initial community outreach and marketing are slated for second and third quarter of 2023.
- **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:

0000029

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

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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
9/11/2023	Committee of the Whole - Finance, Administration, and Communications	Receive Information

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

None