



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE April 17, 2017
REFERENCE:	COUNCIL FILE CF 14-0600-S140
SUBJECT: FISCAL YEAR 2014-15 BUDGET REPORT BACK: SYSTEMATIC USES FOR VOLUNTEERS	

RECOMMENDATION:

That the City Council receive and file this report concerning the Personnel Department's response regarding the City's use of Volunteers.

BACKGROUND:

In May 2014 as part of the Fiscal Year 2014-15 budget hearings and deliberations, Council instructed the Personnel Department to report back to the Personnel and Animal Welfare (PAW) Committee on systematic uses for volunteers in the City. On December 14, 2016 a report back was provided summarizing survey information received from City Departments regarding the number of volunteers each department utilizes, how many hours worked and what duties performed. The PAW Committee requested additional information regarding volunteer usage from the Mayor and City Council District Offices (CDO) and asked the Personnel Department to research information available regarding centralized efforts to recruit and process volunteers for the City of Los Angeles.

SUMMARY:

An email was sent out on December 29, 2016 to the City Clerk's Office requesting the survey regarding volunteers be extended to the Mayor's Office and CDO's. Each office was asked if they utilized volunteers during Fiscal Years 2014-15 and 2015-16, if so, how many, and how many total hours did these volunteers work. A description of the various duties these volunteers perform was also requested. Although the responses received by the City Clerk's office were not broken down by Fiscal Year, they were presented to the Personnel Department as outlined below.

Mayor's Office:

- Mayor's Volunteer Corps: 8,589 volunteers, hours unknown
- Mayor's Youth Council: 430 volunteers, hours unknown

As reported by staff of the Mayor's Office, the Mayor's Volunteer Corps is divided into five areas of interest which provides volunteers the ability to choose the issues they want to help solve. The website, https://www.lamayor.org/specialty_corps, lists the five interest areas as: the clean streets team; the sustainability corps; the citizenship corps; the veteran's corps; and the ending homelessness corps. The Mayor's Volunteer Corps utilizes volunteers for one-day events and long-term projects. It was confirmed by the Mayor's office that the volunteer programs through the Mayor's office is community-based and utilizes City residents as opposed to volunteer services provided to departments. Furthermore, the program acts as more of a liaison for volunteers to assist with events that take place within the City as opposed to volunteer services provided to City departments.

The Mayor's Youth Council is a one-year fellowship for Los Angeles high school students to hone their leadership skills in the areas of political and civic engagement, and community volunteerism.

Council District Offices (CDO):

- Council District 3: Number of volunteers and hours, unknown
- Council District 4: 23 volunteers, hours unknown
- Council District 7: 63 volunteers, 4142 hours volunteered
- Council District 11: 33 volunteers, 10-32 hours volunteered weekly, per volunteer

The CDO's report utilizing volunteers in various ways. The volunteer duties included: community clean-up, assisting at special events, office interns, legislative research, constituent services/outreach, City Department briefings and general administrative support.

A volunteer program that provides a standardized City-wide procedure for recruiting and processing volunteers does not currently exist. The City of Los Angeles website does provide a limited list of internship/volunteer positions posted for consideration at <https://www.lacity.org/find-jobs>. However, volunteers in the City are recruited and processed by individual departments as the need arises. Those departments that utilize volunteers often reach out to groups and locations previously identified to have provided volunteers in the past. For example, the Department of Animal Services hosts a monthly volunteer orientation at each of the City's animal shelters.

CONCLUSION:

A centralized/standardized method of recruiting and processing volunteers does not currently exist within the City. Elected officials and departments recruit and process volunteers according to their needs. The City's website currently provides a location for the posting of available volunteer positions and the Personnel Department will continue to provide guidance for departments to utilize the portal to post links to their volunteer opportunities.



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