

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to the systematic uses of volunteers in the City.

Recommendation for Council action:

RECEIVE and FILE the October 27, 2016 and April 17, 2017 Personnel Department reports relative to the systematic uses for volunteers.

Fiscal Impact Statement: Not applicable.

Community Impact Statement: None submitted.

Summary:

On August 3, 2016, your Committee considered an Adopted Budget Recommendation relative to instructing the Personnel Department to report in regard to the true systematic uses of volunteers in the City. This is pursuant to the adoption of the Mayor's 2014-15 Budget on May 21, 2014. After consideration and having provided an opportunity for public comment, the Committee moved to continue this item pending a report-back from the Personnel Department.

Subsequently, on December 14, 2016, the Committee considered an October 27, 2016 Personnel Department report in response to the above Recommendation. According to the Personnel Department, an email survey was sent to all City operating Departments requesting information on departmental volunteer usage. Each Department was asked if they utilized volunteers during Fiscal Years 2014-15 and 2015-16 and if so, how many, and how many total hours did these volunteers work. In addition, Departments were asked to provide a description of the various duties these volunteers perform. The following departments utilized volunteers during the time in question:

- Airports
- Animal Services
- City Attorney
- City Clerk
- Disability
- Fire (civilian)
- Housing and Community Investment
- Information Technology Agency
- Library

- Bureau of Engineering
- Bureau of Sanitation
- Recreation and Parks
- Transportation
- Zoo

Departments that are utilizing volunteers have duties that primarily assist with administrative support. Some are performing clerical work, research on certain topics to provide to staff, data input, filing, system support, record retention and data collection. One specific department, Animal Services, has more hands-on volunteer functions that interact with the animals in addition to the basic clerical work duties performed. Details as to the volunteers is provided in the October 27, 2017 Personnel Department. After consideration and having provided an opportunity for public comment, the Committee moved to continue the matter pending the Personnel Department reporting back with more specific details as to volunteer usage from the Mayor and City Council District Offices as well as centralized efforts to recruit and process volunteers.

Subsequently, on May 3, 2017, the Committee considered an April 17, 2017 Personnel Department report in response to the Committee's further request for information. According to the Personnel Department, the Mayor's Office utilizes the following volunteers:

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 five interest areas are: 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.

In regard to a standardized City-wide procedure for recruiting and processing volunteers, the Personnel Department stated that no such system exists at present. 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.

After further consideration and having provided an opportunity for public comment, the

Committee moved to receive and file the two Personnel Department reports. This matter is submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
RYU:	YES
HARRIS-DAWSON:	YES

ARL
5/3/17

-NOT OFFICIAL UNTIL COUNCIL ACTS-