



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2013 - JUNE 30, 2014
Deadline: July 18, 2014**

1. DEPARTMENT INFORMATION:

Department: Planning & Development Services

Division/Unit: A6710

2. VOLUNTEER PROGRAM BENEFITS:

- a. **GENERAL VOLUNTEERS** (this section should include community volunteer, student intern, groups, corporations, etc.)

No. of Vol. 4 Hours 355 X \$ 22.55 = \$ 8,005

Types of work performed by GENERAL VOLUNTEERS in this category:

Code Compliance: 1 Volunteer

- Closed Code Enforcement case files in a Accela database.
- Purged closed enforcement files in a Accela database.
- Assisted Code Enforcement Officers when conducting site investigations in the field.
- Closed enforcement cases in Accela when the department changed to an Accela database.
- Filed open and closed Code Enforcement cases.
- Performed various office and field assignments; such as, reorganized the filing system and took photographs of violations when in the field.

General: 3 Volunteers:

- Performed general office duties, assisting in the Building, Advance Planning and Support Divisions.

- b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol. Hours X \$ 22.55 = \$

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
<u>Planning Group</u>	<u>18,720</u>		<u>57.00</u>		<u>1,067.040</u>
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____

No. of Vol. 312 Total Hours 18,720 Total Value = \$1,067,040

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Meet monthly to review privately initiated land development projects that are being processed by the County. Planning Group members review project applications to provide input to the applicant and County on behalf of individual communities. Planning Groups serve as a central forum to gather input on projects from other community members.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>		<u>Dollar Benefit</u>
2a.	<u>4</u>	<u>355</u>	\$	<u>8,005</u>
2b.	<u></u>	<u></u>		<u></u>
2c.	<u>312</u>	<u>18,720</u>		<u>1,067,040</u>
Total Vol.	<u>316</u>	Total Hours <u>19,075</u>	Total Value = \$	<u>1,075,045</u>

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: _____ Value: _____
 Item Donated: _____ Value: _____

TOTAL VALUE = \$

4. VOLUNTEER PROGRAM COSTS:

a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours	330.4	X	Rate	\$70	=	\$23,128
Hours	152.6	X	Rate	\$78		\$11,903

b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours	10	X	Rate	\$52	=	\$ 520
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c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>

TOTAL OF OTHER PROGRAM COSTS = \$

d. TOTAL OF VOLUNTEER PROGRAM COST = \$ 35,551
 (add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 1,075,045
- b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$
- c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ 35,551

TOTAL PROGRAM BENEFIT

\$ 1,039,494

6. **RECRUITING:**
Please describe your recruiting programs:

<http://www.sdcounty.ca.gov/cob/volunteer/top.html>

- Traci Iliff
Mail Stop O-650
Phone: (858) 694-2466; Fax: (858) 694-2555

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**
Please describe any special activities and/or achievements your program was involved in during the period of this report:

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2014-15:**
Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Continue accepting applications and forwarding them to Chief in Planning & Development Services. Attend Volunteer Program meetings for new ideas and to see how other departments benefit from the Volunteer Program.

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Traci Iliff
Phone Number: 858-694-2466 Mail Stop: O-650 E-Mail: traci.iliff@sdcounty.ca.gov

Volunteer Coordinator: Traci Iliff
Phone Number: 858-694-2466 Mail Stop: O-650 E-Mail: traci.iliff@sdcounty.ca.gov

10. **DEPARTMENT CERTIFICATION:**



DEPARTMENT HEAD SIGNATURE

7-11-14

DATE