



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2019 - JUNE 30, 2020
Deadline: July 17, 2020**

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.	2 Hours	105.32	X	\$29.95	=	\$3,154.33
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Types of work performed by GENERAL VOLUNTEERS in this category:

Volunteers assist in a variety of support role tasks based on project deadlines in the division. Including but not limited to development, monitoring and reporting for the division, data entry and quality control/assurance of data entry, data clean up, and other computer programs as needed. Researches and compiles information and analyzes data. Responds to public complaints for investigations, works with the public relating to land use matters and code compliance cases. Distributes and picks up mail. Assists code enforcement officers with administrative tasks related to cases.

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

No. of Vol.	0 Hours	0	X	\$29.95	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

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

TOTAL VALUE = \$0.00

4. VOLUNTEER PROGRAM COSTS:

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

Hours 70 X Rate = \$9,960.00

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

Hours 182 X Rate \$85.00 = \$15,470.00

c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

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

TOTAL OF OTHER PROGRAM COSTS = \$0.00

d. TOTAL OF VOLUNTEER PROGRAM COST = \$25,430.00
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$499,474.33</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<u>\$0.00</u>
c. Subtract Total of Program Costs, Item 4d (Page 3)	<u>\$25,430.00</u>

TOTAL PROGRAM BENEFIT

\$474,044.33

6. RECRUITING:

Please describe your recruiting programs:

People interested in volunteering with PDS will contact the human resource (HR) office in the department. HR staff will connect that interested party with the divisions that are interested in having a volunteer. People also reach out the Clerk of the Board for volunteer information and the interested party is referred to PDS HR.

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:

PDS developed CEQA training that was provided to newly elected/appointed CPG/CSG members in January and February. It was also made available to current members.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2019-20:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

9. GENERAL INFORMATION:

Name of person completing report: Lydia Lopez
Phone: 858-694-3003 Mail Stop: o-650 E-Mail: lydia.lopez@sdcounty.ca
Volunteer Coordinator: Lydia Lopez
Phone: 858-694-3003 Mail Stop: o-650 E-Mail: lydia.lopez@sdcounty.ca

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

7-6-2020
DATE

