

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: City Manager – Approve a one time expenditure of \$52,000 for fingerprinting of Volunteers. Expenditure: Not to exceed \$52,000

RECOMMENDATION

Recommendation of the City Manager that City Council:

- 1) Approve a one time expenditure of \$52,000 for fingerprinting of Volunteers to the Department of Justice.
- 2) Appropriate \$52,000 from the General Fund Reserve for Program Contingency to the City Manager's Operating Budget.

Funding

Funding is available in the General Fund Reserve for Program Contingency.

BACKGROUND

With continual decrease in funding at both the state and federal level and the retirement of baby boomers, there is a growing need and opportunity to encourage Volunteers to assist in filling many of these voids. Volunteers bring with them their expertise, skills and talents.

Recently, Governor Schwarzenegger made an Executive Order to establish a Secretary of Service and Volunteering position for the State of California. The Governor has set precedence by focusing on the importance of volunteering and the need for community involvement. He encourages volunteer service and citizen initiative in the private and public sectors that meet the human, educational, environmental, and public safety needs of our society without displacing existing workers. Volunteerism is critical for the success of our future.

The City of Torrance is committed to encouraging Volunteers to work in a variety of aspects of local government. Volunteers assist in many areas throughout the City which include: Recreation/Youth Sports, Theatre/Cultural Arts, Joslyn Art Gallery, Madrona Marsh, Senior Center, Farmer's Market, Police Department, CitiCable, Transit and Library. It is anticipated that the Volunteer Program will continue to expand.

ANALYSIS

For the past three months, the Volunteer Coordinators and Staff from the City Manager's Office have been working together to review procedures for the Volunteer Program. Staff is reviewing the Volunteer Program procedures to ensure it is up to date and consistent citywide.

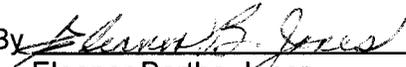
Efforts are underway to standardize the application process for current and future Volunteers to ensure a consistent registration process. The application process includes: completion of volunteer application, interview with department of interest, selection and background check inclusive of fingerprinting. This process will be followed for all adult Volunteers. A flowchart of the process has been developed and will be part of the procedures.

The application and selection process has been informally followed and documented; therefore the re-registration, inclusive of fingerprints, of current Volunteers is considered a requirement to establish a good database.

There are at least 1,000 Volunteers that will be required to complete an application and clear a background check. The cost is \$52 per person for fingerprinting, for a total amount not to exceed \$52,000, which will be a one-time expenditure. At present, all new Volunteers are being fingerprinted as part of the application process. Future costs will be incorporated in the Volunteer Program budget.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By 
Eleanor Barthe-Jones
Management Associate

CONCUR:


LeRoy Jackson
City Manager