

# City of Alexandria, Virginia

## MEMORANDUM

**DATE:** MARCH 4, 2011

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** JAMES K. HARTMANN, CITY MANAGER

**SUBJECT:** BUDGET MEMO # 9 : CITY DEPARTMENTS' USE OF VOLUNTEERS DURING FY 2010

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This memorandum provides City Council a report on City departments' use of volunteers during FY 2010. As information on the use of volunteers and resources needed to enhance volunteer involvement throughout the City has been requested during budget deliberations for the past two fiscal years, staff is providing this update.

In addition to the residents serving on the City's Boards, Commissions, work groups and task forces, City departments continue to rely on volunteers for programmatic and operational support. During FY 2010, 6,538 volunteers contributed 103,977 hours of service to the City. The value of that service is estimated at \$2,262,353.

The Department of Community and Human Services, the Library, Police Department and the Office of the Sheriff base the value of volunteer service on the State Office of Volunteerism endorsed rate of \$20.93 per hour. This rate is calculated by The Independent Sector, a leadership forum for charities, foundations and corporate giving programs, for the State of Virginia. The Independent Sector uses average hourly earnings data released by the Bureau of Labor Statistics for all production and non-production supervisory workers on private non-farm payrolls, and increases the rate by 12% to allow for benefits.

Rates for the departments of Fire, Health, Recreation, Parks and Cultural Activities and the Office of Historic Alexandria are calculated using various methods. The Fire Department rate is based on the standard rates for volunteers serving as firefighters and emergency medical personnel. The Health Department uses the rate provided by the State Health Department for healthcare and general support positions primarily associated with the Medical Reserve Corps. The Office of Historic Alexandria, like the Fire Department, calculates their volunteer rates based on the hourly wages for comparable positions providing services to historic facilities and museums.

The Department of Recreation, Parks and Cultural has historically used the national volunteer service rate estimated by The Independent Sector. However, for future reports, the department will use The Independent Sector's rate calculated for the State of Virginia.

The following table details information for each department.

Department	Number of Volunteers	Number of Hours Donated	Hourly Rate	Value of Volunteer Time	Cost of Staff Supervision	Cost of Additional Supplies, Materials & Other Expenses Related to Volunteer Assignments
<b>Community and Human Services</b>	510	20,426	20.93	427,516	725	2,547
<b>Fire</b>	14	3,889	22.67	88,164	0	104,730
<b>Health</b>	197	1,110	21.95	24,365	0	0
<b>Historic Alexandria</b>	316	20,326	21.45	435,993	0	0
<b>Library</b>	NA <sup>1</sup>	7,315	20.93	153,103	0	0
<b>Police</b>	35	6,437	20.93	134,726	0	1,000
<b>Recreation, Parks &amp; Cultural Activities</b>	5,210	41,858	20.85	872,740	0	0
<b>Sheriff</b>	256	2,616	20.93	54,753	0	0
				70,994 <sup>2</sup>		
<b>Total</b>	6,538	103,977		2,262,353	725	108,277

As noted in previous budget memoranda, most departments utilizing volunteers have a dedicated staff person responsible for recruiting, training and matching volunteers to specific program or operational needs. Last fiscal year, a series of meetings were convened with these individuals to discuss and identify actions needed to enhance the City's overall efforts to recruit, manage and retain volunteers. Staff is in the process of preparing a report with recommendations for the City Manager's review and consideration.

<sup>1</sup> Library staff only tracks the number of hours provided by volunteers and not the number of volunteers providing services.

<sup>2</sup> This figure represents the value of services provided by Modified Release Program participants detailed by the Sheriff Department to assist Recreation, Parks and Cultural Activities and Transportation and Environmental Services with beautification projects and weather related emergency projects.