

VOLUNTEER SURVEY - CITY DEPARTMENTS

Department	Receptive?	Trial Basis?	Current Volunteer Use	Future Need For Volunteers
City Attorney	Yes	Yes	Law students have same assignments as paid law clerks; Summer Youth Prog. for some clerical.	Phones, basic clerical during non-summer months.
City Clerk	Yes	Yes	None	Records mgmt. - identify documents, microfilming, etc.
City Manager	Yes	No	None	Needed after clerical staff layoffs for receptionist duties.
City Treasurer	Yes	Yes	None; have used college students	Filing, fiscal research, proxy voting.
Comm. Center	Yes	Yes	None	Front desk, public counter, public information area.
Comm./Visitor - Metro Arts	Yes	Yes	Recruiting volunteers to offset staff & budget reductions.	Promo. packets, phones, workshops; a manual is being developed.
Comm./Visitor - Zoo	Yes	N/A	Extensive programs - Zoo Keepers, clerical, maintenance, docents, fundraisers, gift shop, education volunteers.	They are willing to help us with a City-wide volunteer program.
Data Management	No	No	None	Work not appropriate for use of volunteers.
Employee Relations	Yes	Yes	None	Receptionist, special projects (clerical)
Finance - Procurement	No	No	None	Work not appropriate for use of volunteers.

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Finance - Revenue	Yes	Yes	SHRA - RSVP Program for Utility Users Refund Program each Jan.- March.	Answer phones/questions; review VTR applications/public counter for VTR program.
Fire - Personnel	No	No	Fire Reserve Program - First aid, fire scene clean-up.	N/A
Library	Yes	Yes	Extensive program - see volunteer policy.	Already in use.
Mayor/Council	Yes	Yes	Some districts use volunteers informally.	Shirley Concolino has contacted other cities re intern program.
Neighborhood Services - Abatement	Yes	Yes	None	Public right-of-way vehicle abatement noticing if okayed by City Attorney.
Neighborhood Services - Parks/Rec.	Yes	Yes	Work beautification projects, construction projects, special events	Marie Dixon willing to help to design City systems (see volunteer program concept)
Personnel Services	Yes	Yes	None	Clerical, informational
Planning & Development	Yes	Yes	Internship prog. for land use studies, data collection	N/A
Police - Admin.	Yes	Yes	Assist with Community Resources Section	N/A
Police - Chief	Yes	Yes	Phones, typing, record mgmt., graphic arts, newsletter, special projects, contacting citizens	In process of expanding program from 40 to 150 and making process more "user friendly."

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Police - Operations	Yes	Yes	Phones, filing, typing, customer assistance;	Since only one of three volunteers remained after a month or two, critical responsibilities are not given to volunteers.
Police - South	Yes	Yes	Clerical & admin.	Need to develop technical positions specifically for volunteers.
Public Works - Administration	Yes	Yes	N/A	Clerical, telephones, etc.
Public Works - Animal Control	Yes	Yes	No formal program, but two people find homes for animals.	All phases of operation inc. volunteer Animal Control Officer Assistants; developing formal program as non-profit organization.
Public Works - Facility Mgmt.	Yes	Yes	N/A	Various maintenance and office assistance.
Public Works - Fleet Mgmt.	Non Mechanical only	No	N/A	Cleaning floors, fueling and servicing cars; prefer summer youth for clerical help.
Public Works - Special Districts	No	No	N/A	Work not appropriate for use of volunteers.
Public Works - Transportation	Yes	Yes	Student summer hires; no formal program.	Data collection, traffic counting, customer service, telephones, clerical, digging.
Utilities	Yes	Yes	None	Receptionist, clerical, light maintenance, water waste inspectors.