



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Resolution to Provide Workers' Compensation Benefits and to Specified City Volunteers And To Have Existing Liability Insurance Cover Claims Against or Involving Volunteers

1. Resolution Providing Workers' Compensation Coverage for Specified City Volunteers and Repealing Prior Resolution 23,110.
2. Resolution Extending Existing Liability Coverage to Claims Against or Involving Volunteers.

COUNCIL ACTION

Item Type: Consent Item

Approved for January 7, 2025 **calendar**

EXECUTIVE SUMMARY

On June 26, 1990, the City Council adopted Resolution No. 22,090, which extended workers' compensation coverage to volunteers registered under the City of Glendale Volunteer Program. On June 21, 1994, Resolution 23,110 was adopted continuing worker's compensation coverage under certain enumerated conditions. Since 1994, the City has taken on additional volunteers who were not covered by the previous resolutions. Therefore, an updated Resolution will continue the worker's compensation coverage and enumerate all of the categories of volunteers who will be covered.

Additionally, staff recently learned that in order for volunteers to be covered by the City's liability insurance, City Council must adopt a Resolution declaring that they will be covered. This Resolution is important in the unlikely event a volunteer causes injury or damage to persons or property in the course of their City-sanctioned activities. If the City is sued for damages caused by a volunteer, our liability insurance currently would not provide coverage.

RECOMMENDATION

That the City of Glendale continue providing workers' compensation benefits to registered volunteers. This approach not only ensures equitable treatment for those who generously contribute their time and skills to benefit the City but also provides them protection in the event of an injury during their service. Also that the City declare that existing liability insurance will cover any authorized acts by volunteers that cause injury or damage to persons or property to authorized acts by the volunteers that cause injury or damage.

ANALYSIS

The 1990 volunteer program anticipated that a maximum of 100 volunteers would be active at any given time throughout the year. Today, the City of Glendale has 193 active volunteers with anticipated increases during the summer months. The current departmental breakdown is as follows:

City Attorney's Office (CAD) – 1

Clerical support such as copying, scanning, shredding, and updating legal books.

Community Development Department (CCD) – 1

Assigned to the **Building and Safety Division**, performs functions of a Permit Services Technician (some paid funding by an external contractor)

Community Services & Parks (CSP) – 130

Docent Volunteer Program Assist with guided tours, maintenance of historic homes, and organizing related events.

Trails & Open Space Program Patrols trails, clean up and perform trail upkeep.

Recreation Section at Pacific Community Center Set up and break down booths at events and oversee arts and crafts activities, ensuring proper use of the equipment.

Elderly Nutrition Program Assist with meal setup, cleanup, and serving meals to seniors during program hours.

Glendale Police Department (GPD) – 44

Clerical Support & Vacation Checks Perform clerical tasks and check on homes for residents away for extended periods.

DNA Lab Perform routine lab maintenance, including cleaning, filing, scanning, and restocking supplies.

Chaplains Provide invocations during GPD ceremonies on an as-needed basis.

Reserve Officers (16) Function as full-time police officers on a volunteer basis

Explorers (18) Weekly meetings with physical training (e.g. push-ups, running), law enforcement training, and participation in community events. (Some funding by the Glendale Police Foundation for meals, outings, and uniforms)

Library, Arts & Culture (LAC) – 29

Literacy/ESL (26) Assist community members with reading, writing, and speaking English.

Teen Volunteers (2) Help with events (e.g. crafts, directing attendees) and teen programming.

Commit Book Programming Conducts comic book-related activities for teens.

Over the past three years, there have been no workers' compensation claims, only two minor first-aid claims of nominal value, and no liability claims. Under California law, cities are responsible for covering the costs of work-related injuries and illnesses for all full-time, part-time, and temporary employees. Our current workers' compensation insurance system complies with the required coverage standards for both City staff and volunteers. Since the original program anticipated accommodating up to 100 volunteers, staff now recommends updating that expectation to allow for up to 300 active volunteers at any given time throughout the year.

Although the City's current liability insurance premiums already take into account a certain number of volunteers for coverage, in order for coverage to apply there must be a resolution declaring so. Although there have been no incidents to date, in the event a City volunteer causes significant injury or damage in the course of their duties, it will benefit the City to have insurance protection.

FISCAL IMPACT

Adopting a resolution to allow City volunteers to be covered under the City's liability insurance will not result in any increased premium.

ENVIRONMENTAL REVIEW (CEQA/NEPA)

This item is exempt from the CEQA/NEPA.

CAMPAIGN DISCLOSURE

This item is exempt from campaign disclosure requirements.

ALTERNATIVES TO STAFF RECOMMENDATION

There are no alternatives to staff's recommendation. Resolution 23,110 remains in effect unless repealed.

ADMINISTRATIVE ACTION**Submitted by:**

Paula Adams, Chief Human Resources Officer

Prepared by:

Ann Maurer, Chief Assistant City Attorney
Paula Adams, Chief Human Resources Officer

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

Resolution No. 23,110