



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

March 16, 2011

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

2011 ANNUAL CESAR CHAVEZ OBSERVANCE WEEK

On March 8, 2011, on motion of Supervisor Gloria Molina, the Board of Supervisors proclaimed Monday, March 28, through Friday, April 1, 2011, as "Cesar Chavez Community Service Week." Our theme this year is "A Decade and Beyond!" (Attachment I).

As we have done in the past, there will be a two-week food drive beginning on Monday, March 21, 2011, and continuing through Friday, April 1, 2011. All items collected will be donated to the Los Angeles Regional Food Bank (Attachment II).

The weeklong tribute honors Cesar Chavez, a true American hero who devoted his life to helping others. He was a founder of the United Farm Workers and stressed core principles that included respect, work, community, family, education, and justice.

Instead of a day off, employees may donate a half-day of volunteer service to one of four County departments: Animal Care and Control, Beaches and Harbors, Parks and Recreation, and Public Library. The annual beach cleanup will be held Friday, April 1, 2011, at Dockweiler Beach in Playa del Rey.

Department coordinators attended the recent planning meeting to learn more about volunteer opportunities and the procedures for employees to voluntarily sign-up. Volunteer application forms will be distributed to employees by coordinators and the forms also will be placed on the County Intranet site (Attachment III).

Due to the difficult economy, we are making a special effort to encourage employees to donate food items for babies, children, and pets. The County's animal shelters have been inundated with animals turned in because owners could not afford to feed them. It is recommended that you issue a departmentwide e-mail blast to employees reminding them of this special campaign.

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

All Department Heads

March 16, 2011

Page 2

County employees have historically demonstrated uncommon generosity and last year they donated more than 21,000 pounds of food products to the food bank. We want to exceed that total this year. For more information, staff may contact Peter Papadakis, CEO Workplace Programs, at (213) 974-2523, or ppapadakis@ceo.lacounty.gov.

Thank you for your ongoing support of the Cesar Chavez Community Service Week.

WTF:EFS:MKZ

VPL:PP:dmt

Attachments

c: Each Supervisor
Department Coordinators
L.A. Regional Food Bank

N:\PETER\Cesar Chavez Week - 2011\WTFmemotodepts-CCWeek2011(1).doc



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES HELD IN ROOM 381B
OF THE KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012**

Tuesday, March 8, 2011

9:30 AM

9. Recommendation as submitted by Supervisor Molina: Proclaim Monday, March 28 through Friday, April 1, 2011, as "Cesar E. Chavez Community Service Week" throughout Los Angeles County with the theme "A Decade and Beyond"; and take the following related actions:

Request the Chief Executive Office, Office of Workplace Programs to work with County Departments, including the Executive Office of the Board and the Internal Services Department, to coordinate activities in support of Cesar E. Chavez Community Service Week, including the annual food drive;

Request the Chief Executive Officer to establish a list of volunteer opportunities for County employees and post the volunteer opportunities on the County Intranet and distribute to all County Departments; and

Encourage all County Department/District Heads to promote awareness of Cesar E. Chavez Community Service Week, the numerous volunteer opportunities available, and the annual food drive, using Department newsletters, bulletin boards and other forms of communication.

(11-1079)

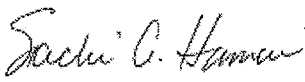
On motion of Supervisor Molina, seconded by Supervisor Antonovich, this item was approved.

Ayes: 5 - Supervisor Molina, Supervisor Ridley-Thomas, Supervisor Yaroslavsky, Supervisor Knabe and Supervisor Antonovich

Attachments: Motion by Supervisor Molina

The foregoing is a fair statement of the proceedings of the regular meeting held March 8, 2011, by the Board of Supervisors of the County of Los Angeles and ex officio the governing body of all other special assessment and taxing districts, agencies and authorities for which said Board so acts.

Sachi A. Hamai, Executive Officer
Executive Officer-Clerk
of the Board of Supervisors

By 

Sachi A. Hamai
Executive Officer



CESAR CHAVEZ COMMUNITY SERVICE WEEK FOOD DRIVE

March 21 – April 1, 2011

Food Drive Most Wanted List

Canned Goods

Beef Stew
Ravioli
Cannelloni
Canned Tuna
Yams
Canned Chicken
Canned Beef
Assorted Canned Fruits
Assorted Canned Vegetables
Baby Food
Pet Food (Bird, Cat and Dog)

Personal Needs

Bar and Liquid Soap
Toothbrushes with Toothpaste
Laundry Detergent
Shaving Supplies
Deodorant and Perfume
Toilet and/or Facial Tissue
Assorted Cosmetics
Feminine Hygiene Products

Packaged Items

Hot Cereal (Oatmeal, Malt-O-Meal,
Grits, etc.)
Stuffing Mix
Peanut Butter
Stuffing Mix
Powdered Eggs
Mashed Potatoes
Diapers

Drinks

Coffee
Ensure (other Supplemental Drinks)
Juices in Aseptic (non-breakable
containers)
Similac

COUNTY OF LOS ANGELES DEPARTMENT OF BEACHES AND HARBORS



A part of Cesar Chavez Community Service Week
"A Decade and Beyond"
March 28 – April 1, 2011



BEACH CLEANUP DAY

Friday, April 1, 2011

Dockweiler State Beach

**8255 Vista del Mar (@ Imperial Highway)
Playa del Rey, CA 90293**

9:00 a.m. – 1:00 p.m.

Here's how long it takes for some commonly used products to biodegrade, when they are scattered about as litter:



- | | |
|-----------------|-----------------|
| Cotton rags | 1-5 months |
| Paper | 2-5 months |
| Orange peels | 6 months |
| Cigarette butts | 1-12 years |
| Plastic bags | 10-20 years |
| Tin cans | 50-100 years |
| Aluminum cans | 80-100 years |
| Glass bottles | 1 million years |
| Plastic bottles | Forever!!! |



Do yourself and your fellow Californians a favor by not littering and join BEACH CLEANUP DAY.

Source: www.worldwise.com

TO SIGNUP AND FOR MORE INFORMATION:

Catrina Love
(310) 305-9511
clove@bh.lacounty.gov

Lucie Kim
(310) 305-9574
lkim@bli.lacounty.gov

COUNTY OF LOS ANGELES
2011 CESAR CHAVEZ COMMUNITY SERVICE WEEK
EMPLOYEE VOLUNTEER APPLICATION



DOCKWEILER BEACH CLEANUP DAY

Sponsored by the Department of Beaches and Harbors
A part of Cesar Chavez Community Service Week

“A Decade and Beyond”

On Friday, April 1, 2011 -- 9 a.m. to 1 p.m.



County employees will provide one-half day of volunteer service at the Beach Cleanup Day on Friday, April 1st at Dockweiler State Beach from 9:00 a.m. to 1:00 p.m. as part of the 2011 observance of Cesar Chavez Community Service Week. Please complete this form by Wednesday, March 23rd and return it to Catrina Love, Department Community Service Week Coordinator.

Name: _____ Department: _____

Mailing Address: _____

Daytime Phone _____ Evening Phone _____

Fax _____ E-Mail: _____

Below is my supervisor's approval to one-half day of volunteer service from 9:00 a.m. to 1:00 p.m. at the Beach Cleanup Day on Friday, April 1st as part of the 2011 Cesar Chavez Community Service Week, March 28th – April 1st. My supervisor and I understand that volunteering cannot adversely affect the delivery of services to County clients.

Supervisor's Signature

Date

Thank you for volunteering your services during the 2011 Cesar Chavez Community Service Week.

Return to: Catrina Love
Department Cesar Chavez Community Service Week Coordinator
13837 Fiji Way
Marina del Rey, CA 90292
Office: (310) 305-9511
Fax: (310) 822-0119
Email: clove@bh.lacounty.gov

Deadline: MARCH 23, 2011

TO BE COMPLETED BY THE HOST DEPARTMENT
CESAR CHAVEZ COMMUNITY SERVICE WEEK COORDINATOR

You have been assigned to report to the half-day volunteer opportunity at the Department of Beaches and Harbors on Friday, April 1, 2011, from 9 a.m. to 1 p.m.

Confirmation Letter Sent: _____

Via: Fax Email US Mail

2011 Cesar Chavez Community Service Week

Department of Animal Care & Control



Volunteer Opportunities

- Dog & cat socializing
- Cleaning animal enclosures
- Assisting with laundry



Shelters, Contacts, and Available Shifts

We can have up to 4 volunteers at any location per shift.

Available dates/ shifts

Monday, March 28, 2011- Thursday, March 31, 2011;
DACC will NOT be participating on Friday, April 1.



1st Shift- 12:00 PM-3:30 PM OR 2nd Shift- 3:30 PM-7:00 PM



Shelter locations, address, and shelter contact

Agoura	29525 Agoura Road, Agoura 91301	Sgt. Chris Childs: 818-706-5882
Baldwin Park	4275 N. Elton St., Baldwin Park 91706	Sgt. Christina Fuentes or Sgt. Luis Villegas- 626-430-2363
Castaic	31044 N. Charlie Canyon Rd., Castaic 91384	Sgt. Lisa Eldridge-661-702-7082
Carson	216 W. Victoria St., Gardena 90248	Sgt. Eric Moser or Sgt. Monte Lopez- 310-527-5146
Downey	11258 S. Garfield Ave., Downey 90242	Sgt. Paul Webb-562-940-8920
Lancaster	5210 W. Ave. I, Lancaster 93536	Sgt. Cesar Chavez, Sgt. Raul Rodriguez, or Sylvia Rodriguez- 661-974-8342

Department contact: Evelina Villa, evilla@animalcare.lacounty.gov or (562) 256-1364. Fax: (562) 422-3408



**County of Los Angeles
2011 Cesar Chavez Community Service Week
Employee Volunteer Application
ANIMAL CARE AND CONTROL**

County employees will provide a half-day of volunteer service as part of the 2011 observance of Cesar Chavez Community Service Week. Please complete this form and return it to your Department Community Service Week Coordinator and they shall forward it to **ANIMAL CARE AND CONTROL**, no later than Monday, March 21, 2011.

PLEASE WRITE LEGIBLY!

Name: _____ Department: _____

Daytime Phone _____ Evening Phone _____

Fax _____ E-Mail: _____

Please check one:

Date: March 28 / March 29 / March 30 / March 31

Time: Afternoon Evening

Location Preference: 1) _____ 2) _____

Below is my supervisor's approval to volunteer one half-day as part of the 2011 Cesar Chavez Community Service Week, March 28 – April 1, 2011. My supervisor and I understand that volunteering cannot adversely affect the delivery of services to County clients.

Supervisor's Name Phone Number

Supervisor's Signature Date

Return to: Department Cesar Chavez Community Service Week Coordinator: **Evelina Villa**
evilla@animalcare.lacounty.gov or Fax: 562-422-3408
Phone: 562-256-1364

Deadline: MARCH 21, 2011

**TO BE COMPLETED BY THE HOST DEPARTMENT
CESAR CHAVEZ COMMUNITY SERVICE WEEK COORDINATOR**

NAME OF VOLUNTEER _____

You have been assigned to the following half-day Volunteer Opportunity in the Department of ANIMAL CARE AND CONTROL. Please report to the designed location listed below, at the date and time indicated.

LOCATION: _____

DATE: _____

TIME: _____

Thank you for volunteering your services during the 2011 Cesar Chavez Community Service Week.



County of Los Angeles
2011 Cesar Chavez Community Service Week
Employee Volunteer Application
PUBLIC LIBRARY

County employees will provide a half-day of volunteer service as part of the 2011 observance of Cesar Chavez Community Service Week. Please complete this form and return it to your Department Community Service Week Coordinator and they shall forward it to Public Library, no later than Monday, March 21, 2011.

PLEASE WRITE LEGIBLY!

Name: _____ Department: _____

Daytime Phone _____ Evening Phone _____

Fax _____ E-Mail: _____

Please check one:

Date: March 29 / March 30 / March 31

Time: 2:00 p.m. – 5:00 p.m.

Location Preference: 1) _____ 2) _____

Below is my supervisor's approval to volunteer one half-day as part of the 2011 Cesar Chavez Community Service Week at the Public Library March 29 – March 31, 2011. My supervisor and I understand that volunteering cannot adversely affect the delivery of services to County clients.

Supervisor's Name Phone Number

Supervisor's Signature Date

Return to: Department Cesar Chavez Community
Service Week Coordinator: **Ken Kramer**
kkramer@library.lacounty.gov or Fax: 562 940-8466
Phone: **562- 940-8559**

Deadline: MARCH 21, 2011

**TO BE COMPLETED BY THE HOST DEPARTMENT
CESAR CHAVEZ COMMUNITY SERVICE WEEK COORDINATOR**

NAME OF VOLUNTEER _____

You have been assigned to the following half-day Volunteer Opportunity at the Public Library. Please report to the designed location listed below, at the date and time indicated.

LOCATION: _____

DATE: _____

TIME: _____

Thank you for volunteering your services during the 2011 Cesar Chavez Community Service Week.



Participating Libraries

All library assignments may include assisting with homework help, story time reading, sorting, straightening, cleaning books, craft preparation, etc.

A C Bilbrew Library
150 East El Segundo Blvd.
Los Angeles 90061
(310) 538-3350
Tuesday – Thursday, 2 - 5pm

Angelo M. Iacoboni Library
4990 Clark Avenue
Lakewood 90712
(562) 866-1777
Tuesday – Thursday, 2 - 5pm

Artesia Library
18722 S. Clarkdale Avenue
Artesia 90701
(562) 865-6614
Tuesday – Thursday, 2 - 5pm

Carson Library
151 East Carson Street
Carson 90745
(310) 830-0901
Tuesday – Thursday, 2 - 5pm

City Terrace Library
4025 East City Terrace Drive
Los Angeles 90063
(323) 261-0295
Tuesday – Thursday, 2 - 5pm

Culver City Julian Dixon Library
4975 Overland Avenue
Culver City 90230
(310) 559-1676
Tuesday – Thursday, 2 - 5pm

East Los Angeles Library
4837 East 3rd St.
Los Angeles 90022
(323) 264-0155
Tuesday – Thursday, 2 - 5pm

Hacienda Heights Library
16010 La Monde Street
Hacienda Heights 91745
(626) 968-9356
Tuesday – Thursday, 2 - 5pm

Lancaster Library
601 W. Lancaster Blvd.
Lancaster 93534
(661) 948-5029
Tuesday – Thursday, 2 - 5pm

Lawndale Library
14615 Burin Avenue
Lawndale 90260
(310) 676-0177
Tuesday – Thursday, 2 - 5pm

Lennox Library
4359 Lennox Blvd.
Lennox 90304
(310) 674-0385
Tuesday – Thursday, 2 - 5pm

Live Oak Library
4153-55 East Live Oak Avenue
Arcadia 91006
(626) 446-8803
Tuesday – Thursday, 2 - 5pm

Montebello Library
1550 West Beverly Blvd.
Montebello 90640
(323) 722-6551
Tuesday – Thursday, 2 - 5pm

Norwalk Library
12350 Imperial Hwy.
Norwalk 90650
(562) 868-0775
Tuesday – Thursday, 2 - 5pm

Rowland Heights Library
1850 Nogales Street
Rowland Heights 91748
(626) 912-5348
Tuesday – Thursday, 2 - 5pm

San Fernando Library
217 N. Maclay Avenue
San Fernando 91340
(818) 365-6928
Tuesday – Thursday, 2 - 5pm

West Covina Library
1601 West Covina Parkway
West Covina 91790
(626) 962-3541
Tuesday – Thursday, 2 - 5pm



County of Los Angeles
2011 Cesar Chavez Community Service Week
Employee Volunteer Application
PARKS AND RECREATION

County employees will provide a half-day of volunteer service as part of the 2011 observance of Cesar Chavez Community Service Week. Please complete this form and return it to your Department Community Service Week Coordinator and they shall forward it to PARKS & RECREATION, no later than Monday, March 21, 2011.

PLEASE WRITE LEGIBLY!

Name: _____ Department: _____

Daytime Phone _____ Evening Phone _____

Fax _____ E-Mail: _____

Please check one:

Date: March 28 / March 29 / March 30 / March 31 / April 1

Time: Morning: Afternoon

Location Preference: 1) _____ 2) _____

Below is my supervisor's approval to volunteer one half-day as part of the 2011 Cesar Chavez Community Service Week, March 28 - April 1, 2011. My supervisor and I understand that volunteering cannot adversely affect the delivery of services to County clients.

Supervisor's Name Phone Number

Supervisor's Signature Date

Return to: Department Cesar Chavez Community Service Week Coordinator: **Manny Moreno**
Phone: **213-351-8986** manmoreno@parks.lacounty.gov Fax: 213-637-9725
Deadline: MARCH 21, 2011

TO BE COMPLETED BY THE HOST DEPARTMENT
CESAR CHAVEZ COMMUNITY SERVICE WEEK COORDINATOR

NAME OF VOLUNTEER _____

You have been assigned to the following half-day Volunteer Opportunity in the Department of PARKS AND RECREATION. Please report to the designed location listed below, at the date and time indicated.

LOCATION: _____

DATE: _____

TIME: _____

Thank you for volunteering your services during the 2011 Cesar Chavez Community Service Week.



Cesar Chavez Community Service Week 2011

Parks and Recreation

Volunteer Opportunities

Morning shift: 8am – 12pm or Afternoon shift: 1pm – 5pm

Ruben Salazar Park 3864 Whittier Blvd. Los Angeles, CA 90023	General Landscaping/gardening March 28 th – April 1 st
Adventure Park 10130 S. Gunn Avenue Whittier, CA 90605	General Landscaping/gardening March 28 th – April 1 st
Placerita Canyon Natural Area 19152 Placerita Canyon Road Newhall, CA 91321	Trail Sculpting & Maintenance March 29 th – March 31 st
Santa Fe Dam Recreation Area 15501 East Arrow Hwy. Irwindale, CA 91706	General Landscaping/gardening March 31 st
Peter F. Schabarum Regional Park 17250 East Colima Road Rowland Heights, CA 91748	Park Bench & Table Painting March 28 th – April 1 st 8 am – 12 pm ONLY