



**CITY OF MONROVIA  
COMMUNITY SERVICES COMMISSION  
AGENDA REPORT**

**DEPARTMENT:** Community Services

**MEETING DATE:** June 9, 2020

**PREPARED BY:** Heather Sayers, Recreation Supervisor

**AGENDA LOCATION:** AR-2

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**TITLE:** Facility Use Agreement with the Volunteer Center of the San Gabriel Valley

**OBJECTIVE:** To provide the Community Services Commission with an overview of the Facility Use Agreement with the Volunteer Center of the San Gabriel Valley

**BACKGROUND:** The Monrovia Volunteer Center was established in 1987 and merged with the Volunteer Center of San Gabriel Valley in 2007. The organization then became the *Volunteer Center of San Gabriel Valley (VCSGV)*.

The merger was in response to:

- 1) The financial difficulty the Monrovia Volunteer Center was experiencing; and
- 2) The VCSGV (operating out of Pasadena) was providing only court referral services, and was at risk of losing non-profit status unless volunteer referral services were implemented.

Since the merger, the VCSGV supports a variety of City programs including: Monrovia Area Partnership (MAP), Monrovia Chamber of Commerce, Foothill Unity Center, Kiwanis Taste of Old Town, Monrovia Public Library, City Special Events, and assists in grounds maintenance at various City-owned facilities. The VCSGV also sponsors annual events held within the community such as the Concerts in the Park.

A Facility Use Agreement was established between the City and the VCSGV in October 2017 with the term ending in October 2020. The agreement is for use of office space located within the Community Center. The VCSGV operates Monday through Friday from 8:00 a.m. to 5:00 p.m. and per the agreement, the VCSGV is required to pay \$1.00 per year as well as provide specified insurance listing the City as additionally insured.

**ANALYSIS:** City staff has maintained a successful working relationship with the Volunteer Center of the San Gabriel Valley, collaborating on many programs to ensure success. The current user agreement is set to expire in October 2020. The proposed updated agreement would run for a period of three (3) years ending June 16, 2023. There are minimal updates to the agreement. The agreement will still stipulate the following for The Volunteer Center of the San Gabriel Valley:

- 1) The VCSGV shall be authorized to use the facility during the following hours: Monday through Thursday from 8:00 a.m. to 9:00 p.m., Fridays from 8:00 a.m. to 5:00 p.m. and weekends as needed for volunteer events.

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- 2) VCSGV is required to pay the City \$1.00 facility use charge annually.
- 3) City shall be responsible for keeping the facility in usable condition and the VCSGV shall be responsible for after hours cleaning of the Volunteer Center facility.
- 4) VCSGV may have use of City small meeting rooms during non-peak hours. Use of the Kay Dalton Room, East Room and West Room will follow the City's regular scheduling policy and pay the fee for use of those meeting rooms.
- 5) VCSGV will continue to operate the Meals on Wheels Program for qualifying homebound and shut-in residents in the City of Monrovia
- 6) VCSGV will maintain a Board of Directors, which will consist of at least 25% Monrovia residents.
- 7) VCSGV will provide the City of Monrovia with an annual report detailing all programs, events, and services including participation, which is specific to the City of Monrovia.
- 8) VCSGV shall defend, indemnify and hold harmless the City of Monrovia, its officers, agents, and employees as well as procure and maintain insurance throughout the terms of this agreement.

**FISCAL IMPACT:** According to the agreement, VCSGV is required to pay the City \$1.00 facility use charge annually.

**OPTIONS:**

- 1) Recommend City Council approves Facility Use Agreement with the Volunteer Center of the San Gabriel Valley for use of the Monrovia Community Center.
- 2) Do not recommend City Council approve agreement.

**RECOMMENDATION:** Staff recommends Option 1, to have the Community Services Commission recommend City Council approve the Facility Use Agreement with the Volunteer Center of the San Gabriel Valley for use of the Monrovia Community Center.

**COMMISSION ACTION REQUIRED:** If the Community Services Commission concurs, the appropriate action would be motion to: have staff prepare a staff report with recommendation for the City Council's consideration.