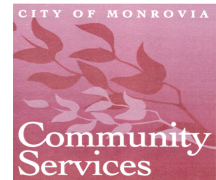




**CITY OF MONROVIA  
COMMUNITY SERVICES COMMISSION  
AGENDA REPORT**



**DEPARTMENT:** Public Services

**MEETING DATE:** June 9, 2015

**PREPARED BY:** Rebecca Romero,  
Recreation Supervisor

**AGENDA LOCATION:** AR-1

---

**TITLE:** 2014 Volunteer Center of San Gabriel Valley Annual Report

**OBJECTIVE:** To provide the Community Services Commission with the 2014 Volunteer Center of San Gabriel Valley Annual Report.

**BACKGROUND:** The Monrovia Volunteer Center was established in 1987, following the City's Centennial. Due to ongoing interest, the volunteers continue to provide service in the community. From 1987 to 2007, the Volunteer Center offered programs and events including: a volunteer referral program, Meals on Wheels (MOW), Global Youth Services Day, Make a Difference Day, and the Volunteer Recognition Luncheon.

The Monrovia Volunteer Center and the Volunteer Center of San Gabriel Valley merged in 2007 and 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 Volunteer Center of San Gabriel Valley (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, Monrovia Chamber of Commerce, Monrovia Providers Group, Foothill Unity Center, and assisting in grounds maintenance City-wide. The VCSGV also sponsors annual events held within the community. A full list of organizations and events sponsored by VCSGV can be found on Attachment A.

A Facility Use Agreement (agreement) was established between the City and the VCSGV in March 2010. The agreement terms continue month to month until the City or the VCSGV wishes to make changes to the terms and conditions or terminate the agreement. 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. There are four employees who manage volunteer court referral services, Meals on Wheels (MOW), Make a Difference Day, and traditional volunteer services. Per the agreement, the VCSGV is required to maintain insurance of \$1,000,000, and name the City as additionally insured. The VCSGV is up to date with their insurance requirements which have been approved and received by the City.

**ANALYSIS:** The Agreement stipulates that the VCSGV provide an annual report to the Community Services Commission outlining;

- 1) Volunteer Service Hours
- 2) Special projects, events and participation specific to the City of Monrovia
- 3) Organization Expenditure and Revenue
- 4) Volunteer Center Sustainability

**AR-1**

**Volunteer Services Hours** - Information provided by the VCSGV indicates the 2014 annual number of volunteer hours is estimated at 3,510 for Monrovia and other service areas, and 390 hours for Monrovia's Meals on Wheels Program.

**Special Projects and Events** - The VCSGV offers a variety of events, programs, and services to Monrovia, and surrounding San Gabriel Valley cities. Program descriptions and participation numbers are as follows:

- **Meals On Wheels (MOW)** - Program offered to individuals in Monrovia, and the San Gabriel Valley who are homebound and cannot cook for themselves. On October 27, 2014, the VCSGV contracted with Leven Oaks Senior Living in Monrovia to prepare the meals for the MOW program. Participants can choose a lunch meal for \$3.50, dinner meal for \$5.50, or both meals for \$9 per day. All meals are cooked fresh and low in sodium. There are approximately nine volunteer drivers who delivered to 14 Monrovia residents.
- **Make A Difference Day** - This annual work day enlists volunteers to assist with a variety of clean-up, repair and maintenance projects in the City of Monrovia. Projects are typically located at a residence, city facility or vacant property. There were 250 volunteers participating in last year's event totaling approximately 1,500 volunteer hours. There were 21 Make a Difference Day projects in Monrovia.

The VCSGV also participated in other local events including: 2014 MAP Leadership Conference, Monrovia and Duarte Chamber of Commerce events, and the Foothill Unity Center's Back to School Program. The VCSGV also sponsored local organizations such as the Foothill Unity Center's Annual Gala, Taste of Monrovia, a Monrovia Summer Concert in the Park, Lincoln Training Center Annual Event, Duarte "Ramp it Up" Program and the Boy's & Girl's Holiday Gala "Festival of Trees".

**ENVIRONMENTAL IMPACT:** There is no environmental impact associated with this agreement, and VCSGV staff complies with Monrovia's Environmental Accords.

**FISCAL IMPACT:** From 1987 to 2014, the VCSGV occupied office space in the Community Center free of charge. The Volunteer Center of San Gabriel Valley receives \$38,475 of in-kind room use. The \$38,475 is based on the Priority II non-profit hourly rate of \$15 for use of this space, for the number of days the office is occupied.

Attachment B outlines the VCSGV's revenue and expenditures for 2014.

**Volunteer Center Sustainability** - The Board and staff of the VCSGV concludes that the program is, and will remain financially sustainable due to the revenue received from providing court referrals which exceeds the \$116,000 annual costs.

**RECOMMENDATION:** Staff recommends the Community Services Commission move to receive and file, AR-1 2014 Volunteer Center of San Gabriel Valley Annual Report.

**COMMISSION ACTION REQUIRED:** If Community Services Commission concurs, the appropriate action would be a motion to: ***Receive and file, AR-1 2014 Volunteer Center of San Gabriel Valley Annual Report.***