



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

**DEPARTMENT:** Public Services

**MEETING DATE:** July 11, 2017

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

**AGENDA LOCATION:** AR-1

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**TITLE:** 2016 Volunteer Center of San Gabriel Valley Annual Report

**OBJECTIVE:** To provide the Community Services Commission with the 2016 Volunteer Center of San Gabriel Valley Annual Report.

**BACKGROUND:** The Monrovia Volunteer Center was established in 1987. Following the City's Centennial, the community volunteers had a desire to continue to provide service in Monrovia. From 1987 to 2007, the Volunteer Center offered programs and events including: a volunteer referral program, Meals on Wheels (MOW), and Make a Difference Day.

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 two main issues:

1. The Monrovia Volunteer Center was experiencing financial difficulty, and
2. The Volunteer Center of San Gabriel Valley 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, Taste of Old Town, Monrovia Prayer Breakfast, and assists with grounds maintenance on City owned property. The VCSGV also sponsors and serves at various annual events hosted by the City.

A Facility Use Agreement was established between the City and the VCSGV in March 2010. The agreement is on a month to month term until such time that the City or the VCSGV wish to make changes or terminate the agreement. The agreement is for use of office space located in the Community Center. The VCSGV operates Monday through Friday from 8:00 a.m. to 5:00 p.m. per the agreement, the VCSGV is required to maintain insurance of one million dollars (\$1,000,000) and name the City as additionally insured.

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

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

**AR-1**

**Volunteer Services Hours** - Information provided by the VCSGV indicates the 2016 annual number of volunteer hours is estimated at 10,730 for Monrovia and other service areas, and 422 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) – This program is offered to individuals in Monrovia, and the San Gabriel Valley who are homebound and cannot cook for themselves. There are approximately 13 volunteer drivers and two alternate drivers who deliver to 16 Monrovia residents and 43 residents in the San Gabriel Valley.
- 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 320 volunteers participating in last year's event totaling approximately 1,420 volunteer hours.

The VCSGV also completed community service hours at other local agencies including: 1,638 hours at the Foothill Unity Center, 2,592 hours were completed at Life Church United and 4,434 hours were completed in Monrovia for City Programs, MAP Events and other days of service. A full list of hours and Monrovia sponsored events can be found in Attachment A.

A full report provided by the VCSGV is attached to this report. (Attachment A)

**FISCAL IMPACT:** The VCSGV occupies office space in the Community Center free of charge. The Volunteer Center of San Gabriel Valley receives \$33,750 of in-kind room use. The \$33,750 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.

**RECOMMENDATIONS:** Staff recommends the Community Services Commission move to receive and file, AR-1 2016 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 2016 Volunteer Center of San Gabriel Valley Annual Report.