



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

DEPARTMENT: Community Services

MEETING DATE: August 13, 2019

PREPARED BY: Rebecca Sandoval,
Recreation Superintendent

AGENDA LOCATION: AR-1

TITLE: 2018 Volunteer Center of San Gabriel Valley Annual Report

OBJECTIVE: To provide the Community Services Commission with the 2018 Volunteer Center of San Gabriel Valley Annual Report.

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 \$1.00 per year as well as provide specified insurance listing the City as additionally insured.

ANALYSIS: The Facility Use Agreement stipulates that the VCSGV provide an annual report to the City outlining:

- All programs, events, and services including participation specific to the City of Monrovia.
- Volunteer service hours and special projects.
- Provide detailed information on revenue and expenditures.

Programs, events, and services

- Meals On Wheels (MOW) - The MOW program is offered to individuals in Monrovia and the San Gabriel Valley who are homebound and unable to cook for themselves. Meals are delivered 5 days a week. There are 13 volunteer drivers and 2 alternate drivers who delivered to 14

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Monrovia residents and 40 residents in the San Gabriel Valley. In 2018, 5,376 meals were delivered in the San Gabriel Valley by the VCSGV totaling 4,630 volunteer service hours.

- Traditional Volunteer Services - In 2018, the VCSGV had 1,571 volunteers registered to volunteer with 536 being Monrovia residents.
- Events - The VCSGV assisted with securing 647 volunteers to assist at 15 events in 2018.
- Make a Difference Day - This annual workday enlists volunteers to assist with a variety of projects in Monrovia. Projects range from clean-up activities to minor repairs and are typically located at City facilities or vacant properties. The VCSGV had 463 volunteers contributing approximately 1,852 volunteer hours for this event alone.
- Other events included the Monrovia Homeless Point in Time Count, Fountain to the Falls Run/Walk, Kiwanis Taste of Monrovia, MAP programs, Library programs, MAFA Art Festival, and the Library Literacy Fundraiser.

A full list of events and number of volunteers can be found in Attachment A.

Volunteer Services hours

Information provided by the Volunteer Center indicates in 2018 Monrovia benefited from 14,874 volunteer hours which is estimated at \$445,476 of savings to the City, and area non-profits. The amount saved is based on the California Volunteer Value time in of \$29.95 per hour.

Revenue and Expenditures

A full report of the VCSGV revenues and expenditures has been provided and attached to this report as Attachment B.

FISCAL IMPACT: None

RECOMMENDATIONS: Staff recommends the Community Services Commission move to receive and file, AR-1 2018 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 2018 Volunteer Center of San Gabriel Valley Annual Report.***