AGENDA CITY OF WHITTIER SOCIAL SERVICES COMMISSION CITY COUNCIL CHAMBERS, 13230 PENN STREET OCTOBER 1, 2019, 6:30 PM

1. CALL TO ORDER

2. ROLL CALL

Jose Luevano, Chair Carlos Illingworth, Vice Chair Loletta Barrett, Commissioner Marisol Enriquez-Santos, Commissioner Kathleen McDonnell, Commissioner

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

The public is invited to address Social Services Commission regarding any item of business, with the exception of the public hearing items, or any matter within the body's subject matter jurisdiction. Speakers must limit their comments to three minutes. Pursuant to State law, the Commission cannot take action or express a consensus of approval or disapproval on any oral communications which do not appear on the printed agenda.

5. STAFF REPORTS

5.A. APPROVAL OF MINUTES

Recommendation: Approve the Minutes of the Regular Meeting of September 3, 2019.

5.B. 2019 - 20 SOCIAL SERVICES FUNDING

Recommendation: Discuss proposed allocations and make recommendations to City Council regarding 2019 - 20 Social Services Funding.

5.C. WHITTIER VOLUNTEER RECOGNITION PROGRAM

Recommendation: Commission will review the nomination forms submitted for the 2019 Whittier Volunteer Recognition Program.

Recommendation: Select recipients for the 2019 Whittier Volunteer Recognition Program.

5.D. UPDATE ON CITY OF WHITTIER HOMELESS PLAN IMPLEMENTATION.

Recommendation: Receive and file update on City of Whittier Homeless Plan implementation.

5.E. COMMUNITY SERVICES DIVISION'S PRESENTATION

Recommendation: Receive and file the Community Services Division's presentation focusing on Special Events, Art, and the Parnell Park Senior and Community Center.

6. SECRETARY COMMENTS

7. COMMISSION MEMBER COMMENTS/CONFERENCE REPORTS

8. ADJOURNMENT

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Spanish interpreters are also available. For information or to request services, please contact the Parks, Recreation and Community Services Department at least 24 hours in advance of the meeting at (562) 567-9400.

The agenda packet is available three days before the meeting in the Parks, Recreation and Community Services Department at City Hall (13230 Penn Street), Whittier Central Library (7344 Washington Avenue) and the East Whittier Branch Library (10537 Santa Gertrudes Avenue). Additionally, the agenda packet can be viewed on the City's website. Materials distributed to the Commission within 72 hours of the Social Services Commission meeting are available for public inspection in the Parks, Recreation and Community Services Department Office.

Los servicios relacionados con la discapacidad están disponibles para permitir que las personas con discapacidad participen en esta reunión, de conformidad con la Ley Federal de Estadounidenses con Discapacidades de 1990. También hay intérpretes en español disponibles. Para obtener información o para solicitar servicios, comuníquese con el Departamento de recreación y Parques al Servicio a la Comunidad de la reunión al (562) 567-9400.

El paquete de la agenda está disponible tres días antes de la reunión el Departamento Parques Recreación y Servicio a la Comunidad en el Ayuntamiento (13230 Penn Street), Whittier Central Library (7344 Washington Avenue) y Biblioteca sucursal del este de Whittier (10537 Santa Gertrudes Avenue). Además, el paquete de la agenda se puede ver en el sitio web de la Ciudad. Los materiales distribuidos al Concejo Municipal dentro de las 72 horas de la reunión del Comisión de Servicios Sociales están disponibles para inspección pública en el Departamento de Recreación y Parques al Servicio a la Comunidad.

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements. Regular and Adjourned Regular meeting agendas may be amended up to 72 hours in advance of the meeting. Dated this 27th day of September 2019.

/s/ Rosemary Serrano-Aiken	
Rosemary Serrano-Aiken, Secretary	



Date: October 1, 2019

To: Social Services Commission

From: Greg Alaniz, Director of Parks, Recreation and Community Services

Subject: Approval of Minutes

RECOMMENDATION

Approve the Minutes of the Regular Meeting of September 3, 2019.

BACKGROUND

None

DISCUSSION

Staff prepared draft minutes and hereby submits the minutes for Commission's approval.

FISCAL IMPACT

There is no fiscal impact associated with this report.

ATTACHMENTS

A. Minutes of the Regular Meeting of September 3, 2019.

MINUTES CITY OF WHITTIER SOCIAL SERVICES COMMISSION REGULAR MEETING WHITTIER POLICE DEPARTMENT COMMUNITY ROOM, 13200 PENN STREET SEPTEMBER 3, 2019 – 6:30 P.M.

1. CALL TO ORDER

Chair Luevano called the regular meeting of the Social Services Commission to order at 6:33 p.m. in the Whittier Police Department Community Room, 13200 Penn Street, Whittier, California

2. ROLL CALL

PRESENT: Jose Luevano, Chair

Carlos Illingworth, Vice Chair

Marisol Enriquez-Santos, Commissioner

ABSENT: Loletta Barrett, Commissioner

Kathleen McDonnell, Commissioner

STAFF PRESENT:

Greg Alaniz, Director of Parks, Recreation and Community Services Martin Browne, Community Services Manager Darren Schmidt, Community Services Supervisor Nanette Duron, Community Services Coordinator Sheryl Dugas, Administrative Secretary

3. PLEDGE OF ALLEGIANCE

Commissioner Enriquez-Santos led the Pledge of Allegiance.

4. PUBLIC COMMENTS

None

5. STAFF REPORTS

5. A Approval of Minutes

It was moved by Vice Chair Illingworth, seconded by Commissioner Enriquez-Santos, and carried 3-0 (absent: Commissioners Barrett and McDonnell), to approve the Minutes of the August 6, 2019 Regular meeting.

5. B Update on City of Whittier Homeless Plan Implementation

Community Services Manager Browne reported on the ongoing implementation of the City of Whittier Homeless Plan. He noted that the annual State of Homelessness joint meeting, between the City and Consortium on Homelessness, would take place at Parnell Park, on October 19, 2019, from 10:00 a.m. until 12:00 noon. He stated that City Council has approved use of the City Seal at the meeting. Community Services

Manager reported that Whittier First Day has received approval, from the County, to be an "Access Center", through a \$325,000 grant. He stated that he recently attended a Gateway Cities Council of Governance (Gateway COG) Technical Advisory Committee (TAC) meeting, which includes 27 cities, and the group was introduced to the new COG Homeless Program Manager, Gilbert Saldate.

Secretary Alaniz reported that he and Community Services Manager Browne would be meeting with representatives from PATH to discuss the possibility of hiring two of their vetted and trained staff members to assist the City with the implementation of the homeless plan. The City has \$120,000 in Measure H funding available to pay for this staffing. Bringing in trained staff will speed up implementation of the goals of the Homeless Plan, which include services. Community Services Manager Browne reported that there is also funding available to assist with homeless veterans' services, possibly including paying for two dedicated shelter beds at the City of Bell's shelter. Other services offered by PATH are storage units. He noted that two homeless persons from Leffingwell Ranch Park are being provided with storage facilities and PATH are arranging housing for them shortly. Secretary Alaniz noted that there has been an increase in the presence of homeless individuals at Leffingwell Ranch Park and at Parnell Park. Community Services Manager Browne stated that he has been given the opportunity to update a group of students on homelessness issues at Whittier College. He will also be working with the school districts on creating informational flyers for distribution to local students and their parents. Chair Luevano questioned the availability of shelter beds earmarked for Whittier people and the impact of people coming from other areas. Community Services Manager Browne noted that effective August 1, the rules for assignment of shelter beds, across the County, has changed. Whittier First Day has only 11 out of their total of 45 beds designated for Whittier people. The other 34 beds are now allocated by one LAHSA staff member, know as a 'bed matcher'. These 34 beds are being filled by homeless from across the County. Whittier First Day can no longer assign people from their own waiting list to these 34 beds. Vice Chair Illingworth questioned if this is due to funding from Los Angeles County. Community Services Manager Browne replied that this is correct and that any shelter bed, which receives County funding, is now being filled by one LAHSA employee. First Day receives county funding so the County gets to claim the majority of their beds. He noted the lack of shelter beds in our area is a huge problem.

It was moved by Vice Chair Illingworth, seconded by Commissioner Enriquez-Santos, and carried 3-0 (absent: Commissioners Barrett and McDonnell) to receive and file the update on the City of Whittier Homeless Plan implementation.

5. C Community Services Division Presentation

Secretary Alaniz introduced Community Services Supervisor, Darren Schmidt, and Community Services Coordinator Nanette Duron. Mr. Schmidt gave a PowerPoint presentation highlighting the following aspects of the Youth Services Division:

- Whittier Youth Network (WYN Club) program a drop-in recreation program for elementary school students. WYN Club is available during the after-school hours at several school sites and during the summer months at various park sites. There are 40 part-time staff, interns and Volunteens working at the 7 school sites. Staff also works with the SKILLS programs at Orchard Dale and Scott Avenue Elementary Schools.
- Summer WYN Club a drop-in recreation program available at Michigan, Anaconda, Palm and Parnell Parks. The cost is \$50 for the entire summer, with various field trips available at various costs.
- Summer Day Camp program full day programming, not drop-in, available at Palm and various elementary schools for children 5 to 12 years of age. These spots sell out quickly. There are weekly field trips available, swimming, and an annual picnic.
- VolunTEEN program a mentoring program for youths ages 14-17. Receive training in life skills, participation in the Summer Concert Series Emerging Arts program, assist with special events, and gain experience in the field of recreation.
- Students Run Whittier a free program to train students to encourage life-long physical fitness and create an atmosphere of belonging while training with their peers to participate in local 5k runs in the City of Whittier. Practices are on Saturday mornings at Palm Park.
- Students in Government. an annual program with participation rotating between Whittier High School, California High School, and La Serna High School. Students selected by their teachers, work together to create an agenda for a mock City Council meeting, write an agenda report, shadow Department Heads, and participate in a mock City Council meeting.
- Among other programs the Youth Services Division are involved with are The Southern California Teen Coalition, and the City's Movies in the Park program.

Commissioner Enriquez-Santos questioned whether there has been any thought about expanding the WYN Club program to allow more students to participate. Secretary Alaniz noted that due to budget constraints and safety for the students it cannot be expanded at this time. Commissioner Enriquez-Santos questioned the ability to serve the potential additional participants that will come with the new community being built. She praised the programs. Vice Chair Illingworth commented that these programs are very good to help participants from possibly going "down the wrong path", and questioned how the City attracts participants. Community Services

Supervisor Schmidt reported that advertising of the various programs is done through announcements, flyers sent to the schools, social media, and the quarterly brochure.

It was moved by Commissioner Enriquez-Santos, seconded by Vice Chair Illingworth, and carried 3-0 (absent: Commissioners Barrett and McDonnell) to receive and file the Community Services Division's presentation focusing on Youth Services.

6. SECRETARY COMMENTS

Secretary Alaniz reported that the Volunteer Recognition Program nominations are due in by Friday, September 20 and will be reviewed by Commission at the October 1st Commission meeting. The award program will take place on Tuesday, November 12 at 5:30 p.m. He also noted that he and Community Services Manager Browne had met with one of the ad hoc committee members to discuss Social Services funding. City Council will receive a report on this funding at the September 10, 2019 City Council meeting. City Council is proposing to focus funding on housing. Chair Luevano questioned if the Social Services funding will be eliminated for next year. Secretary Alaniz stated that this is unknown at this time.

Secretary Alaniz announced the following upcoming events:

- Whittier Nights at the Hollywood Bowl will wrap up this season with the trip on Saturday, September 14 to see Earth, Wind and Fire. Busses leave City Hall at 5:30 p.m. This event is sold out.
- The Whittier Community Foundation is hosting its second Annual Boots, Beer and BBQ Fundraiser on Saturday, September 21 at 6:00 p.m. at the Quad. Tickets are \$35.00 each with funds raised going towards the Firefighter Tribute art piece.
- State of Homelessness annual Meeting will take place on Saturday, October 19, from 10:00 a.m. until 12:00 noon, at the Parnell Park Community and Senior Center, Walnut Room #2.
- The Spooktacular 5k will take place on Saturday, October 26 with registration beginning at 6:30 a.m. and races beginning at 7:30 a.m. The Whittier Community Foundation and the Whittier Host Lion's Club sponsor this event.
- The annual Boards and Commissions Reception will take place on Wednesday, October 20, at 5:30 p.m. at the Parnell Park Community Center.

7. COMMISSIONERS' COMMENTS

Commissioner Enriquez-Santos announced that the "Public Charge" rule would be put into effect as of October 15, 2019. This means that people on "public assistance" will not be permitted to apply for citizenship. As a result, County caseloads are dropping and some programs may be eliminated.

8.	ADJOURNMENT
	Chair Luevano adjourned the meeting at 7:17 p.m.
Ар	proved and adopted by the Social Services Commission on
GF	REG ALANIZ, Secretary



Date: October 1, 2019

To: Social Services Commission

From: Greg Alaniz, Director of Parks, Recreation and Community Services

Subject: 2019 - 20 Social Services Funding

RECOMMENDATION

Discuss proposed allocations and make recommendations to City Council regarding 2019 - 20 Social Services Funding.

BACKGROUND

Annually, City Council allocates funds to aid non-profit agencies with funding for various social services programs with a priority for proposals that have an emphasis on homeless services and housing.

DISCUSSION

Applications were present to Commission for review to make recommendations regarding funding for various social services programs.

For Fiscal Year 2019 - 20 Social Services Funding, the Parks, Recreation and Community Services Department received 26 applications from local non-profit agencies. Staff prepared Social Services Funding application binders for Commissioner's review and recommendations.

FISCAL IMPACT

For the Fiscal Year 2019 - 20 Social Services Funding, approximately \$274,000 has been allocated for distribution.

ATTACHMENTS

A. 2019 - 20 Social Services Funding Proposal

GENERAL FUNDING PROPOSAL FOR \$176,516					Beds Provided and Cost per Bed								Homeless Services						
No. AGENCY	2019-20 Requests	2019-20 Proposed		Raw Cost per Bed from the agencies	Number of Whittier residents served	Funding for Housing Only	Number of Beds Provided per night	Number of Nights	Total Annual Number of Beds Provided	Cost per Bed per night	Total Cost per night	Total Cost per person		Funding for Social Services Only	Number of Whittier residents served	Number of Days Served	Total Annual Cost per Person	Total Cost per Day	Total Cost per Person per Day
20 Whittier Area Interfaith Council	\$10,000	\$10,000	Cold Weather Shelter program that provides supper, breakfast, and overnight for approximately 45 persons a night for approximately 13 weeks during the coldest season of the year.		45	\$10,000	45	91	4095	\$2.44	\$109.89	\$222.22		\$0	45	250	\$0.00	\$0.00	\$0.00
10 Jovenes	\$72,500	\$72,500	Motel vouchers and dedicated beds in a master-leased apartment unit to immediately house Whittier youth experiencing homelessness in order to stabilize youth and transition them into permanent housing as soon as possible.	\$70 per bed includes case management	30	\$40,500	5	365	1825		\$110.96			\$32,000	30		\$1,066.67		\$2.92
18 Whittier Area First Day (Programs)	\$41,750	\$41,750	General Funds are for a Recovery from Homeless Program to provide emergency, transitional and bridge housing for 125 individuals to assist clients in achieving self-sufficient life off of the street.	\$65 per bed includes security and food.	125	\$41,750	11	365	4015		\$114.38	\$334.00		\$0	125	365	\$0.00	\$0.00	\$0.00
24 The Whole Child	\$14,000	\$14,000	Rental assistance subsidy program for homeless families	\$150 per unit for families	150	\$14,000	20	365	7300	\$1.92	\$38.36	\$93.33		\$0	150	365	\$0.00	\$0.00	\$0.00
25 Women and Children's Crisis Shelter	\$15,160	\$15,160	Emergency housing program for homless family voilence victims	\$197 per bed	150	\$15,160	28	365	10220	\$1.48	\$41.53	\$101.07		\$0	150	365	\$0.00	\$0.00	\$0.00
14 Salvation Army - Hospitality House	\$10,000	\$10,000	Provides safe and temporary housing for homeless families (includes supportive services)	\$120 per bed	32	\$10,000	32	365	11680	\$0.86	\$27.40	\$312.50		\$0	32	365	\$0.00	\$0.00	\$0.00
16 The Soup Hour	\$15,000	\$13,106	St. Matthias congregate meal program, mail service, hygiene kids and social services referrals for homeless individuals		90	\$0	0	0	0	0	0	0		\$13,106	90	250	\$145.62	\$52.42	\$0.58
Los Angeles Centers for Alcohol and 12 Drug Abuse (LA CADA)	\$15,000	\$0	Increased staff hours to serve Whittier individuals experiencing homelessness, substance abuse challenges or mental health challenges with education, outreach and service coordination.		2700	\$0	0	0	0	0	0	0		\$0	2700	250	\$0.00	\$0.00	\$0.00
5 CAPC, Inc.	\$2,474	\$0	Self Advocacy support groups		1620	\$0	0	0	0	0	0	0	-	\$0	1620	250	\$0	\$0.00	\$0.00
8 Hispanic Outreach Taskforce	\$1,500	\$0	Backpack giveaway event		724	\$0	0	0	0	0	0	0		\$0	724	1	\$0.00	\$0.00	\$0.00
9 Interfaith Food Center	\$16,000	\$0	Direct food assistance for weekly food for needy individuals and families and for daily food for individuals experiencing homelessness		717	\$0	0	0	0	0	0	0	-	\$0	717	250	\$0.00	\$0.00	\$0.00
22 Whittier Host Lions Club	\$5,125	\$0	Sight Fair		400	\$0	0	0	0	0	0	0		\$0	400	1	\$0.00	\$0.00	\$0.00
21 Whittier Area Literacy Council, Inc.	\$2,000	\$0	Literacy training and support to students and families		210	\$0	0	0	0	0	0	0	-	\$0	210	250	\$0.00	\$0.00	\$0.00
4 Bridge of Faith	\$15,000	\$0	Empowers girls/women through Value Importance Purpose Program (V.I.P.)		136	\$0	0	0	0	0	0	0		\$0	136	250	\$0	\$0.00	\$0.00
3 Boys & Girls Club	\$10,000	\$0	Free membership & underwriting costs for homeless youth to join the program, and for expanded after school programming at Dexter, Edwards & Jackson		100	\$0	0	0	0	0	0	0	-	\$0	100	250	\$0	\$0.00	\$0.00
23 Whittier Meals on Wheels	\$4,500	\$0	Home delivered cooked meals		80	\$0	0	0	0	0	0	0		\$0	80	250	\$0.00	\$0.00	\$0.00
11 Legal Aid Society of O.C.	\$8,000	\$0	Operate an on-site domestic violence survivors' legal clinic at the Whittier Courthouse		70	\$0	0	0	0	0	0	0	-	\$0	70	250	\$0.00	\$0.00	\$0.00
7 Christain Legal Aid - Los Angeles	\$6,000	\$0	Provide legal consultations to Whittier residents at the Senior Center		60	\$0	0	0	0	0	0	0		\$0	60	250	\$0.00	\$0.00	\$0.00
1 Andrew's Umbrella, Inc.	\$10,000	\$0	Travel to parks and other areas to provide clothes and lunches to homeless. Services for an additional 36 adult Whittier residents with case management, counseling (individual and group counseling) and referrals to an array of human and social services).		50	\$0	0	0	0	0	0	0	-	\$0	50	365	\$0	\$0.00	\$0.00
17 SPIRITT Family Services	\$15,000	\$0			36	\$0	0	0	0	0	0	0	-	\$0	36	250	\$0.00	\$0.00	\$0.00
26 YMCA - Stride Program	\$2,500		Programming and services for developmental disabled students Provide dental service to underserved Whittier children through in-clinic and school-based services, including oral health education and an oral health kit (toothbrush, paste,		32	\$0	0	0	0	0	0	0		\$0	32	250	\$0.00	\$0.00	\$0.00
6 Children's Dental health	\$5,000 \$4,200	\$0 \$0	floss, timer, and oral health brochure). Financial assistance for pet care for Whittier older adults experiencing chronic illnesses or life-threatening injuries		23	\$0 \$0	0	0	0	0	0	0		\$0 \$0	23	250 250	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00
13 Ozzy Foundation 2 Assistance League of Whittier	\$4,200 \$1,500	\$0 \$0	Emergency dental care for children in the Whittier area K-12th grade		4	\$0 \$0	0	0	0	0	0	0		\$0 \$0	4	250	\$0.00 \$0		\$0.00
55 TOTALS	\$302,209	\$176,516			7,560	\$121,410	96	1,825	35,040	37	333	2,191	 	\$45,106	-		+ v	, J	72.00
Allocated Funding Available	\$176,516		<u>ı</u>			I							L						

2019-20 Social Services Funding Requests CDBG and Low/Mod Housing Funding

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No.	AGENCY	2018-19 CDBG Funded	2018-19 Low / Mod Funded	2019-20 CDBG Requested	2019-20 Low / Mod Requested	Score	Recommended Funding \$
19	Whittier Area First Day Coalition	-		8,250			\$8,250
	Salvation Army	8,250		did not apply			\$0
15	South East Area Social Services Funding Authority (SASSFA)	40,000		40,000			\$40,000
19	Whittier Area First Day Coalition		20,000		20,000		\$20,000
24	Whole Child		20,000		20,000		\$20,000
25	Women's and Children's Crisis Shelter		10,000		10,000		\$10,000
	Totals	48,250	50,000	48,250	50,000		\$98,250

Available Funding 48,250 50,000 98,250

Difference



Date: October 1, 2019

To: Social Services Commission

From: Greg Alaniz, Director of Parks, Recreation and Community Services

Subject: Whittier Volunteer Recognition Program

RECOMMENDATION

Commission will review the nomination forms submitted for the 2019 Whittier Volunteer Recognition Program.

Recommendation: Select recipients for the 2019 Whittier Volunteer Recognition Program.

DISCUSSION

Commission will review the nomination forms submitted for the 2019 Whittier Volunteer Recognition Program and select recipients.

Agency	Nominees
Assistance League of Whittier	Delia Morales
Boys and Girls Club of Whittier	Peter Rodriguez
Emblem Club	Doris Tatum
SKILLS Organization	Annette Mendoza
Whittier Regional Symphony	Lou Anne Barth
YMCA of Greater Whittier	Berta Leon

FISCAL IMPACT

There is no fiscal impact associated with this report.

ATTACHMENTS

None



Date: October 1, 2019

To: Social Services Commission

From: Greg Alaniz, Director of Parks, Recreation and Community Services

Subject: Update on City of Whittier Homeless Plan Implementation.

RECOMMENDATION

Receive and file update on City of Whittier Homeless Plan implementation.

BACKGROUND

At the July 24, 2018 City Council Meeting, Council adopted the City of Whittier Homeless Plan.

The homeless plan provides a framework, and establishes four goals with supporting action items, for preventing and combatting homelessness over the next three years. The plan includes key supporting actions the City has undertaken to improve existing services and programs, increase service access, identify and strengthen local and regional partnerships, and provide outreach and information to the community regarding homelessness. The plan includes ideas from the two consultants who worked on the plan, Whittier Police Department, Whittier First Day, Social Services Commissioners, and comments from the community meetings, community surveys, and stakeholder interviews. The plan recognizes the need for additional resources to address the homeless issues in the City, and to provide information to the community on the work being done. Metrics for each goal have been set, as appropriate, in coordination with the County and homeless prevention experts over the course of the life of the plan.

DISCUSSION

Staff will update Commission on City of Whittier Homeless Plan implementation.

FISCAL IMPACT

There is no fiscal impact associated with this report.

ATTACHMENTS

None



Date: October 1, 2019

To: Social Services Commission

From: Greg Alaniz, Director of Parks, Recreation and Community Services

Subject: Community Services Division's Presentation

RECOMMENDATION

Receive and file the Community Services Division's presentation focusing on Special Events, Art programs, and the Parnell Park Senior and Community Center.

BACKGROUND

The Community Services Division, offers various Special Events, Art programs, and the Parnell Park Senior and Community Center activities and services benefitting the community. Special events include the Eggxtravaganza, Police Open House and Health Fair, Concerts in the Park, 4th of July Spectacular, Community Street Banner, Visual Arts, Emerging Arts, and Whittier Nights at the Hollywood Bowl. The Parnell Park Senior and Community Center facilitates numerous classes and programs for seniors and the community.

DISCUSSION

Staff has prepared a presentation focusing on Special Events, Art programs, and the Parnell Park Senior and Community Center.

FISCAL IMPACT

There is no fiscal impact associated with this report.

ATTACHMENTS

None