

CITY OF LOS ALAMITOS

3191 Katella Ave.
Los Alamitos, CA 90720

AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION REGULAR MEETING

Wednesday, February 6, 2019 – 7:00 P.M.

This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at the Recreation & Community Services Department or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

Any written materials relating to an item on this agenda submitted to the Parks, Recreation & Cultural Arts Commission after distribution of the agenda packet are available for public inspection at the Recreation & Community Services Department, 10911 Oak St., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the Recreation & Community Services Department at (562) 430-1073, extension 540, 48 hours prior to the meeting so that reasonable arrangements may be made. Assisted listening devices may be obtained from the Parks, Recreation & Cultural Arts Commission Secretary at the meeting for individuals with hearing impairments.

Persons wishing to address the Parks, Recreation & Cultural Arts Commission on any item on the Parks, Recreation & Cultural Arts Commission Agenda should complete a yellow "Request to Speak" card and will be called upon at the time the agenda item is called or during the Parks, Recreation & Cultural Arts Commission's consideration of the item and may address the Parks, Recreation & Cultural Arts Commission for up to three minutes.

1. CALL TO ORDER

2. ROLL CALL

Commissioner Crans
Commissioner Doby
Commissioner Hill
Commissioner Hunter
Commissioner Murphy
Vice Chair Duran
Chair Olveda

3. PLEDGE OF ALLEGIANCE

4. ORAL COMMUNICATIONS

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the Parks, Recreation & Cultural Arts

Commission (PR&CA). Please state if you wish to speak on an item on the Agenda. Remarks are to be limited to not more than five minutes.

5. MINUTES

Approval of the Minutes for the Regular Meeting of January 9, 2019.

6. STAFF REPORTS

A. Preview of Contract Classes

This report provides the Parks, Recreation & Cultural Arts Commission an inside look at the acquisition and implementation of new contract classes within the Recreation and Community Services Department.

Recommendation: Commission receive and file.

B. Program Highlight: Youth Sports

This report provides the Parks, Recreation & Cultural Arts Commission information on the youth sports offered by the Recreation and Community Services Department.

Recommendation: Commission receive and file.

C. Recreation Department Offerings

This report provides the Parks, Recreation & Cultural Arts Commission with an opportunity to brainstorm future program offerings for the Recreation & Community Services Department.

Recommendation: Commission discuss and provide recommendations.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

8. COMMISSIONER REPORTS

At this time, Commissioners may report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to provide staff direction to report back or to place the item on a future Agenda.

9. ADJOURNMENT

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the Community Center, Museum and City Hall not less than 72 hours prior to the meeting. Dated this 1st day of February 2019.



Trini Zenovka, Department Secretary

**MINUTES OF PARKS, RECREATION AND CULTURAL ARTS COMMISSION
OF THE CITY OF LOS ALAMITOS**

SPECIAL MEETING – WEDNESDAY, January 9, 2019

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Special Session at 7:01 p.m., Wednesday, January 9, 2019, in the Community Center, 10911 Oak St., Chair Olveda presiding.

2. ROLL CALL

Present: Commission Members: Crans, Duran, Hill, Murphy, Olveda

Absent: Commission Members: Doby, Hunter

Present: Staff: Emeline Noda, Recreation Manager
Ron Noda, Recreation Manager
Megan Shimada, Recreation Supervisor

3. PLEDGE OF ALLEGIANCE

Commissioner Hill led the Pledge of Allegiance.

4. ORAL COMMUNICATION

Vice Chair Olveda opened Oral Communications. There being no one present wishing to speak, Vice Chair Olveda closed Oral Communications.

5. MINUTES

Motion/Second: Olveda/Duran

Abstain: N/A.

Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Regular Meeting of November 7, 2018 with correction to Item 9. Commissioner Reports, Commissioner Duran's report is Commissioner Hill's report and nothing to report for Commissioner Duran.

6. PR&CA COMMISSION REORGANIZATION

Recreation Manager Ron Noda provided the PR&CA Commission with information to nominate and elect a Chair and Vice Chair for the annual reorganization of the PR&CA Commission.

Recreation Manager Ron Noda opened nominations for the position of Chair; Commissioner Crans nominated Vice Chair Olveda, seconded by Commissioner Duran. There being no further nominations, Recreation Manager Ron Noda closed the nominations.

Unanimously carried: The PR&CA Commission appointed Vice Chair Olveda to the position of Chair.

Recreation Manager Ron Noda opened nominations for the position of Vice Chair; Chair Olveda nominated Commissioner Duran, seconded by Commissioner Crans. There being no further nominations, Recreation Manager Ron Noda closed the nominations.

Unanimously Carried: The PR&CA Commission appointed Commissioner Duran to the position of Vice Chair.

7. STAFF REPORTS

A. Organizational Chart

Recreation Manager, Ron Noda provided the Parks, Recreation and Cultural Arts Commission an update of the Department's Organization structure and formal staff introduction of the Recreation and Community Services Department. The Los Alamitos Recreation and Community Services Department has five full time employees consisting of the two Recreation Managers, one Supervisor, one Department Secretary and one Recreation Coordinator and approximately 45 part time employees that are grouped into four classifications: Community Services Coordinator, Recreation Specialist, Senior Recreation Leader, and Recreation Leader I.

B. Race on the Base 2019 Update

Recreation Manager, Emeline Noda provided the Parks, Recreation, and Cultural Arts Commission a preview on the 2019 Race on the Base (R.O.T.B.) event. R.O.T.B. is the City's largest special event held on the 4th weekend of February. Registration is slightly up from last year. Staff continues to hear from several other local races and many continue to experience low registration in the last several years due to many more competing events, specializing in a variety of themes making it difficult for runners to choose an event.

Staff constantly evaluates marketing efforts, evaluates the return on investment, and is always brainstorming on ways to keep the R.O.T.B. fresh and up to date in current trends such as the newly added "Go Ruck" 5K Rucking Division (walking with a weighted backpack).

Honoring Our Fallen continues to collaborate with Race on the Base to present the Honoring Our Fallen 5K Run/Walk to Remember in honor of fallen soldiers who have given their life in service to our County. There will be over 30 teams attending this year participating on behalf of the fallen soldier to honor their memory.

Race on the Base has collaborated, once again, with the Los Alamitos Unified School District for the L.A.U.S.D. Race on the Base School District Challenge in two categories: the Elementary Schools and Middle Schools. L.A.U.S.D. participants can receive a \$5 discount by using their own school code and earn credits towards their school. Any student, faculty, friend or family member can use the code. The school with the most race entries by their school code

received a traveling championship belt, Popsicle party for the whole school, and \$500 towards their school.

Sponsors play a significant role in the Race on the Base, not only financially, but also by helping to spread the word about the event to the patrons who frequent their businesses. Staff is continually working to obtain new sponsors for Race on the Base.

The PR&CA Commission requested staff to send an email to commissions to challenge them to the Race on the Base Participation Challenge. Commissioners from PR&CA will also attend January 22, 2019 City Council Meeting to challenge members of City Council as well.

C. Weekend of Art Preview

Recreation Supervisor, Megan Shimada provided the Parks, Recreation & Cultural Arts Commission a preview of the 2019 Weekend of Art. The Parks, Recreation, & Cultural Arts Commission and the Recreation & Community Services Department celebrates visual and performing arts annually with Weekend of Art Event. The event will feature all performing and visual arts mediums, demonstrators, arts and craft vendors, and mini activities throughout the two days. The visual art exhibition will be held at the Los Alamitos Community Center and features over 200 works of art and approximately 14 performing arts groups. The event will be held on Friday, March 22, 2019 from 5-8pm and Saturday, March 23, 2019 from 10am-8pm.

Based on the 2018-feedback, staff will be implementing the following recommendations to improve the overall event:

- Mediums to be displayed together.
- Visual artists will be judged in two categories - 2E & 3D.
- A larger arts and crafts vendor area.

Also new this year, the American Museum of Straw Art will be bringing a Straw Art exhibit to the event. Museum staff will also be present offering educational activities and historical information about straw art throughout the weekend.

PR&CA Commissioners have been invited to attend the event on Friday, March 22, 2019 from 5-6 pm to select the winners of the Commissioner's Awards and on Saturday, March 23, 2019 at 6:30pm for the Awards Ceremony.

D. Music and Movie Event Series - Movies Selections

Recreation Manager, Ron Noda provided the Parks, Recreation & Cultural Arts Commission an opportunity to vote on movie selections for the 2019 Music and Movies Event Series. The Los Alamitos Recreation and Community Services Department annually holds four (4) Music and Movies during the summer months. The series of free events provides the community with a fun-filled evening of activities including a live band, children's activities, and arts and crafts followed by a movie. The last few years, the event series were held at

Laurel Park, Orville R. Lewis Park and Little Cottonwood Park and included give-a-ways, raffle prizes, and food vendors that are available for a nominal fee.

The Recreation and Community Services Department along with the Parks, Recreation and Cultural Arts Commission, invites the community to attend the Music and Movies Event Series with neighbors, friends, and family. The evenings will begin at 6:30pm with live music and concludes with a movie to view under the stars. Members of the PR&CA Commission voted on the following movies for each Music and Movies Event Series. The final vote for the movie are:

- Saturday, June 15, 2019 at Little Cottonwood Park is "Trolls"
- Saturday, June 29, 2019 at the Sunburst Field at the Joint Forces Training Base is "Stars Wars: The Force Awakens"
- Saturday, July 13, 2019 at Orville R. Lewis Park is "Ralph Breaks the Internet"
- Saturday, July 27, 2019 at the Los Alamitos Unified School District Office Field is "Incredibles 2"

8. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Megan Shimada, Recreation Supervisor

- Staff have redesigned the Los Alamitos Recreation and Community Services Recreation Brochure and will be available in the spring.
- The Song Team has doubled in enrollment compared to last year. There are enough participants to have 2 teams to perform at all the games. Youth Basketball registration as well has increased in registration.

Emeline Noda, Recreation Manager

- In-service training for our core team met off site at Rancho Los Alamitos where they engaged in team building activities, set goals, review and evaluate classes, programs and community events to make them more efficient and desirable.
- We are now preparing for midyear 2019/20 budget
- Newly designed Recreation Brochure will be available early February and will feature the Family Dance to benefit schools in the Los Alamitos Unified School District.
- The Los Alamitos Senior Club has invited the PR&CA Commission to attend their annual event to recognize those individuals who dedicate their time volunteering on Monday, January 28, 2019. Commissioners will receive their invitations via mail.

Ron Noda, Recreation Manager

- Spring sports field rentals have begun utilizing Oak Field. FNL will be at this location for the first 2 weeks and then move to McAuliffe Field when it re-opens on February 11. Parking will be severely impacted at the Community Center Facility as Staff continues to work on a solution.
- State of the City will be held at the Joint Forces Training Base in March. Mayor Warren Kusumoto will be presenting at this event and the theme will be, "This Is Home."
- There is a delay in the Labourdette Park project due to funding. Staff will provide the PR&CA Commission an update in March.

9. COMMISSIONER REPORTS

Commissioner Crans

- Nothing to report.

Commissioner Murphy

- Nothing to Report.

Vice Chair Olveda

- Thanked the Commission for the appointment as Chair of the Parks, Recreation and Cultural Arts Commission.

Commissioner Hill

- Nothing to Report.

Commissioner Duran

- Nothing to report.

10. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:53 p.m.
Motion/Second: Duran/Murphy

Attest:

Steven Olveda, Chair

Emeline Noda, Recreation Manager
Recreation & Community Services Department

City of Los Alamitos

Parks, Recreation, & Cultural Arts Commission

Agenda Report

MEETING DATE: February 6, 2019

ITEM NUMBER: 6A

To: Chair Steven Olveda & Members of the Parks, Recreation and Cultural Arts Commission

Presented By: Megan Shimada, Recreation Supervisor

Subject: Preview of Contract Classes

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission an inside look at the acquisition and implementation of new contract classes within the Recreation and Community Services Department.

RECOMMENDATION

Commission receive and file.

BACKGROUND

The City of Los Alamitos offers the community a wide variety of specialty programs, classes and camps through contract instructors. The use of contract instructors allows the Recreation and Community Services Department to find specialized professionals who have expertise in areas of interest to the members of the community. These specialized areas include fitness, sports, painting, performing arts, educational development, engineering, animal training, and much more. Every season, staff adds new classes to the Recreation and Community Services Recreation Brochure in order to keep up with program trends and public interest. The process of adding a new class requires several steps including recruitment, class proposal submission, meeting/interview with the instructor, signing a contract, facility booking, and finally registration.

DISCUSSION

Recruitment

Recreation and Community Services Department Staff utilize several resources to acquire new classes and instructors. One such resource is the Quarterly Brochure Exchange. This event is hosted by an independent group that has branched off of the CPRS District 10 organization but includes all municipalities within the same

boundaries. The brochure exchange gives recreation professionals the opportunity to discuss class trends and see what types of classes and programs are doing well in other cities. The group includes a wide range of representatives from cities in Orange County as well as Los Angeles County. Attendees often share names and contact information of instructors or companies looking to expand to new locations.

Co-sponsoring classes and camps is another valuable resource for acquiring new contract classes. This arrangement occurs when another nearby city, like Cypress or Seal Beach, is offering a new class and wants to produce additional exposure. The contract class coordinator from the partnering city will contact Recreation Staff to see if our department is interested in listing one of their classes in our Recreation Brochure. While the class may be held at the partnering city's facility, Los Alamitos will market the class in our Recreation Brochure and take a limited number of registrations. Co-sponsoring allows the City of Los Alamitos to offer more classes even when our own facilities are all booked.

Classes are also listed in conjunction with local businesses. Often times, staff will reach out to new and/or successful businesses that are looking to gain exposure and offer to list a couple of their classes. Other times, these businesses will approach our Department seeking a partnership. These businesses currently include Build It Workspace and The Rinks. The classes listed with these businesses are held on their premises, again, allowing the City to offer more classes even when space is limited in the Community Center.

Another resource is the City of Los Alamitos Recreation and Community Services social media accounts including Facebook, Instagram, Twitter, and Nextdoor. The Department will frequently run an advertisement encouraging community members to share their talents and teach a class in their area of expertise. This generates several class proposals every quarter. The advertisement is also occasionally posted on the City's website encouraging instructors to contact us. The "class proposal form" is also always available online.

Lastly, new instructors often reach out to the Recreation and Community Services Department. Every week, interested instructors will call, email, or walk-in inquiring about teaching a class at the Community Center or park facility. The Recreation and Community Services Department has been fortunate in acquiring many new classes through this method.

Class Proposal Form

When initial contact is made with prospective instructors, staff will request that the instructor complete a "class proposal form" and return it to be reviewed. This form asks the instructor to describe their class in detail and explain any needs that they may have including room set-up and equipment. Staff will then review the proposal and decide whether or not to proceed with adding the class. When deciding on a proposal, staff takes into account the community demographic, program trends and similar classes that are currently being offered by tenured instructors.

Meeting/Interview with an Instructor

After staff has decided to tentatively accept a class proposal, a meeting will be scheduled with the instructor. The purpose of this is to familiarize the instructor with the community center and discuss more in-depth the instructor's vision for the class. Staff utilizes this time to "interview" the instructor to ensure a good fit with the City. Staff will discuss class dates, fees, commission split, fingerprinting, and insurance requirements as well if the instructor is worthy of hosting a class. If the City and the instructor wish to proceed, a contract will be signed.

Contract

All instructors must sign a contract prior to teaching within the Recreation and Community Services Department. The contract outlines compensation, the duties of the City, the duties of the Contract Instructor, insurance requirements, fingerprinting and criminal background check, standard provisions, and rules and regulations. Instructor compensation ranges from 65% to 70% of the total registration fees based upon whether the class or camp is being conducted on City property or private property, whether the instructor requires insurance, and whether the instructor teaches in other agencies. Contracts are renewed every two years if all is going well with the instructor and the City.

Facility Booking

After the contract is signed, the class is created in our registration system (Blue Rec) and booked in the facility schedule. Staff can then search and see exactly what is taking place in the Community Center on any given day and which classes the instructor is teaching and where the classes are held.

Registration

The new class will be incorporated into the next issue of the Recreation Brochure where it will be distributed to 11,000 homes in Los Alamitos and surrounding areas. The new class will be available for registration via online registration, walk-in, mail-in, or fax.

Instructor Meetings

Meetings are held bi-annually with the instructors at the Community Center. Meetings include updates and reminders from the staff as well time to brain storm as a group. These meetings are an opportunity to gather together and give feedback to improve classes, customer service, facilities, marketing, and overall service to the participants.

Participant Evaluations

All participants are sent an evaluation for their class upon completion of the program. This allows participants the opportunity to rate the instructor based on knowledge of the subject taught, timeliness, organization, responsiveness, customer service, and overall enjoyment of the program.

FISCAL IMPACT

Due to the revenue sharing nature with the instructors of the contract classes, the classes and camps are a consistent source of revenue for the City that helps offset the cost of operating and maintaining the facility. Staff expenditures for coordinating the classes include: staff to recruit and organize the instructors, produce and mail the Recreation Brochure, set up and tear down for each class/camp, and staffing the facility when classes/camps take place. The percentage the City receives in revenue for the classes helps to offset these costs. The City collects all registration fees for the classes and camps, and then cuts a check to the instructors according to the agreed upon commission split. In Fiscal Year 17-18, contract classes accounted for \$138,955 which is 14.5% of the total revenue for the Recreation and Community Services Department. Instructors were asked to raise their fees by 3% beginning in the Summer of 2019 to assist in covering the rising costs of staff and overhead.

Every registration that occurs in the Recreation and Community Services Department also has a processing fee attached. The \$4.00 processing fee assist with the offsetting of city staff to complete the registration process. In Fiscal year 17-18, a total of \$23,000 was collected.

City of Los Alamitos

Parks, Recreation, & Cultural Arts Commission

Agenda Report

MEETING DATE: February 6, 2019

ITEM NUMBER: 6B

To: Chair Steven Olveda & Members of the Parks, Recreation and Cultural Arts Commission

Presented By: Ron Noda, Recreation Manager

Subject: Program Highlight: Youth Sports

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission information on the youth sports offered by the Recreation and Community Services Department.

RECOMMENDATION

Commission receive and file.

BACKGROUND

The Recreation & Community Services Department offers a variety of youth sports for coed ages two to fourteen years old. Classes are typically grouped into two categories: 1) classes that are contracted out to an outside vendor and 2) classes that are operated in house and implemented by Recreation Staff. This report will provide an overview of youth sports classes that are operated by the Recreation and Community Services Department.

DISCUSSION

The youth sports program offers classes to coed ages two to fourteen years old on a year-round basis. According to the Robert Wood Johnson Foundation, obesity in the United States are trending upwards. A study that the Foundation conducted showed that obesity in the U.S. in 1991 showed an average of 15-20% obesity and in 2009, that percentage rose to 30-35%. Promoting regular physical activity is a public health priority and classes conducted by the Recreation and Community Services Department makes physical activity available, affordable, enjoyable, and ultimately, beneficial for the youth of the community.

Parent and Me Sports – Coed ages 2-3 years old with parent participation. This program is a great way for parents to introduce their child to different sports and the benefits of physical activity.

- Parent and Me Basketball

- Parent and Me Soccer
- Mini Superstars

Junior Pee Wee – Coed ages three and a half to four years old. These programs are conducted in a clinic style setting (small groups that rotates) that does drill work as they work towards being able to play games.

- Junior Pee Wee Basketball
- Junior Pee Wee Flag Football
- Junior Pee Wee T-ball
- Junior Pee Wee Soccer

Pee Wee – Coed ages five to seven years old. These programs are conducted in a clinic style setting but emphasize more game play.

- Pee Wee Basketball
- Pee Wee Soccer
- Pee Wee Baseball
- Pee Wee Volleyball

Youth Track and Field – Boys and girls are expose to the different events in track & field and basic cross country techniques during this eight week program. Recreation Staff fundamental techniques to events such as the 50m, 100m, and long jump. Guest cross country coaches (athletes from Los Alamitos High School) will also be out to teach basic skills for future high school cross country team members. Stretching and “fun-ditioning” will be emphasized.

Youth Volleyball League – A ten week coed volleyball league for grades 4 – 8. Held in the fall season, the volleyball league are coached by Recreation Staff and teaches the basic fundamentals of the game. Practices are held after school at elementary and middle school sites with games played at the Oak Gymnasium on Friday evenings.

Youth Basketball League – Coed in grades Kindergarten to 8th grade learn, play, and have fun in the ten week basketball league. The league is in partnership with the Los Angeles Jr. Clippers as they provide discounted uniforms and free basketball clinics to the community and the participants of the league. Practiced are held once a week after school at elementary and middle school sites with games played at the Oak Gymnasium on Saturdays.

After School Sports – After school sports such as flag football, basketball, soccer, and volleyball are offered once or twice a week at elementary school sites for coed in grades TK – 5. After school sports was implemented by the Recreation and Community Services Department as a result of a request from the School Superintendent to offer more physical activity at a recreational level. Recreation staff promotes camaraderie and being active in a fun, safe, and positive environment.

FISCAL IMPACT

Funding for the youth sports programs comes from the City's general fund that is appropriated by City Council. All youth sports covers the City Council approved percentage revenue, expenditure offset that was approved during the 2015 fee study. Staff is actively seeking sponsors that will assist to offset the expenditures of the youth sports programs.

City of Los Alamitos

PARKS, RECREATION & CULTURAL ARTS

AGENDA REPORT

MEETING DATE: February 6, 2019

ITEM NUMBER: 6C

To: Chair Steven Olveda & Members of the Parks, Recreation and Cultural Arts Commission

Presented By: Emeline Noda, Recreation Manager

Subject: Recreation Department Offerings Brainstorm

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with an opportunity to brainstorm future program offerings for the Recreation & Community Services Department.

RECOMMENDATION

Commission discuss and provide recommendations.

BACKGROUND

The Recreation and Community Services Department "Creates Quality of Life" for community members through health, safety, community, family, and education. Through education, the Recreation and Community Services Department offers a wide variety of educational, fitness, and special interest classes, camps for youth, adults, and seniors that encourages lifelong learning with over 400 programs and classes offered. Staff is always inquiring about current trends and new offerings for the community and is seeking input from the Commission on the needs and desires from the community.

DISCUSSION

The Recreation & Community Services Department aims to meet the community's needs for all ages and abilities. Staff will lead the Parks, Recreation & Cultural Arts Commission in a brainstorm activity to address any gaps that might exist in program, class, or activity offerings for each age group. Staff invites the Commissioners to be creative and bring all ideas to the table. This brainstorm session will help to facilitate future strategic planning meetings performed by the management team of the Department. Although there are limitations in staffing or budget, the Recreation & Community Services Department is open to partnerships with other businesses to expand the variety of activities and services offered, seek sponsorships, and further enhance the Department's marketing efforts to fill current and future activities.

In addition, staff will lead a brief discussion on developing a Customer Loyalty Program with potential benefits and criteria. Staff will take the Commission's input for consideration when developing the program to see what is feasible to implement.

Staff will be applying for Prop 68 funding for recreation infrastructure. This is a "per capita" grant that is approximately \$200,000 in funding available per agency. Staff is seeking recommendations from the Parks, Recreation & Cultural Arts Commission on how they would like to see this funding utilized if received. It is recommended that once funding is received, that it be spent in a quick timeframe and the money should be spent on projects that are visible to the community.

FISCAL IMPACT

Any future programming or classes expenditure cost will be offset by revenue generated by participation fees. If it is a social service type program, staff will seek partnerships (i.e. Senior Grocery Program through Second Harvest Food Bank and Feeding America), seek sponsorships, or reallocate funds within the budgeted funding available through the Recreation & Community Services Department Annual Fiscal Year Budget.