



Park and Recreation Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS

DATE: JULY 11, 2016

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

SUBJECT: UPDATE OF CONTRACT CLASS PROGRAMMING

ISSUE:

Receive an update on Contract Class programming.

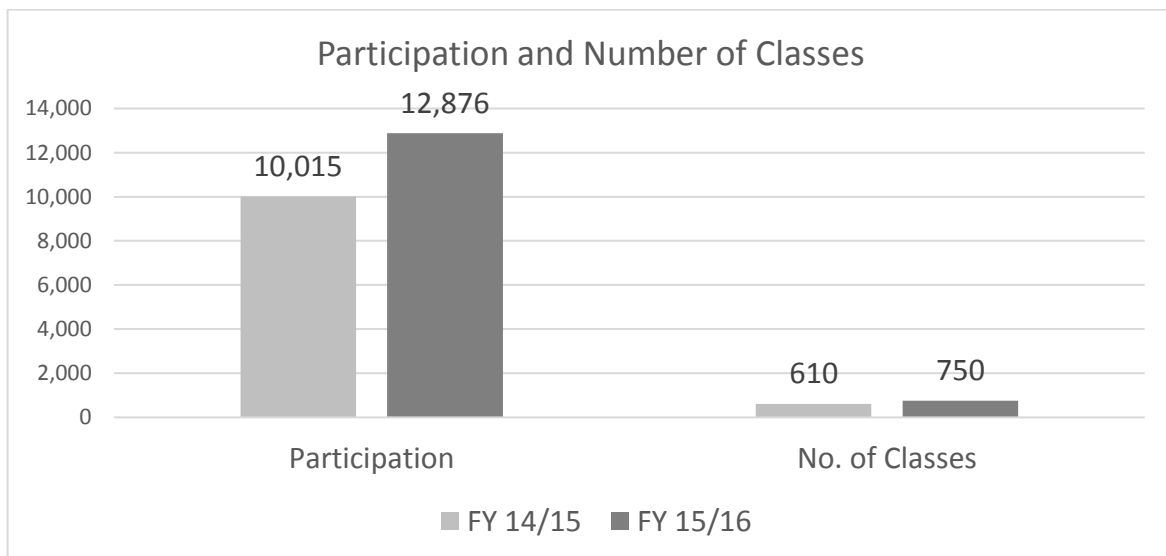
RECOMMENDATION:

That the Park and Recreation Commission provide feedback, and receive the report for file.

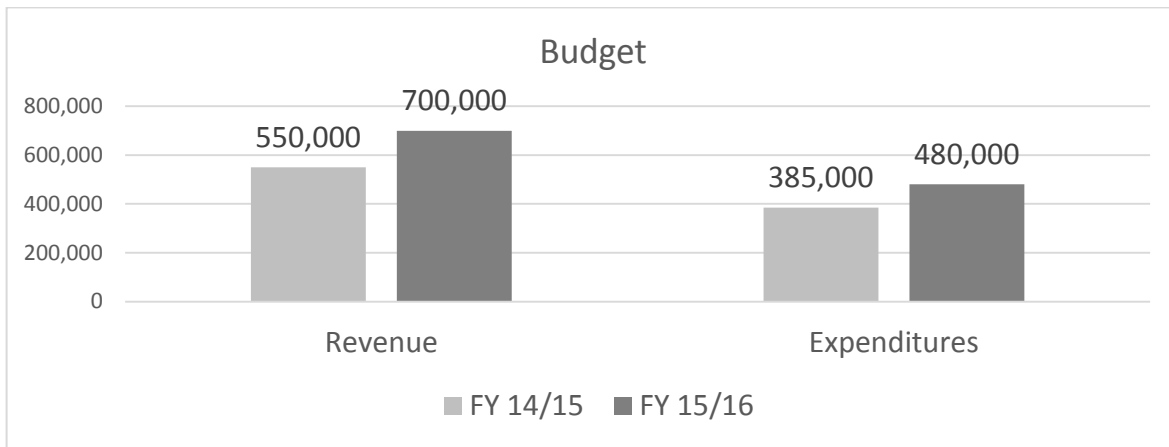
BACKGROUND:

Throughout the year the Parks, Recreation and Community Services Department (PRCSD) utilizes more than 70 dedicated independent contractors/contract instructors to offer a variety of programs through contract classes.

Contract instructors provide recreational services and instruction in classes designed for preschoolers, school age children, teens, adults, and seniors. In Fiscal Year 2015-16, approximately 12,800 participants registered for 750 PRCSD classes, conducted by contract instructors at over 14 PRCSD facilities and 16 non-city owned facilities.



Contract Classes generated over \$550,000 in revenue in Fiscal Year 2014/15 and \$700,000 for Fiscal Year 2015/16.



Contract Class categories include aquatics, arts/culture, dance/cheer, education/tutoring, gymnastics, martial arts/fitness, music/theater, special interest, camps, sports for infants, preschool and youth, plus the adult and 55+ and Better age group. The table below demonstrates the key differences between a Contract Instructor and City employee:

Topic	Contractor	Staff
Schedules	Contractor sets class schedule (with the approval by the City dependent upon facility availability).	Employees are told when and where to work.
Course Content	Contractor develops and sets course content.	Employees are told how to work or provided lesson plans.
Course Material	Contractor provides all course materials and supplies.	The City supplies all necessary materials.
Payment	Contractor splits base revenue with the City.	Employees are paid by the hour.
Tax Liability	Contractor is responsible for taxes and receives a 1099 at the end of the year.	Applicable taxes are paid by the City, the employee receives a W-2 at the end of the year.

The standard City percentage split for contract classes registration revenue is 60/40 (60% to instructor and 40% to City) when class is held at a City facility, 70/30 split for non-city facility, or as defined by contract. Additional requirements may include: (a) City of Riverside Business License, (b) Fingerprinting through the City's Human Resources Department, and (c) Insurance (levels depends on class type/risk). In addition, contract classes cannot be designed to sell, promote or recommend products from the contractor's business.

The Contract Class Section will continue to recruit instructors to offer unique, affordable, safe, and active programs for the community through contract classes.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Robin A. Metz, Recreation Superintendent
 Approved by: Adolfo Cruz, Parks, Recreation and Community Services Director

Approved by: Alexander T. Nguyen, Assistant City Manager

Attachment: Presentation