



## Legislation Details (With Text)

**File #:** ID#16-2720    **Version:** 1    **Name:** Template Contract Instructors Agreement  
**Type:** Action Item    **Status:** Passed  
**File created:** 8/15/2016    **In control:** Parks & Recreation  
**On agenda:** 9/1/2016    **Final action:** 9/1/2016  
**Title:** Approve a Contract Instructor Agreement template to be used when partnering with contract instructors to offer recreation, education or environmental programming; and authorize the City Manager or his designee to approve future Contract Instructor Agreements. (consent)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Contract Instructors Packet.pdf

Date	Ver.	Action By	Action	Result
9/1/2016	1	City Council		
8/29/2016	1	Council Work Session		

**SUBJECT/RECOMMENDATION:**

Approve a Contract Instructor Agreement template to be used when partnering with contract instructors to offer recreation, education or environmental programming; and authorize the City Manager or his designee to approve future Contract Instructor Agreements. (consent)

**SUMMARY:**

The City of Clearwater offers a diverse collection of recreation, education and environmental programming. To facilitate that effort, there are currently about 70 contract instructors that lead programs at our recreation complexes, special use facilities and parks. The use of contract instructors is a standard and acceptable business practice in the parks and recreation industry.

Contract instructors allow the City to offer quality programs led by quality instructors on a contract basis. Examples of programs include swimming, dance, exercise, aging well, educational, athletic and instructional.

Contract instructors demonstrate appropriate qualifications and must possess the legal right to operate within the City of Clearwater. Contract instructors are required to complete a background screening check and adhere to the City's Contract Instructors Policies and Procedures.

Selection of contract instructors are based on programming needs at our various recreation centers and the decision to hire contract instructors are the responsibility of City staff.

In general, the City collects revenue from the customer, and then the contract instructor is paid a commission, typically 75% of fees collected, on a monthly basis. The City retains the remaining 25% of revenue. Other options of payment may include a per person per class fee. The agreements are entered on an annual basis coinciding with the City's fiscal year.

Staff is requesting that the City Council approve a new revised standard Contract Instructor Agreement template for use by all Parks and Recreation contract instructors and that the City Manager or his designee have the authority to enter into these contract agreements in the future.

**APPROPRIATION CODE AND AMOUNT:** N/A

**USE OF RESERVE FUNDS:** N/A