



## ***SENIOR COMMISSION AGENDA REPORT***

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MEETING DATE July 14, 2015

ITEM NUMBER: 7a

**SUBJECT:** Instructional Classes Proposal

**DATE:** July 14, 2015

**FROM:** Parks and Community Services/Senior Division

**PRESENTATION BY:** Yvette Aguilar, Senior Center Program Administrator

**FOR FURTHER INFORMATION CONTACT:** Chris Crowley, Recreation Specialist  
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### **RECOMMENDATION**

Staff recommend the Senior Commission approve fees for four (4) instructional classes.

### **BACKGROUND**

Instructional classes are a valuable resource for older adults to become involved with new and exciting learning opportunities at a reasonable cost. Instructional classes are offered in a variety of areas providing a wide range of learning opportunities.

Instructional classes are offered during Senior Center operating hours and receive the benefit of City advertising in the Recreation Guide, as well as staff support for registration.

Fees for instructional classes are brought before the Senior Commission for approval.

### **DISCUSSION**

City staff have received contract class applications for four (4) instructional classes beginning July 2015.

Class descriptions and proposed fees for four (4) instructional classes are detailed in Attachment 1.

### **FISCAL REVIEW**

The class fees are matched up with the City of Huntington Beach pay structure per the direction of the Senior Center Commission in May 2015.

Revenue estimates are based on the class fee per participant times the minimum number of participants.

**1. Using your Windows 7**

Expected revenue: \$20.35 (City Portion @ 35%) x 3 (min) = \$61.05

**2. Introduction to Windows 8 & 10**

Expected revenue: \$6.60 (City Portion @ 20%) x 3 (min) = \$19.80

**3. Buying on the Internet**

Expected revenue: \$6.60 (City Portion @ 20%) x 3 (min) = \$19.80

**4. Fun with Craigslist**

Expected revenue: \$6.60 (City Portion @ 20%) x 3 (min) = \$19.80

**LEGAL REVIEW**

No legal review is required for this item.

**ALTERNATIVES CONSIDERED**

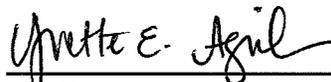
1. Commission could approve the fees for all proposed classes.
2. Commission could approve the fees for a portion of the proposed classes.
3. Commission could not approve the fees for all of the proposed classes.

**CONCLUSION**

Staff reviewed each proposed instructional contract class to ensure that the participants would receive quality service, at comparable rates to the City of Huntington Beach. Staff recommend that the Senior Commission approve fees for four (4) instructional classes.



Travis M. Karlen  
Recreation Manager



Yvette E. Aguilar  
Senior Center Program Administrator

Attachments: 1. Proposed Fees for Instructional Classes

**Senior Division  
PROPOSED FEE FOR NEW INSTRUCTIONAL CLASSES  
EFFECTIVE July 2015**

Senior Division staff are submitting the following instructional class fee proposal for approval. Fees are rounded up when total is \$.50 or more and rounded down when total is \$.49 or less.

**The following proposed classes are instructional classes and will be at the Costa Mesa Senior Center.**

**All classes are instructed by Joel Landers**

**1. Using Your Windows 7**

Learn to navigate and use Windows 7 to your advantage. Personalize your computer. Understand the Start menu, taskbar, libraries and accessories. Make shortcuts to everything. Explore the control panel and the many adjustments available in Windows 7. Hands-on practice. Two (2) – 3-hour classes. Handouts included.

Minimum: 3/ Maximum: 6

Duration: 2 weeks – 1 class per week, 180 minutes per class

Proposed Fee: \$66/ 2 week session

$\$66 (-\$5 \text{ Administrative Fee}) \times \text{CITY PORTION } 35\% = \$21.35$

$\$66 (-\$5 \text{ Administrative Fee}) \times \text{INSTRUCTOR PORTION } 65\% = \$39.65$

**2. Introduction to Windows 8 &10**

This is a 3-hour workshop introduction to Windows 8 & 10. Learn about the start screen, desktop, tiles, charms, sidebars and how to navigate through them. Explore the new Windows 8 & 10 apps make and comparisons with Windows 7 to make Windows 8 & 10 easier to use. A single, 3-hour lecture style class. Handouts included.

Minimum: 3/ Maximum: 6

Duration: 1 class, 180 minutes per class

Proposed Fee: \$38 per class

$\$38 (-\$5 \text{ Administrative Fee}) \times \text{CITY PORTION } 20\% = \$6.60$

$\$38 (-\$5 \text{ Administrative Fee}) \times \text{INSTRUCTOR PORTION } 80\% = \$26.40$

**3. Buying on the Internet**

Advantages to purchasing on the internet, including comparison shopping, product details and reviews. Learn how to efficiently search the internet using various search engines, search bars and address bars. Get the skills and comfort to get the best bang for your buck online. A single 3 hour class. Handouts included.

Minimum: 3/ Maximum: 6

Duration: 1 week – 180 minutes per class

Proposed Fee: \$38 per class

$\$38 (-\$5 \text{ Administrative Fee}) \times \text{CITY PORTION } 20\% = \$6.60$

$\$38 (-\$5 \text{ Administrative Fee}) \times \text{INSTRUCTOR PORTION } 80\% = \$26.40$

**4. Fun with Craigslist**

Learn what Craigslist is all about. Buy or sell anything FOR FREE!!! Learn about making offers & buying items. Write & edit your own ads & attach photos. Learn to protect yourself when using Craigslist. Perfect opportunity to learn to use one of the most popular shopping/selling websites. A single, 3-hour class. Handouts included.

Minimum: 3/ Maximum: 6

Duration: 1 class, 180 minutes per class

Proposed Fee: \$38 per class

\$38 (-\$5 Administrative Fee) x CITY PORTION 20% = \$6.60

\$38 (-\$5 Administrative Fee) x INSTRUCTOR PORTION 80% = \$26.40