



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Grant Yates, City Manager

Prepared by: Beau Davis, Recreation Supervisor

Date: June 27, 2017

Subject: Independent Contractor Agreement for Instruction – Early Learners

Recommendation

It is recommended that the City Council approve the Independent Contractor Agreement for Instruction – Early Learners as approved by the City Attorney.

Background

The City of Lake Elsinore contracts with private instructors to perform recreational instruction at City owned facilities such as the Lake Community Center and Lake Elsinore Senior Center. The City of Lake Elsinore collects all of the registration fees for the classes through Rec1, a software program. Upon the City's receipt of invoice, the City then pays each of the contract instructors 75 percent of the participation Registration Fees collected. The City retains 25 percent of the fees for facility maintenance and staffing costs.

Discussion

Early Learners is an existing business providing pre-school and ballet dance instruction at the Lake Community Center. Due to Early Learner's popularity the last two years, they have exceeded the City Manager's signing authority threshold of \$30,000. We anticipate that they will continue to maintain and potentially grow in popularity. Thus we anticipate Early Learners to exceed the City Manager's signing authority threshold this year as well. As you may find attached in Exhibit A, Independent Contractor Agreement for Instruction – Early Learners is not to exceed \$70,000.

Fiscal Impact

Since the City collects the Registration Fees and then pays the Instructor their 75 percent dues, the expenses are countered with the appropriate revenue stream and therefore, no fiscal impact is anticipated.

Exhibits

A – Agreement