



## **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 – Lorena Hancock

### **Recommendation:**

It is recommended that the City Council approve the Independent Contractor Agreement for Instruction –Lorena Hancock 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:**

Ms. Hancock is an existing business providing pre-school and ballet folklorico dance instruction at the Lake Community Center. Due to Ms. Hancock's class' popularity, the last two years she has exceeded the City Manager's signing authority threshold of \$30,000. We anticipate that she will continue to maintain and potentially grow in popularity. Thus we anticipate this instructor to exceed the City Manager's signing authority threshold this year as well. As you may find attached in Exhibit A, Lorena Hancock's Independent Contractor Agreement 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:**

Exhibit A – Independent Contractor Agreement for Instructors – Lorena Hancock