



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Johnathan Oliver Skinner, Director Of Community Services

Date: July 9, 2024

Subject: Independent Contractor Agreement for Instruction with Lorena Hancock

Recommendation

Approve and authorize the City Manager to execute an agreement with Lorena Hancock in an amount not to exceed \$50,000 for recreation classes in such final form as approved by the City Attorney and authorize the City Manager to execute change orders not exceeding a 10% contingency of \$5,000 for uncertainties and adjustments.

Background

The City of Lake Elsinore contracts with private instructors to perform recreational instruction at City-owned facilities such as the Lake Community Center, Dream Extreme Neighborhood Center, and Lake Elsinore Senior Center. The City of Lake Elsinore collects all registration fees for the classes through Rec1, a software program. Upon the City's receipt of the 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 and Dream Extreme Neighborhood Center. Due to Ms. Hancock's class popularity, she has consistently exceeded the City Manager's signing authority threshold of \$30,000, including this last fiscal year. 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 as Attachment 1, Lorena Hancock's Independent Contractor Agreement is not to exceed \$50,000.

Fiscal Impact

Since the City collects the Registration Fees, pays the instructor their 75 percent dues, and retains 25 percent to cover staffing and maintenance, the expenses are countered with the appropriate revenue stream and therefore, no fiscal impact is anticipated.

Attachments

Attachment 1 - Agreement