



## **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:** August 8, 2023

**Subject:** Independent Contractor Agreement for Instruction With Lorena Hancock

### **Recommendation**

Approve and authorize the City Manager to execute the Independent Contractor Agreement with Lorena Hancock in an amount not to exceed \$75,000, in such final form 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 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 and Dream Extreme Neighborhood Center. Due to Ms. Hancock's class' popularity, the last few 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 shall find attached in Attachment 1, Independent Contractor Agreement for Instruction – Agreement is not to exceed \$75,000.

**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.

**Attachments**

Attachment 1 - Independent Contractor Agreement