



# City of Santa Clara

1500 Warburton Avenue  
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## Agenda Report

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19-1584

Agenda Date: 1/15/2019

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### REPORT TO COUNCIL

#### SUBJECT

Action on Professional Services Agreement between Linnea Sheehy and the City of Santa Clara for Recreation Class Instruction and Related Programs

#### BACKGROUND

The Parks & Recreation Department has collaborated with Linnea Sheehy to offer a variety of dance classes and programs at the Community Recreation Center since 1994. Ms. Linnea began teaching dance with a small group of students and over time the program has grown in size, quality, and reputation beyond the immediate participants and community. The City has also worked with Ms. Linnea to develop the dance program, the spring recital program, and the Santa Clara Dance Team among other activities.

In 2017, the programs had over 1,200 registrants and generated approximately \$205,000 in gross revenue, and paid the contract instructor approximately \$121,000. Contractor provides dance instruction at the beginning, intermediate, and advanced levels of ballet, jazz, tap, and hip-hop to the public including thirty-one course offerings in multiple sessions, summer camp programs, and other related activities such as dance recitals, choreography, special event performances, and dance team training and competition.

#### DISCUSSION

The attached agreement with Linnea Sheehy is for the term January 2019 to September 2019 for professional services to teach recreation classes and provide related activities in a not to exceed amount of \$160,174; payments are calculated based upon actual class and program registration revenues from class fees.

Under contract, the City duties include scheduling, advertising and marketing dance programs and services for the community tri-annual activity guide, maintenance of the registration software, program marketing, facility maintenance, and equipment.

#### ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve commitment to a specific project which may result in potential significant impact on the environment.

#### FISCAL IMPACT

The program is 100% cost recovery to the City. The City will retain approximately thirty-three percent of gross program revenues, twenty-seven percent of summer camp, and zero percent of material fees, dance recital, choreography and winter camp. Based upon past performance, registration rates

and fee amounts (vary by class meetings per session and number of sessions offered per course), the City's revenue is anticipated to be approximately \$42,286, which covers the Parks & Recreation Department's costs, while the Contractor will receive payment of sixty-seven percent of program fees in a not to exceed contract amount of \$160,174 (this includes the contract contingency of approximately twenty-five percent to provide for additional program registration/participation to meet public demand). Funding for this agreement will be generated through general fund program revenue over the course of the year from program registration fees and course materials fees.

**COORDINATION**

This agreement has been coordination with the Finance Department and the City Attorney's Office.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Authorize the City Manager to execute a Professional Services Agreement with Linnea Sheehy in the amount of \$160,174 for recreation class instruction and related services.

Reviewed by: James Teixeira, Director of Parks & Recreation

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Agreement for Services Linnea Sheehy 2019