



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: DECEMBER 6, 2022

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ERICA L. GREEN, COMMUNITY SERVICES DIRECTOR

SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH JOHNSON FAVARO, LLP IN AN AMOUNT OF \$248,900 PLUS 15% CONTINGENCY FOR A PROGRAM AND FACILITY NEEDS ASSESSMENT FOR THE COMMUNITY SERVICES DEPARTMENT, INCLUDING THE AGOURA HILLS CALABASAS COMMUNITY CENTER

MEETING DATE: DECEMBER 14, 2022

SUMMARY RECOMMENDATION:

Staff recommends approving a Professional Services Agreement (PSA) with Johnson Favaro, LLP in the amount of \$248,900 plus a 15% contingency for a program and facility needs assessment for the Community Services Department, including the Agoura Hills Calabasas Community Center (AHCCC). The duration of the agreement is a one-year term.

BACKGROUND:

The City of Calabasas City Council has adopted Strategic Priorities to assist the City in accomplishing objectives on essential programs and projects. Two of those initiatives are within the Community Services Department, 1. Reopen the Agoura Hills Calabasas Community Center, and 2. Conduct a feasibility study for teen recreation programs and facilities. The proposed study will assist the Department in addressing both priorities by providing a tangible tool to help successfully program and operate the AHCCC, provide essential city-wide programs and

services for all ages, specifically teens, and a plan for future facilities to address the community's needs (such as a skate park, basketball courts, fields, etc.).

The City of Calabasas and the City of Agoura Hills have collaboratively agreed to the City of Calabasas leasing the City of Agoura Hills' portion of the Agoura Hills Calabasas Community Center and assume the entire operation of the facility. A comprehensive assessment of the facility, community, and its users is imperative to properly assess the community center's overall function, required services, and programs in relation to the other services the Community Services Department provides.

DISCUSSION/ANALYSIS:

The Agoura Hills Calabasas Community Center has been closed for about two years. After discussions between the two cities and a lease agreement executed, the City of Calabasas will operate the facility. A program and facilities needs assessment is vital to adequately provide successful services and programs for the community and generate revenue.

The Community Services Department and the Parks, Recreation, and Education Commission (PRE) will work closely with the consultant throughout the process to achieve the requested deliverables. The assessment deliverables will provide the City with valuable information regarding the appropriate function of the Community Center based on community, staff, and stakeholder input. In addition, the assessment will provide the City with potential facility needs to accommodate future programming and growth, such as fields, park amenities, and buildings.

The proposed assessment will be conducted over six months, with over 30 meetings with stakeholders, community members, city staff, Council and Commission members, and other agency members, done concurrently with the Community Center repairs. Information obtained throughout each step of the process will be utilized to plan the programming and operations of the Community Center successfully.

If approved, Johnson Favaro, LLP will begin the assessment in January and will return to Council to present the final report in July. The consultant will begin its assessment with the Community Center, and findings from the initial discovery phase will be utilized to help guide the community center's staffing needs and program development in a timely fashion. Staff will collaborate with and present findings to the PRE throughout the process.

Attached is the Professional Services Agreement (PSA) between the City of Calabasas and Johnson Favaro, LLP. The PSA includes the Service Contract outlining the parameters of the services to be provided in an amount of \$248,900 plus a 15% contingency for a one (1) year term.

FISCAL IMPACT/SOURCE OF FUNDING:

\$100K was approved by City Council in the current Capital Improvement Projects budget. The additional \$148,900 and 15% contingency (\$37,555) will be reallocated from sidewalk repair funding, which is now being grant funded by CDBG, to the assessment project.

REQUESTED ACTION:

Staff recommends approving a Professional Services Agreement (PSA) with Johnson Favaro, LLP in an amount of \$248,900 plus a 15% contingency for a program and facility needs assessment for the Community Services Department, including the Agoura Hills Calabasas Community Center (AHCCC). The duration of the agreement is a one-year term.

ATTACHMENTS:

Professional Services Agreement with Johnson Favaro, LLP