



CITY of CALABASAS

PARKS, RECREATION & EDUCATION COMMISSION AGENDA REPORT

DATE: JANUARY 3, 2023

TO: PARKS, RECREATION AND EDUCATION COMMISSIONERS

FROM: ERICA GREEN, DIRECTOR OF COMMUNITY SERVICES

SUBJECT: RECOMMENDATION TO MOVE FORWARD WITH 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

MEETING DATE: JANUARY 9, 2023

SUMMARY RECOMMENDATION:

Staff recommends that the Parks, Recreation, and Education Commission approve moving forward in the process to enter into 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. 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. Four of those initiatives are within the Community Services Department, 1. Reopen the Agoura Hills Calabasas Community Center, 2. Conduct a feasibility study for teen recreation programs and facilities, 3. Upgrade playground equipment, trails and pathways at City parks, and 4. Complete a full and permanent build out of Wild Walnut Park to include a dog park and children's park. The proposed study will assist

the Department in addressing all 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 additional parks, skate park, basketball courts, fields, etc.).

DISCUSSION/ANALYSIS:

The Community Services Department currently has a Parks Master Plan from 2004, and as time has progressed the Calabasas community wants and needs have evolved. A current program and facilities needs assessment is vital to adequately provide the Department with a document providing a validated direction to provide successful services, programs and facilities for the community.

A Request for Proposal to secure a consultant to perform the assessment was distributed twice over the last 6 months. In addition to the usual publication of the Request for Proposal, staff researched and targeted relevant agencies throughout the region and worked with colleagues in surrounding cities to assist with targeted distribution. Johnson Favaro, LLP was the only bidder.

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 our facilities 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.

If approved to move forward, Johnson Favaro, LLP will begin the assessment in February and will return to Council to present the final report in August. Staff will collaborate with and present findings to the PRE throughout the process.

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 Community Development Block Grant (CDBG), to the assessment project.

REQUESTED ACTION:

Staff recommends that the Parks, Recreation, and Education Commission approve moving forward in the process to enter into 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. The duration of the agreement is a one-year term.

ATTACHMENT:

Professional Services Agreement with Johnson Favaro, LLP