



*CITY of CALABASAS*

**PARKS, RECREATION & EDUCATION COMMISSION AGENDA REPORT**

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**DATE: FEBRUARY 6, 2023**

**TO: PARKS, RECREATION AND EDUCATION COMMISSIONERS**

**FROM: ERICA GREEN, DIRECTOR OF COMMUNITY SERVICES**

**SUBJECT: RECOMMENDATION TO MOVE FORWARD WITH THE PROCESS TO SECURE A CONSULTANT TO PROVIDE A PROGRAMMING ASSESSMENT FOR THE COMMUNITY SERVICES DEPARTMENT**

**MEETING DATE: FEBRUARY 9, 2023**

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**SUMMARY RECOMMENDATION:**

Staff recommends that the Parks, Recreation, and Education Commission approve to move forward with the process to secure a consultant to provide a programming assessment for the Community Services Department.

**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, two of which the proposed assessment will assist with, 1. Reopen the Agoura Hills Calabasas Community Center, 2. Conduct a feasibility study for teen recreation programs and facilities. The proposed study will assist the Department in addressing all priorities by providing a tangible tool to help successfully program and operate the AHCCC, maximize programming in current facilities and provide essential city-wide programs and services for all ages, specifically teens.

## **DISCUSSION/ANALYSIS:**

With the Agoura Hills Calabasas Community Center added to the Community Services Department oversight and to ensure the facility reopens successfully, a current program needs assessment is vital to adequately provide the Department with a document indicating 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 responsive bidder. After some discussions regarding the scope of services and costs, it was determined there was a need to rework the scope and repost the request for proposals.

If approved to move forward, staff will modify the scope of the project in the Request for Proposal and post it next week with the intent to obtain City Council approval in March.

If Council approved, 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.

The assessment will likely be conducted over four to six months, with over multiple meetings with stakeholders, community members, city staff, Council and Commission members, and other agency members.

## **FISCAL IMPACT/SOURCE OF FUNDING:**

\$100K was approved by City Council in the current Capital Improvement Projects budget. Additional funding could be reallocated from sidewalk repair funding, which is now being grant funded by Community Development Block Grant (CDBG), to the assessment depending on the cost proposals received and City Council approval.

**REQUESTED ACTION:**

Staff recommends that the Parks, Recreation, and Education Commission approve to move forward with the process to secure a consultant to provide a programming assessment for the Community Services Department.

**ATTACHMENT:**

N/A