



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: APRIL 25, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ERICA L. GREEN, COMMUNITY SERVICES DIRECTOR

SUBJECT: APPROVAL OF THE AGOURA HILLS CALABASAS COMMUNITY CENTER (AHCCC) ANNUAL OPERATING BUDGET, ONE-TIME REOPENING BUDGET AND FEE SCHEDULE

MEETING DATE: MAY 10, 2023

SUMMARY RECOMMENDATION:

Staff recommends the City Council approve \$1,345,721.92 in annual funding for the Agoura Hills Calabasas Community Center (AHCCC) operational budget, \$328,314 one-time reopening budget and fee schedule.

BACKGROUND:

The Agoura Hills Calabasas Community Center has been closed for about three years. After discussions between the City of Agoura Hills and Calabasas a lease agreement was executed in November 2022, providing the City of Calabasas full operation of the facility. The AHCCC will be added to the Calabasas Community Services Department facility inventory who will be responsible for the operations and reopening of the facility.

DISCUSSION/ANALYSIS:

The City of Calabasas Community Services Department is currently managing the roof construction project of the AHCCC. The Agoura Hills Calabasas Community Center Joint Powers Authority was awarded \$1.01M for replacing the roof from

the County of Los Angeles Regional Park and Open Space District (RPOSD). Construction began on May 8, 2023 and is estimated to conclude in August 2023, barring any issues. In addition to the RPOSD funds, the City of Agoura Hills received a \$1M grant from Congressman Lieu’s Federal Earmark Funds to perform maintenance repairs and upgrades to the facility.

Furthermore, the City of Calabasas has contracted with PRO’s Consulting to conduct a programming needs assessment for the Community Services Department, focusing on the AHCCC, which will provide the Department with a roadmap for a successful programming model at all its facilities. These projects will be conducted concurrently with a tentative reopening date of the AHCCC in Fall 2023.

To prepare for the reopening, staff has compiled an annual operating budget. This budget was created from evaluating the AHCCC’s prior year’s budgets, incorporating current and proposed Department programming, and alignment with other Department facility budgets. It is the Department’s best estimates in order to move forward with staffing and reopening the facility. Pending the results and implementation of the programming needs assessment and analyzing budget data after the first year of opening, the budget will be revised to reflect accurate expenditures and revenues.

It’s the Department’s goal for its positions to perform tasks department-wide instead of facility specific, such as one Recreation Coordinator to coordinate rentals for all facilities instead of each site Coordinator coordinating for their specific facility only, essentially making them interchangeable among sites. This will improve operations and efficiencies within the Department. With the addition of the AHCCC, staff is requesting to adjust three budgeted part-time Recreation Coordinator positions to full-time and increase the Department’s part-time salaries to operate the facility. The overall proposed annual operational budget that includes personnel and non-personnel expenditures is \$1,345,721.92, similar to years past.

ANNUAL EXPENDITURES FY 23-24 PROPOSED

Regular Salaries	\$328,446.67
Part-Time Salaries	\$312,000.00
Membership/Dues Organizations	\$1,500.00
Training	\$5,000.00
Office Supplies	\$5,000.00
Postage/Shipping	\$1,063.00
Computer software licenses	\$3,200.00
Program Supplies	\$102,194.21
Special Events	\$12,000.00

Custodial Supplies	\$25,000.00
Facility Maintenance	\$10,000.00
Utilities (water, gas, electric, cable, phone)	\$157,152.00
Insurance	\$45,927.00
Mileage	\$230.00
Contract Instructors	\$267,420.00
Contractual Services	\$39,589.04
Advertising	\$30,000.00
Total Annual Expenditures	\$1,345,721.92

To reopen the facility and maximize potential revenues from rentals and programs, staff worked with contractors and the City of Agoura Hills staff to compile a list of maintenance and upgrades to the facility. The Earmark funding will be utilized for projects such as the gym floor replacement, enhanced ADA front entry doors, painting interior and exterior, and audio-visual equipment and information technology upgrades. Staff is requesting a one-time reopening budget of \$328,314 to replace tables, chairs, scoreboards, event equipment, fitness equipment, signage, as well as repair room dividers, kitchen equipment and bleachers.

Item	Budget
Program Supplies	\$139,814.00
Computer Hardware	\$41,900.00
Office Supplies	\$24,700.00
Furniture and Fixtures	\$84,900.00
Custodial Supplies	\$7,000.00
Contractual Services	\$30,000.00
Total Expenses	\$328,314.00

The proposed fee schedule reflects the Consumer Price Index annual increases since the closure of the facility.

Estimated annual revenues are \$1,265,520.00 with a City contribution of \$80,201.92; which is about what the City has contributed in the past.

FISCAL IMPACT/SOURCE OF FUNDING:

Funding will come from the General Fund.

REQUESTED ACTION:

Staff recommends the City Council approve \$1,345,721.92 in annual funding for the Agoura Hills Calabasas Community Center (AHCCC) operational budget, \$328,314 one-time reopening budget and fee schedule.

ATTACHMENTS:

- A. AHCCC Budget Presentation
- B. Annual Budget Summary
- C. Reopening Budget Summary
- D. Fee Schedule