



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE: DECEMBER 21, 2023**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT: PROGRAMMING NEEDS ASSESSMENT FINAL REPORT**

**MEETING DATE: JANUARY 24, 2024**

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**SUMMARY RECOMMENDATION:**

Staff recommends that the City of Calabasas City Council receive this report for file.

**BACKGROUND:**

In March 2023, the City of Calabasas City Council approved contracting with PROS Consulting to conduct a programming needs assessment study to assist the Department in addressing its strategic priorities. The study would provide the Department with a tangible tool to help program successfully and operate the Calabasas Community Center, maximize programming in current facilities, and offer essential city-wide programs and services for all ages.

**DISCUSSION/ANALYSIS:**

Over the past eight months, PROS Consulting conducted community outreach, worked with Community Services staff on the Department's facility operations and programming and published a statistically valid survey. Results of this outreach and survey were presented to the Parks, Recreation & Education Commission on August 31, 2023.

The consultant has processed and analyzed the information collected through the outreach and the Department and prepared a business plan and recommendations for the Calabasas Community Center along with a program action plan for other Department facilities.

The team will work with the Parks, Recreation and Education Commission and Senior Advisory Board to implement the recommendations of the consultant.

The Programming Needs Assessment Final Report was presented to the Parks, Recreation & Education Commission on December 12, 2023. Their recommendations have been incorporated into the presentation and report for Council.

**FISCAL IMPACT/SOURCE OF FUNDING:**

No impact to the General Fund.

**REQUESTED ACTION:**

Staff recommends the City of Calabasas City Council receive this report for file.

**ATTACHMENT:**

- A. Programming Needs Assessment Final Report
- B. PowerPoint Presentation