



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

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**DATE: DECEMBER 28, 2022**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: ERICA L. GREEN, COMMUNITY SERVICES DIRECTOR**

**SUBJECT: AUTHORIZATION TO APPROVE AMENDMENT No. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH COOKSEY'S LIFEGUARD AND SWIM ACADEMY LLC., WHICH WILL EXTEND THE DURATION OF THE CONTRACT UNTIL SEPTEMBER 1, 2023 AND INCREASE THE NOT TO EXCEED AMOUNT TO \$200,000**

**MEETING DATE: JANUARY 11, 2023**

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**SUMMARY RECOMMENDATION:**

That the City Council authorizes to approve Amendment Number 1 to allow for the extension of the professional services agreement with Cooksey's Lifeguard and Swim Academy, LLC. until September 1, 2023, and increase the not to exceed amount of the agreement to \$200,000. This amendment will allow the Calabasas Tennis and Swim Center to remain fully open for swim classes, lessons, swim team, family swim and lap swim.

**BACKGROUND:**

Due to the Community Services Department experiencing a staffing shortage, specifically with the Lifeguard position, on April 27, 2022 a Professional Services Agreement for \$110,000 with Cooksey's Lifeguard and Swim Academy, LLC. was approved by the City Council for a (1) one-year term for lifeguard services at the Calabasas Tennis and Swim Center. While the Community Services Department has made great strides through a variety of creative efforts to attract and hire new

staff, the Department still does not have enough City Lifeguards to handle a full schedule of aquatics programming at the Calabasas Tennis and Swim Center.

**DISCUSSION/ANALYSIS:**

Currently, the City has 20 Lifeguards on staff to program and operate the aquatic programming; this is two-thirds (average of 30 Lifeguards) of the required number of Lifeguards needed for weekly operations. In addition, the 20 Lifeguards on staff are limited in their availability. To help mitigate the lifeguard shortage, staff has made various attempts to recruit for the position and has had some success, but not quite enough to fully operate the pool without assistance from Cooksey’s Lifeguard and Swim Academy, LLC. Efforts include posting on the City website, social media, Indeed, flyers at local high schools, colleges, and universities, ads in the Acorn, reaching out to local swim coaches, visiting local high schools, colleges, and universities, and conducting in-house job fairs.

Cooksey’s Lifeguard and Swim Academy, LLC. will continue to provide Head Lifeguards and Lifeguards to supplement the City Lifeguards for swim lessons (limited), camps, events, swim team, Aqua Fit, family swim, masters swim, and open swim until September of 2023. The contracted Lifeguards will receive 3 – 4 weeks of training to assist with all pool operations, guarding, and emergency assistance. City staff will supervise the contracted Lifeguards and contract.

Staff will continue to recruit Lifeguards and, if successful, place them on the schedule as required.

**FISCAL IMPACT/SOURCE OF FUNDING:**

An additional \$90,000 spent from the Contractual Services account, which will be offset with savings in Hourly Salaries account.

**REQUESTED ACTION:**

Staff requests that City Council authorize and approve Amendment No. 1 providing for an extension to the Professional Services Agreement with Cooksey’s Lifeguard and Swim Academy, LLC. as well as an increase in the not to exceed amount of the agreement.

**ATTACHMENTS:**

Amendment No. 1 to Professional Services Agreement