



INTEROFFICE MEMORANDUM PARKS AND RECREATION DEPARTMENT

TO: Cale Curtis, City Manager

FROM: Michael A Jones, Director of Parks and Recreation

DATE: 3/5/2024

SUBJECT: Aquatics Division Upstaffing

After reviewing the upcoming 2024 summer operating plans, I have identified critical areas for upstaffing our workforce in our Aquatics Division.

As you are aware, the capital improvement project at Calypso Cove will improve the facilities, look, and image, which will result in an increase in public demand. I have reviewed our staffing levels at Calypso Cove, and while we meet the required minimum to operate, I have determined that we are running a risk of not meeting the level of service expectations with our customers, and City goals and objectives.

The current labor market and seasonal positions come with scheduling challenges within our department's operation. I have determined that our lifeguard rotations are thin and cause our supervisors to be more involved with lifeguard and pool issues on a frequent basis, which in turn creates a gap in coverage in all other areas of the facilities operations. With the new amenities being added to the facility, there are unknown coverage needs until the water playground is being used by the public, and I recommend that we are prepared, ready, and able to meet those coverage needs without taking resources away from other staff stations.

If we increase our total number of seasonal lifeguard hires by a total of four (4) it will allow for us to have proper coverage of all water related issues, and incidents, and give us additional resources in all other areas of operations. I have attached a summary of the lifeguard operations and the fiscal impact of this request. At this time, I only see a need to upstaff our operations on weekends and holidays, but we may adjust based on the operational needs of the department.

If you approve, I will coordinate with all necessary departments to upstaff our lifeguard rotations.

CC: Risk Manager
Finance Director
Human Resources Director
City Attorney

LIFEGUARD ROTATION

The lifeguard rotation starts at the position you were placed on the white board. Each lifeguard should be switching to their next post approximately every twenty minutes. Leaving the Lifeguard office on time ensures that the rotation occurs on time. The rotation occurs based on the rotation schedule below. If you have any questions please let the Aquatics Coordinator or Supervisor know.

Starting Location: Plunge	Activity	Lap	First Aid
10:00am-10:20am	10:20am-10:40am	10:40am-11:00am	11:00am-11:20am
11:20am-11:40am	11:40am-12:00pm	12:00pm-12:20pm	12:20pm-12:40pm
12:40pm-1:00pm	1:00pm-1:20pm	1:20pm-1:40pm	1:40pm-2:00pm
2:00pm-2:20pm	2:20pm-2:40pm	2:40pm-3:00pm	3:00pm-3:20pm
3:20pm-3:40pm	3:40pm-4:00pm	4:00pm-4:20pm	4:20pm-4:45pm
Starting location: Activity	Lap	First Aid	Plunge
10:00am-10:20am	10:20am-10:40am	10:40am-11:00am	11:00am-11:20am
11:20am-11:40am	11:40am-12:00pm	12:00pm-12:20pm	12:20pm-12:40pm
12:40pm-1:00pm	1:00pm-1:20pm	1:20pm-1:40pm	1:40pm-2:00pm
2:00pm-2:20pm	2:20pm-2:40pm	2:40pm-3:00pm	3:00pm-3:20pm
3:20pm-3:40pm	3:40pm-4:00pm	4:00pm-4:20pm	4:20pm-4:45pm
Starting Location : Lap	First Aid	Plunge	Activity
10:00am-10:20am	10:20am-10:40am	10:40am-11:00am	11:00am-11:20am
11:20am-11:40am	11:40am-12:00pm	12:00pm-12:20pm	12:20pm-12:40pm
12:40pm-1:00pm	1:00pm-1:20pm	1:20pm-1:40pm	1:40pm-2:00pm
2:00pm-2:20pm	2:20pm-2:40pm	2:40pm-3:00pm	3:00pm-3:20pm
3:20pm-3:40pm	3:40pm-4:00pm	4:00pm-4:20pm	4:20pm-4:45pm
Starting Location: First Aid	Plunge	Activity	Lap
10:00am-10:20am	10:20am-10:40am	10:40am-11:00am	11:00am-11:20am
11:20am-11:40am	11:40am-12:00pm	12:00pm-12:20pm	12:20pm-12:40pm
12:40pm-1:00pm	1:00pm-1:20pm	1:20pm-1:40pm	1:40pm-2:00pm
2:00pm-2:20pm	2:20pm-2:40pm	2:40pm-3:00pm	3:00pm-3:20pm
3:30pm-3:40pm	3:40pm-4:00pm	4:00pm-4:20pm	4:20pm-4:45pm

Lifeguards in First Aid Duties Include: First Aid, Fill out incident reports, Lifejackets putting them on all children needed. Helping out at the front desk with bracelets if we are busy, emptying trash as needed and cleaning up messes as needed. They are also the responders who bring the medical equipment needed when someone is hurt on deck.

Sample Rotation:

Guard One: Starts off at Plunge, Then goes to Activity, Lap and First Aid

Guard Two: Starts off at Plunge, Then goes to Activity, Lap and First Aid

Guard Three: Starts off at Plunge, Then goes to Activity, Lap and First Aid

Guard Four: Starts off at Activity pool, Then goes to Lap, First Aid and Plunge

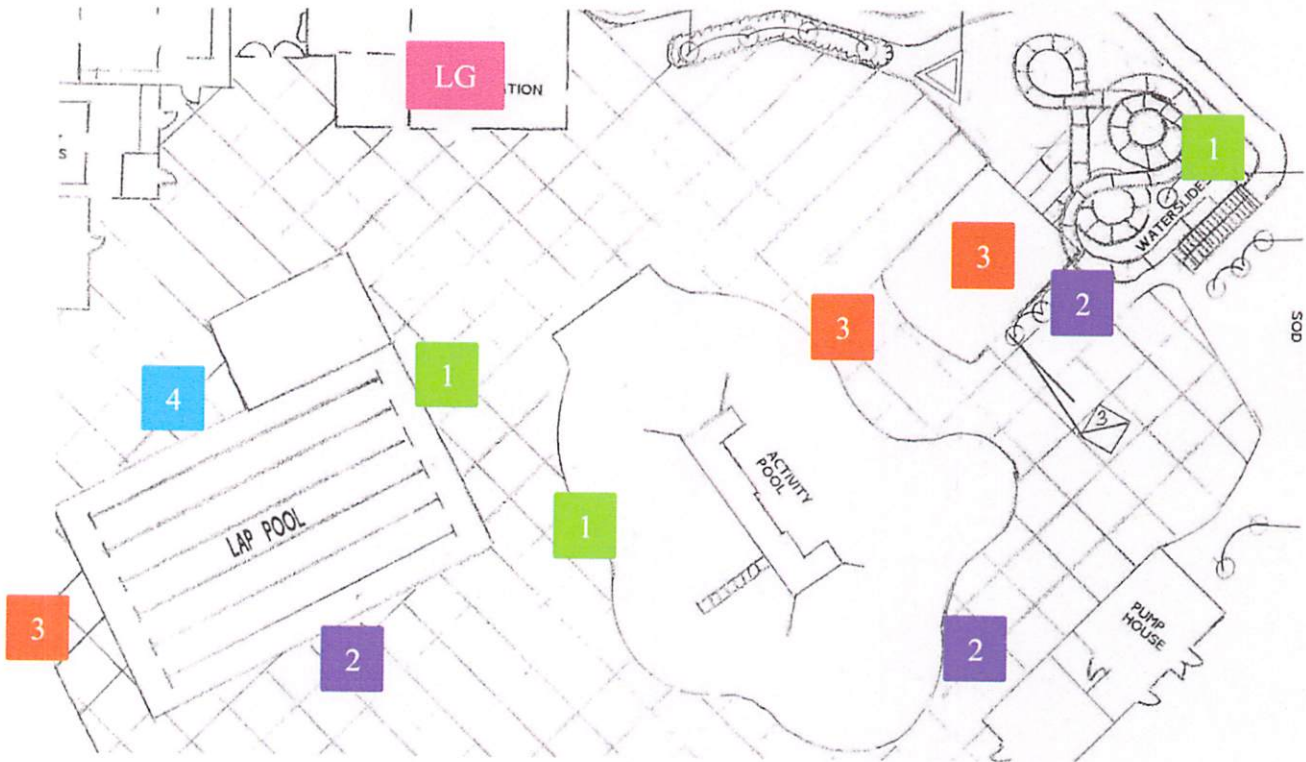
Guard Five: Starts off at Activity pool, Then goes to Lap, First Aid and Plunge

Guard Six: Starts off at Activity pool, Then goes to Lap, First Aid and Plunge

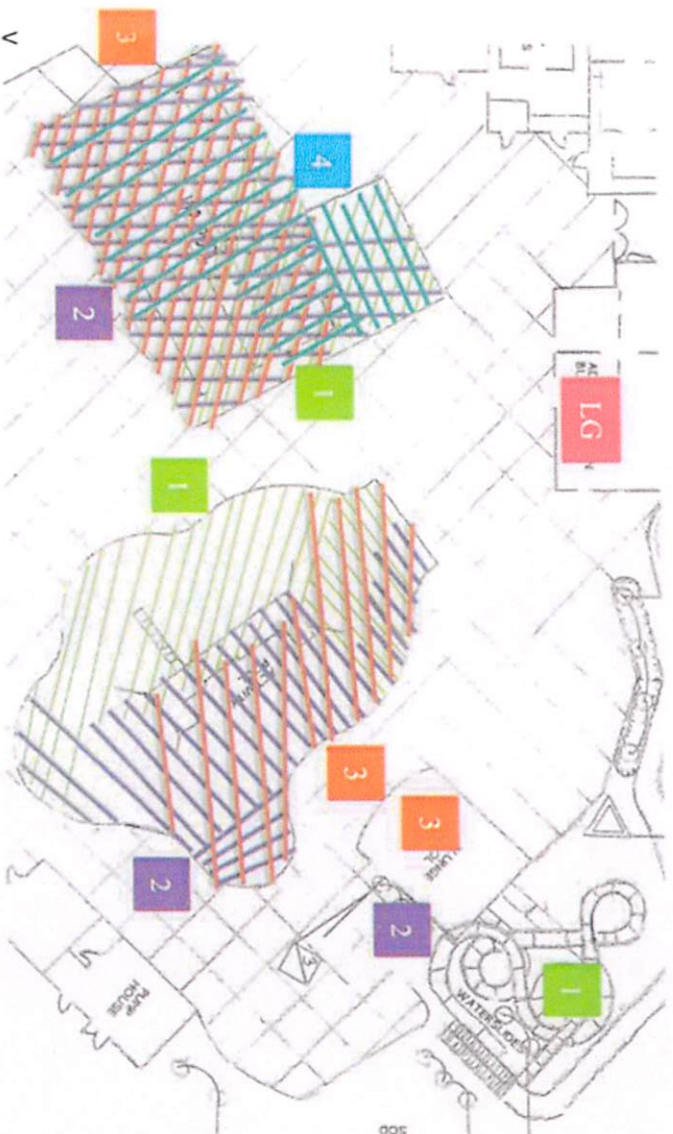
Guard Seven: Starts off at Lap, Then goes to First Aid, Plunge and activity
Guard Eight: Starts off at Lap, Then goes to First Aid, Plunge and activity
Guard Nine: Starts off at Lap, Then goes to First Aid, Plunge and activity

Guard Ten: Starts off at First Aid, Then goes to Plunge, Activity and Lap
Guard Eleven: Starts off at First Aid, Then goes to Plunge, Activity and Lap
Guard Twelve: Starts off at First Aid, Then goes to Plunge, Activity and Lap

LIFEGUARD STAND LOCATIONS



SCANNING AND ZONES OF COVERAGE



STAFFING PROCEDURE

Monday - Friday:

Swim lessons: 8:30-9:30am

Morning Guards arrive at 8:00am to set up and leave at 1:15pm

Afternoon Guards arrive at 1:00pm and clean up and leave at 5:30pm

Saturday:

12 Guards work all day.

Water Aerobics: Guard / Instructor from 7:15am - 8:15am

Guards come for in-service from 7:30am-8:30am

Swim lessons: 8:30-9:30am

Open Facility 10:00am-5:30pm

STAFFING HOURS

Monday- Friday:

Swim lessons: 8:30-9:30am

Morning Guards arrive at 8:00am to set up and leave at 1:15pm

Afternoon Guards arrive at 1:00pm and clean up and leave at 5:30pm

Swim Team Guard: 5:30pm-8:00pm

Saturday:

12 Guards work all day

Water Aerobics: Guard / Instructor from 7:15am(set up)-8:15am

Guards come for in-service from 7:30am-8:30am

Swim lessons: 8:30-9:30am

Open Facility 10:00am-5:00pm

Re-set Facility 5:00pm-5:30pm

Sunday:

12 Guards work all day

Water Aerobics: Guard / Instructor from 7:15am(set up)-8:15am

Guards come for in-service from 7:30am-8:30am

Swim lessons: 8:30-9:30am

Open Facility 10:00am-5:00pm

Re-set Facility 5:00pm-5:30pm

(PROPOSED UPSTAFFING)

12-person (4) station rotation (M-F)

Total Man Hours	108
Estimate Fiscal Impact	2311.38

16-person (4) station rotation (S & Su)

Total Man Hours	144
Estimate Fiscal Impact	3081.85

Daily increase to upstaff (labor)	36
Daily Fiscal increase	770.46
Weekly increase to upstaff (labor)	72
Weekly fiscal increase	1540.92