



CITY OF POMONA COUNCIL REPORT

November 18, 2024

To: Honorable Mayor and Members of the City Council

From: Anita D. Gutierrez, City Manager

Submitted By: Mark J. Gluba, Assistant City Manager

SUBJECT: APPROVE AMENDMENT TO THE CONTRACT WITH SERVICE FIRST, INC. RENEWING THE CONTRACT FOR AN ADDITIONAL TWO YEARS AND INCREASING THE NOT TO EXCEED CONTRACT AMOUNT TO \$512,254

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Approve the amendment to the contract with Service First, Inc. renewing the contract for an additional two years and increasing the not to exceed contract amount from \$202,157 to \$512,254. All other terms will remain the same.
- 2) Authorize the City Manager, or designee, to execute all documents related with this action with approval of the City Attorney as to form.

EXECUTIVE SUMMARY:

Approval of Amendment No. 3 will allow staff to amend the contract with Service First, Inc. by renewing the contract for an additional two years and increasing the contract amount from \$202,157 to \$512,254.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$250 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$250 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

FISCAL IMPACT:

The FY 2024-25 Operating Budget includes \$30,000 for the Washington Pool Account (101-4160-52929-00000) and \$70,000 for the Ganesha Pool Account (101-4145-52929-00000). Funding for FY 2025-26 and FY 2026-27 will be budgeted per the amended contract.

PREVIOUS RELATED ACTION:

On November 20, 2023, Amendment No. 2 increased the contract amount by \$4,463 and approved an annual purchase order of an amount not-to-exceed \$15,000.

On July 25, 2022, Amendment No. 1 decreased the agreement amount with Service First, Inc. to a not-to exceed amount of \$465,969 to \$197,694.

On April 18, 2022, City Council awarded a three-year agreement with two one-year renewal options with Service First, Inc. to provide aquatic maintenance services for the City for \$465,696.

DISCUSSION:

The City's swim program has experienced growth in recent years through programmatic changes. Operational updates included an earlier start to the swim season to better align with Pomona Unified School District's summer break and the Memorial Day Holiday weekend. Monday Night Swim was added to Ganesha pool operations in order to offer working parents additional swim options. Additional swim lessons were added to better meet the higher demand of swim lessons of our residents and to increase the safety of our youth by teaching them to become safe and confident swimmers.

The additional operational updates will impact the City's pools by the increased need of maintenance efforts. The City entered into an agreement with Service First, Inc. to provide aquatic maintenance services. At times, City staff may be positioned to identify issues and complete repairs, however, it may be more efficient for Service First, Inc. to evaluate pool conditions and perform repair needs. For ongoing services and in anticipation of prepping the pools for upcoming swim seasons, staff is recommending to amend the agreement by renewing the contract for an additional two years and increasing the not to exceed amount from \$202,158 to \$512,254 for the payment of Service First, Inc. aquatic maintenance services for the remainder of FY 2024-25 and in anticipation of the 2025, 2026 and 2027 swim seasons.

COUNCIL PRIORITIES & GOALS:

This item supports the 2021-2022 City Council Priority 1: Fiscal and Operational Responsibility – Goal B: Improve efficiency and effectiveness of City services to business and residents and Priority 4: Safe and Clean Community – Goal M: Improve safety and cleanliness at parks and public spaces and Priority 5: Infrastructure – Goal O: Improve park facilities.

Prepared by:

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Management Analyst

Attachment No. 1 – Amendment No. 3 Service First, Inc.