


# Livermore Area Recreation and Park District

## Staff Report

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TO: Chair Furst and Board of Directors

FROM: Mathew Fuzie, General Manager 

DATE: December 11, 2019

SUBJECT: Open Space Organizational Structure

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**RECOMMENDATION:** The General Manager is recommending acceptance of a new organizational structure within the Open Space Division of Livermore Area Recreation and Park District. Recent vacancies have allowed for a redistribution of resources to better serve the public in Open Space. In addition to the organizational restructure, the General Manager is seeking feedback on the proposed installation of a rented modular office space with public access added to the Wetmore Road entrance area of Sycamore Grove Park for the Ranger Staff to better serve the public while we explore options for a permanent public building at the main entrance of the park.

**BACKGROUND:** The current organizational structure has one Chief Ranger and two full-time Park Rangers with several part-time Park Rangers filling out the schedule for the Open Space Division, as well as a Maintenance Technician and an Administrative Aide.

With the recent resignation of the Chief Ranger, the General Manager is recommending the hiring of two full-time Field Supervising Rangers and two additional full-time Park Rangers, and transferring the Maintenance Technician and an Administrative Aide to similar positions within the District to support the overall functional needs of the District.

In addition, the General Manager is recommending that Open Space be assigned to Community Services in the reporting structure to allow for greater collaboration within the district; specifically in the areas of outdoor education and volunteerism. This change dovetails nicely with the Boards' recent approval of the new Community Services Division designed to improve our outreach within our service area.

Open Space in LARPD serves the public every day of the week. Having only one full-time Supervisor typically working Monday through Friday, 9 a.m. to 5 p.m. does not serve the constituents or the staff in the most effective way. Two Non-Exempt Field Supervising Rangers working overlapping schedules each week will allow for daily supervision and enhanced public service with a Supervisor on duty on the weekends. In addition, having four full-time Park Rangers working opposite sides of the week allows for better public service and additional programming. The cost of the additional full-time positions will be taken from the temporary seasonal employee budget and the duties will be assigned to the full-time employees.

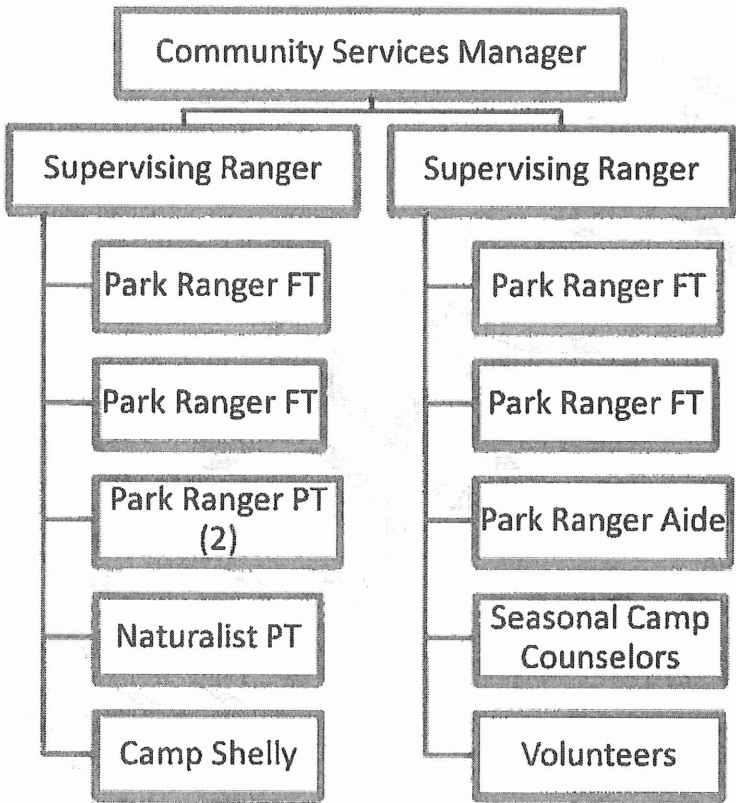
FISCAL IMPACTS: There will be no additional budget augmentation. An in-depth review of the Open Space budget reflects adequate capacity for leveraging staff resources between temporary and full-time employees within the current budget. With the new structure, the full-time regular employees will replace the need for a large seasonal hiring. This will be an adjustment in workload as the previous philosophy was to “staff up” for every program offering with seasonal employees. In addition, the Chief Ranger position was a full-time ACERA-pensioned position at a high salary rate. The new Field Supervising Ranger positions will not be exempt and are not expected to be ACERA-pensioned, and will be at a lower salary rate than the Chief Ranger. In lieu of an ACERA pension, the full-time regular employees receive a 457 Deferred Compensation Plan. The Chief Ranger position will be eliminated.

ATTACHMENTS:

- A. Draft Organizational Chart Structure
- B. Portable Building Quote

# Open Space Org Chart

*DRAFT FOR DISCUSSION*



**Livermore Area Recreation and Park District (LARPD)**

**Purchase Requisition Form**

*Required for approval of requests to Expend District Funds per Delegation of Authority - see Approval Matrix below*

< Please attach vendor quotes and/or contract as applicable >

Unit #/Name: 

16	Open Space
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(drop down menu - select unit number and the rest of the unit-related data are populated)

Supervisor Name: 

D Jones (Acting)
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Manager Name: 

Kirk
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Is this request associated with an Approved CIP project? 

No
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If yes: CIP Project ID: 

N/A
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 CIP Project Name: 

N/A
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If no: Item Description: 

To establish a new office space near the Wetmore entrance to Sycamore Grove Park. The office space will be modular and will be leased over a 12 month term pending the District's ability to construct a "permanent" space. One-time expense includes installation and purchase of office furniture.
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\$ Amount Requested: Capital: 

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 < unit cost gt \$5,000 and useful life gt 1 year  
One-time Operating Expenses: 

\$13,300
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On-Going Monthly Expenses: 

\$881	Jan-20	< beginning month
		< ending mo (if appl)

Is this item in your budget and when was it assumed? 

in Budget?	No
Timing assumed in the Budget?	
In CIP or Operating Budget?	OPERATING
\$ included in Budget??	

**Justification (please attach additional information as needed):**

Installing a new Ranger office building at the Wetmore entrance will make the Rangers more accessible to the public and more accountable to the park visitors. This change of work location will not only be beneficial to the public but also will improve the staff morale and assist with the transition to a new way of operating open space. A temporary worksite type office will be leased and delivered to this site quickly (within 30-45 days) at a relatively inexpensive cost while plans are made for a more permanent solution. The temporary building would have a reception area for the public, an open floorplan with work stations for staff and an enclosed office space for the supervisors.

**Management Assessment:**

	Signature	Approved / Declined	Comments
Unit Supervisor			
Department Manager			
Administrative Services Manager			
General Manager			

**Approval Matrix:**

\$ Commitment *	In Budget	Not in Budget
Less than \$1,000	Supervisor	Dept Manager
\$1,000 - \$24,999	Dept Manager	ASM
\$25,000 - \$249,999	GM	GM
\$250,000 +	Board	Board

\* Commitment is the total of one-time and/or on-going (annual) expenses

LARPD - ADMIN SERVICES - 112119



Mobile Modular Management Corporation  
 5700 Las Positas Road  
 Livermore, CA 94551  
 Phone: (925) 606-9000  
 Fax: (925) 453-3201  
 www.mobilemodular.com

## Lease Quotation and Agreement

Quotation Number: 283910

Customer PO/Ref:

Date of Quote: 11/11/2019

Term: 12 Months

## Sign up for the Easy Lease Option (see end of document for details)

Customer Information	Site Information	Mobile Modular Contact
Livermore Area Recreation And Park Distr 4444 East Avenue Livermore, CA 94550  Dana Jones djones@larpd.org Phone: (916) 417-2012	Livermore Area Recreation And Park Distr Livermore, CA 94551	<b>Questions?</b> Contact: Merici Trujillo merici.trujillo@mobilemodular.com Direct Phone: (925) 453-3125 Fax:

Product Information	Qty	Monthly Rent	Extended Monthly Rent	Taxable
Office, 12x42 HCD (Item1607)	1	\$503.00	\$503.00	Y
2 Offices. Smaller Front Office. Size excludes 3' towbar.				
RNT, Ramp	1	\$290.00	\$290.00	Y
QC-3A RAMP AND 1 STEP				
Charges Upon Delivery	Qty	Charge Each	Total One Time	Taxable
<b>Office, 12x42 HCD (Item1607)</b>				
Block and Level Building (A3) (PW)	1	\$401.00	\$401.00	N
Prevailing WageCert. Payroll				
Delivery Haulage 12 wide	1	\$320.00	\$320.00	N
Delivery Haulage Permit 12 wide	1	\$110.00	\$110.00	N
Delivery Haulage Pilot 12 wide	1	\$230.00	\$230.00	N
Install Foundation, Tiedown (Blvl) (PW)	10	\$179.00	\$1,790.00	Y
Prevailing WageCert. Payroll				
Installation, Skirting, Wood (PW)	108	\$28.00	\$3,024.00	Y
Prevailing WageCert. Payroll				
RNT, Ramp Install	1	\$1,386.00	\$1,386.00	N
			<u>\$7,261.00</u>	
			<b>Total</b>	<b>\$ 7,261.00</b>
Charges Upon Return	Qty	Charge Each	Total One Time	Taxable
<b>Office, 12x42 HCD (Item1607)</b>				
Cleaning Fee	1	\$125.00	\$125.00	N
Prepare Equipment For Removal (A3) (PW)	1	\$342.00	\$342.00	N
Prevailing WageCert. Payroll				
Removal, Skirting, Wood (Dispose) (PW)	108	\$10.00	\$1,080.00	N
Prevailing WageCert. Payroll				
Removal, Tiedown (PW)	10	\$65.00	\$650.00	N
Prevailing WageCert. Payroll				
Return Haulage 12 wide	1	\$320.00	\$320.00	N
Return Haulage Permit 12 wide	1	\$110.00	\$110.00	N
Return Haulage Pilot 12 wide	1	\$230.00	\$230.00	N
RNT, Ramp Removal	1	\$1,386.00	\$1,386.00	N
			<u>\$4,243.00</u>	
			<b>Total</b>	<b>\$4,243.00</b>



## Lease Quotation and Agreement

Quotation Number: 283910

Customer PO/Ref:

Date of Quote: 11/11/2019

Term: 12 Months



### Total Estimated Charges

Subtotal of Monthly Rent	\$793.00
Personal Property Expense	\$13.30
Taxes on Monthly Charges	\$74.58
<b>Total Monthly Charges (including tax)</b>	<b>\$880.88</b>
Charges Upon Delivery (including tax)	\$7,706.30
Charges Upon Return (including tax)	\$4,243.00
<b>Total One Time Charges (including tax)</b>	<b>\$11,949.30</b>

### Special Notes

**Block/Level:** Price assumes building is installed using Mobile Modular standard foundation. Mobile Modular assumes installation on the minimum foundation design criteria/tolerances. For DSA buildings, it is assumed building will be installed on the minimum amount of foundation lumber per the applicable DSA approved stockpile drawings and site will not exceed 4-1/2" out of level. Additional material and labor charges apply for installing buildings above minimum foundation design criteria, raising buildings to meet specific finish floor elevations, raising building level to adjacent buildings, landings, walkways, transitions, etc.

**Budgetary Quote:** Pricing provided is for budgetary purposes only. A revised quotation will be provided once project details are clarified. If you are new to modular buildings and wondering what you need to know about them, please visit [www.mobilemodularrents.com](http://www.mobilemodularrents.com) and view our FAQ worksheet "Considering Modular Buildings for Your Space Needs?". \*Delivery pricing is estimated based on delivery within 50 miles of branch location. Pilots and permits not included and may be required. We look forward to working with you to refine your requirements.

**Delivery of Equipment:**

**Delivery of Equipment:** Customer is responsible for selecting a suitable site and directing Mobile Modular on exact placement/orientation of the Equipment. Customer shall physically mark the site/pad to indicate corner locations for Equipment placement.

**Pilot Cars & Haul Permits:** Pricing does not include transportation pilot cars & haul permits. Occasionally additional charges occur due to city re-routing or city/county requirements. If such requirements are applicable, Customer will be notified prior to delivery.

**Site Installation Requirements:** Prior to delivery, Customer shall mark the four corners where the building is to be placed on the site/pad location, and shall also mark the locations of door(s) and ramp(s). Should special handling be required to position, install, or remove the classroom on Customer's site due to site conditions/constraints and/or obstructions, Customer will be responsible for additional charges. Additional rolling charges may be applicable as site conditions necessitate.

**Stairs:** Mobile Modular will provide standard 30" fixed height, one-piece metal stairs are at no additional charge. Securing stairs to the modular, adjusting stairs to the threshold of the doorway, adjusting the treads, landing or handrails to meet local, state or federal requirements are the sole responsibility of the Customer.

**Used building rental:** Quotation is for a used or refurbished modular building. There may be variations in wall paneling, flooring, or other exterior and interior finishes. Dimensions are nominal unless otherwise stated.

**Flooring (VCT):** This building ships standard with used VCT in good condition. VCT may have some discoloration or wear). New VCT is available for an additional charge.

**Tie-downs:** Quantity and price may vary based on seismic source factor and site conditions. Patch and repair of site after removal is not included and is the responsibility of the Customer. Alternative non-penetrating seismic system is available for an additional charge. Wet-stamped engineering available for an additional charge.

**Skirting:** Skirting installation & removal is not included unless otherwise noted. When included, it is non-structural, non-fire rated and cosmetic only. Skirting pricing assumes a level site.

**Yes - Prevailing Wage:** Pricing includes prevailing wage and certified payroll for installation work performed on site.

### Floor Plans

## Modular Office 12X42





