

Topic: CPRD Parks Planner / Project Manager Position

Date: August 24, 2024

Location: CPRD District Office

Submitted By: Jim McMaster / CPRD Board Member

Definition:

Serves as a project manager/planner or subject matter expert in the planning and management of capitol improvement and SDC/Grant Projects including project design, permitting of public parks, trails, structures and recreational facilities. Perform professional and technical planning activities in assigned areas of responsibility including required state and local grant documentation/reporting. Represents the park district at community meetings and public events.

Pending Projects

Sanders Park	Renne Park
By-Pass Trail	Pickleball Construction
Golf Course Bathroom	Cultural Center Sidewalks
Ewing Young Bridge	Ewing Young Permanent Bathroom
Future Golf Club-House	Campground

Rational

Staff seem to be overwhelmed with these projects due to other work responsibilities. In order to move projects along to meet deadlines, file appropriate documentation (i.e. grants), a change would be needed. The district has four grants to process. With a new superintendent being considered, our current retiring superintendent will be impacted with the transition. Also, with the newly hired superintendent having projects delegated to a project manager, he or she can concentrate in the administration of the district.

Examples for Rational: Grants (2)

Land and Water Conservation Fund Grant: (Sanders Estate Park)

Land and Water Conservation Fund Grant Manual section 5.2

Projects Sponsors have twelve months from the date of authorization to begin substantial work. (i.e. the award of contracts, or completion of at least 25% of the work if done by force account.) Projects not conforming to this schedule will be cancelled. Projects must be complete and billed within two years of project authorization.

Notice to Proceed with Sanders Park: **6/13/23**
Completion Date Required: **5/31/25**
Local Government Grant Program (Sanders Estate Park)
Local Government Grant Manual

The notice to proceed dated for the LGGP for Sanders Park was **6/13/23**.
Completion date is **12/3/24**

Local Government Grant Renne Park (Not official until approved by State Recreation Commission)

Extensions:

We should not have to ask since it may not be a good look in future requests. With two LGGP grants on the books for CPRD, we will be unable to apply for more grant funds in the next grant cycle. The Land and Water Conservation Grant extension may or may not be approved and it has to be returned to the National Park Service for review.

Conclusion

In conclusion, these projects and others are only going to become more expensive due to inflationary considerations. I believe we can work within our current budget to hire for this new position. The Superintendent has the responsibility to hire this new position and not the board. With that said, the board gave the go ahead to staff to approve these grants as part of their board responsibility. We have talked about the Sanders project specifically for far too long and need to get the park built and meet grant deadlines. A planner / project manager will help us do that.