
Community Services Corporation (Type B)

DEPARTMENT: Parks and Recreation
FROM: Jen Basham, Director of Parks and Recreation
MEETING: April 21, 2025

SUBJECT:

Consider and take possible action on a minute order ratifying the 4B Community Service Development Board's action on a resolution recommending a contract with Land Design, Inc. for the design of phase I of the community park in the amount of \$320,000 with a contingency of \$32,000. *(Staff Contact: Jen Basham, Director of Parks and Recreation)*

SUMMARY:

In early 2024, Parks and Recreation staff initiated a public engagement process with Land Design to gather community input on desired amenities for the proposed Community Park site. The feedback informed the development of an initial schematic design, which received enthusiastic support from the community.

Full Design Scope (Future Vision)

The complete vision includes a variety of park amenities as informed by community engagement. (Details not itemized in the presentation but may be included in future documentation.)

Phase I Scope (Initial Activation)

Once the contract is executed, in-house staff will begin the initial activation of the site, which will include:

- Entry drive access from Hulen
- Phase I of parking
- Temporary placement of softball fields at their permanent locations for community use
- Drainage and pond improvements
- Installation of natural trails

Next Steps

This design portion of this item was presented to Park Board on April 17, 2025.

Design Phase Cost Breakdown

- Total Design Cost: \$320,000
- Contingency (10%): \$32,000
- Total Phase Cost (Design + Contingency): \$352,000

Even Split Between Funding Sources:

- 4A Contribution: \$176,000
 - Includes \$160,000 for design + \$16,000 contingency
- 4B Contribution: \$176,000
 - Includes \$160,000 for design + \$16,000 contingency

OPTIONS:

Approve as presented

Approve with changes

Deny

RECOMMENDATION:

Staff recommends
approval as presented

PRIOR ACTION/INPUT (Council, Boards, Citizens):

The design was presented to Park Board on April 17.

FISCAL IMPACT:

Proposed Expenditure:
\$320,000

Account Number(s):
Fund: 4A & 4B 50/50
Split
Account Description:
Furniture & Equipment

STAFF CONTACT:

Jen Basham
Director of Parks and Recreation
jbasham@burlesontx.com
817-426-9201