



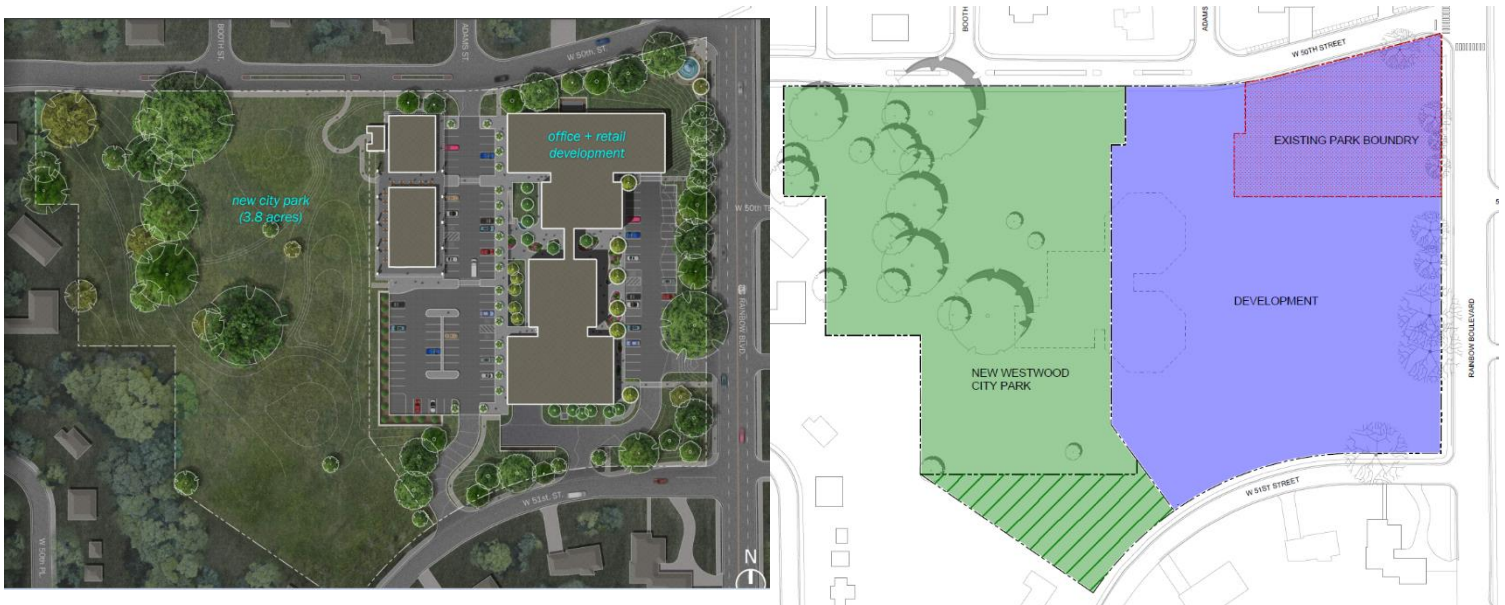
## City Administrator Report

### New Feature Park Plan Creation

To: Mayor and City Council  
From: Leslie Herring, City Administrator  
Date: January 11, 2024  
RE: New Feature Park Plan Creation; Scope; Process; Timeline

#### Background

As a result of the Westwood Governing Body's October 12, 2023 approval of Karbank's redevelopment plan for the southwest corner of 50<sup>th</sup> St. & Rainbow Blvd., the City of Westwood is responsible for planning and building a 3.8 feature park at 50<sup>th</sup> St. & Booth, where the former Westwood View Elementary School currently sits. This new feature park will replace the 52-year-old Joe D. Dennis Park, which is less than one (1) acre in size, sits on Rainbow Blvd./US Hwy 169, and which playground equipment is now 33 years old and not in compliance with current ADA standards.



City staff recommends retaining a professional park planning consultant/firm to ascertain the community's vision for the park and transform it into an actual design. Staff recommends that this firm also provide community engagement activities to gain input from residents on what they would like included in the park design. Ultimately, the objective of this process would be to have a design concept that is acceptable to the City's Planning Commission and City Council and engineer-stamped construction drawings that could then be put out for bid by construction contractors.

To this end, staff recommends the following approach.

## Full Planning Process

- 2024 Q1: Create park steering committee process, draft RFP for review by committee, determine and invite committee members
- 2024 Q2: Park steering committee and RFQ issuance for park planning professional services
- 2024 Q3 – Q4: Park planning and public engagement; park design development
- 2025 Q1: Park design recommendation finalized and submitted to Planning Commission and City Council for acceptance
- 2025 Q2 – Q3: Engineering and site plan submitted for formal review and approval
- 2025 Q4 – 2026 Q1: Construction documents and building permits developed; construction contractor bidding
- 2026 Q2 - 2027 Q3: Construction (construction timeline depends on final design)
- Oktoberfest 2027: Ribbon cutting

This timeline is based on the sale of the subject properties closing in 2024.

## Next Six (6) Months (2024 Q1 – Q2)

- A. Call for steering committee members (November 2023)
- B. City Council work session to review proposed process structure (January 11<sup>th</sup>)
- C. Selection of steering committee members, determination of calendar for meetings and deliverables (January)
- D. Steering Committee Meeting #1: discuss objectives, expectations, first draft of RFQ for park design consultant (late January/early February)
- E. Steering Committee Meeting #2: agree on final RFQ to publish (i.e. scope of work, selection process dates, requirements of responses, etc.), review where and how RFQ will be publicized (late February/early March)
- F. Issue RFQ (six (6) week response period recommended)
- G. Steering Committee Meeting #3: pre-proposal meeting and hosted site visit with interested firms (late March/early April)
- H. Steering Committee Meeting #4: initial review of responses; selection for interviews (late April/early May)
- I. Steering Committee Meeting #5: interviews; selection and recommendation of planning partner (late May/early June)
- J. City Council consideration of contract with recommended park planning partner (June 13<sup>th</sup> City Council meeting)
- K. Contract negotiation with selected partner, project kick-off (late June/early July)

The process thereafter would be informed and shaped by the park planning steering committee during the process set forth above.

## Park Planning Steering Committee

To design the new park, the Mayor will appoint a steering committee to:

- Review a City staff-drafted Request for Qualifications (RFQ) – including a scope of work and timeline – to solicit professional park planning consultants to ascertain the community's vision for the park and transform it into an actual design;

- Provide input on mapping out a broader community engagement effort to ensure anyone and everyone in the community has multiple opportunities to share their vision, hopes, and dreams for the park;
- Guide the park planning consultant's work over the next year; and
- Ultimately make a recommendation to the Planning Commission and City Council on the best design and amenities for the park.

Members of this park planning steering committee will:

- Be able to commit to one meeting a month for the entire calendar year of 2024;
- Represent strategic audiences the park is intended to ultimately serve including:
  - parents of young children and tweens
  - teenagers and young adults in their 20s
  - single adults without children
  - families
  - seniors or recent empty-nesters
  - residents with impairments
  - residents with experience in park design, landscape architecture, or other related field that could lend expertise to the process
  - residents with experience in strategic communications, engagement, and facilitation or other related field that could lend expertise in the process

In addition to inviting residents representing the above strategic audiences, the Mayor expects the following stakeholders may be represented in the membership:

- City Council
- Planning Commission
- Communities for All Ages Task Force member
- USD 512 Superintendent student appointee
- Westwood View Elementary Principal student appointee
- Resident of Mission Woods or Westwood Hills
- Karbank appointee

During the City's November 2023 call for interest, 16 individuals expressed desire to serve on the steering committee. The mayor is currently reviewing those statements of interest and will determine who to extend invitations to.

## **Budget**

The Development Agreement approved by the City Council in concert with its approval of the redevelopment plan, provides for Karbank to donate the funds to the City to acquire the former Westwood View School from USD 512 as well as to demolish the school and rough grade the site to create a blank slate for the City to create its feature park. Karbank has also purchased a single-family residential home just to the south of the School site on 51<sup>st</sup> St. and is also donating that property to the City to include in the park property, thus creating a 3.8 acre City Park site.

The approved Development Agreement between the City and Karbank further provides for the City to establish a Tax Increment Finance (TIF District) – including both the current USD 512 and City-owned properties – to capture the value created with improvements by Karbank on its

development site to fund the creation of the City Park. Establishment of this TIF District was approved by the Governing Body at its September 14<sup>th</sup> regular meeting.

The Development Agreement further provides for the City to issue TIF Bonds in coordination with Karbank pulling building permits for its work. As Karbank has expressed its intention to construct the entire mixed-use development in one single phase, the City will issue TIF Bonds in an amount forecasted to be created by the improvements to the site. The City's financial advisor on the project conservatively estimates this amount to be \$4.5 million. This figure is based on current and expected market conditions as well as closing on the sale of the properties in 2024 as contemplated in the approved Development Agreement.

Multistudio's 2022 City Facilities Assessment and Feasibility Analysis did not contemplate this specific design scenario since this proposal was yet to be introduced to the City at the time the study was conducted. However, using the study calculations as a guide, Multistudio estimated – in 2024 dollars – a cost of between \$2M – \$2.5M for a 3.5-acre park and \$2.6M – \$3.2M for a 4.5-acre park. [The itemized opinion of probable cost is available here via the final report.](#) Given these estimates, the City should be able to construct a feature park using only the amount produced by the TIF – that is created by the buildings and other improvements made by Karbank to the Rainbow Blvd. frontage property.

In the likely event that the TIF Project will produce funds in excess of what is needed to construct the feature park the community desires, City staff recommends using the TIF proceeds to offset – possibly entirely cover depending on the final cost of the park and the performance of the Karbank development – the cost to improve 50<sup>th</sup> and 51<sup>st</sup> Streets leading to and from the park. Those streets projects are currently included in the City's Capital Improvement Plan (CIP) in 2026: 50<sup>th</sup> St. from Mission Rd. to Rainbow Blvd. is estimated to cost \$1.25M and 51<sup>st</sup> Ter. from Mission Rd. to Rainbow Blvd. + 51<sup>st</sup> St. connecting to the park and Rainbow Blvd. is estimated to cost \$1.05M.

Although there are statutory restrictions on how TIF proceeds can be spent (e.g. cannot be spent on operational or maintenance (O&M) expenses<sup>1</sup>), the TIF proceeds can reimburse the City's cost in contracting with a park planning consultant and the City's cost to construct the park. City staff recommended a budget of \$75,000 in 2024 to retain a park planning consultant, which was based on a limited scope to create a concept for the park which would then be bid out for design and development of construction documents to take the approved concept to bid. In the months since the FY2024 budget was recommended to the City Council and approved, City staff has consulted colleagues and design professionals to refine the expectations and objectives for this process.

As such, staff recommends that the City Council accept a budget of \$150,000 for the process set forth in this report, with the expectation that the amount will be fully reimbursed by the TIF Bonds issued in coordination with Karbank pulling their building permit for the mixed-use development.

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<sup>1</sup> Although O&M expenses cannot yet be calculated because the park has not yet been designed, City staff currently contemplates an additional 1 – 2 full-time equivalents (FTE) once the park is completed and opened in 2027. These new staff people – or possibly contractors or seasonal employees – are anticipated to be in the Public Works Department to help maintain the grounds and facilities and in the Administration Department to help program the space and manage facility reservations and special events.