

# MEMORANDUM

**To:** City of Seguin Mayor and Council  
Steve Parker, City Manager

**From:** Jack Jones, Director of Parks & Recreation

**Through:** Rick Cortes, Deputy City Manager

**Subject:** Resolution of the City Council of the City of Seguin, Texas authorizing the City Manager to enter into an Agreement for professional services regarding an Aquatic & Recreation Facility Feasibility Study with Brinkley Sargent Wiginton Architects in the amount of \$106,450; and declaring an effective date.

**Date:** August 6, 2024

In the 2020 Parks, Recreation, Open Space, and Trails Master Plan, the #1 request by the citizens of Seguin overall was for an indoor community recreational/activity center along with an indoor natatorium/competitive pool. As part of this fiscal year's budget, \$95,000 was approved for a Recreation Center/Natatorium Feasibility Study.

At the City Council meeting on July 2, 2024, City staff gave a presentation requesting direction regarding if it is desired by City Council to move forward with a feasibility study at this time and if so, what is to be studied. Based on the direction received, before you is an Agreement for professional services regarding an Aquatic & Recreation Facility Feasibility Study with Brinkley Sargent Wiginton Architects. As an overall summary, the feasibility study includes the following:

- Phase 1 – Needs Assessment
  - Create an Engagement Strategy including performing a Statistically Valid Survey
  - Review Condition of Existing Aquatic & Recreation Facilities
  - Demographic, Market & Trends Analysis
- Phase 2 – Concept Options
  - Findings and Visioning
  - Develop General Space Program Options
  - High-Level Proforma Analysis
  - Design Concept Development

- Phase 3 – Operational And Financial Plan
  - Operational Plan based on City-Approved Concept
  - Financial Plan/Pro-Forma
    - The detailed financial plan will be included as a deliverable to provide management and staff the ability to affectively plan and budget for future years. In addition to the line-item detail and summary schedules for revenues, expenditures, and debt service, this model will provide a five-year pro forma and cash flow for budgetary purposes.

The statistically valid survey for an aquatic and recreation facility that was requested by City Council will bring the cost of the feasibility study to \$106,450, which is above the budgeted amount of \$95,000. The \$11,450 difference will be made up from a miscellaneous Park Development Fund project.

The Parks and Recreation Advisory Board will review the proposed scope of work from Brinkley Sargent Wiginton Architects at their Board meeting on August 5, 2024. City staff recommends approval of a Resolution of the City Council of the City of Seguin, Texas authorizing the City Manager to enter into an Agreement for professional services regarding an Aquatic & Recreation Facility Feasibility Study with Brinkley Sargent Wiginton Architects in the amount of \$106,450; and declaring an effective date.