

# MEMORANDUM

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

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

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

**Subject:** Resolution authorizing the City Manager to execute an Agreement between the City of Seguin, Texas and Architexas in an amount not to exceed \$60,000 for the creation of a Sebastopol House Master Plan regarding needed improvements; and declaring an effective date.

**Date:** December 7, 2021

In the summer of 2020, the Texas Historical Commission's (THC) Preservation Trust Fund announced funding availability for the fiscal year 2021 grants. At the time, the City applied for a \$30,000 grant that required a City match of \$30,000. As part of the grant application, the City was required to enter into a vendor contract with an authorized firm to assess the improvement needs of the Sebastopol House. The City was awarded the grant, but due to Legislative cut-backs THC was required to postpone the start of the grants until after the Legislative session. After a one-year hold, the funding has now become available for the City to move forward with this awarded grant pending authorization from the City Council to officially (reaffirm) enter into an Agreement with Architexas in an amount not to exceed \$60,000 for the creation of a Sebastopol House Master Plan. The City's required \$30,000 match has already been budgeted/approved from the City's Hotel Occupancy Tax (HOT) Fund from prior fiscal years.

The Master Plan work will address current building, health and safety codes, comply with Americans with Disabilities Act (ADA) requirements, and analyze the current condition and functional requirements of the Sebastopol House. It will also comply with the Secretary of the Interior's Standards for Treatment of Historic Properties and the THC's requirements for the Preservation Trust Fund Program. The overall intent of the Agreement is to let City staff know what improvements are needed and a probable cost to address. This will allow staff to prioritize projects at the Sebastopol House and identify funding to address.

City staff recommends approval of a Resolution authorizing the City Manager to execute an Agreement between the City of Seguin, Texas and Architexas in an amount not to exceed \$60,000 for the creation of a Sebastopol House Master Plan regarding needed improvements; and declaring an effective date.