

**MEMORANDUM**

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

**From:** Kyle Kramm, Main Street & CVB Director

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

**Subject:** Building Purchase – 200 South Austin Street

**Date:** February 2, 2023

In September 2022, City Council approved a purchase agreement for 200 South Austin Street to serve as a new visitor center and offices for Main Street and Convention & Visitors Bureau. The original purchase agreement included a list of improvements to be completed prior to closing; one such improvement was the construction of an elevator shaft. Since approving the agreement, complications in timing of delivery of an elevator and getting construction plans for an elevator shaft have caused delays. Staff is recommending moving forward with the purchase of the building without the elevator shaft being constructed by the property owner. Once the purchase is completed, the City will move forward with construction of the elevator shaft and installation of an elevator.

The removal of the elevator shaft has reduced the building purchase cost to \$472,000. A new sales agreement has been drafted and is attached to this memo for the Council's approval.