

# Memorandum

**REPORT TO:** City Commission

**FROM:** Shane Miller, Facilities Project Coordinator  
David Arnado, Facilities Superintendent  
Jon Henderson, Assistant City Manager

**SUBJECT:** Authorize the City Manager to Sign Service Order 1 with Cushing Terrell for Architectural and Engineering Services for the Bogert Pool Renovation Project

**MEETING DATE:** March 10, 2026

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to Sign Service Order 1 with Cushing Terrell for Architectural and Engineering Services for the Bogert Pool Renovation Project.

**STRATEGIC PLAN:** 4.3 Strategic Infrastructure Choices: Prioritize long-term investment and maintenance for existing and new infrastructure.

**BACKGROUND:** On April 8, 2025 the City Commission approved a Master Services Agreement with Cushing Terrell for Architectural and Engineering Services for the Bogert Pool Renovation Project. This Service Order 1 includes additional services related to architectural, structural, and civil design drawings as well as electrical, mechanical, and plumbing design drawings as described in Exhibit A.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** As directed by the City Commission.

**FISCAL EFFECTS:** Funds are currently allocated in the approved Bogert Pool Renovation Budget from the 2021 bond measure. Service Order 1 = \$230,925.00

Attachments:

[B221 - Bogert Pool Renovation - Service Order 1.pdf](#)  
[B221 - Bogert Pool Renovation - Service Order 1 \(EXHIBIT A\).pdf](#)

Report compiled on: February 20, 2026