

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: September 15, 2025
SUBJECT: Approve change proposal for the city hall and parks and recreation office remodel project
ITEM NUMBER: 8.e
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve change proposal EC16 for the city hall and parks and recreation office remodel project.

INTRODUCTION

At their February 3, 2025 meeting, the council awarded a contract to Ebert Companies for the city hall and parks and recreation office remodel project. Ebert is currently working on the final phase, the upper level of city hall.

Tonight, the city council is being asked to approve one change proposal to the contract.

DISCUSSION

Change proposal EC16 updating the window sills at a cost of \$6,351.40. The original contract did not include updating the window sills in city hall. However, we found that each office had a different type of sill in various conditions. Given this, staff recommend we move forward with replacing them all with drywall sills.

This change proposal will increase the contract by \$6,351.40 bringing the total contract cost to \$1,446,953.27. Currently, the total cost of the project including construction, furniture, and finishes is \$1,827,306.55. The original estimate for the project was \$1,700,000.

RECOMMENDATION

Based on the foregoing information, it is recommended that the city council approve change proposal EC16 for the city hall and parks and recreation office remodel project.

ATTACHMENTS

[Change proposal EC16](#)