

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: June 16, 2025
SUBJECT: Approve change orders for the city hall and parks and recreation office remodel project
ITEM NUMBER: 8.e
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve change orders PRO3 and ECo8 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 phase two, the lower level of city hall.

Tonight, the city council is being asked to approve two change orders to the contract.

DISCUSSION

Change order PRO3 includes a change to the parks and recreation front desk at a cost of \$2,384.60. Originally, the plans included replacing the coiling door at the front desk for an added layer of security when offices are closed. However, in looking at the space, it was discovered that we would have needed to extend the front desk even further into the lobby area, which staff did not want to do. Given that we have ballistic glass at the front desk, as well as blinds, staff made the decision not to extend the front desk in order to replace the coiling door. This change order also includes patching the ceiling outside of the front desk area.

Change order ECo8 includes placing glass in three doors in the parks and recreation office area at a cost of \$694.10. The three doors are for conference rooms, as well as the main entrance.

These change orders will increase the contract by \$3,078.70 bringing the total contract cost to \$1,425,548.98.

RECOMMENDATION

Based on the foregoing information, it is recommended that the city council approve change orders PRO3 and ECo8 for the city hall and parks and recreation office remodel project.

ATTACHMENTS

[Change order PRO3](#)

Change order ECo8