

# Memo

**To:** City Council  
**From:** Bryan Myrkle, Community Development Director  
**Date:** November 21, 2016  
**Re:** Change Order No. 1 – Parking lot project

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On your City Council agenda is a change order for the parking lot project, and your claims include the first and largest payment for the project.

The Change Order deletes the work that was not performed as part of the alternate bid for the private property portions we did not end up doing. And it adds in some extra work performed due to poor soils that were encountered.

The overall effect of the change order is to reduce the contract amount by \$48,266.71.

The payment pays for all work performed up to October 25. There will be a final balancing change order and a second and final payment after all the work is completed.