

# MEMO



**To:** Mayor and Board of Aldermen  
**From:** Jason Lipe, Parks and Recreation Director  
**Date:** Friday, March 15, 2024  
**Re:** Brookside Restroom and Pavilion Roofing Project Change Order No. 1

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The attached change order represents the final quantities for the Brookside Roofing Replacement Project. The increase of \$510.00 reflects the additional cost for labor and materials to replace rotted decking.