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## MEMORANDUM

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To: Douglas Downtown Development Authority

From: Rich LaBombard  
City Manager

Date: May 31, 2023

RE: Gateway Sign Canvas Update

City Hall received the gateway canvases and DPW employees installed them last week. They are the incorrect size, but they are installed. Proper dimensions have been given to the vendor and new signs should be on order. With the new canvases having an arrow on them, the request to remove the wooden arrows on both gateway signs is sought.

**Sample Motion: I motion to remove the wooden arrows from both gateway signs and store them until given notice to dispose of.**