

# MEMO



**To:** Mayor and Board of Aldermen  
**From:** Jason Lipe, Parks and Recreation Director  
**Date:** Friday, September 01, 2023  
**Re:** Chemical Controller Purchase and Installation Project Change Order #1

---

Due to scheduling delays, it is necessary to extend the contract with Capri Pools & Aquatics. to allow time to complete the Chemical Controller Purchase and the Installation at the City Pool Project. Extension of this project is being done through a change order. There is no cost associated with this extension.