

# MEMO



**To:** Mayor and Board of Aldermen  
**From:** Jason Lipe, Parks and Recreation Director  
**Date:** Thursday, April 28, 2022  
**Re:** Civic Center Directional and Informational Sign – Change Order #3

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Attached to this memo is Change Order No 3 for the Jackson Civic Center Directional and Informational Sign Project. The purpose of this change order is to extend the date of the contract due to new information gathered regarding the location of the right-of-way along East Deerwood Drive as it relates to the proposed location of the sign.