

August 28, 2024

Gary Palmer
City Administrator
City of Montgomery, TX
101 Old Plantersville Rd
Montgomery, TX 7316

Re: Contract Amendment #1 –Additional Trip

Dear Gary:

Based on our telephone conversation on Tuesday, August 27, 2024, this letter outlines a proposed contract amendment for the Unified Development Ordinance (UDO) project, specifically the portion of the project related to interim amendments to the City's existing regulations. We propose to amend the scope of the contract with a two-person trip to take place on October 1, 2024, for a presentation to a joint meeting of the Planning and Zoning Commission and the City Council on the interim amendments to the City's development regulations. Ashley Woolsey and I will be the KKC staff members traveling to Montgomery.

Adding this unanticipated trip warrants increased compensation in the amount of \$4,600. This amount includes travel, lodging, and meal expenses for Ashley and me and includes time to prepare for the presentation, give the presentation, and follow up.

We trust that this proposed contract amendment is responsive to the objectives and needs of the City that were raised in our call. If it is acceptable, please sign in the space provided on the next page and return digitally. We appreciate the opportunity to continue to work on this project for Montgomery.

Respectfully,

KENDIG KEAST COLLABORATIVE



Brian Mabry, AICP

Vice President

Gary Palmer, City Administrator
August 28, 2024
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APPROVAL OF MONTGOMERY UNIFIED DEVELOPMENT ORDINANCE CONTRACT AMENDMENT
FOR AN ADDITION TWO-PERSON TRIP ON OCTOBER 1, 2024

Signature

Typed Name and Title

Date Signed