

**EXHIBIT 3**  
**AUTHORIZATION OF CHANGE IN SERVICE**

<b>CONTRACT NAME:</b>	Federal Government Relations Services	<b>NUMBER:</b>	218-354
<b>CONTRACTOR:</b>	The Normandy Group, LLC		
<b>ORIG. CONTRACT DATE:</b>	October 1, 2018	<b>RESOLUTION NO:</b>	Res. 2018-178R Res. 2020-181R
<b>CITY REPRESENTATIVE:</b>	Lauren Surley, Director	<b>DEPT:</b>	Communications
<b>DATE:</b>	September 20, 2022	<b>ACIS NO.:</b>	2

**DESCRIPTION OF WORK TO BE ADDED TO OR DELETED FROM SCOPE OF SERVICES:**

The City hereby amends this Agreement as follows:

Article 1, Professional Firm's Services, Exhibit 1 Updated July 2020, 12<sup>th</sup> bullet is amended to, "Facilitate meetings between the City and federal officials in the executive and legislative branches, both in Washington, D.C. and Texas. This will include at least one annual City "fly-in" to Washington – circumstances permitting and a briefing book and other relevant supporting materials one week in advance of planned visit to Washington.";

Article 3, The Owner's Responsibilities is amended to remove paragraph 2 and 3. Paragraph 4 is amended to replace the Owner representative with Lauren Surley, Director, Communications and Intergovernmental Relations;

Article 4, Ownership and Use of Documents is removed and restated as, "All applicable reports, and other deliverables or materials prepared or produced by Professional Firm in connection with the Services, whether or not accepted or rejected by City, are the property of City and for its exclusive use and reuse at any time without further compensation and without any restrictions. Firm will not sell, disclose, or obtain any other compensation for the deliverables. Firm will not use deliverables in any manner for any other purpose without the express written consent of City; and

The Agreement term is extended an additional 24-months or until October 1, 2024, for the amount not to exceed \$300,000.

Original Contract Amount:		\$300,000
Previous <b>Increases</b> in Contract Amount:	ACIS1	\$300,000
CURRENT CONTRACT AMOUNT:		\$600,000
This <b>Increase</b> in Contract Amount:	ACIS2	\$300,000
REVISED CONTRACT AMOUNT:		\$900,000

**CONTRACTOR: The Normandy Group, LLC**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name / Title (if not in individual capacity)

CITY:

Signature

Date

Stephanie Reyes, Interim City Manager  
Print Name / Title

*City Department Use Only Below This Line (PM, POC, etc.).*

Account Number(s):	Amount	Date
10001280.54205	\$50,000 FY23 + \$50,000 FY24	
22006335.54205	\$50,000 FY23 + \$50,000 FY24	
21006322.54205	\$50,000 FY23 + \$50,000 FY24	