

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF DENTON, A TEXAS HOME-RULE MUNICIPAL CORPORATION, AUTHORIZING THE APPROVAL OF A FOURTH AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF DENTON AND HALFF ASSOCIATES, INC., AMENDING THE CONTRACT APPROVED BY CITY COUNCIL ON NOVEMBER 6, 2018, IN THE NOT-TO-EXCEED AMOUNT OF \$837,900.00, AMENDED BY AMENDMENTS 1-3 APPROVED BY PROCUREMENT AND CITY COUNCIL, SAID FOURTH AMENDMENT TO PROVIDE A DRAINAGE STUDY ON OAKLAND STREET FOR THE CAPITAL IMPROVEMENT PROJECTS DEPARTMENT; PROVIDING FOR THE EXPENDITURE OF FUNDS THEREFOR; AND PROVIDING AN EFFECTIVE DATE (FILE 6590-041 – PROVIDING FOR AN ADDITIONAL FOURTH AMENDMENT EXPENDITURE AMOUNT NOT-TO-EXCEED \$84,000.00, WITH THE TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$1,140,040.00).

WHEREAS, on November 6, 2018, by Ordinance No. 18-1662, the City awarded a contract to Halff Associates, Inc., in the amount of \$837,900.00, for architect or engineering services for the Locust and Elm Street water, wastewater, and drainage improvements project; and

WHEREAS, on June 19, 2019, Purchasing awarded a First Amendment to Halff Associates, Inc., in the amount of \$40,300.00, to add Austin Street utilities to the Locust and Elm Street water, wastewater, and drainage improvements project; and

WHEREAS, on May 13, 2020, Purchasing awarded a Second Amendment to Halff Associates, Inc., for the 5% reduction of labor rates during the Covid-19 Pandemic; and

WHEREAS, on January 12, 2021, by Ordinance No. 21-017, the City Council awarded a Third Amendment to Halff Associates, Inc., in the amount of \$177,840.00, to provide additional surveying and engineering services necessary for the design of the water mains, sanitary sewers, storm sewers, and culverts in Elm Street and Locust Street, and a drainage study of North Pecan Creek and Pecan Creek; and

WHEREAS, this procurement was undertaken as part of the City's governmental function; and

WHEREAS, the additional fees under the proposed Fourth Amendment are fair and reasonable and are consistent with, and not higher than, the recommended practices and fees applicable to the Provider's profession, and such fees do not exceed the maximum provided by law; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. The Fourth Amendment, increasing the amount of the contract between the City and Halff Associates, Inc., which is on file in the office of the Purchasing Agent, in the amount of Eighty-Four Thousand (\$84,000.00) Dollars, is hereby approved and the expenditure of funds therefor is hereby authorized in accordance with said amendment which shall be attached hereto. The total contract amount increases to \$1,140,040.00.

SECTION 2. This ordinance shall become effective immediately upon its passage and approval.

The motion to approve this ordinance was made by _____ and seconded by _____. This ordinance was passed and approved by the following vote [___ - ___]:

	Aye	Nay	Abstain	Absent
Mayor Gerard Hudspeth:	_____	_____	_____	_____
Vicki Byrd, District 1:	_____	_____	_____	_____
Brian Beck, District 2:	_____	_____	_____	_____
Jesse Davis, District 3:	_____	_____	_____	_____
Alison Maguire, District 4:	_____	_____	_____	_____
Brandon Chase McGee, At Large Place 5:	_____	_____	_____	_____
Chris Watts, At Large Place 6:	_____	_____	_____	_____

PASSED AND APPROVED this the _____ day of _____, 2022.

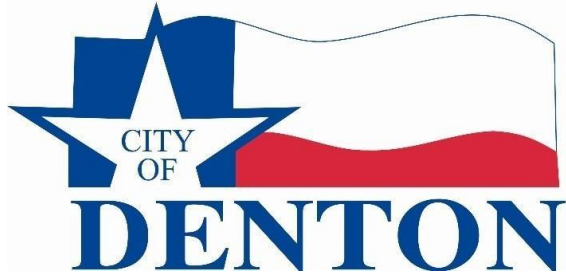
GERARD HUDSPETH, MAYOR

ATTEST:
ROSA RIOS, CITY SECRETARY

BY: _____

APPROVED AS TO LEGAL FORM:
MACK REINWAND, CITY ATTORNEY

BY: Marcella Lunn
Digitally signed by Marcella Lunn
DN: cn=Marcella Lunn, o, ou=City
of Denton,
email=marcella.lunn@cityofdent
on.com, c=US
Date: 2022.06.21 11:03:38 -05'00'



DocuSign City Council Transmittal Coversheet

PSA	6590-041
File Name	Elm/Locust w/ww & Drainage Improvements Amendment #4
Purchasing Contact	Cori Power
City Council Target Date	
Piggy Back Option	Not Applicable
Contract Expiration	
Ordinance	

**FOURTH AMENDMENT TO CONTRACT
BY AND BETWEEN THE CITY OF DENTON, TEXAS
AND HALFF ASSOCIATES, INC.
FILE 6590-041**

THE STATE OF TEXAS §

COUNTY OF DENTON §

THIS FOURTH AMENDMENT TO CONTRACT 6590-041 (“Amendment”) by and between the City of Denton, Texas (“City”) and Halff Associates, Inc. (“Engineer”); to that certain contract executed on November 6, 2018, in the original not-to-exceed amount of \$837,900 (the “Original Agreement”); amended on June 19, 2019 in the additional amount of \$40,300 aggregating a not-to-exceed amount of \$878,200 (the “First Amendment”); amended on May 13, 2020 for a 5% billing rate reduction (the “Second Amendment”); amended on January 12, 2021 in the additional amount of \$177,840 aggregating a not-to-exceed amount of \$1,056,040 (the “Third Amendment”); (collectively, the Original Agreement, the First Amendment, the Second Amendment, and the Third Amendment are the “Agreement”) for services related to the design of Locust and Elm Street Water, Wastewater and Drainage Improvement Project;

WHEREAS, the City deems it necessary to further expand the services provided by Engineer to the City pursuant to the terms of the Agreement, and to provide an additional not-to-exceed amount \$84,000 with this Amendment for an aggregate not-to-exceed amount of \$1,140,040; and

FURTHERMORE, the City deems it necessary to further expand the goods/services provided by Engineer to the City;

NOW THEREFORE, the City and Engineer (hereafter collectively referred to as the “Parties”), in consideration of their mutual promises and covenants, as well as for other good and valuable considerations, do hereby AGREE to the following Amendment, which amends the following terms and conditions of the said Agreement, to wit:

1. The additional services described in Exhibit “A” of this Amendment, attached hereto and incorporated herein for all purposes, for professional services related to the Oakland Street Drainage Master Plan, are hereby authorized to be performed by Engineer. For and in consideration of the additional services to be performed by Engineer, the City agrees to pay, based on the cost estimate detail attached as Exhibit “A” to this Amendment, a total fee, including reimbursement for non-labor expenses an amount not to exceed \$84,000.

- 2. This Amendment modifies the Agreement amount to provide an additional \$84,000 for the additional services with a revised aggregate not to exceed total of \$1,140,040.

The Parties hereto agree, that except as specifically provided for by this Amendment, that all of the terms, covenants, conditions, agreements, rights, responsibilities, and obligations of the Parties, set forth in the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the City and the Engineer, have each executed this Amendment electronically, by and through their respective duly authorized representatives and officers on this date _____.

“ENGINEER”

“CITY”

HALFF ASSOCIATES, INC.

CITY OF DENTON, TEXAS
A Texas Municipal Corporation

DocuSigned by:
By: David M. Smith Public Works Team Leader
AUTHORIZED SIGNATURE, TITLE

By: _____

APPROVED AS TO LEGAL FORM:
MACK REINWAND, CITY ATTORNEY

ATTEST:
ROSA RIOS, CITY SECRETARY

DocuSigned by:
By: Marcella Lunn
4B070831B4AA438...

By: _____

THIS AGREEMENT HAS BEEN
BOTH REVIEWED AND APPROVED
as to financial and operational
obligations and business terms.

DocuSigned by:
Rebecca Diviney Rebecca Diviney
SIGNATURE PRINTED NAME

Director of Capital Projects/City Engineer
TITLE

Capital Projects/Engineering
DEPARTMENT

Exhibit A

AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT

ADDITIONAL SERVICES

**Oakland Street Drainage Master Plan
Amendment to
Locust Street and Elm Street
Water, Wastewater and Drainage Improvement Project
FILE 6590-041**

This amendment is to add engineering and survey services to the original contract File 6590-041, which was executed on November 8, 2018.

The City of Denton is considering improvements to Oakland Street. This has experienced past drainage and flooding issues and the City has asked Half Associates, Inc. will prepare a Master Drainage Plan for the Oakland Street and connecting systems. Based on previous flooding and design experience with the Elm and Locust Street projects, it is understood that the drainage systems in this area are not adequate to convey the 100-yr design storm. This end, there is some cross drainage between systems, especially to the west from Oakland St. to Austin St. and on to Locust St. There are also known drainage issues on the TWU campus, which have been studied by others. To ensure that the impact of these systems on each other is understood, the area shown in the attached exhibit will be studied. Existing conditions will be evaluated to understand the existing drainage issues and then options for improving the system to meet City of Denton Stormwater Design Criteria Manual (December 2021) requirements will be developed. The results of this study will be used as the basis for design of any storm drain improvements to Austin, Oakland, and Texas Streets.

The Pecan and North Pecan Creek Master Plan previously prepared by Half indicated significant flooding issues at the outfall of the Oakland St. storm drain system. This project will not attempt to remedy those flooding issues, and any alternatives will be limited in impact by these tailwater conditions. Half will consider both the existing 100-year tailwater conditions (as reported in the Master Plan) and the potentially reduced tailwater conditions from improving the railroad crossing just east of Bell Pl. on Pecan Creek. This will help demonstrate the benefits of improvements on Pecan Creek and the benefits, if any, of an expanded storm sewer system in the study area. The detailed scope of the project follows.

Half will provide the following Additional Services:

I. Surveying.

- a. Half will perform survey for up to 25% (16) above ground assets or nodes for field data collection to verify the integrity of the City provided GIS datasets.

- b. Survey will provide the following information for above ground assets (up to the totals identified in the previous item) in the detailed study areas for the identified storm drain features:
 - Horizontal location
 - Vertical elevation data
 - Material
 - Pipe Sizes
 - Pictures
 - Field Notes/Attributes

II. Study Management and Coordination

- a. Halff will attend an initial kickoff meeting to discuss the project.
- b. Halff will provide a proposed schedule at the beginning of the study and keep the City informed on any necessary updates to the schedule throughout the project.
- c. Halff will be available to attend a meeting with the City to discuss the existing conditions modeling and alternative evaluation options.
- d. Halff will be available to attend a meeting with the City to discuss the results of the alternative evaluations and assist in the selection of the preferred drainage option.
- e. Deliverables
 - i. Documentation
 - ii. Project Schedule
 - iii. Support Data – Relevant meeting notes and email correspondence, project status updates, and action items/follow-up for Halff.
 - iv. Monthly Progress Reports

III. Data Collection and Evaluation

- a. Halff will be allowed to utilize existing City models, topography/terrain data, reports, applicable memorandums, shapefiles, and survey data related to the project.
- b. Denton will provide available record drawings of storm drain infrastructure and drainage structures for the watershed area.
- c. Denton will provide historical flooding information and available drainage complaints for affected properties in the study area.
- d. Denton will be asked to request flood claims data from the Texas Water Development Board (TWDB) to assist in the assessment of existing flood risk and confirmation of model results. Halff will prepare a draft request for the City's consideration, if needed.
- e. Halff will use the provided information and terrain data as part of the base model data.
- f. Halff will identify and collect some supplemental field measurements for conceptual analysis, if needed.
- g. Halff will visit the site and watershed area to make general observations and to take photos for reference.

- h. Halff will develop a base map of existing conditions from the data collected in the phase, to utilize for the evaluation of existing level of service and for the alternative analysis.

IV. Evaluation of Existing Conditions

- a. Upon completion of the field surveys and site observations, Halff will evaluate and verify existing data provided versus actual conditions in the field.
- b. Hydrology - Halff will evaluate existing conditions hydrology utilizing SCS Curve Number method or rain-on-mesh analysis, depending on conditions found during data collection.
- c. Drainage areas will be developed for the existing systems within the study area and associated with corresponding modeling nodes. Drainage areas will be delineated based on the LiDAR data and may include a single basin for multiple inlets, known as “grouping inlets”.
- d. 2D Storm Sewer Hydraulics – Halff will evaluate existing conditions storm sewer hydraulics and 2-dimensional overflow using Infoworks ICM or XP-SWMM 2D. Hydraulic study extents include approximately 1.9 miles of storm sewer, based on City GIS data, in the study area shown in the attached exhibit.
- e. Tailwater conditions will be established for each storm drain outfall based on the coincident flow probability and the existing Master Plan modeling. The alternative analysis for constrained tailwater conditions may need to consider a free tailwater conditions to evaluate opportunities to mitigate localized flood hazards. These assumptions will be documented with the specific alternative analysis.
- f. Halff will simulate the 10-, 25-, 50-, 100-yr flows.
- g. Level of service for each portion of the system will be provided based on the storm flows modeled (i.e., <10-yr, 25-50-yr, etc.)
- h. 2D Inundation areas will be provided for these design flows in the modeled areas.
- i. Prepare report summarizing existing conditions analysis and level of service. Meet with City to discuss results and potential alternatives to be analyzed.
- j. Deliverables
 - i. Existing conditions report
 - ii. Documentation
 - iii. Internal quality assurance/quality control documentation
 - iv. Model results
 - v. Level of service summary
 - vi. Inundation mapping
 - vii. Digital Data
 - viii. Models

V. Alternatives Analysis

- a. Halff will prepare up to two (2) alternatives that focus on bringing the storm drainage system along Oakland and Austin Streets into compliance with the Stormwater Criteria Manual. The primary alternative will be installation of a storm drain system along Austin St. and upgrade of the system within Oakland St. Alternatives may include different levels of service and impacts of potential improvements upstream of these systems. Halff will discuss potential alternatives with City before beginning modeling.
- b. The initial alternatives will be conceptual in nature for consideration by the City.
- c. Alternatives will consider constraints of structures and properties located in the area.
- d. Halff will consider potential utility conflicts, based on City GIS data
- e. The alternative selected in coordination with the City will be finalized and prepared for design
- f. Deliverables
 - i. Documentation
 - ii. Any relevant correspondences, discussions, and technical decisions regarding the alternative analysis
 - iii. Internal quality assurance/quality control documentation
 - iv. Model results comparisons
 - v. Floodplain mapping for alternatives
 - vi. Digital Data
 - vii. Hydrology and Hydraulics Model

VI. Report Preparation

- a. Halff will include information gathered in previous tasks and prepare a drainage report.
- b. The report will include information on the technical data used for the study, the evaluation of existing conditions, and the alternatives analysis. Associated figures, tables, and models will be included with the report.
- c. Halff will include estimates of probable construction costs for alternatives. Only the final selected alternative will include a full detailed cost estimate.
- d. Halff will address comments from the City upon completion of the review of the report.
- e. Deliverables
 - i. Documentation
 - ii. Report documentation, including tables, figures, and digital models.
 - iii. Internal quality assurance/quality control documentation
 - iv. Digital Data
 - v. Digital models, shapefiles, and report in PDF format

VII. Reimbursable. Reimbursable costs include printing, deliveries, mileage, and other direct costs associated with the project. Reimbursable costs are included in the items described above.

VIII. Miscellaneous. Miscellaneous services not provided for herein and not generally associated with a project of this type will be paid for under an amendment to this Agreement and for an additional fee. These services include but are not limited to:

1. TxDOT utility permit preparation
2. SUE services
3. Geotechnical investigations
4. Water or wastewater flow calculations or estimations.
5. Storms drain and culvert replacement/repair construction documents.
6. Construction plans
7. Any Detention design and analysis
8. Traffic signal design
9. Traffic studies
10. Street lighting design
11. Sidewalk and pedestrian facility design beyond that described above
12. TDLR permitting
13. Public meetings
14. Landscape and irrigation design
15. FEMA coordination with CLOMR, LOMR, etc.
16. Fees associated with FEMA or any other permits.
17. Detailed drainage analysis of overflow areas outside of the study area or upstream of Oakland St.
18. Elevation certificates
19. Hydraulic floodway analysis
20. Filing fees and permitting fees
21. Sales tax
22. Quality control and material testing serviced during construction
23. Additional surveying not listed including verification surveys, construction staking, and detailed survey of cross-drainage structures in the watershed.
24. Review of Engineers certificates. The Engineer shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgement of the Engineer, increase the Engineer's risk of the availability or cost of his or her professional or general liability insurance.

COMPENSATION

PROFESSIONAL SERVICE FEE SUMMARY	
PROJECT TASKS	FEE
1. Project Management	\$6,300
2. Data Collection	\$6,700
3. Survey	\$7,000
4. Evaluation of Existing Conditions	\$32,000
5. Alternative Analysis	\$21,000
6. Report Preparation	\$11,000
Total	\$84,000
Note: Reimbursable expenses are separate and will be charged at 1.1 times the direct cost.	

** fee as of March 2022, subject to change.*

The estimated fees established above, shall be considered lump sum. The fees will not be exceeded without prior approval. Our services will be invoiced monthly, based on the work completed. Direct costs including printing and reproduction, postage, messenger service, long distance telephone calls and travel will be considered reimbursable. They will be billed at 1.1 times the direct cost incurred.

Unless otherwise stated, fees quoted in this proposal exclude state and federal sales taxes on professional services. Current Texas law requires assessment of sales tax on certain kinds of surveying services but does not require sales taxes on other professional services. In the event that new or additional state or federal taxes are implemented on the professional services provided under this contract during the term of the work, such taxes will be added to the applicable billings and will be in addition to the quoted fees.

The budget established above does not include revisions once the design is underway. If revisions are requested by the owner, a revision to the scope and budget will be required. The fees quoted in this proposal will be honored for up to 30 days from the date of this proposal.

PROJECT SCHEDULE

Half will begin work immediately after receipt of written notice to proceed. This schedule assumed that the Notice to Proceed will be received the week of June 7, 2022. The survey, existing analysis, alternate analyses, and conceptual cost estimates will be completed by August 31, 2022. The report and final submittal will be completed by September 30, 2022. The schedule does not include review time and delays by others. The schedule is subject to change based on direction for the City of Denton.

SUMMARY OF THE AMMENDED CONTRACT

Original Contract Fee	\$837,900
Amendment No. 1	\$40,300
Amendment No. 2	\$0
Amendment No. 3	\$177,840
<u>Amendment No. 4</u>	<u>\$84,000</u>
<u>Amended Contract Fee</u>	<u>\$1,140,040</u>

Signed and effective on this the _____ day of _____, 2020.

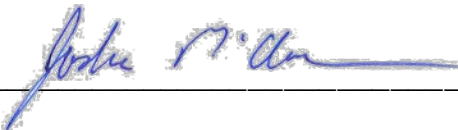
CITY OF DENTON, TEXAS

By: _____

Printed Name: _____

Title: _____

HALFF ASSOCIATES, INC., CONSULTANT

By:  _____

Printed Name: Joshua McClure, PhD, PE, CFM, PMP

Title: Water Resources Team Leader

Certificate Of Completion

Envelope Id: 8277AE0C00BB423EA66AD641EA506DC4	Status: Sent
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Document Pages: 10	Signatures: 3
Certificate Pages: 6	Initials: 1
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Cori Power
Time Zone: (UTC-06:00) Central Time (US & Canada)	901B Texas Street
	Denton, TX 76209
	cori.power@cityofdenton.com
	IP Address: 198.49.140.10


Record Tracking

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Signer Events

Signer	Signature	Timestamp
Cori Power cori.power@cityofdenton.com Senior Buyer City of Denton Security Level: Email, Account Authentication (None)	Completed Signed by link sent to cori.power@cityofdenton.com Using IP Address: 198.49.140.10	Sent: 5/16/2022 10:23:47 AM Viewed: 5/16/2022 10:27:49 AM Signed: 5/16/2022 10:28:04 AM

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Lori Hewell lori.hewell@cityofdenton.com Purchasing Manager City of Denton Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Signed by link sent to lori.hewell@cityofdenton.com Using IP Address: 198.49.140.104	Sent: 5/16/2022 10:28:07 AM Viewed: 5/16/2022 10:48:30 AM Signed: 5/16/2022 10:48:46 AM
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Marcella Lunn marcella.lunn@cityofdenton.com Deputy City Attorney City of Denton Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Signed by link sent to marcella.lunn@cityofdenton.com Using IP Address: 198.49.140.104	Sent: 5/16/2022 10:48:48 AM Viewed: 5/16/2022 12:44:13 PM Signed: 5/16/2022 12:49:39 PM
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David M. Smith Dsmith@halff.com Public Works Team Leader Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Signed by link sent to Dsmith@halff.com Using IP Address: 173.227.66.227	Sent: 5/16/2022 12:49:42 PM Viewed: 5/24/2022 8:22:45 AM Signed: 5/24/2022 8:23:17 AM
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Signer Events

Rebecca Diviney
 Rebecca.Diviney@cityofdenton.com
 Director of Capital Projects/City Engineer
 Security Level: Email, Account Authentication
 (None)

Signature

DocuSigned by:

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Signature Adoption: Pre-selected Style
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 Rebecca.Diviney@cityofdenton.com
 Using IP Address: 198.49.140.10

Timestamp

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Cheyenne Defee
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 Procurement Administration Supervisor
 City of Denton
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 (None)

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 (None)

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 Not Offered via DocuSign

Rosa Rios
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 (None)

Electronic Record and Signature Disclosure:
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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Cheyenne Defee
 cheyenne.defee@cityofdenton.com
 Procurement Administration Supervisor
 City of Denton
 Security Level: Email, Account Authentication
 (None)

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Carbon Copy Events**Status****Timestamp**

Gretna Jones
 gretna.jones@cityofdenton.com
 Legal Secretary
 City of Denton
 Security Level: Email, Account Authentication
 (None)

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City Secretary Office
 citysecretary@cityofdenton.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Seth Garcia
 Seth.Garcia@cityofdenton.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
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Cheyenne Defee
 cheyenne.defee@cityofdenton.com
 Security Level: Email, Account Authentication
 (None)

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Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Denton:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: purchasing@cityofdenton.com

To advise City of Denton of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at melissa.kraft@cityofdenton.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

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