

MEMORANDUM

TO: City of Denton
FROM: Matt Goebel and Tareq Wafaie, Clarion Associates
DATE: November 29, 2016
RE: PSA 6233: Denton Development Code Rewrite - Revised Scope of Work

Background

In early 2013, Clarion Associates began working with the City of Denton on a project to review and update the City's Development Code. The project was designed to focus on targeted code improvements that could be completed while the City also focused on a separate project to develop a new citywide comprehensive plan. The expectation was that an improved development code ultimately would provide a strong foundation upon which to implement the new city plan. The code updates included a general reorganization and reformatting of the Development Code, as well as an assessment and update of the code in targeted areas, such as review procedures and barriers to infill development. The initial Assessment Report was completed in November 2013.

In 2014, Clarion submitted two major deliverables: 1) A draft reorganized and reformatted Denton Development Code (DDC), and 2) a draft of the reformatted DDC with substantially revised procedures. Each of these documents was submitted as a "staff draft," meaning that core staff would review the drafts and provide consolidated comments to Clarion, and Clarion would then make edits prior to issuing a public version of those documents. Staff comments were not received immediately, however, due to staff turnover and other City priorities, and public drafts were not prepared. In the spring of 2016, new planning staff reinitiated the code project by providing initial comments on both of the 2014 staff drafts. Clarion prepared a consolidated version of those two draft deliverables based on the initial staff feedback.

In May 2016, the City directed Clarion to conclude work on the outstanding project and prepare a new scope for additional edits to the draft DDC. The goal of the new project is to undertake a broad range of substantive updates to address a variety of issues raised in the new comprehensive plan and other City policies. The project will build on Clarion's earlier work by using the draft reorganized and reformatted DDC as a foundation for drafting, but the updates will address a broader range of issues than intended under the earlier project.

This memorandum provides a draft scope for the City's consideration. All elements are open to discussion and modification.



Task 1: Project Initiation

1.1 Kick-Off Meetings

The Clarion team will facilitate a project initiation meeting with city staff in Denton to discuss overall project goals and finalize the project work plan, schedule, and public participation strategy. As part of the same trip, Clarion will also meet with the Planning and Zoning Subcommittee to introduce the project, review the overall project scope, and discuss the subcommittee's role.

1.2 Public Participation Strategy

This work program proposes public involvement through regular meetings with the Planning & Zoning Commission Subcommittee during each of the incremental tasks of the update project, and periodically with other stakeholders and the general public on an as-needed basis; city staff conducts additional follow-up meetings as necessary. Specific tasks include:

- **Regular meetings with the Planning and Zoning Commission Subcommittee.** Clarion will meet with the P&Z Subcommittee at the project kick-off trip, and to present each module as described in Task 2, and at the end of the project to present the consolidated new DDC. (Five meetings total).
- **Regular reports to appointed and elected officials.** To keep appointed and elected officials informed about the overall project status and specific proposed policy changes, Clarion will provide brief memorandums and/or "top-ten" lists of issues to the Planning and Zoning Commission and/or the City Council for each of the three modules of the draft DDC as described in Task 2. In addition, Clarion will be available to make brief presentations to these groups during the Task 2 drafting process if they are scheduled to coincide with trips to present to the P&Z Subcommittee. In addition, Clarion will present the draft DDC to both groups as part of the adoption meetings described in Task 3. (Five meetings total).
- **Project materials posted on the city's website.** Clarion will provide regular updates on upcoming meetings and as new draft materials become available for public review. Clarion will deliver these materials to staff for posting on the city's website. PowerPoint presentations used at all public meetings will also be posted on the city's website. Other social media platforms (e.g., Facebook, Twitter, LinkedIn, etc.) can be used at the city's discretion to link to the city's website when drafts are available for review and to advertise upcoming events related to the project.
- **[OPTIONAL] Additional public meetings at important milestones during the process.** As an optional task at the city's discretion, Clarion can prepare for and facilitate additional public meetings not included in this scope of work. This would include development of meeting materials (such as handouts summarizing changes from the current code to the new DDC, brief memorandums with proposed recommendations for each module, and PowerPoint presentations) for all other public meetings as indicated in this proposed scope of work.

Clarion will discuss this proposed public participation strategy with staff during the project kick-off meeting, and summarize the agreed-upon approach in a two- to three-page report following that meeting.

Task 1 Deliverables:	Kickoff meetings; public participation strategy report
Task 1 Trips:	One two-day trip by Goebel and Wafaie

Task 2: Draft New Denton Development Code

Following the kick-off meetings, the Clarion team will begin drafting the new Denton Development Code. The drafts will be organized according to an outline to be provided by staff. The drafts will emphasize the use of graphics, tables, and charts to clearly explain zoning and land use concepts. Each draft will include commentary and footnotes to explain changes from the current DDC to the new draft regulations, including rationale behind new provisions.

2.1 Staff Draft Denton Development Code

2.1.A Administration and Procedures (led by staff; minimal Clarion review)

Amendments to the administration and procedures are currently underway by staff and will not require significant substantive work by Clarion. Our understand is that these documents will build on and be consistent with the Microsoft Word files already developed by Clarion in the reorganized/reformatted DDC (in particular, consistent use of Word styles). At staff's request, Clarion will review the proposed table of procedures and the respective decision-making roles and provide feedback to staff. A limited number of hours for Clarion review is included in the project budget for this task.

We propose dividing the remainder of the drafting into two modules (described below). The specific order of the modules should be discussed during project kickoff and will be based on the outline to be provided by staff.

2.1.B Module 1 – Districts, Uses, and General Provisions

This module will include drafts for a new lineup of zoning districts (new or existing, plus dimensional standards) and the uses allowed for each district. It also will address nonconformities and general provisions (e.g., the overall purpose and jurisdiction of the DDC).

The new lineup of zoning districts will focus on implementation of the future land use map (in the Denton Plan 2030) and additional feedback from staff. In the earlier project phase, we provided a table of allowed uses for staff review. Staff feedback on that table will give Clarion and staff a head start on revisions, resulting in improved project efficiency and potential cost savings.

Clarion will initiate this first module by preparing a brief (5 pages maximum) memorandum highlighting proposed changes to the districts, uses, and dimensions. As background to assist in preparing this memo, we will review key background documents, such as the Denton Plan 2030, and identify specific policies and strategies that can be implemented through revisions to the districts and uses in the DDC. We will submit the memorandum to staff for review and schedule a conference call to discuss the memo. Staff will prepare one set of consolidated written comments identifying any additions or changes to the recommendations set forth in the memorandum.

2.1.C Module 2 - Development and Design Standards

This second and final module will include standards that address the layout, look, and feel of new development and redevelopment, such as landscaping, parking, building design, subdivision design, floodplain regulations, and lighting. We understand that Denton is leading several staff-initiated amendments to the development and design standards, including landscaping and tree-preservation; building material standards; parking and loading standards; and planned development district standards. Clarion's work will include drafts of any remaining content areas based on the outline provided by staff. Clarion will coordinate the new lineup of zoning districts in the first module with any overlapping information for the planned development districts as it becomes available.

As with the first module, Clarion will initiate this module by preparing a brief (5 pages maximum) memorandum highlighting the key issues related to development and design standards. We will also identify key policies and strategies from the Denton Plan 2030 to be implemented in this module. We expect that infill and redevelopment will play a key role in evaluating the performance of existing regulations and any new provisions proposed in the draft. The draft will also address neighborhood protection and compatibility as a key component. We will submit the memorandum to staff for review and schedule a conference call to discuss the memo. Staff will prepare one set of consolidated written comments identifying any additions or changes to the recommendations set forth in the memorandum.

We recommend including applicable definitions in each module, building up to a final, consolidated list of definitions. Illustrations, tables, and other graphics will be included with the drafts. We have budgeted for approximately 50 graphics in this scope of work. Clarion can prepare additional graphics on a time-and-expenses basis. Often we will include placeholders for graphics in staff drafts so that we do not commit resources to preparing graphics that staff may not deem necessary or helpful. Some examples of Clarion's graphics are included with this memo.

For each module, the staff draft will be created and circulated for review by key staff to check the factual accuracy and feasibility of recommended changes. Each staff draft will be accompanied by a cover memorandum that summarizes the major new features of the draft, significant changes from current provisions, and explanations of the new material. While staff is reviewing the first module, the team will begin drafting the second module. Following this schedule, drafting and staff review proceeds in an efficient manner that maintains project momentum.

2.2 Public Draft Denton Development Code

Following one round of consolidated written staff comments on each module, the team will make revisions and prepare public review drafts of each module for distribution to the P&Z Subcommittee, key stakeholders, and the general public.

Clarion will facilitate a work session with the Subcommittee to present each module of the Public Draft DDC and solicit feedback. We recommend one meeting per module with the P&Z Subcommittee (to which the general public is invited). The Clarion team will facilitate the meetings and prepare materials and presentations for such meetings, seeking staff review and input before finalizing them. We anticipate staff will attend and provide brief introductions and participate in the majority of the public meetings.

2.3 Consolidated Draft Denton Development Code

Based on written feedback consolidated by staff from the P&Z Subcommittee, other stakeholders, and the general public, we will revise the two draft modules, as well as the administration materials prepared by staff, to create a Consolidated Draft Denton Development Code. We recommend two meetings on this draft, including one P&Z Subcommittee meeting and one general public meeting on the same trip. Meetings will focus on major changes from the prior draft modules. Our project budget assumes that Clarion representatives will lead the development of all meeting materials (including a PowerPoint presentation) and will present the materials in person at these meetings.

2.4 Adoption Draft Denton Development Code

After receiving comments on the Consolidated Draft, the Clarion team will revise the document and create a final draft DDC to be carried forward into the adoption process. This draft will include final versions of all illustrations, charts, and tables.

2.5 Facilitate Additional Public Meetings

In addition to the meetings identified above, Clarion will facilitate three public meetings and presentations on zoning-related issues throughout the course of the project at staff's discretion. Should a particular topic generate substantial confusion or skepticism, we will address that issue by facilitating a special discussion dedicated to that topic. Examples might include affordable housing, building design standards, transit-oriented development, or parking standards. When the special topics are identified by staff, Clarion will prepare materials for presentation to the community. We will draft presentations for review by staff prior to finalizing them. We expect that staff will provide brief introductions during the public meetings, and will provide other key updates as necessary.

Task 2 Deliverables:	<ul style="list-style-type: none"> - Brief review of administration and procedures summary table; - Staff draft of two modules; - Public draft of two modules; - Presentation of two public draft modules; - Consolidated draft of DDC; - Presentation of consolidated draft of DDC; - Adoption draft of DDC; - Three additional public meetings (topics at staff discretion).
Task 2 Trips:	Six two-day trips by Goebel and Wafaie

Task 3: Adoption

3.1 Executive Summary

The team will provide the Planning and Zoning Commission and the City Council with the Final Draft Development Code in a form appropriate for their review and consideration for final adoption. To accompany the Final Drafts, Clarion will prepare an Executive Summary that describes the project and the final documents, compares the existing and proposed ordinances, and summarizes all major changes.

3.2 Final Draft Planning and Zoning Commission Work Session and Public Hearing

Clarion will facilitate a work session with the Planning and Zoning Commission to present the Final Draft Development Code and solicit feedback. Following the work session, Clarion will make one round of edits to the draft code based on feedback received. Clarion will then prepare and present the revised document at a public hearing. Clarion will then make one additional round of edits based on feedback received at the public meeting, based on consolidated written direction provided by staff.

3.3 Final Draft City Council Work Session and Public Hearing

Following the Planning and Zoning Commission public hearing and subsequent revisions, Clarion will facilitate a work session with the City Council to present the draft code and solicit feedback. Following the work session, Clarion will make one round of edits to the draft code based on feedback received. Clarion will then prepare and present the document at a public hearing.

3.4 Floating Meeting

Clarion will facilitate an additional public meeting at staff's discretion. This meeting may include an additional meeting or hearing with the Planning and Zoning Commission, City Council, or any other public meeting at the city's request. Feedback from this floating meeting will be addressed in the final adopted draft in the next task.

3.5 Final Denton Development Code

Based on comments and direction from the City Council, the public, and staff, as summarized in consolidated written direction provided by staff, we will create the final adopted draft of the new Denton Development Code for the city's files. This final draft will be prepared to live on the City of Denton's website in a user-friendly and searchable format. We can also discuss with staff other opportunities for developing an interactive web format for the new code.

3.6 Denton DDC Summary PowerPoint

Following the final adopted draft of the new Denton Development Code, Clarion will prepare a PowerPoint presentation that walks through the changes from the old code to the new DDC and highlights some of the new features of the DDC. Clarion will walk through the presentation with staff using *GoToMeeting* or a similar platform as part of this proposed scope of work. Clarion will be available to facilitate additional in-person training for staff and/or other stakeholders upon request on a time-and-expenses basis.

Task 4 Deliverables:	<ul style="list-style-type: none">- Executive summary of DDC;- Presentations of final drafts of the DDC;- Final DDC;- Summary PowerPoint;- [optional] in-person training at staff discretion
Task 3 Trips:	Five two-day trips by Goebel and Wafaie

Budget

A project budget, broken down by tasks, is summarized on the following page. It includes all professional fees, travel, and other reimbursable expenses. This cost estimate is based on the firm's extensive experience with similar code rewrite projects. All numbers are preliminary and open to discussion and negotiation. We are flexible and committed to developing a work plan, division of labor, and budget consistent with the city's resources and objectives. Resumes for Clarion staff are included with this memo.

City of Denton, Texas - Denton Development Code (DDC) Rewrite - November 2016					
	Clarion Associates				
	Director (Goebel)	Senior Associate (Wafaie)	Associates	Graphics	TOTAL
Hourly Rate	\$200	\$95	\$85	\$65	
Task 1. Project Initiation					
1.1 Kick-off meetings (incl travel)	16	16			\$4,720
1.2 Public participation strategy (addl time in subsequent tasks)	2	2			\$590
Hours	18	18	0	0	36
Labor Costs	\$3,600	\$1,710	\$0	\$0	\$5,310
Expenses	\$1,000	\$800	\$0	\$0	\$1,800
Task Total					\$7,110
Task 2. Draft New Denton Development Code					
2.1A Staff draft Denton Development Code	8	8	0	0	\$2,360
2.1B Staff draft Denton Development Code	60	135	40	60	\$32,125
2.1C Staff draft Denton Development Code	60	135	40	60	\$32,125
2.2 Public draft Denton Development Code and 2 presentations	60	100	30	40	\$26,650
2.3 Consolidated draft Denton Development Code	20	60		24	\$11,260
2.4 Adoption draft Denton Development Code and presentations	24	24		16	\$8,120
2.5 Facilitate three additional public meetings	36	72			\$14,040
Hours	268	534	110	200	1,112
Labor Costs	\$53,600	\$50,730	\$9,350	\$13,000	\$126,680
Expenses	\$6,000	\$4,800	\$0	\$0	\$10,800
Task Total					\$137,480
Task 3. Denton Development Code Adoption					
3.1 Executive summary	4	8		4	\$1,820
3.2 Final draft P&Z work session and public hearing	32	40		8	\$10,720
3.3 Final draft City Council work session and public hearing	32	40			\$10,200
3.4 Floating meeting	16	20			\$5,100
3.5 Final Denton Development Code	8	32		40	\$7,240
3.6 DDC summary PowerPoint	4	8			\$1,560
Hours	96	148	0	52	296
Labor Costs	\$19,200	\$14,060	\$0	\$3,380	\$36,640
Expenses	\$5,000	\$4,000	\$0	\$0	\$9,000
Task Total					\$45,640
TOTAL					\$190,230

Project Schedule

We have outlined a process timeline below that we believe works well for a project of this scale. We are happy to further discuss alternatives with you at the discretion of staff. Dates are based on a January 2017 start date; to be adjusted upon actual kick-off.

	2017												2018						
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Task 1 – Project Initiation																			
1.1 Kick-off meetings	●																		
1.2 Pubic participation strategy																			
Task 2 – Draft New Denton Development Code																			
2.1 Staff draft DDC																			
Administration and procedures (staff-led)																			
Module one																			
Module two																			
2.2 Public draft DDC																			
Module one						●													
Module two									●										
2.3 Consolidated draft DDC												★							
2.4 Adoption draft DDC																			
2.5 Facilitate additional public meetings																			
Task 3 – Adoption																			
3.1 Executive summary																			
3.2 Final draft P&Z work session and public hearing														★	★				
3.3 Final draft City Council work session and public hearing																★	★		
3.4 Floating meeting																			
3.5 Final DDC																			
3.6 DDC summary PowerPoint																			
KEY: ● P&Z Subcommittee kickoff meeting ● P&Z Subcommittee meeting with public invited ★ Public meeting(s)/hearing(s)																			

Enc:

- Resumes for Clarion staff
- Sample graphics

THE STATE OF TEXAS §
 §
COUNTY OF DENTON §

SECOND AMENDMENT TO CONTRACT
BY AND BETWEEN THE CITY OF DENTON, TEXAS
AND CLARION ASSOCIATES
FILE NO. 5053

THIS SECOND AMENDMENT TO CONTRACT 5053 (“Amendment”) by and between the City of Denton, Texas (“City”) and Clarion Associates (“Contractor”);

The original Agreement provided for Clarion Associates services related to the Denton Development Code Rewrite as is contained in Contract # 5053 (on file in the Purchasing Office). The initial agreement for the Basic Services – (Exhibit A), was approved on September 11, 2012, in the not-to-exceed amount of \$150,000. This was subsequently amended to lower the total not-to-exceed amount to \$99,877.35.

The CITY deems it necessary to further expand the goods/services provided by CONTRACTOR to the CITY;

NOW THEREFORE,

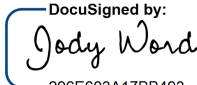
Section 2 “Administration and Procedures “Task 2.1.A Draft New DDC”, is modified to include the attached Exhibit B. The modification is in the amount of \$32,300 with a revised not-to-exceed total of \$322,407.35.

All other provisions of the contract 5053, as heretofore amended, remain in full force and effect.

IN WITNESS WHEREOF, the CITY and the CONTRACTOR, have each executed this Amendment, by and through their respective duly authorized representatives and officers on this date 4/28/2017.

“CITY”

CITY OF DENTON, TEXAS
A Texas Municipal Corporation

By:  296E603A17BD493...
JODY WORD, CTP
BUYER

“CONTRACTOR”

CLARION ASSOCIATES
A Corporation

By:  65D7FF7470FE47A... 4/28/2017
AUTHORIZED SIGNATURE, TITLE

EXHIBIT B

**Clarion Associates**

303.830.2890

621 17th Street, Suite 2250

Denver, CO 80293

www.clarionassociates.com**MEMORANDUM**

TO: City of Denton
FROM: Matt Goebel, Clarion Associates
DATE: March 28, 2017
RE: PSA 5053 Amendment 2, Purchase Order 163436:
DDC Rewrite (Administration and Procedures)

This memorandum summarizes an amendment to the project scope of work to provide for Clarion Associates taking the lead in the drafting, review, and presentations of the Administration and Procedures module of the new Denton Development Code.

- Task 2.1.A of the Agreement, entitled "Administration and Procedures," is hereby amended by the following: Clarion will take the lead in rewriting this section of the DDC and will prepare a staff draft similar in format and content to the other two modules being prepared by Clarion. Following review of the document, staff will prepare one round of consolidated written comments, and Clarion will then prepare a revised draft for public distribution. Clarion will attend one round of meetings in Denton to present the materials.
- Total budget amount for this phase is amended by the addition of \$32,300 to the project total for additional professional services.
- The project timeline for interim deliverables will be amended to allow for drafting and delivery of the documents at the mutual agreement of the City and Consultant. The overall contract deadline of May 30, 2018, remains the same.



EXHIBIT B

3/22/2017

DENTON, TEXAS
DENTON DEVELOPMENT CODE – DRAFTING SCHEDULE
WITH CLARION TAKING LEAD ON ADMIN/PROCEDURES

Task	Clarion submits staff draft	Staff Review City submits consolidated, written comments	Clarion delivers revised, public draft	Clarion attends presentation meetings	Comments
TASK 1: PROJECT INITIATION					
1.1: Kick-Off Meetings	Completed January 2017				
1.2: Public Participation Strategy	February 3	February 10	February 17	N/A	
TASK 2: DRAFT NEW DDC					
Module 1: Districts/Uses					
Overview memo	February 28	March 13	March 20	No trip; conference call mid-March	
Staff/public drafts	March 31	April 21	May 12	Mid-May	
Module 2: Development Standards					
Overview memo	May 15	May 29	June 9	No trip; conference call early June	
Staff/public drafts	July 10	July 31	August 21	Early September	
Module 3: Administration/Procedures					
Administration and Procedures	July 31	August 21	September 8	Late September	Or early October if staff prefers not to have two meetings in one month

EXHIBIT B

3/22/2017

Task	Clarion submits staff draft	Staff Review City submits consolidated, written comments	Clarion delivers revised, public draft	Clarion attends presentation meetings	Comments
Consolidation					
2.3: Consolidated draft DDC	October 9 September 25	October 30 October 16	November 20 November 6	Early December Mid November	Slight shift back if Admin meeting moved to October
2.4: Adoption draft DDC	January 10 December 15	N/A	N/A	See Task 3	Just one version of this draft is prepared.
2.5: Additional Public Meetings	N/A			Timing TBD	
TASK 3: ADOPTION					
Zoning Map Deliverables					
3.1: Executive summary	January 10 December 15	January 22 December 31	January 29 January 8, 2018	February 2018 January 2018	
3.2: Final draft P&Z Work Session/Public Hearing	Materials prepared under Task 2.4; Meeting in January/February 2018	Comments submitted w/in 2 weeks of meeting	2/in 2 weeks of receipt of staff comments	See Task 3.3	
3.3: Final draft City Council Work Session/Public Hearing	Materials prepared under Task 2.4; Work session in March/April 2018	Comments submitted w/in 2 weeks of meeting	2/in 2 weeks of receipt of staff comments	Presentation of revised draft at public hearing	
3.4: Floating meeting	N/A			Timing TBD	
3.5: Final DDC	N/A	N/A	Submitted within 3 weeks of receipt of staff comments	N/A	

EXHIBIT B

3/22/2017

Task	Clarion submits staff draft	Staff Review City submits consolidated, written comments	Clarion delivers revised, public draft	Clarion attends presentation meetings	Comments
3.6: Final summary PPT	N/A	N/A	Submitted concurrent with Final DDC	N/A	

Certificate Of Completion

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Supplemental Document Pages: 0	Initials: 0
Certificate Pages: 5	
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Time Zone: (UTC-08:00) Pacific Time (US & Canada)	jody.word@cityofdenton.com
	IP Address: 129.120.6.150


Record Tracking

Status: Original	Holder: Jody Word	Location: DocuSign
4/28/2017 7:46:16 AM	jody.word@cityofdenton.com	

Signer Events

Matt Goebel, AICP
 mgoebel@clarionassociates.com
 Security Level: Email, Account Authentication (Optional)

Signature

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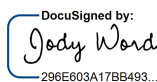
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 jody.word@cityofdenton.com
 Buyer
 City of Denton
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Agent Delivery Events

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Intermediary Delivery Events

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Carbon Copy Events

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Shandrian Jarvis
 Shandrian.Jarvis@cityofdenton.com
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COPIED

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Carbon Copy Events		Status	Timestamp
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Jennifer Bridges jennifer.bridges@cityofdenton.com Procurement Assistant City of Denton Security Level: Email, Account Authentication (Optional) Electronic Record and Signature Disclosure: Not Offered via DocuSign ID:		COPIED	Sent: 4/28/2017 9:09:09 AM
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Completed	Security Checked	4/28/2017 9:09:09 AM	
Payment Events		Status	Timestamps
Electronic Record and Signature Disclosure			

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Denton (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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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: kevin.gunn@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 kevin.gunn@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..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from City of Denton

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to kevin.gunn@cityofdenton.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Denton

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to kevin.gunn@cityofdenton.com and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify City of Denton as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by City of Denton during the course of my relationship with you.