



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Finance

ACM: Christine Taylor

DATE: October 21, 2025

SUBJECT

Consider adoption of an ordinance of the City of Denton, Texas, a Texas home-rule municipal corporation, authorizing the City Manager to execute standard vendor forms from City vendors, City account holders, and other similar entities related to previously executed contracts in which the City is a party, the City being created as a payee, or as part of the day to day finance and procurement operation; and declaring an effective date.

BACKGROUND

The City receives requests for credit information from vendors as their standard practice. The Finance and Procurement departments jointly created a standing Credit Information document which provides pertinent information normally requested in a credit inquiry. This document is provided during the procurement process when completing bid documents for the chosen vendor. It is also provided to commercial customers establishing the City as vendor in their own ERP system.

On occasion, the Credit Information document is not accepted due to the vendor requiring their own form be completed. The vendor forms vary, and many require a signature attesting to the information the City is providing. This ordinance will provide delegation to the City Manager or their designee to complete, review and sign the external forms to remove the need for each to be submitted to the City Council for approval.

RECOMMENDATION

Staff recommends the adoption of this ordinance.

EXHIBITS

1. Agenda Information Sheet
2. City's Credit Information
3. Ordinance

Respectfully submitted:
Matt Hamilton
Assistant Director of Finance

Prepared by:
Randee Klingele
Treasury Manager