

Budget, Finance & Audit Committee

Meeting Record

Meeting Date: August 1, 2016

Convened: 1:03 pm

Adjourned: 2:08 pm

Committee Members Present:

Jennifer S. Gates, Chair
Philip T. Kingston, Vice-Chair

Rickey D. Callahan
Lee M. Kleinman

Scott Griggs
Eric Wilson

Committee Members Absent:

N/A

Other Council Members Present:

N/A

Staff Present:

Joey Zapata
Craig D. Kinton
Michael Frosch
William Finch
Jack Ireland

Akilah McLaughlin
Lance Sehorn
Edward Scott
Craig Kinton
Renee Hayden

Obeng Opokku-Acheampong
Vanessa Gray
Randall Hanks

Others Present:

N/A

AGENDA:

Call to Order

1. Consideration of the June 20, 2016 Minutes

Presenter(s):

Information Only: _

Action Taken/Committee Recommendation(s):

A motion was made to approve the June 20, 2016 minutes. Motion passed unanimously.

Motion made by: Scott Griggs

Motion seconded by: Philip Kingston

2. Nomination and Appointment of the City Auditor

Presenter(s): Craig Kinton, City Auditor

Information Only: _

Action Taken/Committee Recommendation(s):

A motion was made to nominate the Budget, Finance & Audit Committee serve as nominating committee. Motion passed unanimously.

Motion made by: Philip Kingston

Motion seconded by: Rickey Callahan

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A motion was made to nominate Craig Kinton for reappointment to a two-year term to begin September 6, 2016. Motion passed unanimously.

Motion made by: Philip Kingston

Motion seconded by: Scott Griggs

3. Ethics & Diversity Update

Presenter(s): Vanessa Gray, Interim Ethics & Diversity Officer

Information Only:

Action Taken/Committee Recommendation(s):

Motion made by: N/A

Motion seconded by: N/A

FYI

4. May 2016 Financial Forecast Report

Presenter(s):

Information Only:

Action Taken/Committee Recommendation(s):

N/A

UPCOMING AGENDA ITEMS:

August 10, 2016 City Council Meeting

- A. Agenda Item #6: Authorize a thirty-four month service contract for hardware, software maintenance and support for the City's Symantec electronically stored information discovery system - Symantec distributed by Carahsoft Technology Corp. and sold through TEQSYS, Inc., through the Department of Information Resources, State of Texas Cooperative - Not to exceed \$301,721 - Financing: Current Funds (subject to annual appropriations)**

A motion was made to forward to the City Council on Wednesday, August 10, 2016. Motion passed on unanimous vote.

Motion made by: Philip Kingston

Motion seconded by: Rickey Callahan

- B. Agenda Item #7: Authorize a three-year service contract to provide professional auctioneer services at the City's auctions - Lone Star Auctioneers, Inc., most advantageous proposer of four - Financing: No cost consideration to the City (commissions to be paid by a buyer's premium)**

A motion was made to forward to the City Council on Wednesday, August 10, 2016. Motion passed on unanimous vote.

Motion made by: Philip Kingston

Motion seconded by: Rickey Callahan

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- C. Agenda Item #8: Authorize a three-year master agreement for the purchase of animal food - Lab Animal Supplies, Inc. dba Lab Supply in the amount of \$331,205 and Simba Industries in the amount of \$25,047, lowest responsible bidders of three - Total not to exceed \$356,252 - Financing: Current Funds**

A motion was made to forward to the City Council on Wednesday, August 10, 2016. Motion passed on unanimous vote.

Motion made by: Philip Kingston

Motion seconded by: Rickey Callahan

- D. Agenda Item #9: Authorize a three-year master agreement for hydrogen peroxide to be used in the water purification process – U.S. Peroxide, LLC, lowest responsible bidder of three - Not to exceed \$593,640 - Financing: Water Utilities Current Funds**

A motion was made to forward to the City Council on Wednesday, August 10, 2016. Motion passed on unanimous vote.

Motion made by: Philip Kingston

Motion seconded by: Rickey Callahan

- E. Agenda Item #10: Authorize a three-year master agreement for janitorial supplies, trash bags and liners - MANS Distributors, Inc. in the amount of \$8,134,179, Eagle Brush & Chemical, Inc. in the amount of \$3,611,700, All American Poly Corp. in the amount of \$595,511, Nationwide-Supplies, LP dba USA Supply in the amount of \$140,050, JBG Purchasing Group, LLC in the amount of \$81,639, Interboro Packaging Corp. in the amount of \$68,498, Central Poly Corporation in the amount of \$28,505 and Pollock Investments dba Pollock Paper Distributors in the amount of \$687, lowest responsible bidders of eleven - Total not to exceed \$12,660,769 - Financing: Current Funds (\$3,483,196), Convention and Event Services Current Funds (\$87,333), Aviation Current Funds (\$8,585,878), Water Utilities Current Funds (\$366,021), Sanitation Current Funds (\$94,426), Stormwater Drainage Management Current Funds (\$34,302), Department of State Health Services Grant Funds (\$5,413) and 2016-17 Community Development Block Grant Funds (\$4,200)**

A motion was made to forward to the City Council on Wednesday, August 10, 2016. Motion passed on unanimous vote.

Motion made by: Philip Kingston

Motion seconded by: Rickey Callahan

- F. Agenda Item #11: Authorize supplemental agreement no.1 to increase the service contract with AT&T DataComm, LLC for maintenance and support of the 9-1-1 system - Not to exceed \$702,078, from \$4,333,528 to \$5,035,606 - Financing: 911 System Operations Current Funds (subject to annual appropriations)**

A motion was made to forward to the City Council on Wednesday, August 10, 2016. Motion passed on unanimous vote.

Motion made by: Philip Kingston

Motion seconded by: Rickey Callahan

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Adjourn

Jennifer S. Gates, Chair
Budget, Finance & Audit Committee

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