



MEETING DATE: April 14, 2026
PRESENTED BY: Vidal Roman, Finance Director
AGENDA ITEM: Authorization to engage Records Consultants, Inc. for physical fixed asset inventory services utilizing Buyboard contract 716-23 and TIPS contracts 240903 in the amount not to exceed \$47,500-Roman

NATURE OF REQUEST:

The City of Mission maintains an inventory of fixed assets, vehicles and equipment. Periodic audits are necessary to ensure accurate records, compliance with applicable regulations, and proper asset management practices. Due to the updated capital asset policy whereas the threshold was changed to \$5,000, this inventory will be conducted.

Staff is requesting authorization for the City to engage Records Consultants, Inc. to perform audit services related to fixed assets, vehicles, equipment, and general inventory.

BUDGETED: N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: _____ **EST. COST:** _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____