

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA # *B-4

Urgent Routine

AGENDA DATE March 25, 2014

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval to Authorize the Auditor-Controller, on behalf of the Chief Executive Office, to Pay a Prior Year Invoice for Cost Estimating Services Related to the Honor Farm Provided in a Prior Year

STAFF RECOMMENDATIONS:

Authorize the Auditor-Controller, on behalf of the Chief Executive Office, to pay a prior year invoice for services provided in a prior year.

FISCAL IMPACT:

The recommended payment of \$6,056 is to Leland Saylor Associates for work performed in 2010 for the Honor Farm Jail Bed Replacement Project. There are sufficient appropriations available in the Honor Farm Jail Bed Replacement Project to support this cost. There is no impact to the General Fund associated with this request.

BOARD ACTION AS FOLLOWS:

No. 2014-128

On motion of Supervisor Monteith, Seconded by Supervisor O'Brien, and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withrow, Monteith, and Chairman De Martini

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

Approval to Authorize the Auditor-Controller, on behalf of the Chief Executive Office, to Pay a Prior Year Invoice for Cost Estimating Services Related to the Honor Farm Provided in a Prior Year
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DISCUSSION:

The Chief Executive Office is requesting authorization to pay one invoice that is over one year old. On July 13, 2010, the Board of Supervisors authorized the Executive Officer to contract with Leland Saylor Associates to estimate the cost of the replacement facility for the Honor Farm Barracks 1 and 2, which had been destroyed by a fire on June 26, 2010. A work authorization dated July 22, 2010 was issued to Leland Saylor to provide on-call estimating services for the Honor Farm Barracks 1 and 2 Replacement Study, in an amount not to exceed \$9,500.

Unfortunately, invoicing and payment were not processed timely. The County received Invoice No. 0024037 dated November 30, 2010, on *November 9, 2011*. At that time, staff notified Leland Saylor that additional documentation was required to process the invoice in the full amount, and that Board of Supervisors' approval is required in order to pay stale-dated invoices over one year old.

The County next received an email from Leland Saylor requesting payment against the old invoice, on *July 10, 2013*. On August 19, 2013 after researching the request, staff again requested full documentation to support the invoice and once again informed Leland Saylor of the requirement to receive Board approval to pay stale-dated invoices. On September 6, 2013 Leland Saylor provided additional documentation to support their invoice and offered the County a discounted rate in this matter, for a total payment amount of \$6,056. Staff has completed all necessary due diligence of this matter and on March 17, 2014 verified Leland Saylor's continued interest in a discounted rate. Staff requests approval to pay the prior year invoice in the amount of \$6,056.

POLICY ISSUES:

Approval of this item supports the Board of Supervisors' priority of Efficient Delivery of Public Services by ensuring vendors are compensated for services delivered to the County.

STAFFING ISSUES:

Existing staff will ensure payment is made to Leland Saylor Associates.

CONTACT:

Patricia Hill Thomas, Chief Operations Officer. (209) 525-6333.