

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

DEPT: General Services Agency

BOARD AGENDA # \*B-5

Urgent  Routine

AGENDA DATE November 4, 2014

CEO Concurs with Recommendation YES  NO   
(Information Attached)

4/5 Vote Required YES  NO

SUBJECT:

Approval to Pay an Invoice for Services Provided More Than One Year Ago to Access Electric for Electrical Work at the Public Safety Center

STAFF RECOMMENDATIONS:

Authorize the Auditor-Controller to submit payment for an invoice, which is more than one year old, to Access Electric for electrical work performed at the Public Safety Center.

FISCAL IMPACT:

Payment to Access Electric, for invoice number 12073, dated December 28, 2012, is in the amount of \$170.00. Payment would be made from the General Services Agency - Facilities Maintenance Division budget using existing fund balance. The fund balance as of September 30, 2014 was \$1,350,949.

BOARD ACTION AS FOLLOWS:

No. 2014-551

On motion of Supervisor Withrow, Seconded by Supervisor Chiesa

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 Pay an Invoice for Services Provided more than One Year Ago to Access Electric for Electrical Work at the Public Safety Center

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### **DISCUSSION:**

General Services Agency – Facilities Maintenance Division (GSA) provides maintenance services to County-owned buildings throughout Stanislaus County. Depending on the type of work necessary, a work order may be completed by a County Maintenance Engineer or contracted out. GSA processes over 5,100 invoices related to work orders, utilities, and other facility work annually.

On August 24, 2012 Access Electric was contracted to re-torque wire work on the blades of a 400 amp disc, which had been overheating. Without repair of the 400 amp disc, the main power feed to the chiller could have burned up. If the main feed were lost the Public Safety Center (PSC) would not have had any cooling for at least a day, perhaps longer, depending on the availability of the parts. The work was performed in a timely manner however invoice 12073, in the amount of \$170, was not received until December 2012. When the invoice was received by GSA a pre-authorization form had not been completed, therefore as a result of department procedure, the invoice was forwarded to the Sheriff's Department. The Sheriff's Department accounting staff had also not received a pre-authorization form, and therefore held the invoice aside waiting for receipt of the form. As a result of the proper documentation not being completed, the invoice continued to be set aside and went unpaid.

On July 8, 2014, GSA and Sheriff's accounting staff met to resolve issues relating to processing invoices, which caused invoices to be sent back and forth between the departments. This meeting has resulted in accounts payable process improvements, in both departments. Going forward, invoices generated by work requested by GSA Maintenance Engineers will be the responsibility of GSA both for supporting documentation and payment. Subsequently, the Access Electric invoice was identified by the Sheriff's accounting staff as having been unpaid, and was the responsibility of GSA.

Government Code Section 911.2 states that all claims presented after one year require approval by the Board of Supervisors:

“...A claim relating to any other cause of action shall be presented as provided in Article 2 (commencing with Section 915) not later than one year after the accrual of the cause of action.”

It is recommended that the Board authorize the Auditor-Controller to submit payment for the December 28, 2012 Access Electric invoice 12073, in the amount of \$170 for electrical repairs performed at the Public Safety Center.

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**POLICY ISSUES:**

The recommended action supports the Board's priority of Efficient Delivery of Public Services by clearing up an invoice that is more than one year old.

**STAFFING ISSUES:**

Existing General Services Agency and Auditor-Controller staff will process and pay the outstanding invoice.

**CONTACT PERSON:**

Keith D. Boggs, GSA Director/Purchasing Agent (209) 652-1514  
Donna Riley, GSA Assistant Director (209) 525-7645

**ATTACHMENTS:**

December 12, 2012 Access Electric Invoice



Access Electric  
 PO Box 3447  
 Modesto, CA. 95353

# Invoice

Date	Invoice #
12/28/2012	12073

Bill To  
 Stanislaus County  
 P O Box 3229  
 1010 Tenth St. Ste 5400  
 Modesto CA 95353

121463

P.O. Number	Terms	Due Date	Project
<del>107125</del>	Net 15	1/12/2013	5856 Disconnect - Public Safety Center

Item	Description	Qty	Rate	Serviced	Employee	Amount
Labor	Re-torque wire work on blades of 400amp disc problem was over heating. check with infaren camera largest reading 180 degrees after fix TOTAL FOR LABOR	2.5	68.00	8/24/2012	Joe T	170.00
						170.00

Thank you for your business

<b>Total</b>	\$170.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$170.00

All sums not paid when due shall bare an interest rate of 1.5 percent per month or the maximum legal rate permitted by law.

Phone #	Fax #
209-577-1491	209-343-3981

Web Site
www.accessstopower.com