



**RESOURCE
MANAGEMENT AGENCY
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: November 5, 2019

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

CONTACT PERSON: Celeste Perez PHONE: (559)624-7010

SUBJECT: Approve payment of past due invoices to Sue Sa's Creative Catering and Office Depot, Inc.

REQUEST(S):
That the Board of Supervisors:

1. Approve the payment of an invoice from Sue Sa's Creative Catering in the amount of \$388.75 for the breakfast sponsorship of the November 15, 2018 Industrial Roundtable meeting retroactive to November 1, 2018 through December 30, 2018. This request is retroactive as the County did not receive an invoice from the vendor until October 9, 2019.
2. Approve payment of the invoices from Office Depot, Inc. in the amount of \$74.83 and \$1,909.58, respectively, for office supplies retroactive to June 1, 2019 through July 31, 2019. This request is retroactive as the invoices were inadvertently missed during the fiscal year end.
3. Find that the Board had the authority to have these services performed and that it was in the County's best interest to do so.

SUMMARY:
Resource Management Agency (RMA) Economic Development Office (EDO) – participates in the Visalia Economic Development Corporation (VEDC) and its Industrial Roundtable meetings. The VEDC outlines strategic activities for economic growth and job creation in the City of Visalia, the Industrial Park and the greater region in coordination and partnership with various agencies, stakeholders and investors. A coordinated effort to sponsor the breakfast at the monthly Industrial Roundtable

SUBJECT: Approve payment of past due invoices to Sue Sa's Creative Catering and Office Depot, Inc.

DATE: November 5, 2019

meetings is shared by the various partners. The RMA/EDO traditionally sponsors one Industrial Roundtable breakfast each year and agreed to be the sponsor for the November 15, 2018 meeting. This request is retroactive as the County did not receive an invoice from Sue Sa's Creative Catering in the amount of \$388.75, until October 9, 2019.

The County's strategic plan strives for continual improvement in organizational performance, particularly through the use of general office supplies to carry out its daily activities. During the month of June 2019, office supplies were ordered and received from Office Depot, Inc., with invoices in the amount of \$74.83 and \$1,909.58, respectively. Each month payments to Office Depot are processed in the period for which office supplies are ordered, however, these invoices were inadvertently missed during the fiscal year end. This request is retroactive to the month for which payments were due.

All invoices are now past due and need to be promptly paid. Authorization is being requested from the Board to process payment of these past due invoices.

FISCAL IMPACT/FINANCING:

There is no additional net County cost to the General Fund.

The County Resource Management Agency will absorb the costs of all invoices in the Fiscal year 2019/20 operational budget.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes the Economic Well Being and the Organizational Performance Initiative to promote economic development opportunities, effective growth management and a quality standard of living; and through continuous improvement of organizational effectiveness and fiscal stability.

Specifically, participation in VEDC activities enhance and promote economic development within Tulare County and purchases through Office Depot meet organizational performance measures and continually improve service of delivery to County customers.


SUBJECT: Approve payment of past due invoices to Sue Sa's Creative Catering and Office Depot, Inc.

DATE: November 5, 2019

ADMINISTRATIVE SIGN-OFF:



Sherman Dix
Assistant Director, Fiscal



Reed Schenke, P.E.
Director

cc: County Administrative Office

Attachment(s)

A – Sue Sa's Creative Catering Invoice (Invoice Date: December 17, 2018)

B – Office Depot, Inc. Invoice (Invoice Date: June 7, 2019)

C – Office Depot, Inc. Invoice (Invoice Date: June 20, 2019)

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVE) Resolution No. _____
PAYMENT OF PAST DUE INVOICES)
TO SUE SA'S CREATIVE CATERING)
AND OFFICE DEPOT, INC.)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD NOVEMBER 5, 2019,
BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Approved the payment of an invoice from Sue Sa's Creative Catering in the amount of \$388.75 for the breakfast sponsorship of the November 15, 2018 Industrial Roundtable meeting retroactive to November 1, 2018 through December 30, 2018. This request is retroactive as the County did not receive an invoice from the vendor until October 9, 2019.
2. Approved payment of the invoices from Office Depot, Inc. in the amount of \$74.83 and \$1,909.58, respectively, for office supplies retroactive to June 1, 2019 through July 31, 2019. This request is retroactive as the invoices were inadvertently missed during the fiscal year end.
3. Found that the Board had the authority to have services performed and that it was in the County's best interest to do so.



To: Visalia EDC
C/O Lockwood Agency

Event Number 14778-A
Invoice Date: 12/17/18
Event Date: 11/15/18

Attention: Julie
733-3737

FAX:
Email: jebert@thelockwoodagency.net

List of Charges

Description	# Guests	Charges	Total
Visalia EDC Roundtable Breakfast at Jo-Ann Distribution Thursday, November 15, 2018 Sponsor for the month:			
Breakfast Buffet	25	x \$13.95	\$348.75
Set Up, Delivery, Pick Up			\$40.00
		Service Charge	Included
		Sales Tax	Included
		Deposit	"Waived"
		Total Due	\$388.75

THANK YOU FOR THE OPPORTUNITY TO SERVE YOU.

Tax ID #: 770480909

