

# COMMISSIONERS' AGENDA ACTION SHEET

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| <b>Meeting Date:</b>                               | FC 10/18/22 BC 11/01/22   |
| <b>Subject:</b>                                    | Termination of Lease Agreement with Pacific Office Automation   |
| <b>Presenter:</b>                                  | N/A   |
| <b>Prepared By:</b>                                | Rosa Garcia   |
| <b>Reviewed By:</b>                                | David Wheeler   |
| <b>PA Review, Approval to Form:</b>                | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A (If no, include reasoning for no approval) |
| <b>Type of Agenda Item:</b>                        | <b>Type of Action Needed:</b> (Multiple boxes can be checked, if necessary)   |
| <input checked="" type="checkbox"/> Consent Agenda | <input type="checkbox"/> Discussion Only (1 <sup>st</sup> ) <input type="checkbox"/> Pass Motion  |
| <input type="checkbox"/> Public Hearing            | <input type="checkbox"/> Discussion Only (2 <sup>nd</sup> ) <input checked="" type="checkbox"/> Pass Resolution                             |
| <input type="checkbox"/> Scheduled Business        | <input type="checkbox"/> Decision/Direction <input type="checkbox"/> Pass Ordinance   |
|  | <input type="checkbox"/> Execute Contract   |

## Summary / Background Information

Attached for board review and approval is the Notice of Termination of Lease Agreement between Pacific Office Automation and Benton-Franklin Counties Juvenile Justice Center.

In accordance with Section 2.1 of the Lease Agreement the Benton-Franklin Counties Juvenile Justice Center has elected to terminate the Lease Agreement on October 31, 2022 due to no longer needing services from Pacific Office Automation.

## Fiscal Impact

The Lease Agreement is being terminated in which no fiscal impact is present.

## Recommendation

We recommend that the Boards of Commissioners of Benton County and Franklin County approve and sign the Notice of Termination of Lease Agreement between Pacific Office Automation and Benton-Franklin Counties Juvenile Justice Center as written.

## Suggested Motion

Approve as part of consent agenda.

# JOINT RESOLUTION

BENTON COUNTY RESOLUTION NO. \_\_\_\_\_

FRANKLIN COUNTY RESOLUTION NO. \_\_\_\_\_

**BEFORE THE BOARDS OF THE COMMISSIONERS OF BENTON AND FRANKLIN COUNTIES, WASHINGTON;**

**IN THE MATTER OF AUTHORIZING THE CHAIR OF THE BOARD OF BENTON AND FRANKLIN COUNTY COMMISSIONERS TO SIGN THE ATTACHED TERMINATION LETTER FOR THE LEASE AGREEMENT WITH PACIFIC OFFICE AUTOMATION**

**WHEREAS**, by Benton County Resolution 2018 223 and by Franklin County Resolution 2018 066 signed on March 27, 2018 and March 6, 2018 respectively, Benton Franklin Counties Juvenile Justice Center entered into a Lease Agreement with Pacific Office Automation for three (3) copiers; and

**WHEREAS**, per Section 2.1 of the Lease Agreement, Benton Franklin Counties Juvenile Justice Center at its sole discretion may terminate any time when it is in the best interest of Benton Franklin Counties Juvenile Justice Center; and

**WHEREAS**, the Administrator recommends the Chair of the Board of Benton County Commissioners and the Chair of the Board of Franklin County Commissioners sign the attached letter to terminate the Lease Agreement between Benton Franklin Counties Juvenile Justice Center and Pacific Office Automation;  
**NOW, THEREFORE**

**BE IT RESOLVED**, that the Chairs are authorized to sign the attached letter to Pacific Office Automation to terminate the Lease Agreement between Benton Franklin Counties Juvenile Justice Center and Pacific Office Automation; and

**BE IT FURTHER RESOLVED**, said contract shall terminate on October 31, 2022.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_ 2022  
**BENTON COUNTY BOARD OF COMMISSIONERS**

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_ 2022  
**FRANKLIN COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Member

Constituting the Board of  
County Commissioners,  
Benton County, Washington

Attest:

\_\_\_\_\_  
Member

Constituting the Board of  
County Commissioners,  
Franklin County, Washington

Attest:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Clerk of the Board

Benton County Commissioners

**BENTON AND FRANKLIN COUNTIES**

Franklin County Commissioners

Shon Small, Chair  
Will McKay, Chair Pro-Tem  
Jerome Delvin, Member  
(509) 786-5600  
(509) 736-3080 (toll free from Tri-Cities)

Clint Didier, Chair  
Rocky Mullen, Chair Pro Tem  
Brad Peck, Member  
(509) 545-3535

September 30, 2022

Pacific Office Automation  
Attn: James Freeman  
810 S. Dayton Street  
Kennewick, WA 99336

Re: Notice of termination of Lease Agreement between Pacific Office Automation and Benton-Franklin Counties Juvenile Justice Center

Dear James Freeman:

The Boards of County Commissioners for Benton County and Franklin County have determined it to be in the best interest of both Counties to terminate the above referenced Lease Agreement. This is notice by Benton County and Franklin County of the termination of the Lease Agreement signed by you on February 28, 2018 and by the Board of Benton County Commissioners, Resolution No. 2018-223, and the Board of Franklin County Commissioners, Resolution No. 2018-066, on March 27, 2018 and March 6, 2018 respectively. The above referenced Lease Agreement is hereby terminated effective on October 31, 2022, pursuant to Section 2.1 of the Lease Agreement.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

Benton County Board of Commissioners

Franklin County Board of Commissioners

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Chair of the Board

Attest:

Attest:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Clerk of the Board