

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator

DATE: December 12, 2022

SUBJECT: Request for Authority to Terminate the Professional Services Agreement with Steve Shively, dba S3 Solutions.

STATEMENT OF ISSUE:

The County has a Professional Services Agreement (PSA) with Steve Shively, dba S3 Solutions. The PSA is for digital marketing services provided to the Tourism Coordinating Council (TCC) which annually receives substantial funding from the County as recommended by the Lodging Tax Advisory Committee. This arrangement has been awkward from its inception. The County should be in between the service provider and the organization receiving the services.

Discussion occurred in May 2022 when funding for S3 Solutions was dramatically increased. These discussions involved the awkward nature of the arrangement and that S3 Solutions should contract directly with the TCC. All parties agreed that the contract should be terminated at the end of 2022.

The original contract, in Section 15, allows the County to terminate with at least 30 days-notice. This notice is a bit tardy – the effective date of the termination will be January 7, 2023 rather than December 31, 2022.

ANALYSIS:

The attached letter will officially notify Steve Shively of the termination.

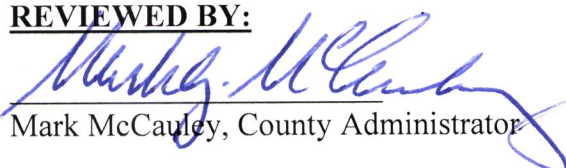
FISCAL IMPACT:

None.

RECOMMENDATION:

That the Board authorize the County Administrator to sign the attached notice of termination.

REVIEWED BY:


Mark McCauley, County Administrator

12/9/22
Date



Mark McCauley
1820 Jefferson Street
PO Box 1220
Port Townsend, WA 98368

Kate Dean, District 1 Heidi Eisenhour, District 2 Greg Brotherton, District 3

TO: Steve Shively, dba S3 Solutions
203 East Sims Way, #308
Port Townsend, WA 98368

FROM: Mark McCauley, County Administrator

DATE: December 12, 2022

RE: Professional Services Agreement (PSA) Termination

Consistent with discussions that took place in May, 2022 regarding the awkward contractual arrangement with S3 Solutions the County is terminating the Professional Services Agreement with S3 Solutions. S3 Solutions will henceforth contract directly with the Tourism Coordinating Council for digital marketing services.

The original PSA, in Section 15, allows the County to terminate the agreement with thirty (30) days-notice. Therefore, this contract is null and void on January 7, 2023.

Please contact me with any questions by phone at 360-385-9130 or via email at mmccauley@co.jefferson.wa.us.