

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Judy Shepherd, Finance Manager

DATE: October 27, 2025

SUBJECT: Discussion and Potential action re Resolution No. In the Matter of a Temporary Hiring Freeze on New Employment Positions and Vacant Employment Position Hiring Review

STATEMENT OF ISSUE:

Jefferson County is mandated by RCW 36.40 to have a balanced budget. The County has a fiscal responsibility to maintain a strong cash balance with reserve that preserves the services provided to the citizens of Jefferson County.

ANALYSIS:

Salaries and benefits are the largest portion of the County's budget of expenditures and there is an urgent need to begin limiting expenditures. It is in the best interest of the County to immediately impose a hiring freeze and review vacant employment positions before filling.

FISCAL IMPACT:

Potentially reduce the amount of salaries and benefits to positively impact the cash balance and improve the trajectory for the next five years.

REVIEWED BY:



Josh D. Peters, County Administrator

10/22/25

Date

STATE OF WASHINGTON
County of Jefferson

In the Matter of a Temporary Hiring	}	
Freeze on New Employment Positions	}	
and Vacant Employment Position	}	
Hiring Review	}	RESOLUTION NO.

WHEREAS, RCW 36.40 mandates that the County have a balanced budget; and

WHEREAS, it is anticipated that due to national, state and local economic outlook that the County's revenues will not meet projected expenditures due to increasing costs; and,

WHEREAS, the ability of the County to increase tax revenues to meet increasing demands for services is been limited by state law; and

WHEREAS, the County Commissioners and all Elected Officials and appointed Department Heads of the Jefferson County government are working together to ensure the County's financial future and to make budget adjustments necessary to deal with the revenue shortfalls; and,

WHEREAS, salaries and benefits are the largest portion of the County's budget of expenditures and there is an urgent need to begin limiting expenditures; and,

WHEREAS, the Board of County Commissioners finds that it is in the best interest of the County to immediately impose a temporary hiring freeze on County employment positions as defined below;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, STATE OF WASHINGTON:

Section 1. Whereas Clauses Adopted as Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above "Whereas" clauses as Findings of Fact.

Section 2. Temporary Hiring Freeze and Vacant Position Hiring Review Approved.

- a) Effective immediately a freeze is imposed on the creation and filling of any new employment position or the filling of any vacant position in all Jefferson County Departments.
- b) Critical function positions are those which must be filled due to contractual obligations, exposure to liability, specific technical expertise necessary for the operation of internal systems, due to statutory provisions,

or County ordinance.

- c) As oversight of the County budget, the Board of County Commissioners, through the County Administrator, will review each request to for an exception identified as critical function or fully supported by grant or other non-County funding.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or section of this resolution or its application to any person or circumstance is held invalid, the remainder of this resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 4. Effective Date. This resolution is effective upon adoption and will remain in effect through FY 2026, unless otherwise terminated or extended by separate Resolution by the Board of County Commissioners.

Section 5. SEPA Categorical Exemption. This resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800\(19\)](#).

APPROVED this 27th day of October, 2025.

SEAL:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

ATTEST:

APPROVED AS TO FORM:

Carolyn Gallaway, CMC Date
Clerk of the Board

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney