

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Deputy Clerk of the Board

DATE: December 16, 2024

SUBJECT: RESOLUTION re: Closing Certain County Offices Early on Christmas Eve, December 24, 2024

STATEMENT OF ISSUE:

Proposed Resolution closing certain County offices and facilities early on Christmas Eve, December 24, 2024.

ANALYSIS:

Approval of the attached Resolution would authorize the early closure of all Jefferson County offices on December 24, 2024, with the exception of departments that are required to provide services on a 24 hour a day basis. Jefferson County offices closing early are: Courthouse, Public Health, Community Development, Public Works Road Crew offices and facilities, Public Works Parks & Recreation offices and facilities, Public Works Administration office, Sheriff's Administration office, and WSU Extension Administration office shall close to the public beginning at noon. Public Works Solid Waste Jacob Miller Transfer Station and Quilcene Drop Off site shall close at 2:00 p.m. Employees choosing to leave early are required to take compensatory time, vacation or time off without pay.

RECOMMENDATION:

Approve Resolution re: Closing Certain County Offices Early on Christmas Eve, December 24, 2024.

REVIEWED BY:


Mark McCauley, County Administrator

12/19/24
Date

**JEFFERSON COUNTY
STATE OF WASHINGTON**

In the Matter of Closing Certain County }
Offices Early on Christmas Eve } RESOLUTION NO.

WHEREAS, Jefferson County has had a tradition of allowing its employees to leave work early on Christmas Eve to enjoy time with their families; and

WHEREAS, historically there are few, if any, business transactions conducted with the public in the afternoon hours of Christmas Eve; and

WHEREAS, in order that all employees who may wish to, are given the opportunity to participate in this tradition; and

NOW, THEREFORE BE IT RESOLVED, by the Board of County Commissioners that Jefferson County offices at the Courthouse, Public Health, Community Development, Public Works Road Crew offices and facilities, Public Works Parks & Recreation offices and facilities, Public Works Administration office, Sheriff's Administration office, and WSU Extension Administration office shall close to the public beginning at noon on December 24, 2024. Public Works Solid Waste Jacob Miller Transfer Station and Quilcene Drop Off site shall close at 2:00 p.m.; and

BE IT FURTHER RESOLVED, that all employees, with the exception of Sheriff's Deputies and Corrections Officers (as those departments are required to provide services on a 24 hour a day basis), may be relieved from work upon their office/facility closing to the public or may choose to work their regular hours. Those employees choosing to be relieved from work upon their office/facility closing to the public, should coordinate with their supervisor and may take paid time off (compensatory time or vacation hours), or if they have no paid time due, they may take time off without pay; and

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. Purpose. Procedure for closing County offices early on December 24, 2024.

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.

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

BE IT FURTHER RESOLVED, that a notice of said closure will be published in the Port Townsend Leader News on December 11, 2024, noticed on the County website, and posted on the public access doors to affected County facilities.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

APPROVED this 9th day of December, 2024.

SEAL:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Kate Dean, Chair

Greg Brotherton, Member

Heidi Eisenhour, Member

ATTEST:

APPROVED AS TO FORM:

Carolyn Gallaway, CMC Date
Clerk of the Board

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney