


ADMINISTRATIVE SERVICES

2026 BUDGET PRESENTATION


Amber Dunwiddie, Director

September 15, 2025 | 9:30 a.m. | Commissioner Chambers



KitsapCounty

9/15/2025




1

ADMINISTRATIVE SERVICES (DAS)

ABOUT US

MISSION

DAS consists of 4 general fund divisions and 2 internal services divisions that operate under the Board of County Commissioners to provide County departments and elected offices with centralized financial and general administrative services. Additionally, DAS is responsible for the County's Office of Public Defense, Public Disclosure, and the Risk Management program, which includes insurance, liability claims, and workers' compensation management.



9/15/2025
2

2

ADMINISTRATIVE SERVICES (DAS)

EMPLOYEES

Administrative Services proudly serves the Kitsap County community with the 45 FTEs.

LEADERSHIP TEAM

- Amber Dunwiddie, Director
- Tim Perez, Risk Manager
- Lee Reyes, Purchasing/Contracts Mgr.
- Kristofer Carlson, Budget Manager
- Steve Lewis, Chief Public Defender



9/15/2025

3

3

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ADMINISTRATIVE SERVICES (DAS)

DIVISIONS



FINANCE & ADMINISTRATION

Provides payroll, accounts payable, and contract support to seven county departments and elected offices.



PURCHASING

Assists departments in securing goods, services, and public works projects through ethically competitive purchasing methods.



BUDGET

Manages the budget process and provides financial analysis to the Board of County Commissioners and all departments.



RISK MANAGEMENT

Preserves Kitsap County's resources through the transfer, mitigation, financing, and segregation of risks.



PUBLIC DISCLOSURE

Provides coordination and accessibility of government records; tracks and manages public disclosure requests.



OFFICE OF PUBLIC DEFENSE

Promotes and protects the interests of indigent clients by providing mandated, effective defense counsel through in-house and contract attorneys.

9/15/2025

4

4

ADMINISTRATIVE SERVICES (DAS)



GOALS

1. UPGRADE eCONTRACT REVIEW PLATFORM AND PROCESS

Finalize the upgrade of the electronic contract review process which includes more user-friendly access to stop, start, and revise flows.

2. SUCESSFULLY BEGIN IMPLEMTNING REVISED INDIGENT DEFENSE CASELOAD GUIDLINES

WA Supreme County has mandated full compliance by 2036. Goal is to achieve mandated caseload reductions while ensuring counsel remains available for all who qualify in a cost-effective manner.

3. TRANSITORY EMAIL DELETION AND RECORDS MANAGEMENT TRAINING

Partnering with Information Services to develop policy, create training, and ultimately see past transitory emails deleted and not retained going forward.

4. REFRESH HOW LEADERSHIP & STAFF VIEW FINANCIAL INFORMATION

Utilize existing systems to create user-friendly dashboards

9/15/2025

5

5

ADMINISTRATIVE SERVICES (DAS)

ACCOMPLISHMENTS

Restructure of Office of Public Defense (OPD)

- Divided OPD into 4 constituent parts to reduce the need for outsourcing cases due to conflicts and mitigate contractor pool instability.
- Positions OPD to more effectively manage new caseload standards.

Electronic Injury Reporting System Implementation

- Allows for immediate notification to all stakeholders
- Improves employee care and loss prevention

Structural Budget Problem

- Successful budget planning process during a period of historically high inflation.

9/15/2025

6

6

ADMINISTRATIVE SERVICES (DAS)

BUDGET SUMMARY – ADMIN, PURCHASING & BUDGET

Net elimination/change from supplies/services budget line items	(\$) 0
Position elimination/change from a reclass/reorganization, FTE reduction	(\$) 83,376 - 1 Fiscal Support Technician \$ 21,000 - Move Budget Analyst (DEM) \$ 5,000 - Mid-year reclass
New revenue or increased revenues as a result of a specific management action	\$ 0
Total fiscal impact	(\$) 57,376

*Fiscal impact target – (\$) 33,026

9/15/2025

7

7

ADMINISTRATIVE SERVICES (DAS)

BUDGET SUMMARY – OFFICE OF PUBLIC DEFENSE

Net elimination/change from supplies/ services budget line items	(\$) 6,000
Position elimination/change from a reclass/reorganization, FTE reduction	(\$)
New revenue or increased revenues as a result of a specific management action	\$ 150,500
Total fiscal impact	(\$) 156,500

*Fiscal impact target – (\$) 156,248

9/15/2025

8

8

ADMINISTRATIVE SERVICES (DAS)

BUDGET SUMMARY – RISK & PUBLIC DISCLOSURE

Net elimination/change from supplies/ services budget line items	\$ 126,803 – Insurance premiums, software maintenance, excess workers compensation
Position elimination/change from a reclass/reorganization, FTE reduction	(\$)
New revenue or increased revenues as a result of a specific management action	\$ 80,150 – net change in premiums and workers compensation rates
Total fiscal impact	\$ 46,653 – limited expense change supported by available fund balance; net overall decrease in general fund rates

*Fiscal impact target – No increase to interfund rates

9/15/2025

9

9

QUESTIONS?



9/15/2025

10

10



THANK YOU!



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Scan the **QR code** for our newsletter/website!



9/15/2025

11