2024/2025

Central Services Budget

October 4, 2023

Open, Director

Renee Talley, Financial Analyst

Open, Fleet Manager

Matt Court, Facilities Supervisor

Sara McIntyre, IT

Agenda

- Staffing
- Budget - Fleet
- Budget - Facilities
- Budget - Information Technology
- Budget – C&R
- Budget – Capital Improvement

Staffing

STAFFING

Fleet

- Full Time Equivalent Employees – 7.26

Facilities

- Full Time Equivalent Employees – 9.52

Information Services

- Full Time Equivalent Employees – 9.70

Construction & Renovation

- Full Time Equivalent Employees – .39

Budget

Fleet

Fleet

2024

- SALARIES & BENEFITS $ 799,340
- SUPPLIES $1,202,000
- OTHER SERVICES & CHARGES $ 516,200
- CAPITAL OUTLAY $1,768,000

2025

- SALARIES & BENEFITS $ 811,061
- SUPPLIES $1,202,500
- OTHER SERVICES & CHARGES $ 523,500
- CAPITAL OUTLAY $1,243,000

Fleet
Capital Outlay

ER&R - EQUIPMENT CAPITAL OUTLAY 2024

Item #	Item description	New or Replace (N or R)	Projected in-service date	Unit Cost	2024 Total Cost	2025 Total Cost
1	0672 Culvert Flusher/Roads	R		70000	$70,000	
1	0814 Pickup Broom/Roads	R		327000	$327,000	
2	0935/0940 Charger/Patrol	R		85000	$170,000	
1	0914 Ford Explorer/Patrol	R		85000	$85,000	
3	0957/0958/0959 Dodge Durango/Patrol	R		85000	$255,000	
1	0883/Ford Explorer/Patrol	R		85000	$85,000	
2	0815/0833 Ford Escape/Pub Works	R		32000	$64,000	
1	0894 Ford Escape/Pub Works	R		32000	$32,000	
1	0694 Ford Ranger/Parks	R		30000	$30,000	

ER&R - OTHER CAPITAL OUTLAY

Item #	Item description	New or Replace (N or R)	Projected in-service date	Unit Cost	2024 Total Cost	2025 Total Cost
1	Hadlock Shop Roof Replacement	R		650000	$650,000	
1	Chip Seal Hadlock Shop Parking Lot	R		30000		$30,000
1	Hadlock Shop Office Flooring Replacement	R		15000		$15,000

Fleet
Capital Outlay

ER&R - EQUIPMENT CAPITAL OUTLAY 2025

Item #	Item description	New or Replace (N or R)	Projected in-service date	Unit Cost	2024 Total Cost	2025 Total Cost
3	482/483/485 10' Snow Plow/Roads	R		22000		$66,000
2	603/644 11' Snow Plow/Roads	R		25000		$50,000
1	682 Ingersol Roller/Roads	R		62000		$62,000
1	773 2 Axle Tilt Trailer/Roads	R		27000		$27,000
1	827 Street Sweeper/Roads	R		87000		$87,000
3	908/909/920 Ford F250/Roads	R		45000		$135,000
4	985/986/987/988 Auto Flagger/Roads	R		17000		$68,000
1	844 John Deere Mower/Parks	R		26000		$26,000
1	824 Ford Focus/Roads Admin	R		35000		$35,000
1	880 Ford Fusion/Roads Admin	R		36000		$36,000
1	862 Chevy Express 3500 Van/Jail	R		86000		$86,000
1	941 Dodge Charger/Patrol	R		86000		$86,000
3	974/976/977 Dodge Durango/Patrol	R		86000		$258,000.00
1	0872 Ford Fusion/Juv Services	R		36000		$36,000
2	863/864 Toyota Prius/Health	R		34000		$68,000
2	895/896 Ford Fusion/Health	R		36000		$72,000

Facilities

Facilities

2024

- SALARIES & BENEFITS $ 903,530
- SUPPLIES $ 80,000
- OTHER SERVICES & CHARGES $ 611,105

2025

- SALARIES & BENEFITS $ 933,909
- SUPPLIES $ 85,000
- OTHER SERVICES & CHARGES $ 627,346

Information Services

Information Services

2024

- SALARIES & BENEFITS $1,152,852
- SUPPLIES $ 71,450
- OTHER SERVICES & CHARGES $ 851,869
- CAPITAL OUTLAY $ 548,506

2025

- SALARIES & BENEFITS $1,189,205
- SUPPLIES $ 71,450
- OTHER SERVICES & CHARGES $ 830,713
- CAPITAL OUTLAY $ 598,885

Information Services

Capital Outlay

INFORMATION SERVICES CAPITAL OUTLAY

Item #	Item description	New or Replace (N or R)	Projected in-service date	Unit Cost	2024 Total Cost	2025 Total Cost
	59418.64.0020 Computers					
	Desktop Computers				$118,079	$104,053
	Laptop Computers				$88,929	$156,878
	Tablets				$20,710	$8,260
	Servers				$139,045	$211,705
	Printers				$1,952	$5,675
	IS Misc				$118,791	$52,314
	59418.64.0050 Records Management					
	Scanner				$1,000	$0
	59418.64.0000 IS Capital					
	Contingency				$60,000	$60,000
					$ 548,506	$ 598,885

Construction & Renovation

Construction & Renovation

2024

- SALARIES & BENEFITS $ 49,340
- OTHER SERVICES & CHARGES $ 15,219
- CAPITAL OUTALY $ 1,978,941

2025

- SALARIES & BENEFITS $ 49,814
- OTHER SERVICES & CHARGES $ 15,219
- CAPITAL OUTLAY $3,426,467

Construction & Renovation

Capital Projects

C&R CAPITAL PROJECTS 2024

Item #	Item description	New or Replace (N or R)	Projected in-service date	Unit Cost	2024 Total Cost	2025 Total Cost
	Courthouse Elevator Modernization				$460,000	
	Courthouse Superior Court Carpet				$50,000	
	Courthouse Irrigation Replacement				$35,000	
	Courthouse Annual Roof Repairs				$15,000	
	Courthouse Wiring Upgrade				$65,000	
	Courthouse Woodwork Restoration				$6,500	
	Quilcene CC Commercial Kitchen/Septic Upgrade				$100,000	
	Animal Shelter Wall, Roof, Window Repair				$65,000	
	Jail Sprinkler Head/Standpipe Replacement				$20,000	
	Jail Crisis Addition & Modular Replace Study				$50,000	
	Jail Sewer Hookup & Septic Decommissioning				$85,000	
	Sheriff Admin Sewer Hoop & Septic Decommissioning				$40,000	
	PT Community Center Gym Roof A&E				$75,000	
	Property Acquisition Admin/Law & Justice - Annual Reserve				$250,000	
	Facilities Shop Toolup				$25,000	
	Records Storage Building Toolup				$80,000	
	Trii Area Community Center Exterior Paint				$50,000	
	PT Community Cntr Kitchen/Dining Rm Floor Replacement				$60,000	
	Contingency/Emergency				$60,000	
					$ 1,591,500	$ 0

Construction & Renovation

Capital Projects

C&R CAPITAL PROJECTS 2024 Continued

Item #	Item description	New or Replace (N or R)	Projected in-service date	Unit Cost	2024 Total Cost	2025 Total Cost
	HVAC Replacements (Health, DCD, Public Works)				$270,000	
	Jail Computer Controls - HVAC				$35,000	
	Parking Resurfacing (Jail, Sheriff, Quil CC)				$65,000	
	PT Community Center Fire Alarm Panel Replacement				$25,000	
	Courthouse Auditor's Office Counter Remodel				$21,000	
	ADA Upgrades				$5,000	
	Electrical Upgrades				$15,000	
	Unallocated				$16,000	
	Amount carried from page 1				$1,591,500	
					$ 2,043,500	$ 0

Construction & Renovation

Capital Projects

C&R CAPITAL PROJECTS 2025

Item #	Item description	New or Replace (N or R)	Projected in-service date	Unit Cost	2024 Total Cost	2025 Total Cost
	Courthouse Elevator Repair					$10,000
	Courthouse Roof Repairs					$15,000
	Courthouse Chimney Repair					$30,000
	Jail Modular Replacement					$400,000
	Brinnon CC Structural Study					$100,000
	PT Community Center Roof Replacement/Repair					$2,000,000
	Property Acquisition Admin/Law & Justice - Annual Reserve					$250,000
	Courthouse Woodwork Restoration					$6,500
	Public Works Roof Replacement					$65,000
	Health/DCD Roof Replacement					$175,000
	PT Community Center Roof Replacement					$90,000
	Public Works Exterior Paint					$20,000
	Courthouse Annex Exterior Paint					$ 20,000
	Quilcene CC Exterior Paint					$35,000
	Sheriff Admin Exterior Paint					$40,000
	Brinnon CC Floor Replacement					$65,000
	PT Recreation Floor Replacement					$35,000
	Contingency/Emergency					$60,000
	Continued on Page 2				$ 0	$ 3,416,500

Construction & Renovation

Capital Projects

C&R CAPITAL PROJECTS 2025 Continued

Item #	Item description	New or Replace (N or R)	Projected in-service date	Unit Cost	2024 Total Cost	2025 Total Cost
	Animal Shelter HVAC Replacement					$10,000
	Jail Locker Room Upgrade					$30,000
	ADA Upgrades					$4,000
	Electrical Upgrades					$15,000
	Unallocated					$16,000
	Amount Carried from page 1					$3,416,500
					$ 0	$ 3,491,500

CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Program

2024

- TRANSFER TO C&R $ 968,750
- TRANSFER TO ROADS $ 40,547
- TRANSFER TO HJ CARROLL $ 100,000

2025

- CAPITAL OUTLAY $1,100,000
- TRANSFER TO C&R $1,000,000
- TRANSFER TO PARKS IMP $ 100,000

Capital Improvement Plan

C&R 10 YEAR CAPITAL IMPROVEMENT PLAN

2024

•	ONE-TIME PROJECTS	$ 1,431,500
•	EXTERIOR PAINT	$ 50,000
•	FLOOR REPLACEMENT	$ 110,000
•	HVAC REPLACEMENT	$ 305,000
•	PARKING RESURFACING	$ 65,000
•	FIRE ALARM PANEL	$ 25,000
•	QUALITY OF LIFE	$ 21,000
•	ADA & ELECTRICAL UPGRADES	$ 36,000

Capital Improvement Plan

C&R 10 YEAR CAPITAL IMPROVEMENT PLAN

2025

•	ONE-TIME PROJECTS	$ 2,871,500
•	ROOF REPLACEMENTS	$ 330,000
•	EXTERIOR PAINT	$ 115,000
•	FLOOR REPLACEMENT	$ 100,000
•	HVAC REPLACEMENT	$ 40,000
•	ADA & ELECTRICAL UPGRADES	$ 35,000

REVENUE

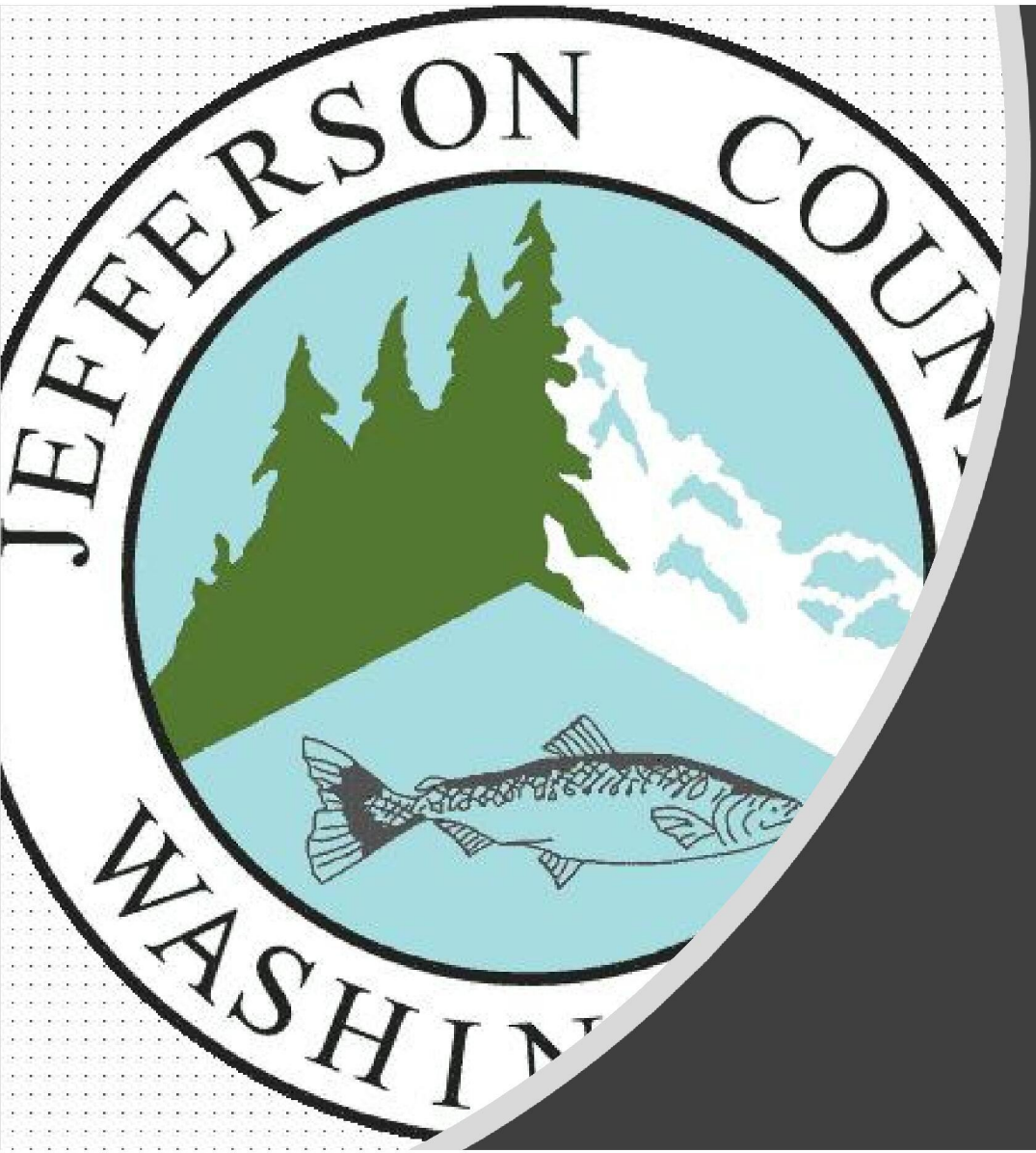
REVENUE

As a group of Internal Service Funds the Facilities and Information Services Funds earn their revenues through Cost Allocation Plans developed as part of the biennial budget process and adopted by the Board of County Commissioners on the second Monday of December. These funds work to provide cost effective services to our Department Directors and Elected Officials.

The ER&R Fund revenues are primarily based on equipment rental rates charged to customer departments.

Construction & Renovation funding source is operating transfers out of the Capital Improvement Fund.

Capital Improvement is primarily funded by REET1 and REET 2.



QUESTIONS?