

**Department:** County Assets

**Program Contact:** Sherry Swackhamer

**Program Offer Type:** Administration

**Program Offer Stage:** As Adopted

**Related Programs:**
**Program Characteristics:**

### Executive Summary

The Department of County Assets (DCA) Director's Office is accountable for leadership in the oversight and management of county assets including information technology, facilities and property management, fleet administration and maintenance, motorpool, records and archive management, distribution services, and the related functions. The Director's Office is also responsible for ensuring department-wide engagement in important county-wide initiatives including Diversity and Equity, the Climate Action Plan and the Wellness Program.

### Program Summary

The Department of County Assets (DCA) aligns the management of specific County assets including information technology, facilities and property management, fleet operations, records, and distribution services. The goals of DCA include managing physical assets and the associated costs to ensure that the County's limited resources are invested where they are needed most. DCA management provides leadership, strategic direction, and operational assessment and accountability to ensure these goals are met.

The organization also includes an administrative services hub providing Human Resources and Administration, Procurement and Contracting, and Budget and Finance services. The hub provides these services to DCA, the Department of County Management (DCM), the Chair's Office, the Board of County Commissioners, and other non-departmental entities. The hub is designed to eliminate duplication of resources and streamline processes through economies of scale across these groups.

Additionally, the department includes the county-wide Strategic Sourcing initiative. Strategic Sourcing moves the county to an industry standard practice of commodity planning and sourcing with "just in time" purchasing and direct shipment of office supplies and similar commodities. A county-wide "Strategic Sourcing Council" provides governance and decision-making.

### Performance Measures

Measure Type	Primary Measure	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	Number of Equity Lens project/process equaluations completed	N/A	3	2	6
Outcome	Percent of administrative processes analyzed through the LEAN methodology.	N/A	N/A	N/A	20

### Performance Measures Descriptions

Output - Equity Lens will be used in the evaluation of at least 6 processes/projects.

Outcome - Percent of administrative processes analysed per the LEAN methodology (new).

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$391,235	\$0	\$410,848	\$0
Contractual Services	\$50,000	\$0	\$25,000	\$0
Materials & Supplies	\$25,646	\$0	\$23,375	\$0
Internal Services	\$182,496	\$0	\$27,142	\$0
<b>Total GF/non-GF</b>	<b>\$649,377</b>	<b>\$0</b>	<b>\$486,365</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$649,377</b>		<b>\$486,365</b>	
<b>Program FTE</b>	2.00	0.00	2.00	0.00

Program Revenues				
Other / Miscellaneous	\$646,932	\$0	\$486,365	\$0
<b>Total Revenue</b>	<b>\$646,932</b>	<b>\$0</b>	<b>\$486,365</b>	<b>\$0</b>

Explanation of Revenues

Internal Service charges in the Facilities, Information Technology, Fleet, and Distribution funds support the Director's Office.

Significant Program Changes

Last Year this program was: FY 2015: 78000 DCA Director's Office

No significant changes.