



**Program #78000A - DCA Director's Office** **FY 2024 Department Requested**

**Department:** County Assets **Program Contact:** Tracey Massey  
**Program Offer Type:** Administration **Program Offer Stage:** Department Requested  
**Related Programs:**  
**Program Characteristics:** In Target

**Executive Summary**

The Department of County Assets (DCA) Director's Office is accountable for leadership, oversight and management of county assets including information technology, facilities and property management, fleet administration and maintenance, motor pool, records and archive management, distribution services, and related functions. The Director's Office is also responsible for ensuring department-wide engagement in strategic countywide initiatives including the Future of Work, the Workforce Equity Strategic Plan, and Climate Action Plan.

**Program Description**

DCA ensures that those who serve the community have what they need to provide excellent services and envisions a thriving community built on information, spaces, and services for everyone. DCA's goals include delivering timely and valuable services, building and maintaining relationships, building and promoting a high quality and diverse workforce that feel safe bringing their whole self to work, developing practices to streamline processes and deliver value, and promoting a culture of innovation, creative problem solving, and continuous improvement. The DCA Director's Office provides leadership, strategic direction, operational assessment, and accountability to ensure these goals are met.

The DCA Director's Office aligns DCA's strategic direction with broad programs throughout the County by applying our core values of equity, collaboration, innovation, and stewardship to all of the work that we do. We incorporate these values into our decision making and prioritization processes and demonstrate them through our operations and relationships with other departments. We continue to work to make sure that safety, trust, and belonging is experienced at every County site, whether physical or online and throughout County services. Our success can be measured and tied to our own employees' sense of belonging.

**Performance Measures**

Measure Type	Primary Measure	FY22 Actual	FY23 Budgeted	FY23 Estimate	FY24 Offer
Output	Responses to monthly survey.	46%	50%	44%	50%
Outcome	Response rate above 9 or higher.	52%	55%	56%	58%

**Performance Measures Descriptions**

- PM #1 - Percentage of employees responding to monthly engagement survey.
- PM #2 - Outcome - Percentage of employees scoring 9 or above (out of 10) on monthly engagement survey.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Department Requested General Fund	Department Requested Other Funds
Program Expenses	2023	2023	2024	2024
Personnel	\$938,434	\$0	\$1,014,152	\$0
Contractual Services	\$80,000	\$0	\$93,497	\$0
Materials & Supplies	\$73,881	\$0	\$47,014	\$0
Internal Services	\$99,370	\$0	\$57,516	\$0
<b>Total GF/non-GF</b>	<b>\$1,191,685</b>	<b>\$0</b>	<b>\$1,212,179</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,191,685</b>		<b>\$1,212,179</b>	
<b>Program FTE</b>	4.00	0.00	4.00	0.00

Program Revenues				
Other / Miscellaneous	\$1,183,778	\$0	\$1,212,179	\$0
<b>Total Revenue</b>	<b>\$1,183,778</b>	<b>\$0</b>	<b>\$1,212,179</b>	<b>\$0</b>

Explanation of Revenues

Cost of the Director's Office are allocated proportionately among the County's internal services. Internal service charges recover the costs associated with supporting Facilities and Property Management, Information Technology, Fleet and Distribution funds.

Significant Program Changes

Last Year this program was: FY 2023: 78000A DCA Director's Office