

# Business Planning and Support

**Mission** To provide leadership and management support to the Department of Public Works and Environmental Services (DPWES) so that the department may realize its full potential in its service to the community.

**Focus** The mission of DPWES Business Planning and Support (BPS) is to provide departmental leadership and senior level management direction, support, and coordination of department-wide operations related to workplace safety, information technology, human resources, environmental compliance and sustainability, emergency management and preparedness, strategic planning, program performance management, national accreditation, and public outreach. BPS provides support to DPWES' four core business areas: Stormwater Management, Wastewater Management, Solid Waste Management, and Capital Facilities. BPS ensures a coordinated, unified, and streamlined delivery of services through collaboration. BPS partners with stakeholders, ensures operations achieve high value customer service through implementation of state-of-the-art public works practices, leads efforts to provide effective internal and external communication, and guides the organization to effectively and efficiently contribute to the quality of life, health, safety, and welfare of residents of Fairfax County.

BPS and the DPWES director also lead the implementation of the department's strategic plan. The department's strategic themes are "Celebrating and Investing in People," "Setting the Stage for Future Success," "Ensuring Environmentally Responsible Programs," and "Excelling in Program Performance." The strategic plan integrates the department's four core business areas into one cohesive organization. In addition, BPS and the Director also provide oversight of contracting activities for construction projects and related architectural, engineering and consultant services assigned to the department.

DPWES is focused on traditional public works operations including stormwater and wastewater utility services; infrastructure design, construction, and maintenance; solid waste operations; the delivery of the capital projects identified in the County's Capital Improvement Program; and environmental compliance and sustainability. BPS provides shared business support functions to DPWES, including information technology and communications which were consolidated into the Director's office to ensure services are provided in an integrated, "one department" approach and that resources are utilized in an efficient manner.

## Pandemic Response and Impact

BPS has continued to work at full capacity during the COVID-19 pandemic to fulfill its responsibilities to its customers. Accomplishing this task has required considerable innovation, hard work, and adaptation (e.g., additional personal protection equipment (PPE), facility cleaning, distancing measures, equipment, and new tools) that have increased resource requirements.

**Budget and Staff Resources**

Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Revised	FY 2022 Advertised
<b>FUNDING</b>				
<b>Expenditures:</b>				
Personnel Services	\$2,826,259	\$845,734	\$3,193,529	\$845,734
Operating Expenses	249,881	363,588	383,729	363,588
<b>Subtotal</b>	<b>\$3,076,140</b>	<b>\$1,209,322</b>	<b>\$3,577,258</b>	<b>\$1,209,322</b>
<b>Less:</b>				
Recovered Costs	(\$2,190,434)	(\$200,000)	(\$2,547,795)	(\$200,000)
<b>Total Expenditures</b>	<b>\$885,706</b>	<b>\$1,009,322</b>	<b>\$1,029,463</b>	<b>\$1,009,322</b>
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>				
Regular	38 / 38	38 / 38	38 / 38	40 / 40

**FY 2022 Funding Adjustments**

The following funding adjustments from the FY 2021 Adopted Budget Plan are necessary to support the FY 2022 program:

**Position Adjustments** **\$0**  
 In order to better support the Department of Public Works and Environmental Services' (DPWES) four core business areas and enhance department-wide initiatives, 2/2.0 FTE positions are transferred from Fund 40100, Stormwater Services, to Agency 25, Business Planning and Support, in FY 2022. These positions will continue to be funded by Fund 40100 through cost distribution in FY 2022. This adjustment is part of the second phase of the IT consolidation in Agency 25. There is no funding impact for Agency 25 and Fund 40100.

**Changes to FY 2021 Adopted Budget Plan**

The following funding adjustments reflect all approved changes in the FY 2021 Revised Budget Plan since passage of the FY 2021 Adopted Budget Plan. Included are all adjustments made as part of the FY 2020 Carryover Review, FY 2021 Mid-Year Review, and all other approved changes through December 31, 2020:

**Carryover Adjustments** **\$20,141**  
 As part of the FY 2020 Carryover Review, the Board of Supervisors approved encumbered funding of \$20,141 in Operating Expenses.

## Position Detail

The FY 2022 Advertised Budget Plan includes the following positions:

BUSINESS PLANNING AND SUPPORT – 40 Positions			
1	Director, Dept. of Public Works	1	Network/Telecom Analyst III
1	Asst. Director of Public Works	1	Network/Telecom Analyst II [+1T]
1	Info. Tech. Program Manager II	1	Business Analyst IV
1	Info. Tech. Systems Architect	2	Business Analysts III
1	Info. Tech. Technician III [+1T]	1	Business Analyst II
1	Management Analyst IV	1	Internet/Intranet Architect III
1	Management Analyst III	2	Internet/Intranet Architects II
1	Management Analyst I	2	Geog. Info. Spatial Analysts III
1	Information Officer III	2	Geog. Info. Spatial Analysts II
2	Training Specialists III	2	Geog. Info. Spatial Analysts I
1	Communications Specialist II	1	Geog. Info. Sys. Technician
2	Human Resource Generalists II	1	Administrative Assistant V
2	Engineers I	1	Administrative Assistant IV
1	Programmer Analyst IV	1	Administrative Assistant III
2	Programmer Analysts III	1	Administrative Assistant II
1	Programmer Analyst II		
T	Denotes Transferred Position(s)		

## Performance Measurement Results

Performance measures are monitored at the business area level in DPWES. Since BPS provides support and oversight to the various DPWES business areas, whether or not the business areas met their respective outcome targets serves as a measure of BPS' performance. In FY 2020, DPWES met 77 percent of the outcome targets. Additional details about DPWES performance measures can be found in Agency 26, Office of Capital Facilities; Fund 40080, Integrated Pest Management; Fund 40100, Stormwater Services; Fund 69010, Sewer Operation and Maintenance; and the Solid Waste Overview. In FY 2022, DPWES will strive to meet 100 percent of its outcome targets. Please refer to the individual business area Performance Measurement Results for more specific information.

Indicator	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimate	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
Percent of PM targets achieved	69%	69%	100%	77%	100%	100%

A complete list of performance measures can be viewed at <https://www.fairfaxcounty.gov/budget/fy-2022-advertised-performance-measures-pm>