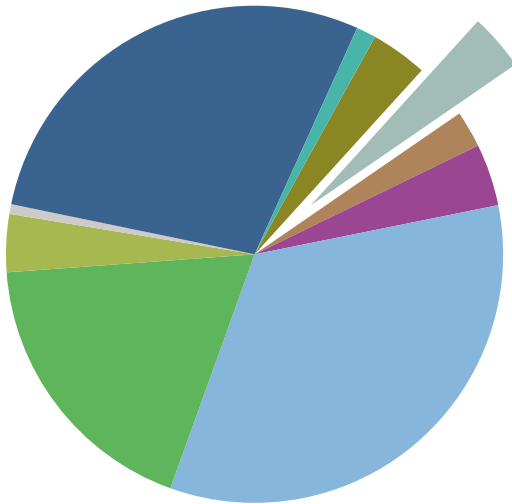


County Attorney

Mission Statement

The County Attorney's Office provides quality and timely legal assistance, advice, and litigation services to the Board of County Supervisors, the County Executive, departments, agencies, and employees of Prince William County in the performance of their duties.



Expenditure Budget:
\$5,691,419



3.7% of General Government

Programs:

- County Attorney: \$5,691,419

General Government Expenditure Budget:
\$154,834,121

Mandates

The Code of Virginia provides that with the appointment of a County Attorney, the Commonwealth Attorney is relieved of any duty to the locality regarding civil matters. All civil matters are handled by the County Attorney, including advising the governing body and all boards, departments, agencies, officials and employees of the locality, drafting or preparing ordinances, defending or bringing actions in which the local government or any of its boards, departments or agencies, officials, or employees are a party, and in any other manner advising or representing the local government, its boards, departments, agencies, officials, and employees. The Board of County Supervisors has enacted additional local mandates for which the County Attorney is responsible.

State Code: [15.2-1542](#) (Creation of office of county, city or town attorney authorized), [15.2-529](#) (Appointment of county attorney), [15.2-633](#) (Office of the county attorney), [63.2-1949](#) (Authority of city, county, or attorney)

County Code: [Chapter 2](#) (Administration), [Chapter 5](#) (Home Improvement Contractor License), [Chapter 5.6](#) (Cable Television), [Chapter 9.2](#) (Fire Prevention and Protection), [Chapter 10.1](#) (Human Rights), [Chapter 16](#) (Miscellaneous Offenses), [Chapter 20](#) (Unclaimed Money and Property), [Chapter 22](#) (Refuse), [Chapter 32](#) (Zoning)

County Attorney

Expenditure and Revenue Summary



Expenditure by Program	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted	% Change Budget FY23/ Budget FY24
County Attorney	\$4,068,253	\$3,854,633	\$4,074,240	\$5,269,919	\$5,691,419	8.00%
Total Expenditures	\$4,068,253	\$3,854,633	\$4,074,240	\$5,269,919	\$5,691,419	8.00%

Expenditure by Classification

Salaries & Benefits	\$3,920,417	\$3,830,679	\$4,086,427	\$4,666,069	\$5,076,766	8.80%
Contractual Services	\$85,023	(\$146,186)	(\$107,247)	\$356,014	\$356,014	0.00%
Internal Services	\$105,762	\$104,296	\$107,879	\$292,634	\$298,359	1.96%
Purchase of Goods & Services	\$105,296	\$86,517	\$94,130	\$126,154	\$136,154	7.93%
Capital Outlay	\$0	\$0	\$0	\$1,128	\$1,128	0.00%
Leases & Rentals	\$4,795	\$5,098	\$6,447	\$4,845	\$4,845	0.00%
Reserves & Contingencies	(\$153,040)	(\$25,770)	(\$113,396)	(\$176,925)	(\$181,847)	2.78%
Total Expenditures	\$4,068,253	\$3,854,633	\$4,074,240	\$5,269,919	\$5,691,419	8.00%

Funding Sources

Miscellaneous Revenue	\$0	\$2,385	\$340	\$15,000	\$15,000	0.00%
Charges for Services	\$170,000	\$0	\$0	\$180,186	\$180,186	0.00%
Transfers In	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	0.00%
Total Designated Funding Sources	\$220,000	\$52,385	\$50,340	\$245,186	\$245,186	0.00%
Net General Tax Support	\$3,848,253	\$3,802,248	\$4,023,900	\$5,024,733	\$5,446,233	8.39%
Net General Tax Support	94.59%	98.64%	98.76%	95.35%	95.69%	

Staff History by Program



County Attorney	29.00	29.00	29.00	33.00	34.00
Full-Time Equivalent (FTE) Total	29.00	29.00	29.00	33.00	34.00

Future Outlook

Overview – Significant future legal matters will continue to need consideration with the issues related to the lessening effects of COVID-19, civil protest, police reform, equity and inclusion, the Virginia Values Act, collective bargaining, civilian police oversight, both sovereign and qualified immunity, and other Board priorities. Potential increases in workload due to these matters may require future discussion about additional staff members at each level of the Office – attorneys, paralegals, and administrative support staffing. The County Attorney’s Office assisted in the development and implementation of the numerous pandemic policies, including employment issues, public safety issues, public meeting issues, and programs funded by the Coronavirus Aid, Relief and Economic Securities (CARES) Act. As those policies continue to evolve, there may be areas such as policy matters, retention, and possible liability or discipline issues that will continue to take staff time to address.

Significant future non-pandemic legal issues relate to transportation projects, land use matters, collective bargaining, telecommunications/cable franchise negotiations, and technology issues. Significant time and resources will continue to be devoted to Freedom of Information Act (FOIA) requests and subpoenas, as these matters continue to grow in volume and complexity.

Child Protective Services and Human Services – Child abuse and neglect cases will continue to be complex and time consuming, requiring at least three full-time attorneys, with increased support staff time. Mental health, Health Insurance Portability and Accountability Act (HIPAA) compliance, co-responder, and Housing issues will continue to grow. COVID-19 continues to magnify this area of work.

Federal Regulations – Federal regulations and laws will require additional legal resources to support the County in the area of CARES Act fund assessment and implementation, Internal Revenue Service (IRS) audits, etc.

Property Acquisitions – Property acquisitions and condemnation cases by the County for the construction of public facilities, new roads, and improvements to existing roads throughout the County will continue to require a substantial amount of time. These cases continue to take significant resources, as the Virginia statute and Constitutional amendment on lost profits continue to impact these cases.

Support for the Department of Economic Development – This area of work will continue to increase as prospects and companies look to relocate to the County. These matters are often expected to be a top priority, no matter what other demands are being handled by the Office.

Budget Initiatives

A. Budget Initiatives

1. Collective Bargaining Paralegal – County Attorney’s Office

Expenditure	\$90,313
Revenue	\$0
General Fund Impact	\$90,313
FTE Positions	1.00

- a. **Description** – On December 22, 2022, the Prince William Board of County Supervisors (BOCS) adopted a collective bargaining ordinance ([BOCS Ordinance 22-54](#)) to provide for collective bargaining with public employees. Collective bargaining will begin in spring 2023 (FY23) and labor contracts will be negotiated during FY24. This initiative includes a paralegal position to allow the County Attorney’s Office to meet the increased workload demands associated with collective bargaining. The annual cost of the position is \$80,313. Additionally, \$10,000 in one-time funding is included in FY24 for office space.
- b. **Service Level Impacts** – This budget initiative provides the necessary staffing infrastructure to implement and sustain collective bargaining with public employees.

County Attorney

Program Summary

County Attorney

Provides legal assistance, advice to, and litigation representation for the BOCS the County Executive, departments, agencies, and employees of Prince William County in the performance of their duties.

Key Measures	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Claims/litigation cases closed with results satisfactory to the County	100%	100%	100%	100%	100%
Thoroughness of response to client request for assistance (4-point scale)	3.8	3.7	3.8	3.8	3.8
Founded property code cases resolved or moved to court action within 100 days	93%	93%	93%	93%	93%

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Legal Services	\$2,718	\$2,641	\$2,609	\$3,866	\$4,185
Average days to close BOCS trackers	80	45	70	30	30
Requests for legal advice/assistance responded to	2,244	2,373	2,929	2,500	3,000
FOIA requests/subpoenas responded to	268	321	440	275	400
Staff time spent rendering legal opinion/advice relating to legal services	85%	85%	85%	85%	85%
Collections	\$424	\$502	\$534	\$519	\$517
Delinquent Real Estate taxes collected prior to litigation	34%	33%	35%	34%	35%
Delinquent Personal Property taxes collected prior to litigation	20%	19%	25%	30%	30%
Staff time spent rendering legal opinion/advice relating to collections	80%	80%	80%	80%	80%
Protective Services	\$766	\$642	\$693	\$731	\$805
Cases involving child abuse or neglect opened	200	171	168	200	200
Cases involving child abuse or neglect closed	235	144	170	240	200
Staff time spent rendering legal opinion/advice relating to protective services	64%	65%	65%	64%	65%
Transportation	\$161	\$70	\$238	\$153	\$183
Property acquisitions closed	100	102	86	105	105
Transportation contracts reviewed	4	4	0	5	5
Staff time spent rendering legal opinion/advice relating to transportation	80%	80%	75%	80%	80%