

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.

Quadrant Area

% of Government Operations,
Performance & Innovation

3.7%

Quadrant Expenditure Budget:

\$201,288,799

Programs

County Attorney

\$7,547,846

Agency Expenditure Budget:

\$7,547,846



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)

Expenditure and Revenue Summary



Expenditure by Program	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Proposed	% Change Budget FY26/ Budget FY27
County Attorney	\$4,724,964	\$5,711,100	\$6,687,553	\$7,086,929	\$7,547,846	6.50%
Total Expenditures	\$4,724,964	\$5,711,100	\$6,687,553	\$7,086,929	\$7,547,846	6.50%

Expenditure by Classification

Salaries & Benefits	\$4,469,744	\$4,890,975	\$5,386,990	\$5,882,276	\$6,346,930	7.90%
Contractual Services	\$18,563	\$491,254	\$1,016,616	\$956,014	\$956,014	0.00%
Internal Services	\$316,005	\$321,663	\$325,967	\$298,544	\$379,904	27.25%
Purchase of Goods & Services	\$111,364	\$148,801	\$112,858	\$125,969	\$125,969	0.00%
Capital Outlay	\$0	\$0	\$0	\$1,128	\$1,128	0.00%
Leases & Rentals	\$4,318	\$4,355	\$4,393	\$4,845	\$4,845	0.00%
Reserves & Contingencies	(\$195,031)	(\$145,947)	(\$159,272)	(\$181,847)	(\$266,943)	46.80%
Total Expenditures	\$4,724,964	\$5,711,100	\$6,687,553	\$7,086,929	\$7,547,846	6.50%

Funding Sources

Miscellaneous Revenue	\$95	\$473	\$929	\$0	\$0	-
Charges for Services	\$170,000	\$170,560	\$170,150	\$180,186	\$180,186	0.00%
Transfers In	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	0.00%
Total Designated Funding Sources	\$220,095	\$221,033	\$221,079	\$230,186	\$230,186	0.00%
Net General Tax Support	\$4,504,869	\$5,490,068	\$6,466,474	\$6,856,743	\$7,317,660	6.72%
Net General Tax Support	95.34%	96.13%	96.69%	96.75%	96.95%	

Staff History by Program



County Attorney	33.00	34.00	34.00	34.00	35.00
Full-Time Equivalent (FTE) Total	33.00	34.00	34.00	34.00	35.00

Future Outlook

Overview – Significant future legal matters will continue to need consideration with the issues related to the collective bargaining process, civil protest, police reform, equity and inclusion, the Virginia Values Act, civilian police oversight, both sovereign and qualified immunity, and other Board of County Supervisors (BOCS) 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 collective bargaining ordinance and corresponding personnel policy, along with the subsequent negotiation meetings with the Police Department and Department of Fire and Rescue. As those policies continue to evolve, there may be areas such as policy matters, retention, and possible liability that will continue to take staff time to address.

Significant future legal issues relate to collective bargaining, transportation projects, land use matters, 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.

Collective Bargaining – While the Collective Bargaining Team has moved through the process with both the Police and Fire & Rescue Bargaining Units, there will be additional follow through with various policies and procedures depending on any agreements ratified by the Board. In addition, the County is in the process of the wage reopener which has required significant work with the negotiations and document preparation. In two years the Collective Bargaining Agreement will be renegotiated, which will require extensive preparation work. If a general services bargaining unit is organized negotiations will likely be significantly more complex and time-consuming than negotiations with the Fire & Rescue and Police representatives. The negotiations will require continued support from outside counsel for expertise and assistance.

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.

Federal Regulations – Federal regulations and laws will continue to require the dedication of legal resources to support the County in various areas.

Property Acquisitions – Multiple large project 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.

General Overview

A. Removal of One-Time Costs – One-time costs of \$600,000 for the contractual litigation services that were added in FY26 have been removed from the Proposed FY2027 Budget.

B. Redistribution of Internal Service Fund (ISF) Technology Budget - The County allocates information technology (IT) costs to agencies through an ISF for all technology activities including computer support (hardware replacement, software licenses, and helpdesk customer services), IT security, business systems support (public safety communications, financial systems, human services systems, etc.), geographic information system, web services, capital equipment replacement, messaging, cloud storage, network and infrastructure services, telecommunications, and radios.

In FY26, funding was allocated in Non-Departmental to support the FY26 internal services fund billings for the Department of Information Technology, and in FY27 this funding is being reallocated to specific agencies to better represent the functional areas supported by these initiatives. In FY27, County Attorney technology bill increases by \$72,652. No technology service levels are changed, and there is no impact to the technology services individual agencies currently receive.

Budget Initiatives

A. Budget Initiatives

1. Paralegal Position – County Attorney

Expenditure	\$85,096
PW Self-Insurance Group (PWISG)	\$85,096
General Fund Impact	\$0
FTE Positions	1.00

a. Description – This initiative funds one Paralegal position to support an increasing volume and complexity of workers' compensation claims. This position will provide dedicated support for case preparation, document management, coordination with third-party administrators, and monitoring compliance with statutory deadlines, allowing attorneys to focus on legal strategy and resolution of claims. The cost for the position includes \$76,389 in salaries and benefits, a one-time cost of \$2,500 for computer setup, and \$6,207 in ongoing costs associated with internal services fees. Costs associated with the paralegal position will be fully funded through the County's self-insurance group, resulting in no net fiscal impact to the general fund.

b. Service Level Impacts – The addition of this position is expected to improve efficiency, timeliness, and consistency in claim handling.

2. Contractual Litigation Services – County Attorney

Expenditure	\$600,000
Use of Reserves	\$600,000
General Fund Impact	\$0
FTE Positions	0.00

a. Description – This initiative allocates \$600,000 for one-time contractual expenses associated with litigation support services. It funds outside legal counsel and expert fees given the nature, complexity, and the expected duration of pending litigation.

b. Service Level Impacts – This budget initiative allows the County Attorney's office the capacity and use of resources to handle pending litigation without a significant and critical impact on its ability to provide day-to-day legal advice and representation to the BOCS and County departments, agencies and employees.

Program Summary

County Attorney

Provides legal assistance, advice to, and litigation representation in the activity areas of Legal Services, Collective Bargaining, Collections, Protective Services, and Transportation for the BOCS, the County Executive, departments, agencies, and employees of Prince William County in the performance of their duties.

Key Measures	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Proposed
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)	3.7	3.8	3.7	3.8	3.8
Founded property code cases resolved or moved to court action within 100 days	94%	94%	94%	94%	94%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Proposed
Legal Services	\$3,221	\$4,145	\$5,004	\$5,272	\$5,599
Number of BOCS trackers assigned	7	5	16	7	10
Average days to close BOCS trackers	50	55	134	50	75
Requests for legal advice/assistance responded to	3,068	3,258	2,557	3,500	3,000
FOIA requests/subpoenas responded to	452	528	370	550	550
Staff time spent rendering legal opinion/advice relating to legal services	90%	90%	90%	85%	90%
Number of attorney hours expended on collective bargaining	1,094	2,900	2,800	2,900	2,900
Collections	\$477	\$563	\$600	\$619	\$708
Delinquent Real Estate taxes collected prior to litigation	35%	35%	35%	35%	35%
Delinquent Personal Property taxes collected prior to litigation	25%	25%	25%	25%	25%
Staff time spent rendering legal opinion/advice relating to collections	80%	85%	85%	85%	85%
Protective Services	\$723	\$804	\$869	\$912	\$930
Cases involving child abuse or neglect opened	228	235	263	250	260
Cases involving child abuse or neglect closed	318	341	175	350	300
Staff time spent rendering legal opinion/advice relating to protective services	65%	65%	65%	65%	65%
Transportation	\$304	\$200	\$215	\$284	\$311
Property acquisitions closed	100	123	120	125	120
Transportation contracts reviewed	3	0	0	3	3
Staff time spent rendering legal opinion/advice relating to transportation	80%	85%	90%	85%	90%