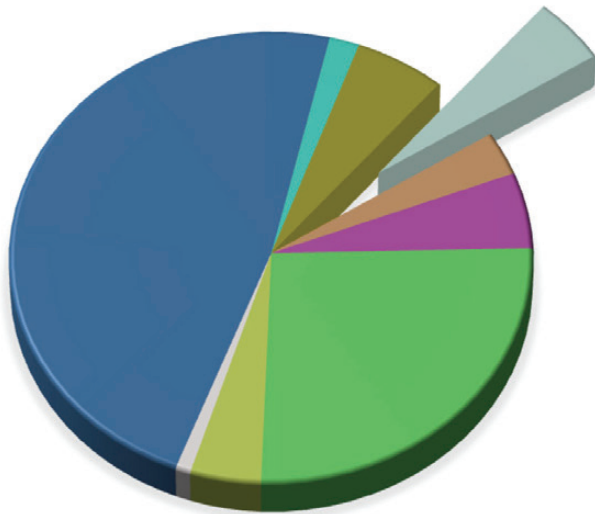


County Attorney

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.



General Government Expenditure Budget:
\$83,788,209

Expenditure Budget:
\$4,014,552



4.8% of General Government

Programs:

- County Attorney Program: \$4,014,552

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	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Adopted	FY20 Adopted	% Change Budget FY19/ Budget FY20
County Attorney	\$3,628,370	\$3,543,698	\$3,812,215	\$3,916,028	\$4,014,552	2.52%
Total Expenditures	\$3,628,370	\$3,543,698	\$3,812,215	\$3,916,028	\$4,014,552	2.52%

Expenditure by Classification

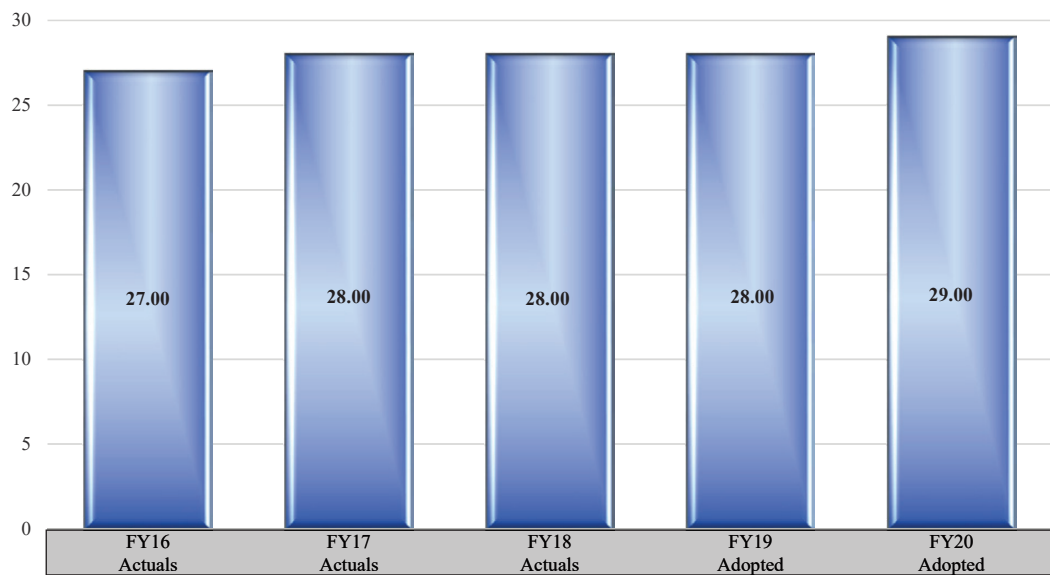
Salaries and Benefits	\$3,299,803	\$3,401,627	\$3,644,407	\$3,730,303	\$3,915,057	4.95%
Contractual Services	\$123,662	\$16,933	\$38,608	\$56,014	\$56,014	0.00%
Internal Services	\$102,458	\$105,553	\$103,377	\$88,280	\$88,280	0.00%
Purchase of Goods & Services	\$96,403	\$101,264	\$124,078	\$124,154	\$136,154	9.67%
Capital Outlay	\$0	\$0	\$0	\$1,128	\$1,128	0.00%
Leases & Rentals	\$6,045	\$7,017	\$4,826	\$4,845	\$55,827	1,052.26%
Reserves & Contingencies	\$0	(\$88,696)	(\$103,082)	(\$88,696)	(\$237,907)	168.23%
Total Expenditures	\$3,628,370	\$3,543,698	\$3,812,215	\$3,916,028	\$4,014,552	2.52%

Funding Sources

Miscellaneous Revenue	\$5,911	\$173,438	\$170,000	\$15,000	\$15,000	0.00%
Charges for Services	\$209,000	\$0	\$39,000	\$180,186	\$180,186	0.00%
Transfers In	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	0.00%
Total Designated Funding Sources	\$264,911	\$223,438	\$259,000	\$245,186	\$245,186	0.00%
Net General Tax Support	\$3,363,459	\$3,320,260	\$3,553,215	\$3,670,842	\$3,769,366	2.68%
Net General Tax Support	92.70%	93.69%	93.21%	93.74%	93.89%	



Staff History by Program



County Attorney	27.00	28.00	28.00	28.00	29.00
Full-Time Equivalent (FTE) Total	27.00	28.00	28.00	28.00	29.00

County Attorney

Future Outlook

Overview – Significant future legal issues for the County include land use matters, telecommunications/cable franchise negotiations, and technology issues. For example, this office assisted in the development of the Body Worn Camera policy for the Police Department. As that issue evolves, there will be areas such as technology, privacy issues, policy matters, retention, and possible liability or discipline issues that will take staff time to address. 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 complexity.

Child Protective Services (CPS) – CPS (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.

Federal Regulations – Federal regulations and laws will require additional legal resources to support the County, in the area of Internal Revenue Service audits, Affordable Care Act, 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 increase. These will continue to take significant time and resources; the recent statute and Constitutional amendment on lost profits may 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.

Budget Initiatives

A. Budget Initiatives

1. Add 1 FTE Assistant County Attorney I – County Attorney

Position Cost	\$139,904	Revenue	\$0
Cost Recovery (Capital Projects)	(\$139,904)	General Fund Impact	\$0
Total Expenditure (Net)	\$0	FTE Positions	1.00

- a. **Description** – This initiative adds an Assistant County Attorney I devoted to supporting federal and state funded transportation projects. The FY20 total cost of adding this position is \$139,904, which will be funded by project budgets with no general fund impact. Of the total cost, \$78,922 will be an ongoing cost to capital projects.
- b. **Service Level Impacts** – Transportation has 11 new projects with 143 new right-of-way cases, as the County’s transportation construction program has grown to \$900 million. This new position will address increased right-of-way acquisition caseloads handled by the County Attorney’s Office, review Board of County Supervisors’ (BOCS) land acquisition agenda items, review transportation contracts, and improve turn-around times.

County Attorney

Program Summary

County Attorney

Provides legal assistance, advice, 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	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Adopted	FY20 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)	3.5	3.6	3.7	3.8	3.8
Founded property code cases resolved or moved to court action within 100 days	94%	95%	91%	95%	95%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Adopted	FY20 Adopted
Legal Services	\$2,297	\$2,332	\$2,595	\$2,589	\$2,654
Average days to close BOCS trackers	25	23	42	30	30
Requests for legal advice/assistance responded to	1,150	2,987	2,480	2,900	2,900
FOIA requests/subpoenas responded to	300	180	201	225	250
Staff time spent rendering legal opinion/advice relating to legal services	88%	86%	86%	87%	87%
Collections	\$439	\$447	\$462	\$458	\$471
Delinquent Real Estate taxes collected prior to litigation	35%	33%	36%	33%	35%
Delinquent Personal Property taxes collected prior to litigation	31%	31%	32%	31%	33%
Staff time spent rendering legal opinion/advice relating to collections	82%	81%	83%	81%	83%
Protective Services	\$647	\$681	\$691	\$716	\$736
Cases involving child abuse or neglect opened	275	257	163	250	200
Cases involving child abuse or neglect closed	250	236	238	240	240
Staff time spent rendering legal opinion/advice relating to protective services	62%	63%	63%	63%	65%
Transportation	\$246	\$83	\$65	\$153	\$154
Property acquisitions closed	50	50	106	60	110
Transportation contracts reviewed	6	5	6	5	6
Staff time spent rendering legal opinion/advice relating to transportation	76%	76%	77%	77%	79%