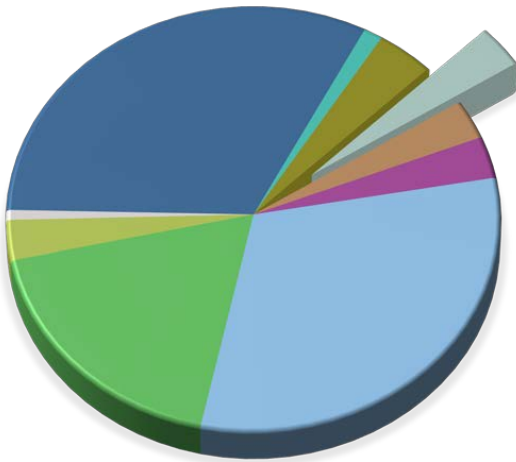


Mission Statement

Consistent with its commitment to professionalism, the County Attorney's Office endeavors to provide only the highest quality legal services to the Board of County Supervisors, as well as County government staff in the performance of their duties. The Office functions as both advisor and advocate as it pursues the Board's goals while remaining dedicated to principles of ethical behavior, efficiency, and accountability.



General Government Expenditure Budget:
\$124,990,648

Expenditure Budget:
\$4,069,261

3.3% of General Government

Programs:

- County Attorney: \$4,069,261

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, or 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 BOCS 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	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted	% Change Budget FY20/ Budget FY21
County Attorney	\$3,543,698	\$3,812,215	\$3,890,159	\$4,014,552	\$4,069,261	1.36%
Total Expenditures	\$3,543,698	\$3,812,215	\$3,890,159	\$4,014,552	\$4,069,261	1.36%

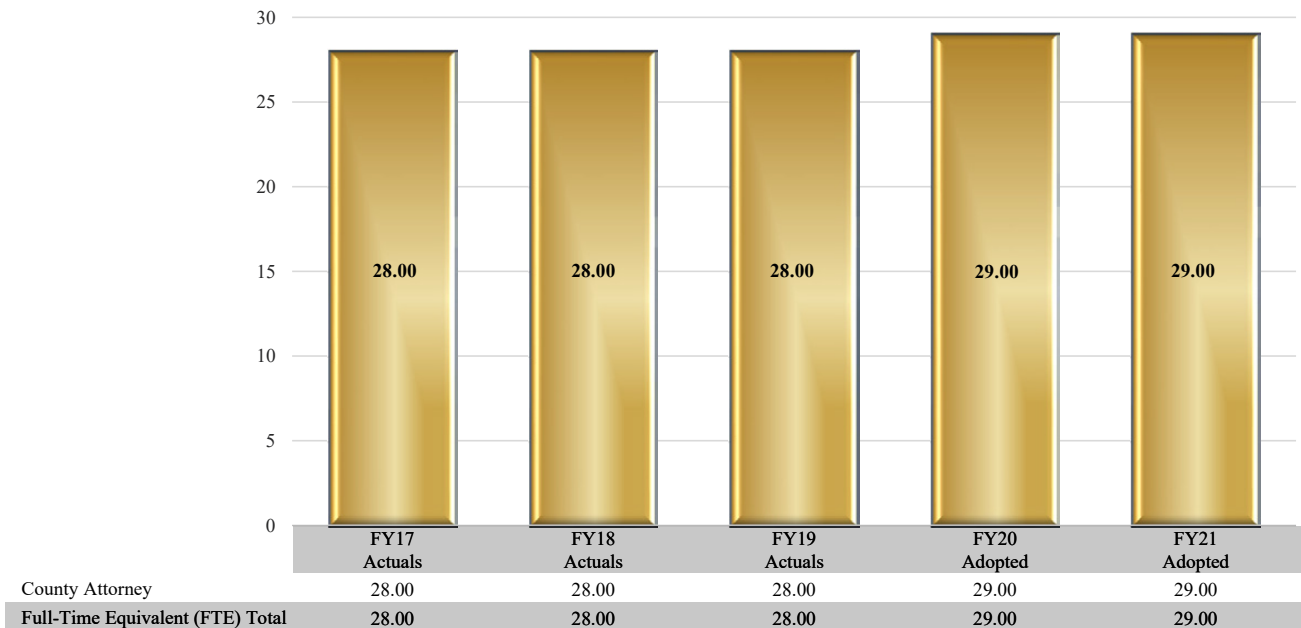
Expenditure by Classification

Salaries and Benefits	\$3,401,627	\$3,644,407	\$3,745,910	\$3,915,057	\$3,969,765	1.40%
Contractual Services	\$16,933	\$38,608	\$34,436	\$56,014	\$56,014	0.00%
Internal Services	\$105,553	\$103,377	\$104,600	\$88,280	\$88,280	0.00%
Purchase of Goods & Services	\$101,264	\$124,078	\$102,914	\$136,154	\$126,154	(7.34%)
Capital Outlay	\$0	\$0	\$0	\$1,128	\$1,128	0.00%
Leases & Rentals	\$7,017	\$4,826	\$5,381	\$55,827	\$4,845	(91.32%)
Reserves & Contingencies	(\$88,696)	(\$103,082)	(\$103,082)	(\$237,907)	(\$176,925)	(25.63%)
Total Expenditures	\$3,543,698	\$3,812,215	\$3,890,159	\$4,014,552	\$4,069,261	1.36%

Funding Sources

Miscellaneous Revenue	\$173,438	\$170,000	\$0	\$15,000	\$15,000	0.00%
Charges for Services	\$0	\$39,000	\$209,000	\$180,186	\$180,186	0.00%
Transfers In	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	0.00%
Total Designated Funding Sources	\$223,438	\$259,000	\$259,000	\$245,186	\$245,186	0.00%
Net General Tax Support	\$3,320,260	\$3,553,215	\$3,631,159	\$3,769,366	\$3,824,075	1.45%
Net General Tax Support	93.69%	93.21%	93.34%	93.89%	93.97%	

Staff History by Program



Future Outlook

Child Protective Services – The Child Protective 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.

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.

Human Resources / Employment Law – There will be an increased need of staff time devoted to assistance and review in various employment law areas (Family Medical Leave Act, Americans with Disabilities Act, Fair Labor Standards Act, Equal Employment Opportunity Commission, etc.).

Transportation 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. Additionally, the recent statute and Constitutional amendment on lost business profits are impacting these cases.

General – Significant future legal issues for the County include land use matters, telecommunications/cable franchise negotiations and technology issues. The County Attorney 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. Additionally, significant time and resources will continue to be devoted to Freedom of Information Act requests and subpoenas, as these matters continue to grow in complexity.

Land Use Law – Increased staff time will be devoted to land use issues due to Virginia Code changes regarding cash proffers for residential development.

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.

General Overview

- A. **Compensation Studies Implementation** – Prince William County (PWC) implemented the findings of two compensation studies during the past three years. The Public Safety Retention and Recruitment Study findings for public safety sworn personnel were completed in FY20. Findings from the Classification and Compensation Study for general, non-sworn employees began implementation in FY20 and funding is included in the FY2021 Budget for completion in FY21. Salary and benefits increases in the FY2021 Budget are due to implementation of both studies. Please refer to the Compensation section of this document for more information.

Program Summary

County Attorney

Provides legal assistance, advice to, and litigation representation for the Board of County Supervisors, the County Executive, departments, agencies, and employees of PWC in the performance of their duties.

Key Measures	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 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)	3.6	3.7	3.8	3.8	3.8
Founded property code cases resolved or moved to court action within 100 days	95%	91%	93%	95%	95%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Legal Services	\$2,332	\$2,595	\$2,670	\$2,654	\$2,704
Average days to close BOCS trackers	23	42	32	30	30
Requests for legal advice/assistance responded to	2,987	2,480	2,620	2,900	2,700
FOIA requests/subpoenas responded to	180	201	218	250	225
Staff time spent rendering legal opinion/advice relating to legal services	86%	86%	86%	87%	86%
Collections	\$447	\$462	\$456	\$471	\$465
Delinquent Real Estate taxes collected prior to litigation	33%	36%	34%	35%	34%
Delinquent Personal Property taxes collected prior to litigation	31%	32%	20%	33%	30%
Staff time spent rendering legal opinion/advice relating to collections	81%	83%	82%	83%	83%
Protective Services	\$681	\$691	\$713	\$736	\$757
Cases involving child abuse or neglect opened	257	163	223	200	200
Cases involving child abuse or neglect closed	236	238	240	240	240
Staff time spent rendering legal opinion/advice relating to protective services	63%	63%	64%	65%	64%
Transportation	\$83	\$65	\$52	\$154	\$143
Property acquisitions closed	50	106	103	110	110
Transportation contracts reviewed	5	6	5	6	10
Staff time spent rendering legal opinion/advice relating to transportation	76%	77%	75%	79%	75%