

# 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.



Government Operations, Performance & Innovation  
**Expenditure Budget: \$167,718,658**

**Expenditure Budget:**  
**\$6,359,868**

*3.8% of Government Operations,  
Performance & Innovation*

### Programs:

- County Attorney: \$6,359,868

## 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	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Proposed	% Change Budget FY24/ Budget FY25
County Attorney	\$3,854,633	\$4,074,240	\$4,724,964	\$5,691,419	\$6,359,868	11.74%
<b>Total Expenditures</b>	<b>\$3,854,633</b>	<b>\$4,074,240</b>	<b>\$4,724,964</b>	<b>\$5,691,419</b>	<b>\$6,359,868</b>	<b>11.74%</b>

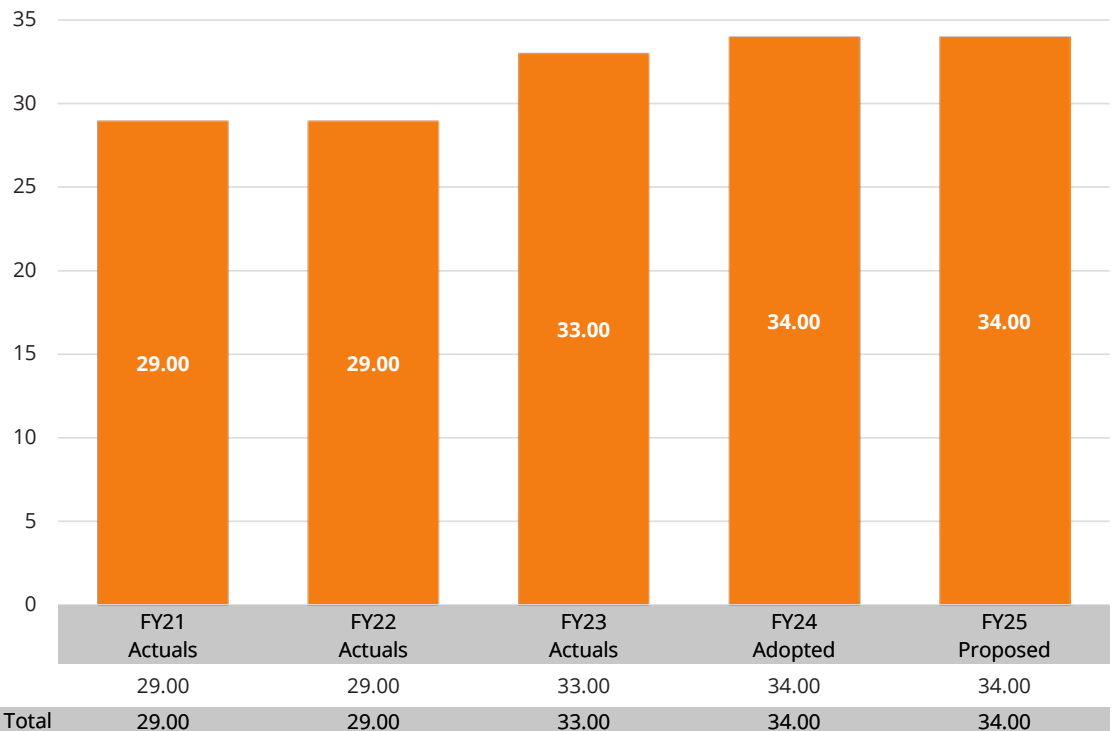
### Expenditure by Classification

Salaries & Benefits	\$3,830,679	\$4,086,427	\$4,469,744	\$5,076,766	\$5,405,215	6.47%
Contractual Services	(\$146,186)	(\$107,247)	\$18,563	\$356,014	\$706,014	98.31%
Internal Services	\$104,296	\$107,879	\$316,005	\$298,359	\$298,544	0.06%
Purchase of Goods & Services	\$86,517	\$94,130	\$111,364	\$136,154	\$125,969	(7.48%)
Capital Outlay	\$0	\$0	\$0	\$1,128	\$1,128	0.00%
Leases & Rentals	\$5,098	\$6,447	\$4,318	\$4,845	\$4,845	0.00%
Reserves & Contingencies	(\$25,770)	(\$113,396)	(\$195,031)	(\$181,847)	(\$181,847)	0.00%
<b>Total Expenditures</b>	<b>\$3,854,633</b>	<b>\$4,074,240</b>	<b>\$4,724,964</b>	<b>\$5,691,419</b>	<b>\$6,359,868</b>	<b>11.74%</b>

### Funding Sources

Miscellaneous Revenue	\$2,385	\$340	\$95	\$15,000	\$0	(100.00%)
Charges for Services	\$0	\$0	\$170,000	\$180,186	\$180,186	0.00%
Transfers In	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	0.00%
<b>Total Designated Funding Sources</b>	<b>\$52,385</b>	<b>\$50,340</b>	<b>\$220,095</b>	<b>\$245,186</b>	<b>\$230,186</b>	<b>(6.12%)</b>
<b>Net General Tax Support</b>	<b>\$3,802,248</b>	<b>\$4,023,900</b>	<b>\$4,504,869</b>	<b>\$5,446,233</b>	<b>\$6,129,682</b>	<b>12.55%</b>
<b>Net General Tax Support</b>	<b>98.64%</b>	<b>98.76%</b>	<b>95.34%</b>	<b>95.69%</b>	<b>96.38%</b>	

## Staff History by Program



## 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 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 and Rescue Bargaining Units, there will be additional follow through with various policies and procedures depending on any agreements ratified by the Board. In addition, there is a proposed wage reopener in two years which will require preparation work. Furthermore, there is the real possibility that the General Services Bargaining Unit will organize and begin the process. Negotiations with the likely representative of this bargaining unit, SEIU, will be significantly more complex and time consuming than negotiations with the Fire and Rescue and Police representatives, and therefore 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 the area of CARES Act and ARPA fund assessment and implementation, Internal Revenue Service (IRS) audits, etc.

**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. County Public Health Department** – In FY23, there was a soft rollout of a County Public Health Department. This initiative was driven from Board of County Supervisors issued [BOCS Directive 20-83](#) to explore and prepare a proposal to create a new County department. For the soft rollout, both Public Health and the County Attorney’s Office were provided a total of seven positions. During FY24, these positions and funding were on hold in both departments, to be used when a decision is made on the transition project. The transition to a County Public Health Department will not occur in FY25 due to ongoing discussions with the Virginia Department of Public Health and the Cities of Manassas and Manassas Park. Therefore, the Proposed FY2025 Budget includes a one-time \$196,944 increase to the County Attorney’s budgeted salary lapse savings based on the value of the vacant positions (a Senior County Attorney and Paralegal) associated with the future transition to a County Public Health Department.
- B. Removal of One-Time Costs** – One-time costs of \$10,000 for the paralegal position associated with Collective Bargaining that was added in FY24 have been removed from the Proposed FY2025 Budget.

## Budget Initiatives

### A. Budget Initiatives

#### 1. Contractual Litigation Services – County Attorney’s Office

Expenditure	\$350,000
Revenue	\$0
General Fund Impact	\$350,000
FTE Positions	0.00

- a. Description** – The Proposed FY2025 Budget includes \$350,000 in one-time funding for contractual litigation services.
- b. Service Level Impacts** – This budget initiative funds litigation services that the County Attorney’s Office provides to the Board of County Supervisors, the County Executive, departments, agencies, and employees of Prince William County in the performance of their duties.

# County Attorney

## Program Summary

### County Attorney

The County Attorney Office 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	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 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	93%	93%	94%	93%	94%

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Proposed
<b>Legal Services</b>	<b>\$2,641</b>	<b>\$2,609</b>	<b>\$3,221</b>	<b>\$4,185</b>	<b>\$4,644</b>
Number of BOCS trackers assigned	-	-	7	-	7
Average days to close BOCS trackers	45	70	50	30	45
Requests for legal advice/assistance responded to	2,373	2,929	3,068	3,000	3,000
FOIA requests/subpoenas responded to	321	440	452	400	450
Staff time spent rendering legal opinion/advice relating to legal services	85%	85%	90%	85%	85%
Number of attorney hours expended on collective bargaining	-	-	1,094	-	2,000
<b>Collections</b>	<b>\$502</b>	<b>\$534</b>	<b>\$477</b>	<b>\$517</b>	<b>\$585</b>
Delinquent Real Estate taxes collected prior to litigation	33%	35%	35%	35%	35%
Delinquent Personal Property taxes collected prior to litigation	19%	25%	25%	30%	30%
Staff time spent rendering legal opinion/advice relating to collections	80%	80%	80%	80%	80%
<b>Protective Services</b>	<b>\$642</b>	<b>\$693</b>	<b>\$723</b>	<b>\$805</b>	<b>\$878</b>
Cases involving child abuse or neglect opened	171	168	228	200	200
Cases involving child abuse or neglect closed	144	170	318	200	200
Staff time spent rendering legal opinion/advice relating to protective services	65%	65%	65%	65%	65%
<b>Transportation</b>	<b>\$70</b>	<b>\$238</b>	<b>\$304</b>	<b>\$183</b>	<b>\$253</b>
Property acquisitions closed	102	86	100	105	120
Transportation contracts reviewed	4	0	3	5	4
Staff time spent rendering legal opinion/advice relating to transportation	80%	75%	80%	80%	80%