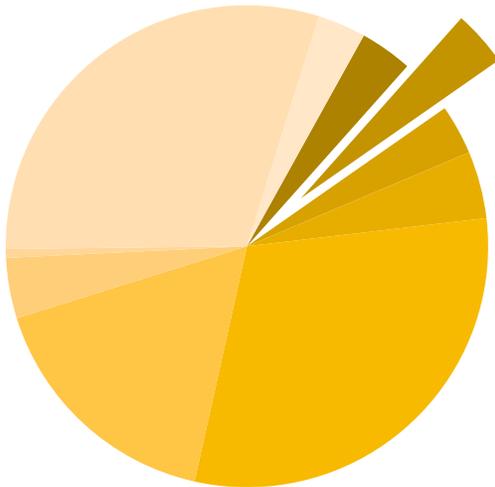


County Attorney

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: \$190,634,709

Expenditure Budget:
\$7,086,929

*3.7% of Government Operations,
Performance & Innovation*

Programs:

- County Attorney: \$7,086,929

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 | FY22 Actuals | FY23 Actuals | FY24 Actuals | FY25 Adopted | FY26 Adopted | % Change Budget FY25/ Budget FY26 |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------------------------|
| County Attorney | \$4,074,240 | \$4,724,964 | \$5,711,100 | \$6,362,782 | \$7,086,929 | 11.38% |
| Total Expenditures | \$4,074,240 | \$4,724,964 | \$5,711,100 | \$6,362,782 | \$7,086,929 | 11.38% |

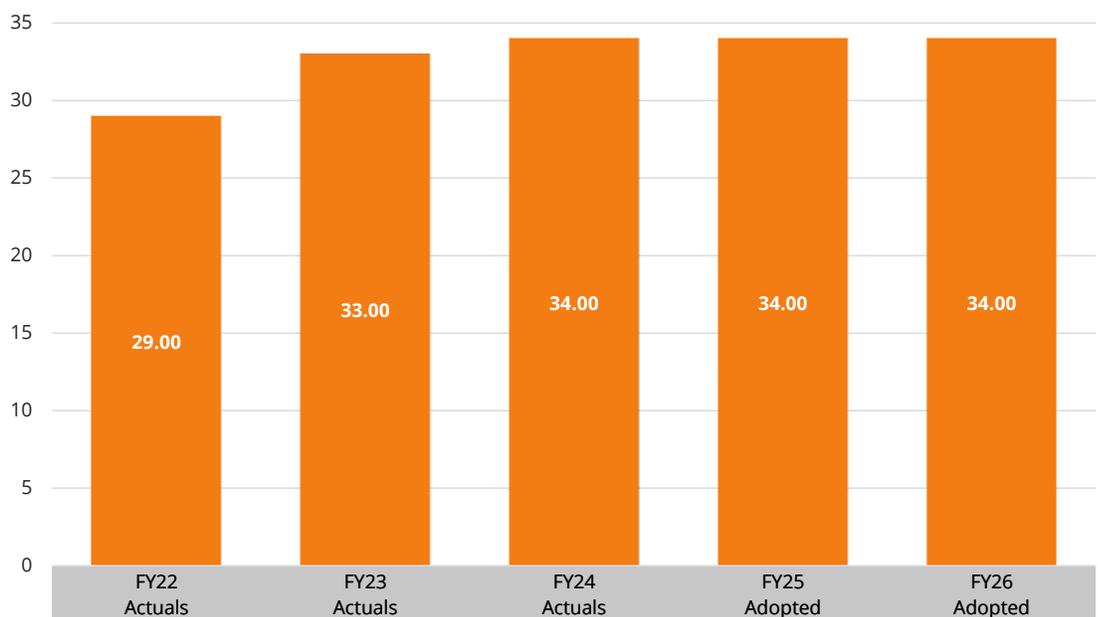
Expenditure by Classification

| | | | | | | |
|------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Salaries & Benefits | \$4,086,427 | \$4,469,744 | \$4,890,975 | \$5,408,129 | \$5,882,276 | 8.77% |
| Contractual Services | (\$107,247) | \$18,563 | \$491,254 | \$706,014 | \$956,014 | 35.41% |
| Internal Services | \$107,879 | \$316,005 | \$321,663 | \$298,544 | \$298,544 | 0.00% |
| Purchase of Goods & Services | \$94,130 | \$111,364 | \$148,801 | \$125,969 | \$125,969 | 0.00% |
| Capital Outlay | \$0 | \$0 | \$0 | \$1,128 | \$1,128 | 0.00% |
| Leases & Rentals | \$6,447 | \$4,318 | \$4,355 | \$4,845 | \$4,845 | 0.00% |
| Reserves & Contingencies | (\$113,396) | (\$195,031) | (\$145,947) | (\$181,847) | (\$181,847) | 0.00% |
| Total Expenditures | \$4,074,240 | \$4,724,964 | \$5,711,100 | \$6,362,782 | \$7,086,929 | 11.38% |

Funding Sources

| | | | | | | |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Miscellaneous Revenue | \$340 | \$95 | \$473 | \$0 | \$0 | - |
| Charges for Services | \$0 | \$170,000 | \$170,560 | \$180,186 | \$180,186 | 0.00% |
| Transfers In | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | 0.00% |
| Total Designated Funding Sources | \$50,340 | \$220,095 | \$221,033 | \$230,186 | \$230,186 | 0.00% |
| Net General Tax Support | \$4,023,900 | \$4,504,869 | \$5,490,068 | \$6,132,596 | \$6,856,743 | 11.81% |
| Net General Tax Support | 98.76% | 95.34% | 96.13% | 96.38% | 96.75% | |

Staff History by Program



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

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, there is a proposed wage reopener in two years which will require 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, 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. Removal of One-Time Costs – One-time costs of \$350,000 for contractual litigation services that were added in FY25 have been removed from the budget.

Budget Initiatives

A. Budget Initiatives

1. 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. To support outside legal counsel and expert. Given the scope, duration, and complexity of the pending litigation, contractual services are needed in the short term to manage the workload effectively.

County Attorney

- b. **Service Level Impacts** – This budget initiative allows the County Attorney’s office the capacity 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 | FY22 Actuals | FY23 Actuals | FY24 Actuals | FY25 Adopted | FY26 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% | 94% | 94% | 94% | 94% |

| Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i> | FY22 Actuals | FY23 Actuals | FY24 Actuals | FY25 Adopted | FY26 Adopted |
|--|----------------|----------------|----------------|----------------|----------------|
| Legal Services | \$2,609 | \$3,221 | \$4,145 | \$4,646 | \$5,272 |
| Number of BOCS trackers assigned | - | 7 | 5 | 7 | 7 |
| Average days to close BOCS trackers | 70 | 50 | 55 | 45 | 50 |
| Requests for legal advice/assistance responded to | 2,929 | 3,068 | 3,258 | 3,000 | 3,500 |
| FOIA requests/subpoenas responded to | 440 | 452 | 528 | 450 | 550 |
| Staff time spent rendering legal opinion/advice relating to legal services | 85% | 90% | 90% | 85% | 85% |
| Number of attorney hours expended on collective bargaining | - | 1,094 | 2,900 | 2,000 | 2,900 |
| Collections | \$534 | \$477 | \$563 | \$586 | \$619 |
| Delinquent Real Estate taxes collected prior to litigation | 35% | 35% | 35% | 35% | 35% |
| Delinquent Personal Property taxes collected prior to litigation | 25% | 25% | 25% | 30% | 25% |
| Staff time spent rendering legal opinion/advice relating to collections | 80% | 80% | 85% | 80% | 85% |
| Protective Services | \$693 | \$723 | \$804 | \$878 | \$912 |
| Cases involving child abuse or neglect opened | 168 | 228 | 235 | 200 | 250 |
| Cases involving child abuse or neglect closed | 170 | 318 | 341 | 200 | 350 |
| Staff time spent rendering legal opinion/advice relating to protective services | 65% | 65% | 65% | 65% | 65% |
| Transportation | \$238 | \$304 | \$200 | \$254 | \$284 |
| Property acquisitions closed | 86 | 100 | 123 | 120 | 125 |
| Transportation contracts reviewed | 0 | 3 | 0 | 4 | 3 |
| Staff time spent rendering legal opinion/advice relating to transportation | 75% | 80% | 85% | 80% | 85% |