

## Lines of Business Reduction Impact Statements

### *Office of the County Attorney*

#### **001-17-86 Reduce General Operating Expenses**

<b>LOB Number</b>	<b>LOB Title</b>	<b>Positions</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Net Reduction</b>
<b>17-01</b>	<b>Legal Service/Representation</b>	<b>0 / 0.0 SYE</b>	<b>\$96,688</b>	<b>\$0</b>	<b>\$96,688</b>

#### **DESCRIPTION OF REDUCTION**

This reduction results from a renegotiated legal research contract, the discontinuation of almost all hard-bound legal publications, and a continued effort to minimize costs where possible.

#### **IMPACT OF REDUCTION**

The impact should be minimal on the agency unless other unforeseeable and necessary operating costs increase significantly.

#### **001-17-87 Eliminate Administrative Assistant III Position**

<b>LOB Number</b>	<b>LOB Title</b>	<b>Positions</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Net Reduction</b>
<b>17-02</b>	<b>Legal Service/Representation</b>	<b>1 / 1.0 SYE</b>	<b>\$47,593</b>	<b>\$0</b>	<b>\$47,593</b>

#### **DESCRIPTION OF REDUCTION**

This line of business, Legal Service/Representation, provides legal services and representation to the Board of Supervisors and County agencies. The elimination of this position will impact the efficiency of this line of business.

#### **IMPACT OF REDUCTION**

This position acts as a backup to the receptionist, supports the other Administrative Assistants, and makes a daily trip to the Fairfax courts to file pleadings. The elimination of this position will require employees in higher level positions to assume these time-consuming tasks.

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## *Office of the County Attorney*

### **001-17-88 Eliminate Tax Collection Administrative Assistant IV Position**

<b>LOB Number</b>	<b>LOB Title</b>	<b>Positions</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Net Reduction</b>
<b>17-06</b>	<b>Tax Collection</b>	<b>1 / 1.0 SYE</b>	<b>\$52,668</b>	<b>\$0</b>	<b>\$52,668</b>

#### **DESCRIPTION OF REDUCTION**

This line of business, Tax Collection, collects various delinquent taxes owed to the County, including real estate, personal property, business personal property, and Business, Professional and Occupational License taxes. Collection is accomplished through a combination of administrative remedies, court actions, and the pursuit and defense of claims in bankruptcy.

This reduction involves the elimination of one Tax Collection Administrative Assistant IV position. There are no other full time Administrative Assistant positions dedicated to this line of business.

#### **IMPACT OF REDUCTION**

This office will retain a law firm to collect taxes that are delinquent more than six months as authorized by the Code of Virginia. As allowed by law, a law firm would add a charge of 20 percent to the delinquent tax bill, which must be paid by the taxpayer. Therefore, there will be little or no additional cost to the County for these legal services. In turn, this office will focus its remaining resources on taxes delinquent less than six months, high-dollar real estate taxes, and bankruptcy cases.

This will still leave a volume in this office of thousands of recently delinquent tax accounts and hundreds of bankruptcy cases. The loss of this Administrative Assistant position will reduce the efficiency and level of service to what is expected to be a large number of cases.

### **001-17-89 Eliminate Tax Collection Assistant County Attorney Position**

<b>LOB Number</b>	<b>LOB Title</b>	<b>Positions</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Net Reduction</b>
<b>17-07</b>	<b>Tax Collection</b>	<b>1 / 1.0 SYE</b>	<b>\$84,363</b>	<b>\$0</b>	<b>\$84,363</b>

#### **DESCRIPTION OF REDUCTION**

This line of business, Tax Collection, collects various delinquent taxes owed to the County, including real estate, personal property, business personal property, and Business, Professional and Occupational License taxes. Collection is accomplished through a combination of administrative remedies, court actions, and the pursuit and defense of claims in bankruptcy.

This reduction involves the elimination of one Tax Collection Assistant County Attorney.

#### **IMPACT OF REDUCTION**

This office will retain a law firm to collect taxes that are delinquent more than six months as authorized by the Code of Virginia. As allowed by law, a law firm would add a charge of 20 percent to the delinquent tax bill, which must be paid by the taxpayer. Therefore, there will be little or no additional cost to the County for these legal services. In turn, this office will focus its remaining resources on taxes delinquent less than six months, high-dollar real estate taxes, and bankruptcy cases.

This will still leave a volume in this office of thousands of recently delinquent tax accounts and hundreds of bankruptcy cases. The loss of this Assistant County Attorney position will reduce the efficiency and level of service to what is expected to be a large number of cases.

## Lines of Business Reduction Impact Statements

### *Office of the County Attorney*

#### **001-17-90 Eliminate Three Tax Collection Paralegal Positions**

<b>LOB Number</b>	<b>LOB Title</b>	<b>Positions</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Net Reduction</b>
<b>17-08</b>	<b>Tax Collection</b>	<b>3 / 3.0 SYE</b>	<b>\$193,800</b>	<b>\$0</b>	<b>\$193,800</b>

#### **DESCRIPTION OF REDUCTION**

This line of business, Tax Collection, collects various delinquent taxes owed to the County, including real estate, personal property, business personal property, and Business, Professional and Occupational License taxes. Collection is accomplished through a combination of administrative remedies, court actions, and the pursuit and defense of claims in bankruptcy.

This reduction involves the elimination of three Tax Collection Paralegal positions.

#### **IMPACT OF REDUCTION**

This office will retain a law firm to collect taxes that are delinquent more than six months as authorized by the Code of Virginia. As allowed by law, a law firm will add a charge of 20 percent to the delinquent tax bill, which must be paid by the taxpayer. Therefore, there will be little or no additional cost to the County for these legal services. In turn, this office will focus its remaining resources on taxes delinquent less than six months, high-dollar real estate taxes, and bankruptcy cases.

This will still leave a volume in this office of thousands of recently delinquent tax accounts and hundreds of bankruptcy cases. The loss of these three paralegal positions will reduce the efficiency and level of service to what is expected to be a large number of cases.