# COUNTY ATTORNEY

**Description**

The County Attorney's Office serves as legal advisor to the County government, including its various departments, divisions, and agencies. The Office prosecutes or defends all actions involving County officials and employees arising out of acts performed in the course of their employment. In addition to litigation, the office is called upon to interpret State and Federal laws, County ordinances, and County resolutions, and to draft County ordinances and proposed State legislation.

**Objectives**

- To provide the County government with quality legal services.
- To protect the County treasury from damage awards as a result of litigation.

**Budget Highlights**

The County Attorney's Office is charged by statute with providing all legal services of a civil nature required by the County and its various boards, commissions, and agencies. This responsibility includes rendering legal advice to the Board of Supervisors, the County Manager and his staff, the Planning Commission, the Board of Zoning Appeals, the School Board, the Superintendent of Schools, the Economic Development Authority, department heads, key officials, and employees. The Office also drafts County ordinances and resolutions for presentation to the Board of Supervisors, drafts resolutions for presentation to the Economic Development Authority, and reviews and approves contracts entered into by the County, the School Board, and the Economic Development Authority.

The Office represents the County and its officials and employees in civil litigation and in criminal prosecutions of violations of certain County ordinances. The office handles a great variety of cases, such as bankruptcy, civil rights, construction, corrections, employment discrimination, land use, personal injury, procurement, professional responsibility, special education, taxation, and wrongful death. During FY2013-14, 35 new lawsuits were filed in courts of record.

At present, 29 cases are pending in state and federal courts of record, which include trial and appellate courts. In FY2013-14, the office made 69 appearances in these courts. During that same period, the office handled 1,123 cases in courts not of record: 145 cases in the Henrico County General District Court and 978 cases in the Henrico County Juvenile and Domestic Relations District Court. Moreover, the office handled 32 administrative proceedings over the same period.

In addition to litigation matters, the office handles a huge volume of transactional work on behalf of County departments. This work includes 1,129 contracts drafted or reviewed, 332 deeds and leases drafted or reviewed, 320 board papers drafted or reviewed, 426 Freedom of Information Act requests handled, 221 Subpoenas Duces Tecum handled, 26 restrictive covenants reviewed, 12 festival permit applications reviewed, 110 sets of conditional zoning proffers reviewed, and nine official opinions.

**Annual Fiscal Plan**

| Description | FY14 Actual | FY15 Original | FY16 Proposed | Change 15 to 16 |
|---|---|---|---|---|
| Personnel | $ 2,067,651 | $ 2,095,871 | $ 2,120,876 | 1.2% |
| Operation | 57,253 | 64,532 | 64,532 | 0.0% |
| Capital | 689 | 0 | 0 | 0.0% |
| Total | $ 2,125,593 | $ 2,160,403 | $ 2,185,408 | 1.2% |
| Personnel Complement | 19 | 19 | 19 | 0 |

**Performance Measures**

| | FY14 | FY15 | FY16 | Change 15 to 16 |
|---|---|---|---|---|
| **Workload Measures** | | | | |
| New Cases Filed | 35 | 30 | 30 | 0 |
| Cases Disposed of | 30 | 25 | 25 | 0 |
| Administrative Proceedings | 21 | 45 | 45 | 0 |
| Court Appearances | 1,192 | 1,200 | 1,200 | 0 |

During the months of January, February, and March 2014, while the General Assembly was in session, 110 articles of proposed legislation were reviewed. Finally, during FY2013-14, the County Attorney's office recovered $235,282, owed to the County through bankruptcy proceedings, $1,097 in overweight vehicle revenue from citations, and $5,357 in revenue from delinquent tax sales.

The department's proposed budget for FY2015-16 is $2,185,408, which reflects an increase of $25,005 or 1.2 percent compared to FY2014-15. The increase is attributable to personnel cost increases, mostly due to full recognition of the raise that became effective in December of 2014 and a partial-year 2.0 percent wage scale increase. The operating component of the budget remains flat.

.

# COUNTY ATTORNEY
## Department Operating Budget

| | | Prior Year | Approved Budget | Proposed Budget | Dollar Inc/Dec | Percent Change |
|---|---|---|---|---|---|---|
| 50100 | Full-Time Salaries and Wages - Regular | 1,586,458 | 1,624,912 | 1,642,353 | 17,441 | 1.1% |
| 50108 | Wage Adjustment | 62 | 0 | 0 | 0 | 0.0% |
| 50109 | Vacancy Savings | 0 | -39,846 | -40,373 | -527 | 1.3% |
| 50110 | FICA | 110,086 | 113,990 | 115,566 | 1,576 | 1.4% |
| 50111 | Retirement VRS | 235,716 | 246,337 | 248,981 | 2,644 | 1.1% |
| 50112 | Hospital/Medical Plans | 116,595 | 128,867 | 132,506 | 3,639 | 2.8% |
| 50113 | Group Insurance - Life (VRS) | 18,734 | 21,611 | 21,843 | 232 | 1.1% |
| 50209 | Other Professional Services | 3,294 | 3,500 | 3,500 | 0 | 0.0% |
| 50211 | Maintenance Service Contracts | 331 | 0 | 0 | 0 | 0.0% |
| 50220 | Lease/Rent of Equipment | 2,880 | 2,700 | 2,460 | -240 | -8.9% |
| 50240 | Printing and Binding | 553 | 0 | 0 | 0 | 0.0% |
| 50270 | Other Contractual Services | 10,370 | 20,130 | 20,130 | 0 | 0.0% |
| 50310 | Automotive/Motor Pool | 100 | 0 | 0 | 0 | 0.0% |
| 50410 | Postal Services | 1,453 | 1,616 | 1,616 | 0 | 0.0% |
| 50412 | Telecommunications | 5,615 | 6,264 | 6,264 | 0 | 0.0% |
| 50430 | Mileage | 1,223 | 809 | 1,104 | 295 | 36.5% |
| 50431 | Travel | 5,745 | 0 | 0 | 0 | 0.0% |
| 50450 | Dues And Association Memberships | 5,982 | 5,630 | 5,575 | -55 | -1.0% |
| 50500 | Office Supplies | 7,176 | 9,000 | 9,000 | 0 | 0.0% |
| 50506 | Repair and Maintenance Supplies | 64 | 0 | 0 | 0 | 0.0% |
| 50512 | Books and Subscriptions | 12,467 | 14,883 | 14,883 | 0 | 0.0% |
| 50813 | Telecommunications Equipment-New Less Than $5000 | 100 | 0 | 0 | 0 | 0.0% |
| 50832 | Furniture and Fixtures-Replacement Less Than $5000 | 489 | 0 | 0 | 0 | 0.0% |
| 50833 | Telecommunications Equipment-Replacement Less Than $50 | 100 | 0 | 0 | 0 | 0.0% |
| **Total Department** | | **2,125,593** | **2,160,403** | **2,185,408** | **25,005** | **1.2%** |