

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 office provides all legal services of a civil nature required by the County and its various boards, commissions and agencies. The office drafts County ordinances for presentation to the Board of Supervisors (the "Board"), drafts resolutions for presentation to the Board, the Economic Development Authority (the "EDA") and the School Board, and reviews and approves property conveyances and contracts of the County, the School Board, and the EDA. During FY2017-18, the office handled a large volume of transactions including the following examples: bond issues for the County; housing authority and EDA bond approvals; dissolution of the White Oak Village CDA; preservation of Malvern Hill; grant incentives for Top Golf and Libbie Mill-Midtown; Hope Village memorandum of understanding; DMV Connect Program; relocation of the Municipal Government and Law Library; and 11 County Code amendments. Along with the County Manager and his staff, the office assisted with Board transition including the January 2018 retreat. On an ongoing basis, office staff provides training on the Conflict of Interests Act and the Freedom of Information Act in addition to civil liability, confidentiality of health records, and the Health Insurance Portability and Accountability Act.

FISCAL YEAR 2020 SUMMARY

Annual Fiscal Plan

<u>Description</u>	<u>FY18 Actual</u>	<u>FY19 Original</u>	<u>FY20 Proposed</u>	<u>Change 19 to 20</u>
Personnel	\$ 2,316,652	\$ 2,436,677	\$ 2,529,773	3.8%
Operation	69,343	72,620	72,620	0.0%
Capital	629	0	0	0.0%
Total	\$ 2,386,624	\$ 2,509,297	\$ 2,602,393	3.7%
Personnel Complement	20	21	21	0

PERFORMANCE MEASURES

	FY18	FY19	FY20	Change 19 to 20
Workload Measures				
New Cases Filed	30	30	30	0
Cases Disposed of	14	30	30	0
Administrative Proceedings	30	35	35	0
Court Appearances	1,187	1,250	1,250	0

BUDGET HIGHLIGHTS (CONTINUED)

Training sessions also include groups such as the crisis intervention team, security officers, communications officers, police officers, deputy sheriffs, and employees in Community Revitalization, Building Inspections and the Division of Fire.

The office also represents the County and its officials and employees in a wide variety of civil litigation and in criminal prosecutions of violations of certain County ordinances. Thirty new lawsuits seeking a minimum of \$25,000 were filed in FY2017-18.

At present, 50 cases are pending in state and federal courts of record, which include trial and appellate courts. In FY2017-18, the office made 60 appearances in these courts. In addition, during that same period, the office handled 1,187 cases in courts not of record: 169 cases in the Henrico County General District Court and 1,018 cases in the Henrico County Juvenile and Domestic Relations District Court. The office also handled 30 administrative hearings over the same time period.

In addition to litigation matters, the office handles a high volume of transactional work on behalf of County departments. This work includes 1,979 contracts drafted or reviewed, 287 deeds and leases drafted or reviewed, 285 board papers drafted or reviewed, 667 Freedom of Information Act requests handled, 312 Subpoenas Duces Tecum handled, eight restrictive covenants reviewed, nine festival permit applications reviewed, 76 sets of conditional zoning proffers reviewed, and one official opinion. Finally, during FY2017-18, the County Attorney’s office recovered \$147,562, owed to the County through bankruptcy proceedings and \$38,015 in revenue from delinquent tax sales.

The department’s proposed budget for FY2019-20 is \$2,602,393, which reflects an increase of \$93,096 or 3.7 percent compared to FY2018-19. This increase is entirely reflected in personnel costs.



**Department Operating Budget
Henrico County, Virginia
FY2019-20
COUNTY ATTORNEY**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	1,768,011	1,897,619	1,961,546	63,927	3.4%
50101 Full-Time Salaries and Wages - Overtime	1,427	0	0	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	1,576	1,980	2,018	38	1.9%
50109 Vacancy Savings	0	-45,322	-46,676	-1,354	-3.0%
50110 FICA	123,818	134,554	139,201	4,647	3.5%
50111 Retirement VRS	263,649	252,194	260,689	8,495	3.4%
50112 Hospital/Medical Plans	135,237	170,793	187,299	16,506	9.7%
50113 Group Insurance - Life (VRS)	22,934	24,859	25,696	837	3.4%
50201 Legal Services	3,002	0	0	0	0.0%
50209 Other Professional Services	500	3,500	3,500	0	0.0%
50220 Lease/Rent Of Equipment	3,963	3,823	3,823	0	0.0%
50240 Printing and Binding	242	0	0	0	0.0%
50250 Advertising	1,126	0	0	0	0.0%
50270 Other Contractual Services	8,970	18,082	18,082	0	0.0%
50410 Postal Services	2,024	1,616	1,616	0	0.0%
50412 Telecommunications	5,321	6,264	6,264	0	0.0%
50430 Mileage	446	1,104	1,104	0	0.0%
50431 Education and Training	12,018	7,263	7,263	0	0.0%
50450 Dues And Association Memberships	6,590	6,735	6,735	0	0.0%
50500 Office Supplies	9,227	9,000	9,000	0	0.0%
50512 Books and Subscriptions	15,914	15,233	15,233	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	629	0	0	0	0.0%
Total Department	2,386,624	2,509,297	2,602,393	93,096	3.7%