

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 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 department's proposed budget for FY26 is \$3,816,549. This represents a 9.7% increase to the FY25 budget in the sum of \$336,664. This increase includes rising employee salaries, healthcare, and benefit costs as well as the addition of an Assistant County Attorney position. This position was created in response to an uptick in the number of high-profile transactional case matters. This position will support the department's transactional team and manage growing workload demands. An operating increase of \$1,868, or 1.5%, was added to support the addition of this new position.

DEPARTMENTAL HIGHLIGHTS

The office serves as a mini-law firm for the County, its various boards, commissions, agencies, and Henrico County Public Schools (HCPS). The office drafts county ordinances for presentation to the Board of Supervisors (Board); drafts resolutions for presentation to the Board, the School Board, the Economic Development Authority (EDA), the Sports and Entertainment Authority (SEA); and drafts, reviews and approves property conveyances and contracts of the County, School Board, EDA, and SEA.

ANNUAL FISCAL PLAN SUMMARY

Description	FY24 Actual	FY25 Original	FY26 Proposed	Change 25-26
Personnel	\$ 3,249,328	\$ 3,355,131	\$ 3,689,927	10.0%
Operation	298,604	124,754	126,622	1.5%
Capital	-	-	-	0.0%
Total	<u>\$ 3,547,932</u>	<u>\$ 3,479,885</u>	<u>\$ 3,816,549</u>	<u>9.7%</u>
Personnel Complement	23	24*	24	-

* Includes the mid-year addition of an Assistant County Attorney position.

PERFORMANCE MEASURES

	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>Change 25-26</u>
Workload Measures				
New Cases Filed in Court of Record	26	35	35	-
Total Pending Cases in Court of Record	87	75	75	-
Administrative Proceedings	43	35	35	-
Contracts Drafted or Reviewed	514	700	700	-
Deeds and Leases Drafted or Reviewed	181	250	250	-
FOIA Requests Handled	606	600	600	-

DEPARTMENTAL HIGHLIGHTS (CONTINUED)

To minimize liability and ensure compliance with the law, office attorneys regularly provide advice and training on the Virginia Conflict of Interests Act, Virginia Public Procurement Act, the Virginia Freedom of Information Act, as well as civil liability, civil commitment laws, and the confidentiality of health and educational records.

The Office provides a wide array of legal services to its clients. For example, during the fiscal year ending on June 30, 2024, the office:

- Helped pave the way for transformational change in living conditions and quality of life at Glenwood Farms, which had been cited for more than 2,200 individual building code violations since 2018, by assisting in the formation of a public-private partnership among the County, the EDA, and Glenwood Redevelopment, LLC. Through this partnership, Glenwood Farms will be redeveloped into a mixed-income development with up to 950 dwelling units, including multifamily, age-restricted multifamily, townhomes, and certain commercial uses consistent with the rezoning of the property.
- Represented the Registrar during the 2023 recount of the ballots for the Clerk of Court, and for the 2024 election season, assisted the Registrar and Libraries with a plan for Library employees to set up ballot drop boxes during early voting.
- Guided the EDA through closing on the purchase and sale of Scott Farms, and subsequently advised the Board through the formation of the GreenCity II Community Development Authority and the addition of Scott Farms to GreenCity.
- Represented the EDA through closing of another multi-million-dollar land sale at White Oak Technology Park and the 600-plus-acre expansion of the White Oak Technology Park.
- Represented the County during the acquisition of Varina Farms — a transformational land acquisition that will preserve the County's rich history for generations to come.
- Negotiated a development agreement for a tournament-quality six-field baseball complex at Glover Park, which will complement the exciting indoor competitions and events hosted at the Sports and Events Center.
- Advised the Purchasing Division on the development of new, streamlined procurement forms, including Job Order Contracting, Construction Manager at Risk, and Design-Build.
- Collaborated with Finance to develop a policy for recouping payroll overpayments and to issue General Obligation and EDA bonds to finance strategic County infrastructure projects.

County Attorney

- Assisted with over 100 real property acquisitions and guided County departments through the favorable resolution of seven eminent domain cases (culminating in either jury trials or negotiated settlements) to support approved County infrastructure projects.
- Analyzed legislation proposed by the General Assembly for potential impacts on County operations and, for legislation signed into law, determined whether changes to County ordinances, policies, or procedures were required.
- Assisted with the development of agreements between HCPS and community partners to increase student access to mental health services inside and outside of school.
- Reviewed more than 300 contracts for the HCPS General Services Department and answered more than 180 questions submitted directly from school registrars regarding various topics, including the interpretation of custody orders, protective orders, and residency documents.
- Provided legal advice and guidance through multiple Q&A sessions with school leaders on a wide range of topics including employees' use of social media, student searches, and student discipline in the digital age.
- Represented HCPS in five due process hearing proceedings and successfully deescalated and resolved numerous disputes with parents related to the provision of special education services.
- Promoted permanency and stability for hundreds of children by representing the Department of Social Services ("DSS") to address abuse and neglect, reunify families and, where necessary, terminate parental rights to achieve a permanent and safe home placement.
- Represented Adult Protective Services and Henrico Area Mental Health and Developmental Services (HAMHDS) in court proceedings for vulnerable adults, securing guardians and conservators when needed to protect the rights of disabled persons.
- Represented DSS in numerous appeals of abuse and neglect adjudications and termination matters, in both state court and administrative hearings, to defend the conclusions of local judges and hearing officers who have made findings to protect children's safety.



**Department Operating Budget
Henrico County, Virginia
FY2025-26
COUNTY ATTORNEY**

Account Description		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100	Full-Time Salaries and Wages - Regular	2,359,555	2,475,590	2,738,384	262,794	10.6%
50101	Full-Time Salaries and Wages - Overtime	53	0	0	0	0.0%
50104	Temporary Salaries and Wages - Regular	7,742	0	0	0	0.0%
50108	Hybrid Disability Prgm (Prev Wage Adj)	26,429	7,701	9,264	1,563	20.3%
50109	Vacancy Savings	0	-89,681	-99,933	-10,252	-11.4%
50110	FICA	170,648	183,570	206,478	22,908	12.5%
50111	Retirement VRS	408,815	455,728	479,217	23,489	5.2%
50112	Hospital/Medical Plans	244,925	254,932	278,928	23,996	9.4%
50113	Group Insurance - Life (VRS)	31,161	34,658	38,337	3,679	10.6%
50121	VRS Hybrid Deferred Contribution	0	32,633	39,252	6,619	20.3%
50201	Legal Services	136,167	0	0	0	0.0%
50209	Other Professional Services	4,095	3,500	4,515	1,015	29.0%
50220	Lease/Rent Of Equipment	8,237	7,361	10,550	3,189	43.3%
50240	Printing and Binding	5	0	0	0	0.0%
50270	Other Contractual Services	91,689	61,212	54,675	-6,537	-10.7%
50410	Postal Services	1,510	1,616	1,616	0	0.0%
50411	Messenger Services	79	0	0	0	0.0%
50412	Telecommunications	7,268	5,814	7,560	1,746	30.0%
50430	Mileage	1,289	1,050	1,200	150	14.3%
50431	Education and Training	12,676	10,263	11,263	1,000	9.7%
50450	Dues And Association Memberships	9,001	8,205	9,360	1,155	14.1%
50500	Office Supplies	8,523	9,500	9,650	150	1.6%
50512	Books and Subscriptions	18,065	16,233	16,233	0	0.0%
Total Department		3,547,932	3,479,885	3,816,549	336,664	9.7%