

# 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 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 as to form property conveyances and contracts of the County, the School Board, and the EDA.

During FY21 the office handled a large volume of routine legal matters for County departments as well as highly specialized work for the County Manager and the Board of Supervisors, including matters related to the COVID-19 pandemic, the review of new zoning and subdivision ordinances adopted by the Board of Supervisors, the negotiation of agreements for construction of the indoor sports and convocation center at Virginia Center Commons, and the analysis of development and financing options for the GreenCity development at the former Best Products property.

## FISCAL YEAR 2023 SUMMARY

### Annual Fiscal Plan

Description	FY21	FY22	FY23	Change
	Actual	Original	Proposed	22 to 23
Personnel	\$ 2,323,453	\$ 2,681,750	\$ 2,880,435	7.4%
Operation	282,148	64,532	124,753	93.3%
Capital	1,756	0	0	0.0%
Total	<u>\$ 2,607,357</u>	<u>\$ 2,746,282</u>	<u>\$ 3,005,188</u>	<u>9.4%</u>
Personnel Complement	22	22	22	0

PERFORMANCE MEASURES

	FY21	FY22	FY23	Change 22 to 23
<b>Workload Measures</b>				
New Cases Filed	30	25	25	0
Cases Disposed of	22	25	25	0
Administrative Proceedings	28	25	25	0
Court Appearances	1,260	1,000	1,000	0
Contracts Drafted or Reviewed	1,452	1,298	1,298	0
Deeds and Leases Drafted or Reviewed	380	380	380	0
Board Papers Drafted or Reviewed	306	433	433	0
Freedom of Information Act Requests Handled	762	606	606	0
Subpoenas Duces Tecum Handled	276	119	119	0
Restrictive Covenants Reviewed	8	18	18	0
Proposed Legislation Reviewed	771	317	317	0
Festival Permit Applications Reviewed	6	-	-	0
Set of Conditional Zoning Proffers Reviewed	117	139	139	0
Official Opinions Rendered	5	2	2	0

BUDGET HIGHLIGHTS (CONTINUED)

On an ongoing basis, office attorneys provide training on the Virginia Conflict of Interests Act, Virginia Public Procurement Act, and the Virginia Freedom of Information Act as well as civil liability, confidentiality of health records, and the federal Health Insurance Portability and Accountability Act. Training session participants include 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 actions and in criminal prosecutions for violations of County ordinances. Thirty-two new lawsuits seeking a minimum of \$25,000 were filed against the County in FY21.

At present, 54 cases are pending in state and federal courts of record, including appellate courts. In FY 2021, the office made 53 appearances in these courts. In addition, the office handled 1,036 cases in courts not of record: 92 cases in the Henrico County General District Court and 944 cases in the Henrico County Juvenile and Domestic Relations District Court. The office also handled 23 administrative hearings.

The department’s budget for FY23 is \$3,005,188. This represents a 9.4% increase to the FY22 budget in the sum of \$258,906. This increase represents rising healthcare, benefit, and salary costs for the department’s personnel component as well as an increase to its operating component for the purchase of a new case management software to maximize efficiencies. Also included in the operating component is the absorption of costs incurred by the Legal Services Satellite Office, previously funded by HCPS.



**Department Operating Budget  
Henrico County, Virginia  
FY2022-23  
COUNTY ATTORNEY**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	1,736,056	2,068,073	2,163,800	95,727	4.6%
50101 Full-Time Salaries and Wages - Overtime	582	0	0	0	0.0%
50104 Temporary Salaries and Wages - Regular	5,626	0	0	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	8,653	5,820	4,575	-1,245	-21.4%
50109 Vacancy Savings	0	-68,743	-77,786	-9,043	-13.2%
50110 FICA	123,901	148,195	156,272	8,077	5.5%
50111 Retirement VRS	270,790	289,530	378,176	88,646	30.6%
50112 Hospital/Medical Plans	155,516	210,336	225,104	14,768	7.0%
50113 Group Insurance - Life (VRS)	22,329	28,539	30,293	1,754	6.1%
50201 Legal Services	187,346	0	0	0	0.0%
50209 Other Professional Services	4,320	3,500	3,500	0	0.0%
50220 Lease/Rent Of Equipment	3,733	3,539	7,361	3,822	108.0%
50230 Temporary Help Service Fees	29,764	0	0	0	0.0%
50240 Printing and Binding	125	0	0	0	0.0%
50250 Advertising	865	0	0	0	0.0%
50270 Other Contractual Services	13,299	11,212	61,212	50,000	446.0%
50410 Postal Services	1,446	1,616	1,616	0	0.0%
50412 Telecommunications	5,662	5,814	5,814	0	0.0%
50430 Mileage	352	900	1,050	150	16.7%
50431 Education and Training	4,670	7,263	10,263	3,000	41.3%
50450 Dues And Association Memberships	6,745	7,455	8,205	750	10.1%
50500 Office Supplies	8,233	8,000	9,500	1,500	18.8%
50512 Books and Subscriptions	15,588	15,233	16,233	1,000	6.6%
50832 Furniture and Fixtures-Replacement Less Than \$5000	1,641	0	0	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	115	0	0	0	0.0%
<b>Total Department</b>	<b>2,607,357</b>	<b>2,746,282</b>	<b>3,005,188</b>	<b>258,906</b>	<b>9.4%</b>