

# Commonwealth's Attorney

## DESCRIPTION

The Commonwealth's Attorney is an elected Constitutional Officer serving a four year term of office. This Office is responsible for providing Hanover County and the Commonwealth of Virginia with legal representation in the prosecution of criminal, traffic, and County ordinance violations in the Circuit, General District, and Juvenile and Domestic Relations Courts. The Commonwealth's Attorney is also charged with prosecuting asset forfeiture matters and collecting delinquent fines and court costs. Legal advice is provided to all local and State law enforcement agencies and their officers investigating matters in Hanover County.

## GOALS AND OBJECTIVES

- Continue to successfully prosecute criminal and traffic matters in all courts through the increased use of technology;
- Provide extensive training and advice to local law enforcement departments, including annual legal legislative updates, academy instruction, and in service training;
- Participate with County departments, schools, citizens groups and other organizations to conduct education on issues related to public safety and courts;
- Supervise and monitor the aggressive collection of delinquent fines and court costs for all courts;
- Maximize funding, technology, and programs designed to increase professionalism, job performance, and efficiency;
- Provide legal advice to County departments regarding rezoning, welfare fraud, and animal control matters;
- To enhance the office's ability to respond to citizens, bring the ratio of attorneys to population from the current 1:13,500 to the regional average of 1:12,000;
- Provide sufficient attorneys and staff to support the addition of a circuit court judge this year; and
- To improve the office's ability to quickly respond to law enforcement, bring the ratio of attorney to law enforcement from the current ratio of 1:34 to the regional average of 1:20.

## SERVICE LEVELS

	<u>FY04 Budget</u>	<u>FY04 Actual</u>	<u>FY05 Budget</u>	<u>FY05 Forecast</u>	<u>FY06 Budget</u>
Per capita cost of operating department	\$9.95	\$9.97	\$11.82		\$ 12.77
Population served per 1 attorney	17,000	17,000	18,000	15,000	14,000
Law enforcement served per 1 attorney	40	40	33	33	34

The following table is illustrative of the dramatic increase in work load experienced by this office over the last four years:

	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Average attorney hours in court per week	64	75	89	105
Average staff hours in court preparation per week	77	83	92.5	130
Number of misdemeanor appeals per month	40	50	60	45

## BUDGET HIGHLIGHTS

### FY05

Salaries and fringe benefits increased due to higher VRS contributions and health insurance costs along with the addition of an Administrative Assistant and an Assistant Commonwealth Attorney. Both of the positions will be filled mid-year. The increase in operating expenditures, in addition to costs associated with these positions, can be attributed to higher maintenance and printing costs, books and subscriptions to aid in the research of court cases, and educational training costs.

# Commonwealth's Attorney

## BUDGET HIGHLIGHTS (continued)

FY06

Salaries and fringe benefits increased due to continued higher health insurance costs, the addition of a Legal Assistant position, and the reclassification of three positions. The increase in operating expenditures is primarily due to computer replacement. Capital outlay is for a file server replacement.

## BUDGET SUMMARY

### Expenditures

	<b>FY04</b>	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>Percent</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
<b>Commonwealth's Attorney</b>					
Salaries and Fringe Benefits	\$ 881,533	\$ 889,374	\$ 1,049,681	\$ 1,144,671	9.0%
Operating Expenditures	52,561	46,945	82,208	95,117	15.7%
Capital Outlay	-	-	-	6,700	100.0%
<b>Total Expenditures</b>	<b>\$ 934,094</b>	<b>\$ 936,319</b>	<b>\$ 1,131,889</b>	<b>\$ 1,246,488</b>	<b>10.1%</b>

### Revenue

State Share of Local Offices	\$ 448,000	\$ 415,925	\$ 448,000	\$ 582,000	29.9%
State Asset Forfeiture	-	2,812	-	-	0.0%
Categorical State Aid: Victim Witness	90,000	109,236	90,000	90,000	0.0%
<b>Total Department Generated Revenue</b>	<b>\$ 538,000</b>	<b>\$ 527,973</b>	<b>\$ 538,000</b>	<b>\$ 672,000</b>	<b>24.9%</b>
Generated Revenue Percent of Budget	57.6%	56.4%	47.5%	53.9%	

### Other General Fund Revenue

<b>Other General Fund Revenue</b>	<b>\$ 396,094</b>	<b>\$ 408,346</b>	<b>\$ 593,889</b>	<b>\$ 574,488</b>	<b>-3.3%</b>
Other General Fund Percent of Budget	42.4%	43.6%	52.5%	46.1%	

Full-time Positions	12	12	14	15	7.1%
Part-time Positions	4	4	4	4	0.0%
Full-time Equivalents	14.5	14.5	16.5	17.5	6.1%

### FUTURE FUNDING ISSUES

	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>
	<b>Plan</b>	<b>Plan</b>	<b>Plan</b>	<b>Plan</b>
Salaries and Fringe Benefits	\$ 1,261,852	\$ 1,314,850	\$ 1,370,074	\$ 1,427,617
Operating Expenditures	98,282	100,985	103,762	106,616
Capital Outlay	14,700	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,374,835</b>	<b>\$ 1,415,835</b>	<b>\$ 1,473,836</b>	<b>\$ 1,534,233</b>

### Revenue

State Share of Local Offices	\$ 597,000	\$ 612,000	\$ 627,000	\$ 643,000
Categorical State Aid: Victim Witness	90,000	90,000	90,000	90,000
<b>Total Department Generated Revenue</b>	<b>\$ 687,000</b>	<b>\$ 702,000</b>	<b>\$ 717,000</b>	<b>\$ 733,000</b>
Generated Revenue Percent of Budget	50.0%	49.6%	48.6%	47.8%

### Other General Fund Revenue

<b>Other General Fund Revenue</b>	<b>\$ 687,835</b>	<b>\$ 713,835</b>	<b>\$ 756,836</b>	<b>\$ 801,233</b>
Other General Fund Percent of Budget	50.0%	50.4%	51.4%	52.2%

Full-time Positions	16	16	16	16
Part-time Positions	4	4	4	4
Full-time Equivalents	16.5	16.5	16.5	16.5

The five year plan includes funding for an Assistant Commonwealth's Attorney and HUB switch in FY07.