

DESCRIPTION OF SERVICES

To offer comprehensive, responsive, and expeditious legal assistance to the Board of Supervisors, County Administrator, James City Service Authority, and staff.

OBJECTIVES

1. To represent the Board of Supervisors, County Administrator, James City Service Authority, other departments, agencies, and Boards and Commissions in rendering legal advice/assistance in a timely/effective manner (includes preparation of contracts, documents, and other legal agreements).
2. Provide quality, professional legal advice to prevent suits against the County; aid the Board of Supervisors, County Administrator, and/or Division Heads in making an informed decision; represent the County in litigation against/on behalf of the County.
3. Enhance customer service by increasing the use of technology in County Attorney’s Office.

BUDGET SUMMARY

	FY 05 <u>Budget</u>	FY 06 <u>Plan</u>	FY 06 <u>Budget</u>
Personnel	\$ 418,715	\$ 434,922	\$ 391,405
Operating	17,855	17,855	17,855
Capital	1,000	500	500
Received from Other Organizations	(33,650)	(35,000)	(38,600)
Total	<u>\$ 403,920</u>	<u>\$ 418,277</u>	<u>\$ 371,160</u>

PERSONNEL

Full-time Personnel	4.5	4.5	4.5
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PERFORMANCE MEASURES

	FY 04 <u>Adopted</u>	FY 05 <u>Adopted</u>	FY 06 <u>Adopted</u>
Doc Reviewed/Drafted	4,935	5,025	5,050
Formal Legal Opinions	455	460	460
Court Appearances	215	225	225
Ordinance Revisions	210	100	100
Hrs Dev/Track Legislation	500	490	500

BUDGET COMMENTS

The budget provides for a continuation in the existing level of service to County departments with enhancements in records management and expanded service provided to the Williamsburg Regional Library. Reimbursements from the Library and the James City Service Authority partially fund this office.