

DESCRIPTION OF SERVICES

To offer comprehensive, responsive, and expeditious legal assistance to the Board of Supervisors, County Administrator, James City Service Authority, Williamsburg Regional Library, Economic Development Authority, Williamsburg Area Transport 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

	<u>FY 06 Budget</u>	<u>FY 07 Adopted</u>	<u>FY 08 Adopted</u>
Personnel	\$ 392,045	\$ 411,175	\$ 429,391
Operating	17,855	20,125	20,285
Capital	500	1,000	1,000
Received from Other Organizations	(38,600)	(50,530)	(52,550)
Total	<u>\$ 371,800</u>	<u>\$ 381,770</u>	<u>\$ 398,126</u>

PERSONNEL

Full-time Personnel	4.5	5.0	5.0
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PERFORMANCE MEASURES

	<u>FY 06 Adopted</u>	<u>FY 07 Adopted</u>	<u>FY 08 Adopted</u>
Doc Reviewed/Drafted	5,050	5,095	5,140
Formal Legal Opinions	460	470	480
Court Appearances	225	245	267
Ordinance Revisions	100	100	100
Hrs Dev/Track Legislation	500	500	500

BUDGET COMMENTS

This budget includes an increase in support personnel equal to one half of a full-time equivalent and the elimination of temporary hours. Also included is an additional reimbursement from Williamsburg Area Transport.