

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 Department Managers 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>FY07 Budget</u>	<u>FY08 Plan</u>	<u>FY08 Adopted</u>
Personnel	\$411,175	\$429,391	\$454,644
Operating	20,125	20,285	22,105
Capital	1,000	1,000	1,000
Received from Other Organizations	<u>(50,530)</u>	<u>(52,550)</u>	<u>(52,550)</u>
Total	<u><u>\$381,770</u></u>	<u><u>\$398,126</u></u>	<u><u>\$425,199</u></u>

PERSONNEL

Full-time Personnel	5	5	5
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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 funding for career ladders and reclassifications for some staff members and temporary law clerk hours. Also included is a reimbursement from Williamsburg Area Transport.