

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

	FY08	FY09	FY10
	<u>Adopted</u>	<u>Proposed</u>	<u>Proposed</u>
Personnel	\$454,644	\$470,639	\$492,572
Operating	21,875	22,074	22,304
Capital	1,000	0	0
Legal Services	11,315	10,975	10,975
Received from Other Organizations	<u>(52,550)</u>	<u>(53,825)</u>	<u>(55,140)</u>
Total	<u><u>\$436,284</u></u>	<u><u>\$449,863</u></u>	<u><u>\$470,711</u></u>

PERSONNEL

Full-time Personnel	5	5	5
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PERFORMANCE MEASURES

	FY 06	FY 07	FY 08	FY 09
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>
Documents Reviewed/Drafted	5,050	6,409	5,140	5,200
Court Appearances	225	245	267	300
Hrs Developing/Tracking Legislation	500	500	515	525

BUDGET COMMENTS

Included in this budget is a reimbursement from Williamsburg Area Transport.