

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

	FY 10 <u>Adopted</u>	FY 11 <u>Adopted</u>	FY 12 <u>Plan</u>
Personnel	\$ 487,011	\$ 495,002	\$ 499,090
Operating	19,516	17,892	17,892
Legal Services	8,975	8,975	8,975
Received from Other			
Organizations	<u>(\$72,000)</u>	<u>(\$72,000)</u>	<u>(\$72,000)</u>
Total	<u>\$ 443,502</u>	<u>\$ 449,869</u>	<u>\$ 453,957</u>

PERSONNEL

Full-time Personnel	5	5	5
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PERFORMANCE MEASURES

	FY 09 <u>Actual</u>	FY 10 <u>Projected</u>	FY 11 <u>Adopted</u>	FY 12 <u>Plan</u>
Documents Reviewed/Drafted	5,377	5,319	5,421	5,972
Court Appearances	289	278	288	296
Hours Developing/Tracking Legislation	593	532	555	598

BUDGET COMMENTS

This budget provides for a continuation of the current level of service.