

**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 Adopted	FY 11 Proposed	FY 12 Proposed
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	(\$72,000)	(\$72,000)	(\$72,000)
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 Actual	FY 10 Proposed	FY 11 Projected	FY 12 Projected
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.