

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

	FY09 <u>Adopted</u>	FY10 <u>Plan</u>	FY10 <u>Adopted</u>
Personnel	\$479,031	\$501,146	\$487,011
Operating	20,074	22,074	19,516
Legal Services	8,975	10,975	8,975
Received from Other Organizations	<u>(53,825)</u>	<u>(55,140)</u>	<u>(72,000)</u>
Total	<u><u>\$454,255</u></u>	<u><u>\$479,055</u></u>	<u><u>\$443,502</u></u>

PERSONNEL

Full-time Personnel	5	5	5
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PERFORMANCE MEASURES

	<u>FY 07 Actual</u>	<u>FY 08 Actual</u>	<u>FY 09 Projected</u>	<u>FY 10 Adopted</u>
Documents Reviewed/Drafted	6,409	5,140	5,566	5,319
Court Appearances	245	245	224	278
Hours Developing/Tracking Legislation	500	267	158	532

BUDGET COMMENTS

Included in this budget are new legal services fees for the Williamsburg Regional Library and the Economic Development Authority.