

**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>Proposed</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 Proposed</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.