

**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 Adopted	FY09 Adopted	FY10 Plan
Personnel	\$454,644	\$479,031	\$501,146
Operating	21,875	22,074	22,074
Capital	1,000	0	0
Legal Services	11,315	10,975	10,975
Received from Other Organizations	(52,550)	(53,825)	(55,140)
Total	<u>\$436,284</u>	<u>\$458,255</u>	<u>\$479,055</u>

**PERSONNEL**

Full-time Personnel	5	5	5
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**PERFORMANCE MEASURES**

	FY 06 <u>Actual</u>	FY 07 <u>Actual</u>	FY 08 <u>Adopted</u>	FY 09 <u>Adopted</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.