

**KEY WORKPLAN ITEMS**

1. Represent County in court cases and administrative hearings such as child and adult protective services
2. Provide counsel to the Board of Supervisors, County Administrator and Department Managers on County related topics and assist with matters such as property acquisition and disposal, tax collection, code enforcement, community development, insurance, and personnel matters
3. Prepare and review legal documents such as contracts and sureties
4. Ensure County Code and Ordinances are current and update as needed
5. Ensure compliance with federal, state and local laws including open meetings law and Conflict of Interest Act
6. Prepare County’s legislative program and serve as legislative liaison

**BUDGET SUMMARY**

	FY 11 Adopted	FY 12 Plan	FY 12 Adopted
Personnel	\$ 495,002	\$ 499,090	\$ 511,325
Operating	17,892	17,892	18,300
Legal Services	8,975	8,975	36,900
Received from Other Organizations	(72,000)	(72,000)	(72,000)
Total	<u>\$ 449,869</u>	<u>\$ 453,957</u>	<u>\$ 494,525</u>

**PERSONNEL**

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

	FY 09 Actual	FY 10 Actual	FY 11 Adopted	FY 12 Adopted
# Documents reviewed/drafted	5,377	3,345	5,421	5,972
# Court appearances	289	265	288	296
Hours developing/tracking legislation	593	559	555	598

**BUDGET COMMENTS**

This budget includes funding for outside legal services to represent the County on a pending case in federal bankruptcy court which has specialized processes and procedures. The County Attorney’s Office serves as legal counsel for the Williamsburg Regional Library, Economic Development Authority, James City Service Authority and the Williamsburg Area Transit Authority and fees for those services reimburse 12 percent of the operations of the office.