

## COUNTY ATTORNEY

**Function:** General Government Administration  
**Division:** County Attorney  
**Fund – Account Code:** 100-012210

**Mission:**

To manage the County's contract for legal services in a cost effective manner to insure that the County has timely and capable legal advice, assistance and representation when it is needed.

**Description:**

The County Attorney is appointed by the Board of Supervisors and serves as its chief legal representative and advisor. The County Attorney is responsible for all civil matters involving the County. These duties include advising and representing the Board of Supervisors and all boards, departments, agencies, officials and employees requiring such services in the course of conducting the County's business. The County Attorney drafts or prepares County Ordinances, Resolutions, deeds, contracts or other legal documents or reviews such items prepared by others. The County Attorney will also defend the County in litigation or take legal action on the County's behalf in civil cases in which the County or any of its boards, departments, agencies, officials or employees is a party.

The County Attorney is to be distinguished from the Commonwealth's Attorney, who is an elected constitutional officer responsible for the enforcement of criminal law in the County. The County Attorney may prosecute violations of County ordinances, but only if authorized to do so by the Board of Supervisors and with the concurrence of the Commonwealth's Attorney.

In Caroline County, the services of County Attorney are contracted with the Richmond law firm of Sands, Anderson, Marks and Miller, and the County utilizes the services of various attorneys in the firm who are specialists in the field of local government law. The County may contract with other attorneys or law firms when needed for specific tasks.

**Budget Highlights:**

An increase of \$25,000 is proposed due to current expenditures for fiscal year 2007.

## COUNTY ATTORNEY CON'T

**Service Level/Performance Statistics:**

Cost of Legal Services By Subject	FY 03-04 Actual	FY 04-05 Actual	FY 05-06 Actual
General County Attorney Services	\$ 54,366	\$ 80,493	\$ 20,910
Community Development/Zoning	72,570	165,641	28,534
Contract and Public Utility Issues	40,216	29,079	5,891
Economic Development Issues	8,115	6,099	222
Employment and Personnel Issues	2,651	4,422	1,704
Other Issues	22,369	18,304	176,414
Total	<u>\$ 200,287</u>	<u>\$ 304,038</u>	<u>\$ 233,675</u>

### BUDGET HIGHLIGHTS:

Budget Funding and Expenditures	FY 05-06 Adopted Budget	FY 06-07 Adopted Budget	FY 07-08 Adopted Budget	Change Amount	%
<b><u>Funding Sources:</u></b>					
General Local Revenue	\$ 250,000	\$ 275,000	\$ 300,000	\$ 25,000	9.1%
Permits, Fees & Charges	-	-	-	-	0
Categorical Aid: State	-	-	-	-	0
Categorical Aid: Federal	-	-	-	-	0
Categorical Aid: Local	-	-	-	-	0
	<u>\$ 250,000</u>	<u>\$ 275,000</u>	<u>\$ 300,000</u>	<u>\$ 25,000</u>	<u>9.1%</u>
<b><u>Expenditures:</u></b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	0
Employee Benefits	-	-	-	-	0
Purchased Services	\$ 250,000	\$ 275,000	\$ 300,000	\$ 25,000	9.1%
Other Charges	-	-	-	-	0
Materials & Supplies	-	-	-	-	0
Capital Outlay	-	-	-	-	-
	<u>\$ 250,000</u>	<u>\$ 275,000</u>	<u>\$ 300,000</u>	<u>\$ 25,000</u>	<u>9.1%</u>