

LEGAL

Statement of Purpose

To provide quality legal counseling and representation to the Board of Commissioners, managers, and employees of Catawba County on all issues related to County government. Having an in-house legal team provides County departments quick access to legal services at a much lower cost for taxpayers. The legal team is committed to excellence, ethics, professionalism, and fairness in all matters.

Outcomes

1. Provide needed legal services to all county departments as issues arise in a timely, professional and ethical manner by:
 - a. Completing preparation or review of contracts within five (5) working days of receipt at least 95% of the time.
 - b. Achieving an approval rating of 95% on an annual client satisfaction survey.
2. Proactively improve County staff's ability to handle situations that could potentially have a legal impact on the County by:
 - a. Offering in-service training to any department but particularly EMS, Sheriff's Department, and Supervisors.
 - b. Providing all Public Safety employees with 24 hours per day, 7 days per week telephone access to an attorney.
3. Ensure that the Board of Commissioners, Planning Board, Board of Adjustment, and Subdivision Review Board are able to address any legal issue whether arising during a meeting or anticipated in advance by assigning an attorney to both work with each respective Board and be in attendance at each Board meeting.
4. Maximize the collection of delinquent accounts, back taxes, and other monies owed to the County through active legal pursuit of collection. Success will be measured by an achievement of a 50% collection rate.

Legal Services

Reinventing Department

Organization: 120100

	2005/06 Actual	2006/07 Current	2007/08 Requested	2007/08 Approved	Percent Change
Revenue					
Federal & State	\$2,543	\$0	\$0	\$0	0%
Miscellaneous	14	0	0	0	0%
General Fund	241,932	243,076	271,898	271,898	12%
Total	\$244,489	\$243,076	\$271,898	\$271,898	12%
Expenses					
Personal Services	\$213,669	\$218,034	\$248,798	\$248,798	14%
Supplies & Operations	30,820	25,042	23,100	23,100	-8%
Capital	0	0	0	0	0%
Total	\$244,489	\$243,076	\$271,898	\$271,898	12%
Employees					
Permanent	3.00	3.00	3.00	3.00	0%
Hourly	0.00	0.00	0.00	0.00	0%
Total	3.00	3.00	3.00	3.00	0%

Fiscal Year 2005/06 Outcome Achievements

Total Outcomes	Achieved	Partially Achieved	Not Achieved	Success Rate
4	4	0	0	100%

Budget Highlights

Legal Services achieved all of its outcomes for Fiscal Year 2005/06 and exceeded two. The department earned a 99.8% client satisfaction rating which was well above its goal of 95% approval to determine the success of legal services offered. Legal also exceeded its standard of completing preparation and review of requested contracts within five (5) days 95% of the time by reviewing all 493 contracts received during the year within five (5) days. An attorney also attended all meetings of the Board of Commissioners, Planning Board, Board of Adjustment, and Subdivision Review Boards to provide immediate legal assistance.

Fiscal Year 2007/08 outcomes continue to measure the Legal staff's response to user departments.