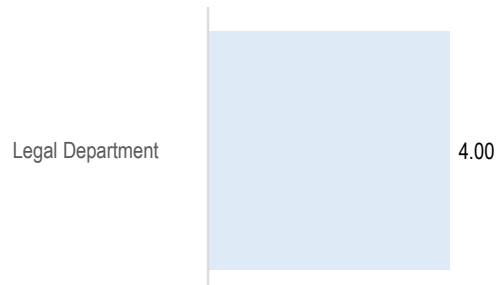


FY 2019 Adopted Legal Budget \$631,846

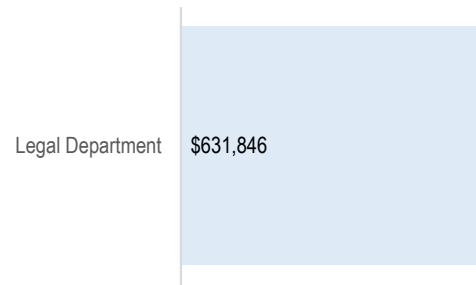
Service & Budgetary Highlights

- Increase in budget mainly relates to Employee Compensation and Benefits
- Update legal resources
- Develop file management system to store records
- Seek development opportunities for junior attorneys per succession planning strategy

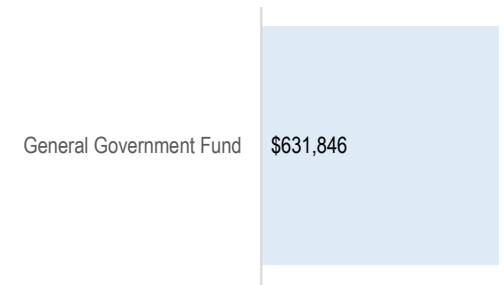
FTE by Division



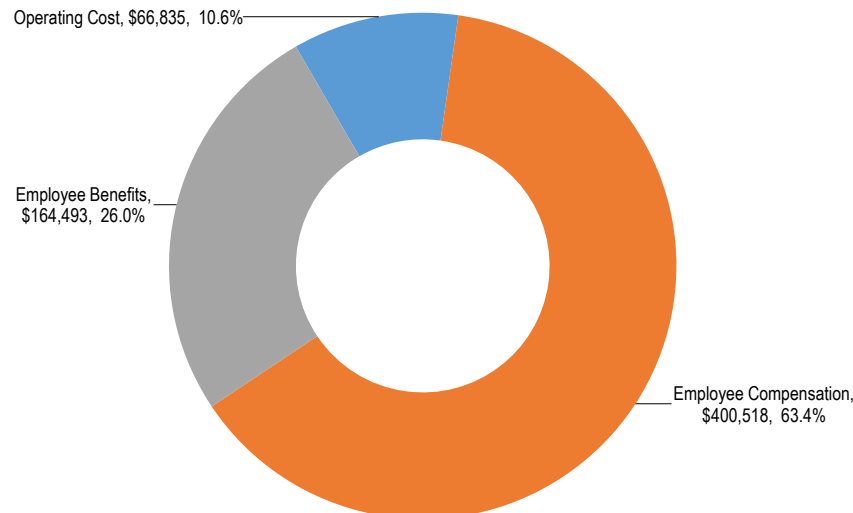
Budgeted Expenditures by Division



Expenditures by Fund



Expenditures by Category



Service Area Mission

The vision of the Legal Office is to be a trusted and accessible source of accurate, thorough, timely, and insightful legal counsel for Union County.

The mission of the Legal Office is to provide direct and readily accessible legal counsel to Union County's elected officials, management, and employees in order to facilitate the performance of their job duties by anticipating and preventing potential legal issues, mitigating the impact of existing legal issues, and fostering sound organizational decision-making, thereby reducing legal expenses, minimizing risk exposure, and protecting the interests of Union County.

Service Area Services Provided

Drafting/Negotiation/Review of County Contracts: The contract review process requires legal research and/or institutional knowledge regarding the following:

- The County's authority to enter into an agreement
- Federal and/or State statutes or regulations applicable to contract terms (e.g. terms required by the State in DSS contracts, HIPAA business associate agreements, etc.)
- Federal and/or State law affecting liability to the County
- Contractual obligations of the County as to the source of funding (e.g. grant requirements governing terms included in subcontracts)
- Procedural requirements for approval of the contract (e.g. published notice, bidding requirements, analysis of bid irregularities, if any, review of performance/payment bonds)
- As part of the contract process, terms are negotiated, contracts are drafted and reviewed, and management and staff are counseled concerning specific provisions that may not be intuitive, complex, or of special importance to confirm their understanding of the transaction
- Legal prepares standard terms and conditions for use with routine agreements, including architectural/engineering contracts and horizontal/vertical construction, i.e. utility lines (adapting EJCDC contract forms) and buildings (adapting AIA contract forms)
- Contract responsibility also entails subsequent interpretation and enforcement of contract terms (e.g. early termination, whether repair/maintenance/upgrade covered under warranty, whether payment is due under contract terms)
- Drafting/Review of Ordinances, Policies, Procedures, Resolutions, Special Legislation, Bylaws, Guidelines, Notices and Forms: Examples would include the Water and Sewer Extension Ordinance, internet use policy, Board of Commissioners' rules of procedure, economic incentive guidelines, public notices, and releases
- Legal Research/Opinion Writing: Complex legal issues are often raised by the Board of Commissioners, County management, executive and/or division directors or they may arise in the context of preparation of ordinances, policies and other County legal documents. Legal staff members thoroughly research such issues and provide legal opinions through oral or written response, as appropriate
- Assistance with Litigation: Legal facilitates processing of lawsuits against the County, and assists defense counsel, upon request, by review of responsive pleadings and appellate briefs, and discussions of strategy

- Legal Counsel to Board of Commissioners: The Executive Attorney attends all meetings of the Board of Commissioners to provide legal support for the Board and staff

Service Area FY 2019 Discussion

Ongoing legal training and attorney conference attendance allows attorneys to stay updated on the current state of the law relevant to local governments, increase one’s knowledge base, and discuss best practices with attorneys from other governmental units around North Carolina. Legal resource updating involves ensuring that the Legal Office has up-to-date resources (publications and internet legal databases) to use and consult to support the provision of professional, accurate, thorough, and insightful legal counsel.

The Legal Office will continue to develop a file management system to file and store records for ease of access throughout the service area through digitizing and storage in Laserfiche. The Legal Office will continue to seek staff development opportunities for the junior attorneys in the office and to lay the groundwork for succession planning.

Service Area Analysis

No significant changes to service offerings or staffing levels of Legal Services in FY 2019. Only funding increase due to general increases in salary & benefit expenses in FY 2019. Service area does not produce any revenue.

Service Area by Division Summary	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Revised	FY 2019 Adopted	FY 2018 - 2019 \$ Change	FY 2018 - 2019 % Change
Revenue by Category								
Expenditures by Division								
Legal Department Division	437,265	484,589	519,340	543,568	592,088	631,846	39,758	6.7%
Total Legal Services	437,265	484,589	519,340	543,568	592,088	631,846	39,758	6.7%
Total Legal Services	437,265	484,589	519,340	543,568	592,088	631,846	39,758	6.7%
Full-time Equivalent by Status								
Full-Time	4.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00%
Temp-Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	4.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00%

Service Area by Program Division Summary	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Revised	FY 2019 Adopted	FY 2018 - 2019 \$ Change	FY 2018 - 2019 % Change
Legal Department								
Legal Department	437,265	484,589	519,340	543,568	592,088	631,846	39,758	6.7%
Total Expenditure	437,265	484,589	519,340	543,568	592,088	631,846	39,758	6.7%

