

DESCRIPTION OF SERVICES

To offer comprehensive, responsive, and expeditious legal assistance to the Board of Supervisors, County Administrator, James City Service Authority, 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 Division Heads 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

	FY 99 Budget	FY 00 Adopted Plan	FY 00 Adopted
Personnel	\$ 288,238	\$ 302,460	\$ 304,352
Operating	16,653	16,780	16,780
Capital	3,600	2,150	2,150
Received from JCSA	(25,000)	(25,000)	(25,000)
Total	<u>\$ 283,491</u>	<u>\$ 296,390</u>	<u>\$ 298,282</u>

PERSONNEL

Full-time Personnel	4	4	4
Part-time Personnel	1	1	1

WORKLOAD INDICATORS

	FY 98 Actual	FY 99 Projected	FY 00 Projected
Documents Reviewed/Drafted	3,904	2,295	3,950
Formal Legal Opinions	347	215	425
Court Appearances	180	139	275
Ordinance Revisions	72	107	100
Administrative Hearings	20	17	30
Hours Developing/Tracking Legislation	351	364	400

BUDGET COMMENTS

The proposed FY 2000 includes additional part-time hours for a clerical position in order to handle increased workload. Overall, the budget increases by 5.2 percent.