

**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 <u>Budget</u>	FY 00 Original <u>Adopted</u>	FY 00 Current <u>Expected</u>	FY 01 <u>Proposed</u>	FY 02 <u>Proposed</u>
Personnel	\$ 288,238	\$ 304,352	\$ 302,796	\$ 320,426	\$ 336,028
Operating	16,822	16,780	16,606	17,228	17,440
Capital	3,600	2,150	2,150		
Received from JCOSA	<u>(25,000)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(26,191)</u>	<u>(27,763)</u>
Total	<u>\$ 283,660</u>	<u>\$ 298,282</u>	<u>\$ 296,552</u>	<u>\$ 311,463</u>	<u>\$ 325,705</u>

**PERSONNEL**

Full-time Personnel	4	4.5	4.5	4.5	4.5
Part-time Personnel	1	1	0	0	0

**WORKLOAD INDICATORS**

	FY 99 <u>Budget</u>	FY 00 Original <u>Adopted</u>	FY 00 Current <u>Expected</u>	FY 01 <u>Proposed</u>	FY 02 <u>Proposed</u>
Doc Reviewed/Drafted	4,552	3,950	4,670	4,775	4,995
Formal Legal Opinions	422	425	450	475	490
Court Appearances	266	275	275	290	320
Ordinance Revisions	230	100	225	240	260
Administrative Hearings	17	30	20	25	30
Hrs Dev/Track Legislation	380	400	425	430	450

**BUDGET COMMENTS**

The proposed FY 2001 and 2002 budgets provide for a continuation in the existing level of service. Overall, the budget increases by 4.4 percent for FY 2001 and by 4.6 percent for FY 2002.