

**MISSION - To offer comprehensive, responsive, and expeditious legal assistance to the Board of Supervisors, County Administrator, James City Service Authority, and staff.**

**SERVICE AREAS**

1. **Legal Assistance:** To represent the Board of Supervisors, County Administrator, James City Service Authority, and all other departments, agencies and Boards and Commissions of the County in rendering legal advice in a timely and effective manner.
2. **Litigation:** To provide quality, professional legal advice so as to prevent, to the extent reasonably possible and expected, suits against the County and to aid the Board of Supervisors, County Administrator and/or division head in making an informed decision as to whether to institute litigation.

**BUDGET SUMMARY**

	FY 96	FY 97
	<u>Budget</u>	<u>Budget</u>
Personnel	\$211,613	\$217,810
Operating Expenses	10,600	12,840
Capital	<u>2,000</u>	<u>850</u>
	<u>\$224,213</u>	<u>\$231,500</u>

**WORKLOAD INDICATORS**

	FY 94	FY 95	FY 96
	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>
Documents Reviewed/Drafted	3,579	3,618	3,720
Formal Legal Opinions	300	308	320
Court Appearances	27	78	40
Ordinance Revisions	68	37	70
Administrative Hearings (new in 1996)	N/A	N/A	25

**PERSONNEL**

Full-time Personnel	3.25	3
Part-time Personnel	0	1

**BUDGET COMMENTS**

Budget expenditures provide for continuation of the current level of effort. The proposed FY 97 budget represents a 3.3 percent increase from FY 96. A part-time position has been substituted and additional operating costs are proposed to improve oversight over legislation being considered by the Virginia General Assembly.