

**DESCRIPTION OF SERVICES**

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

**GOALS**

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 97	FY 98
	<u>Budget</u>	<u>Budget</u>
Personnel	\$ 217,810	\$ <b>230,039</b>
Operating Expenses	12,840	<b>13,315</b>
Capital	850	<b>933</b>
Total	<u>\$ 231,500</u>	<u>\$ <b>244,287</b></u>

**WORKLOAD INDICATORS**

	FY 95	FY 96	FY 97
	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>
Documents Reviewed/Drafted	3,618	3,670	3,750
Formal Legal Opinions	308	322	335
Court Appearances	78	32	50
Ordinance Revisions	37	126	100
Administrative Hearings	N/A	10	15

**PERSONNEL**

Full-time Personnel	3	3
Part-time Personnel	1	1

**BUDGET COMMENTS**

Budget expenditures provide for continuation of the current level of effort. The proposed FY 1998 budget represents a 5.5 percent increase from FY 1997.