

DEPARTMENT OF LAW

I. MISSION

The Law Department gives conservative advice on the Borough's legal issues in an effort to prevent litigation, and litigates when necessary and authorized, and typically from a position to challenge liability whenever asserted.

II. DEPARTMENT RESPONSIBILITIES

The Law Department furnishes legal services to the Mayor's Office, Assembly, Borough Boards and Commissions and all Borough departments. Its scope of practice includes providing legal advice on Borough ordinances, regulations and policies, contract matters, personnel matters, insurance concerns, subsistence issues and environmental issues, and state and federal statutes and regulations, among other matters involving municipal government.

The Law Department maintains close and constructive working relationships to help implement the Borough's goals and policies.

III. GOALS AND OBJECTIVES

GOAL 1: PROVIDE TIMELY ADVICE AND COUNSEL TO THE MAYOR, THE ASSEMBLY AND THE BOROUGH DEPARTMENTS TO HELP WITH THE FORMULATION OF POLICY AND TO CARRY OUT BOROUGH FUNCTIONS.

Obj. 1.1: Provide effective assistance to the Mayor, the Assembly, Boards, Commissions and Departments, including drafting assistance for ordinances and resolutions

Obj. 1.2: Assist Borough Departments in the contracting process

Obj. 1.3: Develop, present and defend the Borough's positions to State and Federal Agencies regarding land management, resource development, environmental and subsistence Issues

GOAL 2: ADDRESS IMPORTANT LITIGATION WITH HIGHLY SKILLED COUNSEL.

Obj. 2.1 Since trial work requires such tremendous effort and staff support, the Law Department generally utilizes outside counsel for litigation. The Law Department reviews the competence of and works with outside counsel on matters including tax litigation, negligence and other torts-based claims, employment law, and environmental law.

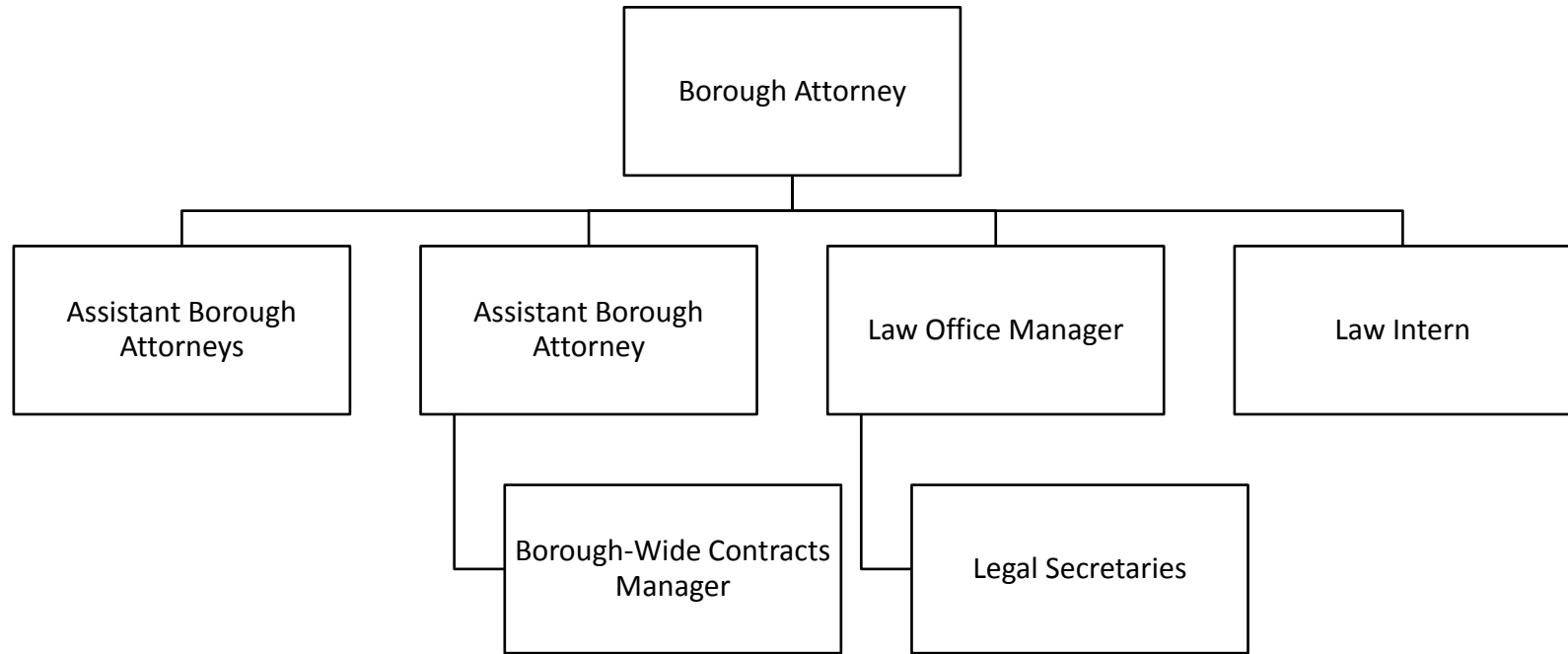
Obj. 2.2 Maintain close oversight on cases being litigated.

GOAL 3: CONTINUE TO ENSURE LAW DEPARTMENT STAFF RECEIVE ADEQUATE TRAINING.

Obj. 3.1 Ensure attorneys attend continuing education courses to stay current and understand new legal developments that affect the Borough and its Departments

Obj. 3.2 Ensure staff members attend training to best assist the attorneys, the Borough and its Departments

**North Slope Borough
Department of Law**



LAW

FY 2017-2018

Operating Budget Summary

Business Unit and Division	FTE FY16-17	FTE FY17-18	FY16-17 Total Budget	Personal Services	Contractual Services	Supplies	Equipment	Other	FY17-18 Total Budget	Change from Prior Year	% Change
2505 - LAW CENTRAL OFFICE	11	11	4,092,299	2,027,863	1,049,746	14,190	500	0	3,092,299	(1,000,000)	(24)%
Grand Total	11	11	4,092,299	2,027,863	1,049,746	14,190	500	0	3,092,299	(1,000,000)	(24)%

LAW

Department Total

Expenditure Type	Actual Year 2014-2015	Actual Year 2015-2016	Final Budget 2016-2017	Actual 6 months 2016-2017	% Change	Budget 2017-2018
6100 Personal Services						
Total Permanent Wages	1,092,455	1,030,298	1,228,893	471,119	2.5%	1,259,542
Total Permanent Overtime Wages	21	134	0	185	0.0%	0
Total Temporary Wages	17,841	49,198	0	6,179	0.0%	0
Total Temporary Overtime Wages	0	0	0	1,377	0.0%	0
Total Benefits	1,197,859	671,402	737,336	258,705	4.2%	768,321
Total Personal Services	2,308,177	1,751,032	1,966,229	737,566	3.1%	2,027,863
6200 Contractual Services						
Total Communications	11,962	12,739	9,000	4,748	0.0%	9,000
Total Contributions & Municipal Support	87,297	127,393	150,000	64,080	0.0%	150,000
Total Maintenance Services	4,138	1,508	13,500	1,938	0.0%	13,500
Total Insurance & Bonding Reserves	0	0	0	0	0.0%	0
Total Professional Services	4,641,707	5,752,486	1,846,280	751,071	(57.5)%	784,646
Total Rents and Utilities	1,550	0	0	0	0.0%	0
Total Travel and Lodging	45,677	45,929	58,150	15,688	0.0%	58,150
Total Other Services & Expenses	55,702	50,021	34,450	17,917	0.0%	34,450
Total Contractual Services	4,848,033	5,990,076	2,111,380	855,443	(50.3)%	1,049,746
6500 Supplies						
Total Fuel	1,270	657	1,140	326	0.0%	1,140
Total Supplies-Buildings & Grounds	0	0	0	0	0.0%	0
Total Supplies-Non-Buildings & Grounds	23,180	13,008	13,050	5,432	0.0%	13,050
Total Supplies	24,450	13,666	14,190	5,758	0.0%	14,190
6700 Equipment & Replacement Parts						
Total New Equipment Under \$5,000	8,349	0	500	206	0.0%	500
Total Equipment & Parts Under \$5,000	0	0	0	285	0.0%	0
Total Equipment & Parts Over \$5,000	0	0	0	0	0.0%	0
Total Equipment & Replacement Parts	8,349	0	500	491	0.0%	500
Grand Total	7,189,009	7,754,774	4,092,299	1,599,257	(24.4)%	3,092,299

6100 Personal Services

	FTE	FTE	Position		Budget	Budget	Change	%
	17	18	Range	# Months	2016/2017	2017/2018	Amount	Change
Borough Attorney	1	1	44	12	200,458	206,000	5,542	2.8%
Assistant Borough Attorney	5	5	37	12	644,823	669,465	24,642	3.8%
Law Office Manager	1	1	32	12	106,589	107,426	837	0.8%
Boroughwide Contracts Manager	1	1	30	12	81,453	84,489	3,036	3.7%
Law Intern	1	1	25	12	74,573	74,573	0	0.0%
Secretary-Legal	2	2	24	12	120,997	117,589	(3,408)	(2.8%)

6110 Permanent Wages

6111 Regular Wages	11	11			1,228,893	1,259,542	30,649	2.5%
Total Permanent Wages					1,228,893	1,259,542	30,649	2.5%

6130 Benefits

6131 Permanent Employee Benefits - 61%					737,336	768,321	30,985	4.2%
Total Benefits					737,336	768,321	30,985	4.2%

Total Personal Services					1,966,229	2,027,863	61,634	3.1%
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LAW CENTRAL OFFICE

2505.*

Object Account	Budget FY 2016-2017	Budget FY 2017-2018	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	1,228,893	1,259,542	30,649	2.5
Total Permanent Wages	1,228,893	1,259,542	30,649	2.5
6130 Benefits				
6131 - BENEFITS-PERMANENT	737,336	768,321	30,985	4.2
Total Benefits	737,336	768,321	30,985	4.2
Total Personal Services	1,966,229	2,027,863	61,634	3.1
6200 Contractual Services				
6210 Communications				
6220 - PHONE/FAX/MODEM	8,000	8,000	0	0.0
6225 - POSTAGE	1,000	1,000	0	0.0
Total Communications	9,000	9,000	0	0.0
6230 Contributions & Municipal Support				
6249 - OTHER CONTRIB & SUPPORT	150,000	150,000	0	0.0
Total Contributions & Municipal Support	150,000	150,000	0	0.0
6250 Maintenance Services				
6265 - COPIER MAINTENANCE	13,500	13,500	0	0.0
Total Maintenance Services	13,500	13,500	0	0.0
6330 Professional Services				
6345 - LEGAL SERVICES	1,846,280	784,646	(1,061,634)	(57.5)
Total Professional Services	1,846,280	784,646	(1,061,634)	(57.5)
6400 Travel & Lodging				
6401 - AIRFARE ON-SLOPE	2,500	2,500	0	0.0
6402 - AIRFARE IN-STATE	19,200	19,200	0	0.0
6403 - AIRFARE OUT-OF-STATE	9,600	9,600	0	0.0
6410 - GROUND TRANSPORTATION	2,500	2,500	0	0.0
6415 - PER DIEM	5,850	5,850	0	0.0
6420 - LODGING	9,000	9,000	0	0.0
6440 - EMPLOYEE RELOCATING EXP	9,500	9,500	0	0.0
Total Travel and Lodging	58,150	58,150	0	0.0

LAW CENTRAL OFFICE

2505.*

Object Account	Budget FY 2016-2017	Budget FY 2017-2018	Budget Year Variance	Budget Year Variance %
6450 Other Services & Expenses				
6455 - ADVERTISING & PRINTING	1,950	1,950	0	0.0
6485 - TRAIN/TUITION/CONFERENCE	6,000	6,000	0	0.0
6490 - MEMBERSHIPS DUES/SUBS	25,000	25,000	0	0.0
6499 - MISC SERVICES & EXP	1,500	1,500	0	0.0
Total Other Services & Expenses	34,450	34,450	0	0.0
Total Contractual Services	2,111,380	1,049,746	(1,061,634)	(50.3)
6500 Supplies				
6510 Fuel				
6530 - VEHICLE FUEL	1,140	1,140	0	0.0
Total Fuel	1,140	1,140	0	0.0
6600 Supplies-Non-Buildings & Grounds				
6615 - FOOD/WATER/COFFEE/CATER	4,500	4,500	0	0.0
6620 - HOUSEHOLD SUPPLIES	350	350	0	0.0
6630 - MEDICAL SUPPLIES	200	200	0	0.0
6699 - OTHER NON-BLDG SUPPLIES	8,000	8,000	0	0.0
Total Supplies-Non-Buildings & Grounds	13,050	13,050	0	0.0
Total Supplies	14,190	14,190	0	0.0
6700 Equipment & Replacement Parts				
6710 New Equipment Under \$5,000				
6750 - OFFICE MACHINES < \$5000	500	500	0	0.0
Total New Equipment Under \$5,000	500	500	0	0.0
Total Equipment & Replacement Parts	500	500	0	0.0
Grand Total	4,092,299	3,092,299	(1,000,000)	(24.4)