

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. The Law Department assists all departments in carrying out the Mayor's initiatives.

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 carrying out the Mayor's Initiatives, and 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.

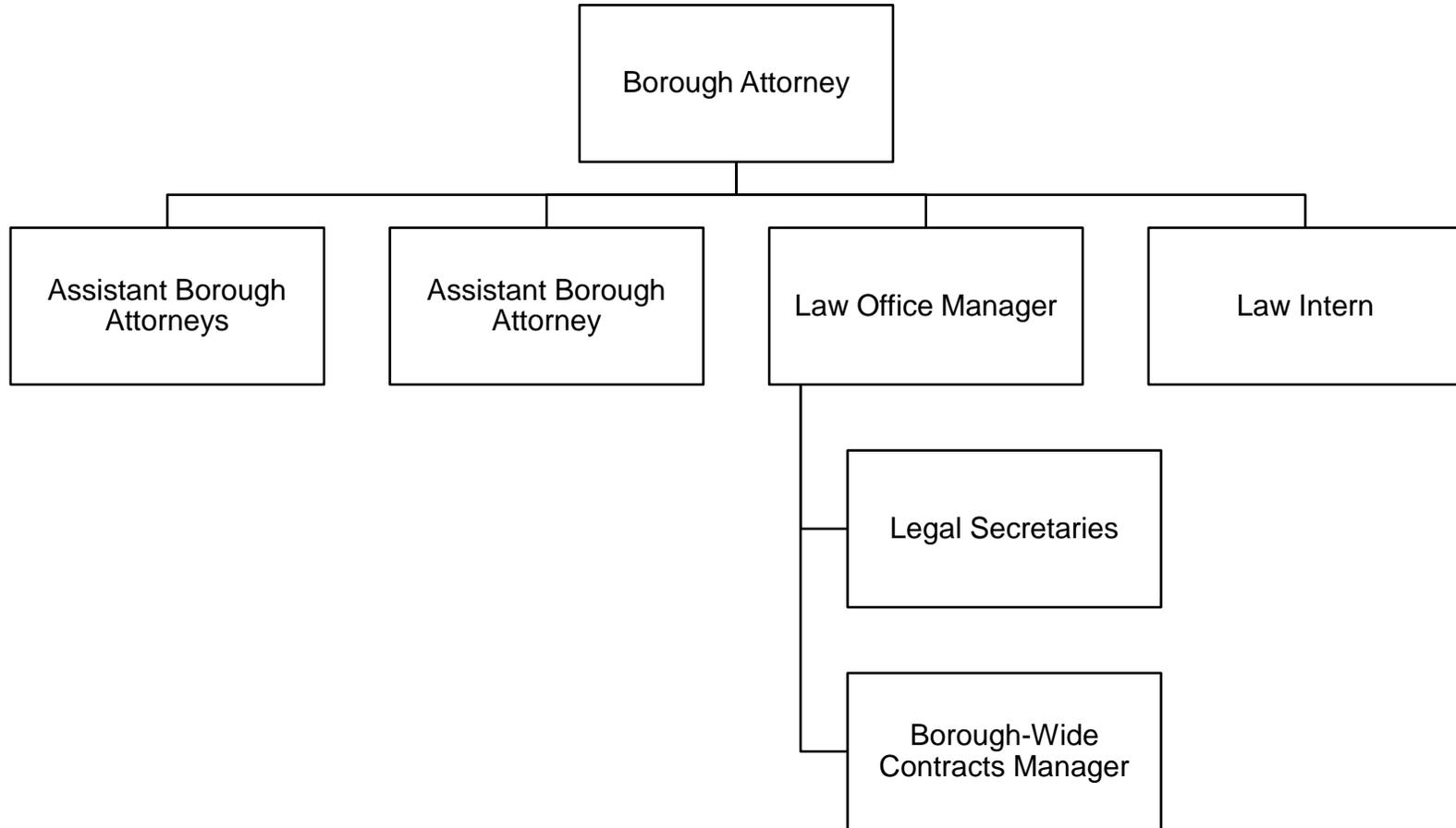
Obj. 2.2 Maintain close oversight on cases being litigated.

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 2019-2020
Operating Budget Summary

Business Unit and Division	FTE FY19	FTE FY 20	FY18-19 Total Budget	Personal Services	Contractual Services	Supplies	Equipment	Other	FY19-20 Total Budget	Change from Prior Year	% Change
2505 - LAW CENTRAL OFFICE	11	11	3,092,381	2,105,391	975,400	11,090	500	0	3,092,381	0	0%
Grand Total	11	11	3,092,381	2,105,391	975,400	11,090	500	0	3,092,381	0	0%

LAW

Department Total

Expenditure Type	Actual Year 2016-2017	Actual Year 2017-2018	Budget 2018-2019	Actual 6 months 2018-2019	Budget 2019-2020	% Change	Budget Variance
6100 Personal Services							
Total Permanent Wages	989,115	1,161,596	1,312,834	521,480	1,299,624	(1.0)%	(13,210)
Total Permanent Overtime Wages	419	0	0	292	0	0.0%	0
Total Temporary Wages	9,289	0	0	0	0	0.0%	0
Total Temporary Overtime Wages	1,377	0	0	2,085	0	0.0%	0
Total Benefits	719,516	828,698	813,957	272,497	805,767	(1.0)%	(8,190)
Total Personal Services	1,719,716	1,990,294	2,126,791	796,354	2,105,391	(1.0)%	(21,400)
6200 Contractual Services							
Total Communications	10,105	9,068	9,000	3,867	9,000	0.0%	0
Total Contributions & Municipal Support	127,393	127,393	120,000	55,080	120,000	0.0%	0
Total Maintenance Services	3,279	4,457	4,500	1,784	4,500	0.0%	0
Total Insurance & Bonding Reserves	0	0	0	0	0	0.0%	0
Total Professional Services	1,509,710	1,310,162	750,000	401,919	750,000	0.0%	0
Total Rents and Utilities	0	0	0	0	0	0.0%	0
Total Travel and Lodging	38,469	24,558	38,450	3,979	38,450	0.0%	0
Total Other Services & Expenses	56,436	52,725	33,450	17,200	53,450	59.8%	20,000
Total Contractual Services	1,745,392	1,528,364	955,400	483,829	975,400	2.1%	20,000
6500 Supplies							
Total Fuel	1,067	1,843	1,140	440	2,540	122.8%	1,400
Total Supplies-Buildings & Grounds	0	125	0	0	0	0.0%	0
Total Supplies-Non-Buildings & Grounds	10,751	11,809	8,550	4,077	8,550	0.0%	0
Total Supplies	11,818	13,777	9,690	4,517	11,090	14.4%	1,400
6700 Equipment & Replacement Parts							
Total New Equipment Under \$5,000	1,878	3,644	500	0	500	0.0%	0
Total Equipment & Parts Under \$5,000	285	0	0	97	0	0.0%	0
Total Equipment & Parts Over \$5,000	0	0	0	0	0	0.0%	0
Total Equipment & Replacement Parts	2,163	3,644	500	97	500	0.0%	0
Grand Total	3,479,089	3,536,079	3,092,381	1,284,797	3,092,381	0.0%	0

6100 Personal Services

	FTE	FTE	FTE	Position		Budget	Budget	Change	%
	FY 18	FY 19	FY 20	Range	# Months	FY 19	FY 20	Amount	Change
Borough Attorney	1	1	1	44	12	212,180	212,180	0	0.0%
Assistant Borough Attorney	5	5	5	37	12	702,016	689,550	(12,466)	(1.8%)
Law Office Manager	1	1	1	32	12	112,392	113,237	845	0.8%
Borough-wide Contracts Manager	1	1	1	30	12	87,048	87,809	761	0.9%
Law Intern	1	1	1	25	12	74,573	74,573	0	0.0%
Secretary-Legal	2	2	2	24	12	124,625	122,275	(2,350)	(1.9%)

6110 Permanent Wages

6111 Regular Wages	11	11	11			1,312,834	1,299,624	(13,210)	(1.0%)
Total Permanent Wages						1,312,834	1,299,624	(13,210)	(1.0%)

6130 Benefits

6131 Permanent Employee Benefits - 62%						813,957	805,767	(8,190)	(1.0%)
Total Benefits						813,957	805,767	(8,190)	(1.0%)

Total Personal Services						2,126,791	2,105,391	(21,400)	(1.0%)
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LAW CENTRAL OFFICE

2505.

Object Account	Budget FY 2018-2019	Budget FY 2019-2020	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	1,312,834	1,299,624	(13,210)	(1.0)
Total Permanent Wages	1,312,834	1,299,624	(13,210)	(1.0)
6130 Benefits				
6131 - BENEFITS-PERMANENT	813,957	805,767	(8,190)	(1.0)
Total Benefits	813,957	805,767	(8,190)	(1.0)
Total Personal Services	2,126,791	2,105,391	(21,400)	(1.0)
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	120,000	120,000	0	0.0
Total Contributions & Municipal Support	120,000	120,000	0	0.0
6250 Maintenance Services				
6265 - COPIER MAINTENANCE	4,500	4,500	0	0.0
Total Maintenance Services	4,500	4,500	0	0.0
6330 Professional Services				
6345 - LEGAL SERVICES	750,000	750,000	0	0.0
Total Professional Services	750,000	750,000	0	0.0
6400 Travel & Lodging				
6401 - AIRFARE ON-SLOPE	2,500	2,500	0	0.0
6402 - AIRFARE IN-STATE	9,000	9,000	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
Total Travel and Lodging	38,450	38,450	0	0.0
6450 Other Services & Expenses				

LAW CENTRAL OFFICE

2505.

Object Account	Budget FY 2018-2019	Budget FY 2019-2020	Budget Year Variance	Budget Year Variance %
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	45,000	20,000	80.0
6499 - MISC SERVICES & EXP	500	500	0	0.0
Total Other Services & Expenses	33,450	53,450	20,000	59.8
Total Contractual Services	955,400	975,400	20,000	2.1
6500 Supplies				
6510 Fuel				
6530 - VEHICLE FUEL	1,140	2,540	1,400	122.8
Total Fuel	1,140	2,540	1,400	122.8
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	3,500	3,500	0	0.0
Total Supplies-Non-Buildings & Grounds	8,550	8,550	0	0.0
Total Supplies	9,690	11,090	1,400	14.4
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	3,092,381	3,092,381	0	0.0