

# 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.

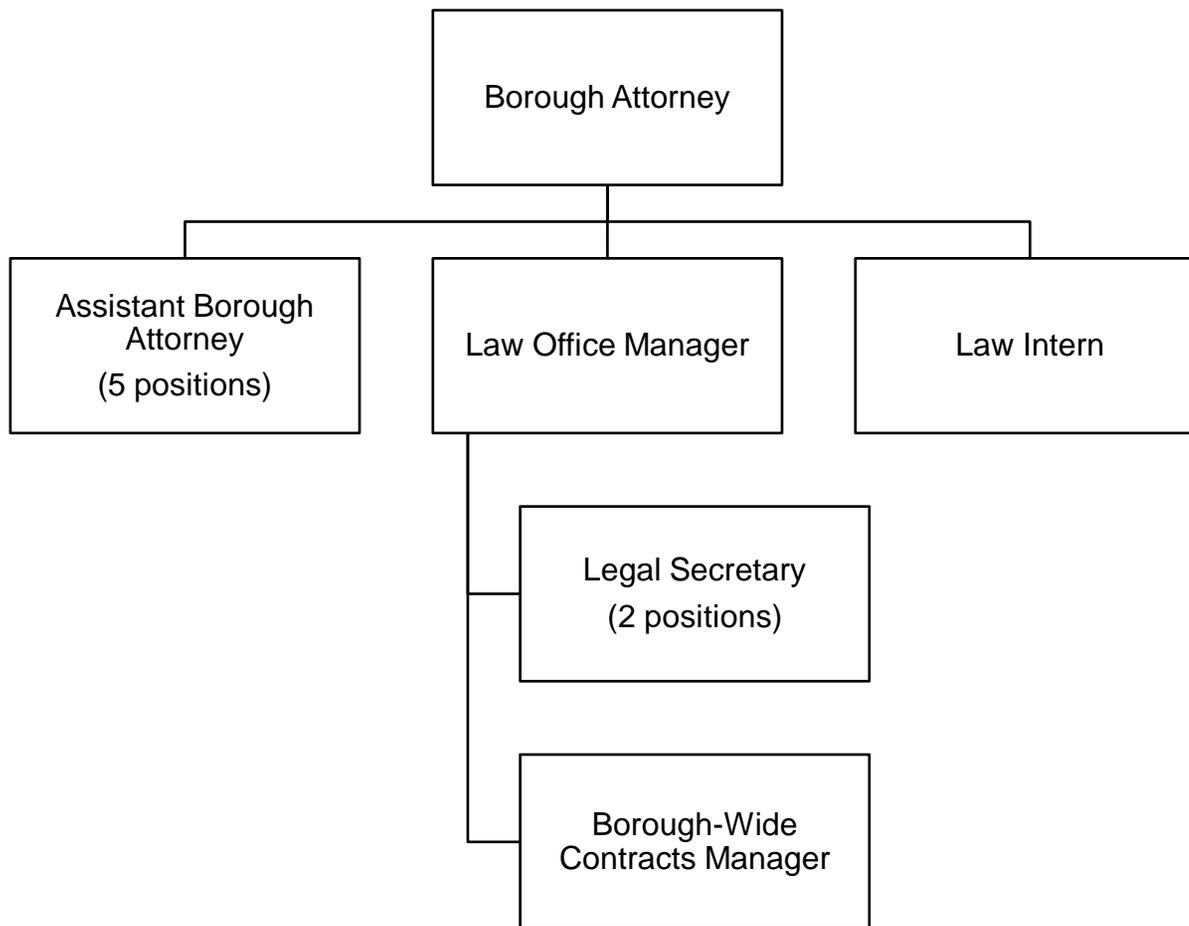
Obj. 2.2 Maintain close oversight on cases being litigated.

### **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 2020-2021**  
**Operating Budget Summary**

<b>Business Unit and Division</b>	<b>FTE FY20</b>	<b>FTE FY21</b>	<b>FY19-20 Total Budget</b>	<b>Personal Services</b>	<b>Contractual Services</b>	<b>Supplies</b>	<b>Equipment</b>	<b>Other</b>	<b>FY20-21 Total Budget</b>	<b>Change from Prior Year</b>	<b>% Change</b>
2505 - LAW CENTRAL OFFICE	11	11	3,092,381	2,178,315	859,993	10,973	500	0	3,049,781	(42,600)	(1)%
<b>Grand Total</b>	<b>11</b>	<b>11</b>	<b>3,092,381</b>	<b>2,178,315</b>	<b>859,993</b>	<b>10,973</b>	<b>500</b>	<b>0</b>	<b>3,049,781</b>	<b>(42,600)</b>	<b>(1)%</b>

**LAW**  
**Department Total**

Expenditure Type	Actual Year 2017-2018	Actual Year 2018-2019	Budget 2019-2020	Actual 6 months 2019-2020	Budget 2020-2021	Budget Variance	% Change
<b>6100 Personal Services</b>							
Total Permanent Wages	1,161,596	1,030,145	1,299,624	473,647	1,328,241	28,617	2.2%
Total Permanent Overtime Wages	0	537	0	0	0	0	0.0%
Total Temporary Wages	0	14,434	0	8,356	0	0	0.0%
Total Temporary Overtime Wages	0	2,085	0	58	0	0	0.0%
Total Benefits	828,698	810,937	805,767	252,468	850,074	44,307	5.5%
<b>Total Personal Services</b>	<b>1,990,294</b>	<b>1,858,138</b>	<b>2,105,391</b>	<b>734,529</b>	<b>2,178,315</b>	<b>72,924</b>	<b>3.5%</b>
<b>6200 Contractual Services</b>							
Total Communications	9,068	7,759	9,000	3,359	9,000	0	0.0%
Total Contributions & Municipal Support	127,393	127,393	120,000	63,000	127,393	7,393	6.2%
Total Maintenance Services	4,457	3,461	4,500	1,696	4,500	0	0.0%
Total Insurance & Bonding Reserves	0	0	0	0	0	0	0.0%
Total Professional Services	1,310,162	729,694	750,000	269,414	635,000	(115,000)	(15.3)%
Total Rents and Utilities	0	0	0	0	0	0	0.0%
Total Travel and Lodging	24,558	10,637	38,450	6,699	31,000	(7,450)	(19.4)%
Total Other Services & Expenses	52,725	42,716	53,450	18,448	53,100	(350)	(0.7)%
<b>Total Contractual Services</b>	<b>1,528,364</b>	<b>921,661</b>	<b>975,400</b>	<b>362,616</b>	<b>859,993</b>	<b>(115,407)</b>	<b>(11.8)%</b>
<b>6500 Supplies</b>							
Total Fuel	1,843	1,565	2,540	725	2,423	(117)	(4.6)%
Total Supplies-Buildings & Grounds	125	78	0	0	0	0	0.0%
Total Supplies-Non-Buildings & Grounds	11,809	8,679	8,550	2,045	8,550	0	0.0%
<b>Total Supplies</b>	<b>13,777</b>	<b>10,322</b>	<b>11,090</b>	<b>2,770</b>	<b>10,973</b>	<b>(117)</b>	<b>(1.1)%</b>
<b>6700 Equipment &amp; Replacement Parts</b>							
Total New Equipment Under \$5,000	3,644	0	500	490	500	0	0.0%
Total Equipment & Parts Under \$5,000	0	447	0	0	0	0	0.0%
Total Equipment & Parts Over \$5,000	0	0	0	0	0	0	0.0%
<b>Total Equipment &amp; Replacement Parts</b>	<b>3,644</b>	<b>447</b>	<b>500</b>	<b>490</b>	<b>500</b>	<b>0</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>3,536,079</b>	<b>2,790,567</b>	<b>3,092,381</b>	<b>1,100,405</b>	<b>3,049,781</b>	<b>(42,600)</b>	<b>(1.4)%</b>

**6100 Personal Services**

	FTE	FTE	FTE	Position		Budget	Budget	Change	%
	FY 19	FY 20	FY 21	Range	# Months	FY 20	FY 21	Amount	Change
Borough Attorney	1	1	1	44	12	212,180	216,423	4,243	2.0%
Assistant Borough Attorney	5	5	5	37	12	689,550	703,340	13,790	2.0%
Law Office Manager	1	1	1	32	12	113,237	117,272	4,035	3.6%
Borough-wide Contracts Manager	1	1	1	30	12	87,809	90,372	2,563	2.9%
Law Intern	1	1	1	25	12	74,573	68,932	(5,641)	(7.6%)
Secretary-Legal	2	2	2	24	12	122,275	131,902	9,627	7.9%

**6110 Permanent Wages**

6111 Regular Wages	11	11	11			1,299,624	1,328,241	28,617	2.2%
<b>Total Permanent Wages</b>						<b>1,299,624</b>	<b>1,328,241</b>	<b>28,617</b>	<b>2.2%</b>

**6130 Benefits**

6131 Permanent Employee Benefits - 64%						805,767	850,074	44,307	5.5%
<b>Total Benefits</b>						<b>805,767</b>	<b>850,074</b>	<b>44,307</b>	<b>5.5%</b>

<b>Total Personal Services</b>						<b>2,105,391</b>	<b>2,178,315</b>	<b>72,924</b>	<b>3.5%</b>
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**LAW CENTRAL OFFICE**

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Object Account	Budget FY 2019-2020	Budget FY 2020-2021	Budget Year Variance	Budget Year Variance %
<b>6100 Personal Services</b>				
<b>6110 Permanent Wages</b>				
6111 - REGULAR WAGES-PERMANENT	1,299,624	1,328,241	28,617	2.2
<b>Total Permanent Wages</b>	<b>1,299,624</b>	<b>1,328,241</b>	<b>28,617</b>	<b>2.2</b>
<b>6130 Benefits</b>				
6131 - BENEFITS-PERMANENT	805,767	850,074	44,307	5.5
<b>Total Benefits</b>	<b>805,767</b>	<b>850,074</b>	<b>44,307</b>	<b>5.5</b>
<b>Total Personal Services</b>	<b>2,105,391</b>	<b>2,178,315</b>	<b>72,924</b>	<b>3.5</b>
<b>6200 Contractual Services</b>				
<b>6210 Communications</b>				
6220 - PHONE/FAX/MODEM	8,000	8,000	0	0.0
6225 - POSTAGE	1,000	1,000	0	0.0
<b>Total Communications</b>	<b>9,000</b>	<b>9,000</b>	<b>0</b>	<b>0.0</b>
<b>6230 Contributions &amp; Municipal Support</b>				
6249 - OTHER CONTRIB & SUPPORT	120,000	127,393	7,393	6.2
<b>Total Contributions &amp; Municipal Support</b>	<b>120,000</b>	<b>127,393</b>	<b>7,393</b>	<b>6.2</b>
<b>6250 Maintenance Services</b>				
6265 - COPIER MAINTENANCE	4,500	4,500	0	0.0
<b>Total Maintenance Services</b>	<b>4,500</b>	<b>4,500</b>	<b>0</b>	<b>0.0</b>
<b>6330 Professional Services</b>				
6345 - LEGAL SERVICES	750,000	635,000	(115,000)	(15.3)
<b>Total Professional Services</b>	<b>750,000</b>	<b>635,000</b>	<b>(115,000)</b>	<b>(15.3)</b>
<b>6400 Travel &amp; Lodging</b>				
6401 - AIRFARE ON-SLOPE	2,500	2,500	0	0.0
6402 - AIRFARE IN-STATE	9,000	8,000	(1,000)	(11.1)
6403 - AIRFARE OUT-OF-STATE	9,600	7,000	(2,600)	(27.1)
6410 - GROUND TRANSPORTATION	2,500	2,500	0	0.0
6415 - PER DIEM	5,850	4,000	(1,850)	(31.6)
6420 - LODGING	9,000	7,000	(2,000)	(22.2)
<b>Total Travel and Lodging</b>	<b>38,450</b>	<b>31,000</b>	<b>(7,450)</b>	<b>(19.4)</b>

LAW CENTRAL OFFICE

2505.\*

Object Account	Budget FY 2019-2020	Budget FY 2020-2021	Budget Year Variance	Budget Year Variance %
<b>6450 Other Services &amp; Expenses</b>				
6455 - ADVERTISING & PRINTING	1,950	1,600	(350)	(17.9)
6485 - TRAIN/TUITION/CONFERENCE	6,000	6,000	0	0.0
6490 - MEMBERSHIPS DUES/SUBS	45,000	45,000	0	0.0
6499 - MISC SERVICES & EXP	500	500	0	0.0
<b>Total Other Services &amp; Expenses</b>	<b>53,450</b>	<b>53,100</b>	<b>(350)</b>	<b>(0.7)</b>
<b>Total Contractual Services</b>	<b>975,400</b>	<b>859,993</b>	<b>(115,407)</b>	<b>(11.8)</b>
<b>6500 Supplies</b>				
<b>6510 Fuel</b>				
6530 - VEHICLE FUEL	2,540	2,423	(117)	(4.6)
<b>Total Fuel</b>	<b>2,540</b>	<b>2,423</b>	<b>(117)</b>	<b>(4.6)</b>
<b>6600 Supplies-Non-Buildings &amp; Grounds</b>				
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
<b>Total Supplies-Non-Buildings &amp; Grounds</b>	<b>8,550</b>	<b>8,550</b>	<b>0</b>	<b>0.0</b>
<b>Total Supplies</b>	<b>11,090</b>	<b>10,973</b>	<b>(117)</b>	<b>(1.1)</b>
<b>6700 Equipment &amp; Replacement Parts</b>				
<b>6710 New Equipment Under \$5,000</b>				
6750 - OFFICE MACHINES < \$5000	500	500	0	0.0
<b>Total New Equipment Under \$5,000</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0.0</b>
<b>Total Equipment &amp; Replacement Parts</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0.0</b>
<b>Grand Total</b>	<b>3,092,381</b>	<b>3,049,781</b>	<b>(42,600)</b>	<b>(1.4)</b>