

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 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.

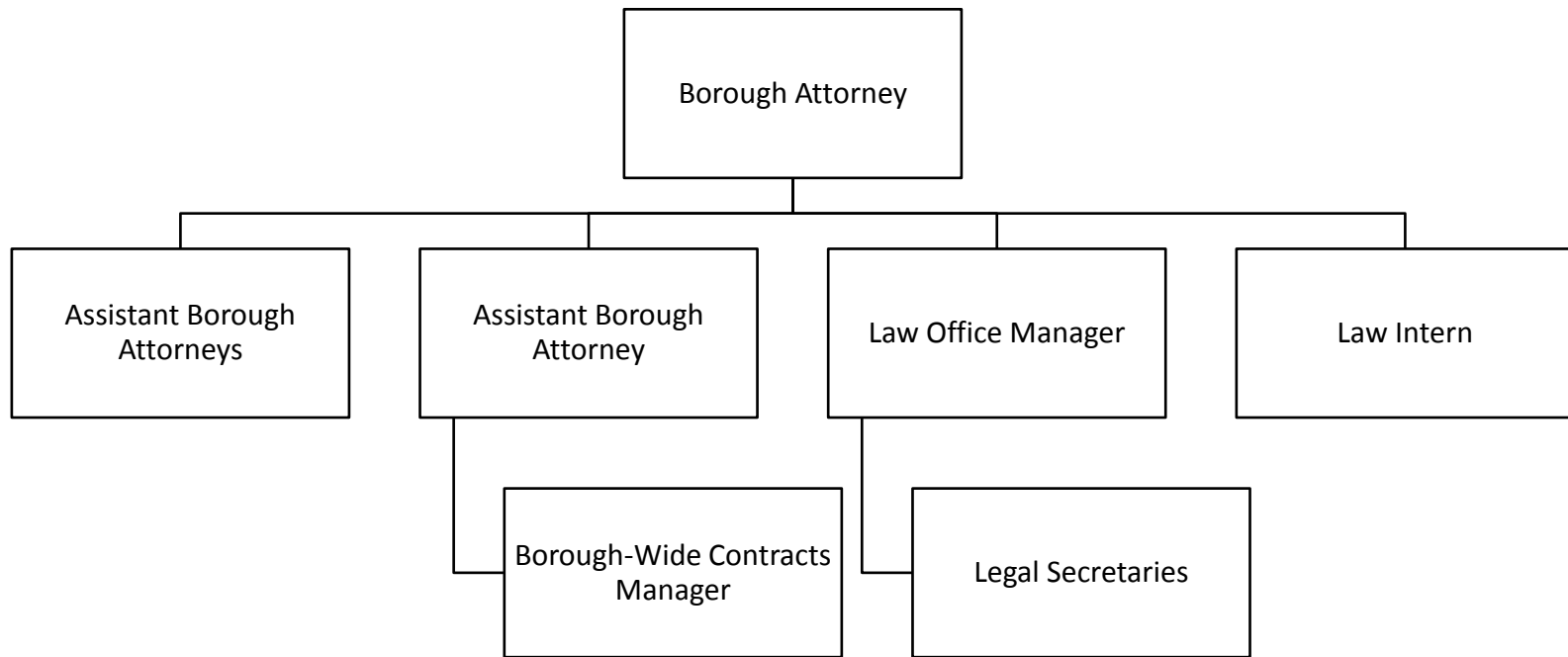
Obj. 2.2 Maintain close oversight on cases being litigated.

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 2018-2019
Operating Budget Summary

Business Unit and Division	FTE FY 17-18	FTE FY 18-19	FY17-18 Total Budget	Personal Services	Contractual Services	Supplies	Equipment	Other	FY18-19 Total Budget	Change from Prior Year	% Change
2505 - LAW CENTRAL OFFICE	11	11	3,092,299	2,126,791	955,400	9,690	500	0	3,092,381	82	0%
Grand Total	11	11	3,092,299	2,126,791	955,400	9,690	500	0	3,092,381	82	0%

LAW

Department Total

Expenditure Type	Actual Year 2015-2016	Actual Year 2016-2017	Final Budget 2017-2018	Actual 6 months 2017-2018	% Change	Budget 2018-2019
6100 Personal Services						
Total Permanent Wages	1,030,298	989,115	1,259,542	556,171	4.2%	1,312,834
Total Permanent Overtime Wages	134	419	0	0	0.0%	0
Total Temporary Wages	49,198	9,289	0	0	0.0%	0
Total Temporary Overtime Wages	0	1,377	0	0	0.0%	0
Total Benefits	671,402	719,516	768,321	310,128	5.9%	813,957
Total Personal Services	1,751,032	1,719,716	2,027,863	866,299	4.9%	2,126,791
6200 Contractual Services						
Total Communications	12,739	10,105	9,000	4,222	0.0%	9,000
Total Contributions & Municipal Support	127,393	127,393	150,000	37,680	(20.0)%	120,000
Total Maintenance Services	1,508	3,279	13,500	2,303	(66.7)%	4,500
Total Insurance & Bonding Reserves	0	0	0	0	0.0%	0
Total Professional Services	5,752,486	1,509,710	784,646	495,394	(4.4)%	750,000
Total Rents and Utilities	0	0	0	0	0.0%	0
Total Travel and Lodging	45,929	38,469	58,150	13,627	(33.9)%	38,450
Total Other Services & Expenses	50,021	56,436	34,450	20,477	(2.9)%	33,450
Total Contractual Services	5,990,076	1,745,392	1,049,746	573,702	(9.0)%	955,400
6500 Supplies						
Total Fuel	657	1,067	1,140	399	0.0%	1,140
Total Supplies-Buildings & Grounds	0	0	0	0	0.0%	0
Total Supplies-Non-Buildings & Grounds	13,008	10,751	13,050	5,376	(34.5)%	8,550
Total Supplies	13,666	11,818	14,190	5,775	(31.7)%	9,690
6700 Equipment & Replacement Parts						
Total New Equipment Under \$5,000	0	1,878	500	2,371	0.0%	500
Total Equipment & Parts Under \$5,000	0	285	0	0	0.0%	0
Total Equipment & Parts Over \$5,000	0	0	0	0	0.0%	0
Total Equipment & Replacement Parts	0	2,163	500	2,371	0.0%	500
Grand Total	7,754,774	3,479,089	3,092,299	1,448,148	0.0%	3,092,381

6100 Personal Services

	FTE	FTE	Position		Budget	Budget	Change	%
	FY 17-18	FY 18-19	Range	# Months	2017/2018	2018/2019	Amount	Change
Borough Attorney	1	1	44	12	206,000	212,180	6,180	3.0%
Assistant Borough Attorney	5	5	37	12	669,465	702,016	32,551	4.9%
Law Office Manager	1	1	32	12	107,426	112,392	4,966	4.6%
Boroughwide Contracts Manager	1	1	30	12	84,489	87,048	2,559	3.0%
Law Intern	1	1	25	12	74,573	74,573	0	0.0%
Secretary-Legal	2	2	24	12	117,589	124,625	7,036	6.0%

6110 Permanent Wages

6111 Regular Wages	11	11			1,259,542	1,312,834	53,292	4.2%
Total Permanent Wages					1,259,542	1,312,834	53,292	4.2%

6130 Benefits

6131 Permanent Employee Benefits - 62%					768,321	813,957	45,636	5.9%
Total Benefits					768,321	813,957	45,636	5.9%

Total Personal Services					2,027,863	2,126,791	98,928	4.9%
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**LAW
LAW CENTRAL OFFICE**

2505.*

Object Account	Budget FY 2017-2018	Budget FY 2018-2019	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	1,259,542	1,312,834	53,292	4.2
Total Permanent Wages	1,259,542	1,312,834	53,292	4.2
6130 Benefits				
6131 - BENEFITS-PERMANENT	768,321	813,957	45,636	5.9
Total Benefits	768,321	813,957	45,636	5.9
Total Personal Services	2,027,863	2,126,791	98,928	4.9
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	120,000	(30,000)	(20.0)
Total Contributions & Municipal Support	150,000	120,000	(30,000)	(20.0)
6250 Maintenance Services				
6265 - COPIER MAINTENANCE	13,500	4,500	(9,000)	(66.7)
Total Maintenance Services	13,500	4,500	(9,000)	(66.7)
6330 Professional Services				
6345 - LEGAL SERVICES	784,646	750,000	(34,646)	(4.4)
Total Professional Services	784,646	750,000	(34,646)	(4.4)
6400 Travel & Lodging				
6401 - AIRFARE ON-SLOPE	2,500	2,500	0	0.0
6402 - AIRFARE IN-STATE	19,200	9,000	(10,200)	(53.1)
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	0	(9,500)	(100.0)
Total Travel and Lodging	58,150	38,450	(19,700)	(33.9)

**LAW
LAW CENTRAL OFFICE**

2505.*

Object Account	Budget FY 2017-2018	Budget FY 2018-2019	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	500	(1,000)	(66.7)
Total Other Services & Expenses	34,450	33,450	(1,000)	(2.9)
Total Contractual Services	1,049,746	955,400	(94,346)	(9.0)
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	3,500	(4,500)	(56.3)
Total Supplies-Non-Buildings & Grounds	13,050	8,550	(4,500)	(34.5)
Total Supplies	14,190	9,690	(4,500)	(31.7)
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	3,092,299	3,092,381	82	0.0