

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 provides legal assistance to 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, ASSEMBLY, BOARDS, COMMISSIONS 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 PARTICULAR LITIGATION WITH HIGHLY TECHNICAL COUNSEL.

Obj. 2.1: Law Department may utilize outside counsel for certain litigation cases. Review the competence of and works with outside counsel on matters of such import.

Obj. 2.2: Maintain close oversight on cases being litigated, both internally and externally.

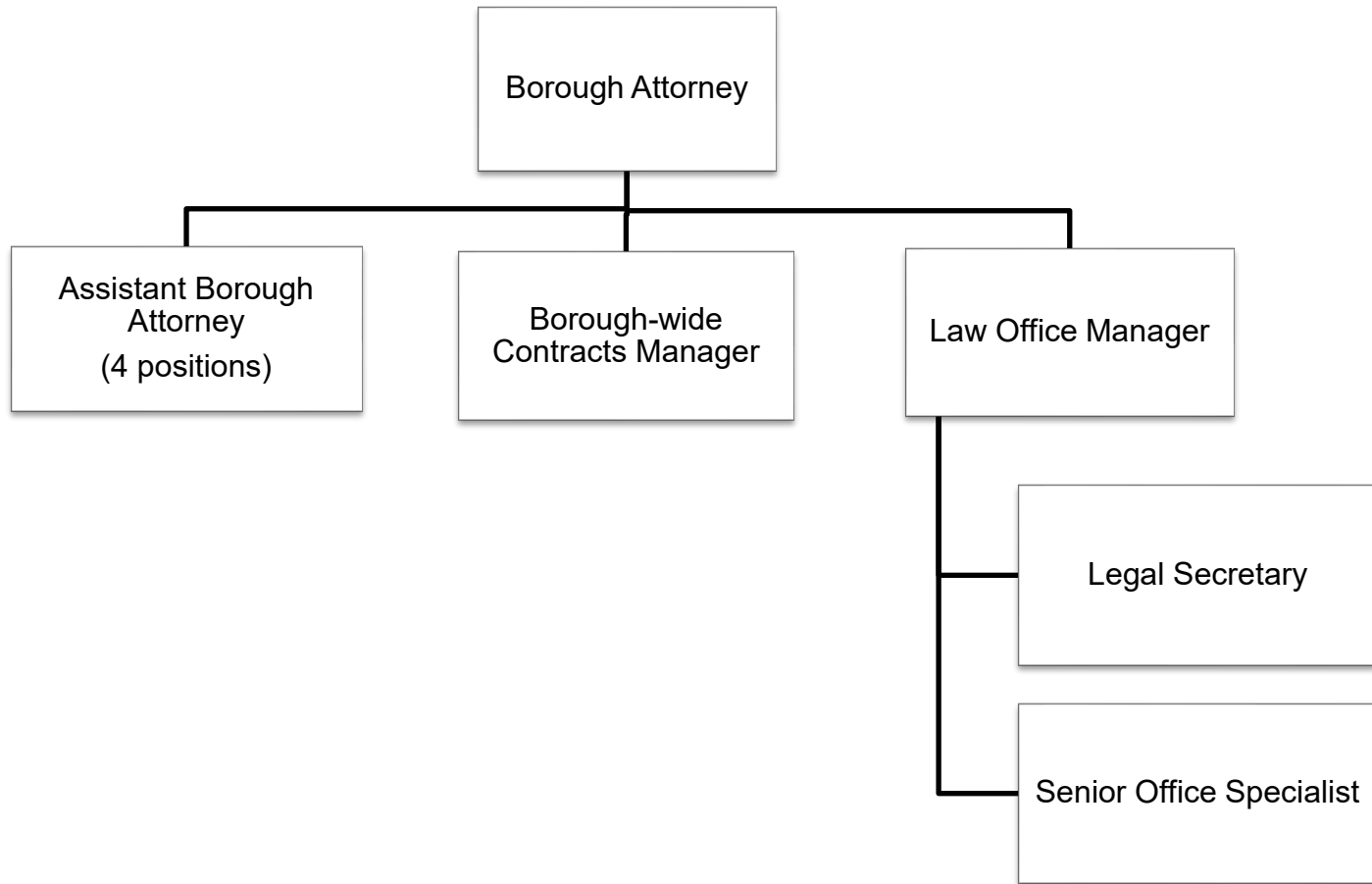
Obj. 2.3: Inform and update the Mayor and his delegated officers of litigation status on a regular basis.

**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 2026-2027
Operating Budget Summary

Business Unit and Division	FTE FY25-26	FTE FY26-27	FY 25-26 Total Budget	Personal Services	Contractual Services	Supplies	Equipment	Other	FY 26-27 Total Budget	Change from Prior Year	% Change
2505 - LAW CENTRAL OFFICE	10	9	3,318,548	2,305,392	844,053	16,400	7,500	0	3,173,345	(145,203)	(4.4)%
Grand Total	10	9	3,318,548	2,305,392	844,053	16,400	7,500	0	3,173,345	(145,203)	(4.4)%

LAW

Department Total

Expenditure Type	Actual Year 2023-2024	Actual Year 2024-2025	Budget 2025-2026	Actual 6 months 2025-2026	Budget 2026-2027	Budget Variance	% Change
6100 Personal Services							
Total Permanent Wages	1,219,610	905,085	1,371,578	442,054	1,380,474	8,896	0.6%
Total Permanent Overtime Wages	0	0	0	161	0	0	0.0%
Total Temporary Wages	12,277	20,980	0	0	0	0	0.0%
Total Temporary Overtime Wages	153	0	0	0	0	0	0.0%
Total Benefits	940,875	734,771	918,957	193,035	924,918	5,961	0.6%
Total Personal Services	2,172,915	1,660,836	2,290,535	635,250	2,305,392	14,857	0.6%
6200 Contractual Services							
Total Communications	6,892	4,700	8,420	2,228	9,620	1,200	14.3%
Total Contributions & Municipal Support	125,610	34,290	427,393	236,877	227,393	(200,000)	(46.8)%
Total Maintenance Services	1,168	1,583	4,500	367	4,500	0	0.0%
Total Insurance & Bonding Reserves	0	0	0	0	0	0	0.0%
Total Professional Services	352,058	656,973	500,000	125,060	500,000	0	0.0%
Total Rents and Utilities	0	0	0	0	22,200	22,200	0.0%
Total Travel and Lodging	30,385	36,881	33,160	20,308	40,300	7,140	21.5%
Total Other Services & Expenses	30,992	39,028	37,140	22,598	40,040	2,900	7.8%
Total Contractual Services	547,105	773,455	1,010,613	407,438	844,053	(166,560)	(16.5)%
6500 Supplies							
Total Fuel	2,355	2,132	4,200	402	1,200	(3,000)	(71.4)%
Total Supplies-Buildings & Grounds	1,065	818	0	350	0	0	0.0%
Total Supplies-Non-Buildings & Grounds	66,161	16,636	13,200	3,192	15,200	2,000	15.2%
Total Supplies	69,581	19,586	17,400	3,944	16,400	(1,000)	(5.7)%
6700 Equipment & Replacement Parts							
Total New Equipment Under \$5,000	95,531	8,753	0	7,934	0	0	0.0%
Total Equipment & Parts Under \$5,000	3,480	0	0	0	7,500	7,500	0.0%
Total Equipment & Parts Over \$5,000	192,939	0	0	0	0	0	0.0%
Total Equipment & Replacement Parts	291,950	8,753	0	7,934	7,500	7,500	0.0%
Grand Total	3,081,551	2,462,629	3,318,548	1,054,567	3,173,345	(145,203)	(4.4)%

Law Total

6100 Personal Services

	FTE FY 25	FTE FY 26	FTE FY 27	Position Range	# Months	Budget FY 26	Budget FY 27	Change Amount	% Change
Borough Attorney	1	1	1	44	12	230,145	241,099	10,954	4.8%
Assistant Borough Attorney	5	5	4	37	12	807,909	767,325	(40,584)	(5.0%)
Borough-wide Contracts Manager	1	1	1	32	12	97,794	112,132	14,338	14.7%
Law Office Manager	1	1	1	32	12	102,899	124,040	21,141	20.5%
Secretary-Legal	2	2	1	24	12	132,831	72,539	(60,292)	(45.4%)
Senior Office Specialist	0	0	1	23	12	0	63,339	63,339	100.0%

6110 Permanent Wages

6111 Regular Wages	10	10	9			1,371,578	1,380,474	8,896	0.6%
Total Permanent Wages						1,371,578	1,380,474	8,896	0.6%

6130 Benefits

6131 Permanent Employee Benefits - 67%						918,957	924,918	5,960	0.6%
Total Benefits						918,957	924,918	5,960	0.6%

Total Personal Services						2,290,535	2,305,392	14,856	0.6%
--------------------------------	--	--	--	--	--	------------------	------------------	---------------	-------------

LAW CENTRAL OFFICE

2505.*

Object Account	Budget FY 2025-2026	Budget FY 2026-2027	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	1,371,578	1,380,474	8,896	0.6
Total Permanent Wages	<u>1,371,578</u>	<u>1,380,474</u>	<u>8,896</u>	<u>0.6</u>
6130 Benefits				
6131 - BENEFITS-PERMANENT	918,957	924,918	5,961	0.6
Total Benefits	<u>918,957</u>	<u>924,918</u>	<u>5,961</u>	<u>0.6</u>
Total Personal Services	<u>2,290,535</u>	<u>2,305,392</u>	<u>14,857</u>	<u>0.6</u>
6200 Contractual Services				
6210 Communications				
6215 - AIRLINE EXPRESS	2,000	2,000	0	0.0
6220 - PHONE/FAX/MODEM	4,920	6,120	1,200	24.4
6225 - POSTAGE	1,500	1,500	0	0.0
Total Communications	<u>8,420</u>	<u>9,620</u>	<u>1,200</u>	<u>14.3</u>
6230 Contributions & Municipal Support				
6249 - OTHER CONTRIB & SUPPORT	427,393	227,393	(200,000)	(46.8)
Total Contributions & Municipal Support	<u>427,393</u>	<u>227,393</u>	<u>(200,000)</u>	<u>(46.8)</u>
6250 Maintenance Services				
6265 - COPIER MAINTENANCE	4,500	4,500	0	0.0
Total Maintenance Services	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>0.0</u>
6330 Professional Services				
6345 - LEGAL SERVICES	500,000	500,000	0	0.0
Total Professional Services	<u>500,000</u>	<u>500,000</u>	<u>0</u>	<u>0.0</u>
6360 Rents & Utilities				
6370 - RESIDENTIAL LEASES	0	18,000	18,000	0.0
6375 - UTIL-ELECTRICITY	0	1,800	1,800	0.0
6376 - NATURAL GAS	0	600	600	0.0
6380 - WATER/SEWER	0	1,800	1,800	0.0
Total Rents and Utilities	<u>0</u>	<u>22,200</u>	<u>22,200</u>	<u>0.0</u>

LAW CENTRAL OFFICE

2505.*

Object Account	Budget FY 2025-2026	Budget FY 2026-2027	Budget Year Variance	Budget Year Variance %
6400 Travel & Lodging				
6401 - AIRFARE ON-SLOPE	10,000	5,800	(4,200)	(42.0)
6402 - AIRFARE IN-STATE	6,400	8,700	2,300	35.9
6403 - AIRFARE OUT-OF-STATE	10,000	5,220	(4,780)	(47.8)
6410 - GROUND TRANSPORTATION	1,200	2,088	888	74.0
6415 - PER DIEM	1,960	3,132	1,172	59.8
6420 - LODGING	3,600	2,784	(816)	(22.7)
6440 - EMPLOYEE RELOCATING EXP	0	12,576	12,576	0.0
Total Travel and Lodging	33,160	40,300	7,140	21.5
6450 Other Services & Expenses				
6455 - ADVERTISING & PRINTING	850	850	0	0.0
6485 - TRAIN/TUITION/CONFERENCE	3,000	5,000	2,000	66.7
6490 - MEMBERSHIPS DUES/SUBS	32,290	33,190	900	2.8
6499 - MISC SERVICES & EXP	1,000	1,000	0	0.0
Total Other Services & Expenses	37,140	40,040	2,900	7.8
Total Contractual Services	1,010,613	844,053	(166,560)	(16.5)
6500 Supplies				
6510 Fuel				
6530 - VEHICLE FUEL	4,200	1,200	(3,000)	(71.4)
Total Fuel	4,200	1,200	(3,000)	(71.4)
6600 Supplies-Non-Buildings & Grounds				
6615 - FOOD/WATER/COFFEE/CATER	4,500	4,500	0	0.0
6620 - HOUSEHOLD SUPPLIES	1,000	3,000	2,000	200.0
6630 - MEDICAL SUPPLIES	200	200	0	0.0
6699 - OTHER NON-BLDG SUPPLIES	7,500	7,500	0	0.0
Total Supplies-Non-Buildings & Grounds	13,200	15,200	2,000	15.2
Total Supplies	17,400	16,400	(1,000)	(5.7)
6700 Equipment & Replacement Parts				
6760 Replacement Parts Under \$5,000				
6775 - COMPUTER/PC PART <\$5000	0	7,500	7,500	0.0
Total Equipment & Parts Under \$5,000	0	7,500	7,500	0.0
Total Equipment & Replacement Parts	0	7,500	7,500	0.0
Grand Total	3,318,548	3,173,345	(145,203)	(4.4)

2505