

FY 2003-2004 Budget
Fairbanks North Star Borough

PROGRAM BUDGET SUMMARY

DEPARTMENT OF LAW

Mission/Program Description

Our mission is to provide timely, high-quality, and professional legal services in a cost-effective and responsive manner that enables and assists borough officials and employees' efforts to enhance the health and safety of the community and the quality of life of borough citizens.

We serve three primary clients: the Assembly, the Administration (Mayor and Departments) and the School District. Because our clients provide a vast array of services our attorneys have to be knowledgeable in numerous and varied areas of law including land use, legislative drafting, personal injury, employment, taxation, education, transportation, environmental, condemnation, grants, code enforcement, civil rights, criminal law, public records/meetings, and public ethics.

Our work in these areas is primarily performed through four distinct functions: Advisory, legislative, litigation, and contract review.

Major Long-Term Issues and Concerns

- Continue to challenge, develop and update our legal skills and talents in order to ensure that our clients have available necessary expertise, minimize outside counsel costs, enable excellence in our work, and improve departmental efficiency in the delivery of legal services.

Objectives for FY 2004

- Provide high-quality, reliable, and timely legal advice and customer service to the Mayor, Borough Departments, Assembly, and School District.
- Continue to work proactively with all departments to identify and manage legal issues early before they result in substantial disputes or litigation.

Significant Budget Changes

- We substantially reduced our on-line legal research costs by over \$4,000 a year.
- Although the FY 2004 budget reflects a net increase in personnel costs due to benefit rate increases, the department was able, due to turnover and to reclassification of a Legal Assistant position to a Legal Secretary position, to keep our actual salary costs from escalating even with longevity and cost of living increases.
- With the personnel turnover comes an increased need for training. That training, however, will aid our ability to reduce outside counsel fees not only this year but for future years. Accordingly, we have reduced in this budget our outside counsel fees and moved a portion of that reduction (approximately \$11,000) to training.

Previous Year's Accomplishments

- Assisted the Mayor in her successful effort to remove all LWCF restrictions from Pioneer Park.
- Successfully defended an employee termination arbitration, an Unfair Labor Practice charge, and a Unit Determination challenge.
- Provided review of both union contracts and assisted with ongoing labor negotiations.
- Assisted with development of election and bond sale ordinances.
- Worked with the administration on the transition from rural to urbanized status.
- Obtained voluntary dismissal of a recall appeal.
- Collected over \$22,000 for delinquent landfill fees.
- Assisted Risk Management with obtaining payment of \$40,000 for damage to basketball floor.

**Dept: Law
Statistical Accomplishments**

	1999/00 Actual	2000/01 Actual	2001/02 Actual	2002/03 Budget	2003/04 Budget
Ordinances and Resolutions Reviewed	N/A	N/A	150	225	225
For Assembly	N/A	N/A	N/A	50	50
For Mayor and all Borough Depts. Combined	N/A	N/A	N/A	175	175
Contract/Document Review by Type					
Contracts	N/A	N/A	N/A	350	350
Deeds	N/A	N/A	N/A	75	75
Conflicts of Interest	N/A	N/A	N/A	25	25
Grants	N/A	N/A	N/A	60	60
Other	N/A	N/A	N/A	65	65
Payments for Services by Outside Counsel	\$124,423	\$63,215	\$61,124	\$75,000	\$50,000
Animal Control Citations Issued	100	69	60	50	50
Animal Control Citations Paid	\$7,070	\$12,803	\$9,418	\$11,540	\$10,000
Curfew Citations Issued	150	98	56	60	60
Curfew Citations Paid	\$10,207	\$9,125	\$8,150	\$8,085	\$8,085
Top 5 Legal Services Users by %					
Assembly	N/A	N/A	N/A	19%	19%
Mayor	N/A	N/A	N/A	12%	12%
Human Resources	N/A	N/A	N/A	10%	10%
Transportation	N/A	N/A	N/A	8%	8%
School District	N/A	N/A	N/A	7%	7%
Board of Equalization Appeals Attended / Findings of Fact and Conclusions of Law Prepared	22	29	31	14	20

N/A: Not Available

Dept: Law
Departmental Summary

	2000/01 Actual	2001/02 Actual	2002/03 Approved	2002/03 Revised	2003/04 Recommended	2003/04 Approved
PERSONNEL SERVICES						
Permanent Salaries	355,798	348,297	372,580	369,017	372,710	372,710
Overtime Wages	-	32	3,670	3,670	3,670	3,670
Temporary Salaries	438	2,690	8,570	8,570	8,570	8,570
Benefits	134,737	147,817	152,450	151,014	167,560	167,560
Subtotal:	490,973	498,836	537,270	532,271	552,510	552,510
COMMODITIES						
Office Supplies	2,109	3,105	3,500	3,080	3,280	3,280
Computer Supplies	30	930	-	220	220	220
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	12,939	6,882	8,000	8,200	8,000	8,000
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	15,078	10,917	11,500	11,500	11,500	11,500
CONTRACTUAL SERVICES						
Professional Services	63,215	61,124	75,000	75,000	50,000	50,000
Communications	195	524	300	300	300	300
Travel	1,997	1,932	2,060	360	1,000	1,000
Professional Dues/Meetings	1,785	1,800	1,890	2,535	2,540	2,540
Training	2,419	2,286	2,210	8,909	20,000	20,000
Advertising, Printing & Binding	732	221	1,800	1,800	1,800	1,800
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	9,608	17,668	25,280	24,635	20,180	20,180
Subtotal:	79,951	85,555	108,540	113,539	95,820	95,820
Grants Local Match & Indirect Costs	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	-	-	-	-	7,000	7,000
Buildings & Structures	-	-	-	-	-	-
Office Furniture	2,544	-	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	2,544	-	-	-	7,000	7,000
GRAND TOTAL:	588,546	595,308	657,310	657,310	666,830	666,830
FUNDING SOURCE:						
General Fund Revenues						

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