




# MATANUSKA-SUSITNA BOROUGH

## Borough Attorney's Office

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## MEMORANDUM

**DATE:** March 20, 2018  
**TO:** Mayor and Assembly  
**FROM:** Nicholas Spiropoulos, Borough Attorney   
**SUBJECT:** Attorney's Office FY 2019 Budget Request Summary

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### Vision

To provide the Matanuska-Susitna Borough a full range of legal services from advice to representation in furtherance of the overall vision:  
The community of choice to live and work where every citizen matters.

### Mission

We are: knowledgeable, thoughtful, and forthright  
We inspire: confidence, competence, and excellence  
We deliver: honest, timely, and accurate advice and representation  
We will: work together

The FY 2019 requested budget for the Attorney's Office will reflect a slight increase over last year's budget due to wage/step increases, and associated benefits lines. The Attorney's Office follows the steps and ranges of the Borough's general pay scale. All costs aside from personnel are practically the same as the current budget. Attached is a budget printout for expenses excluding in-house employee costs. Those costs will be present when the final budget books are finalized and printed. Also of note, aside from wages, benefits, and outside professional services, the remainder of the budget request is \$120,000. By way of perspective, the FY 2015 request aside from wages, benefits, and outside professional services was \$117,500.

The budget for the Attorney's Office has remained relatively flat for many years. Fluctuations from year-to-year tend to be adjustments to salaries/benefits, outside counsel expenses, and expert expenses. For example, 3 years ago, the Attorney's Office started a summer legal intern program. This program allows a law student to work with the Borough Attorney's Office over the summer in a paid position. It resulted in an increase in personnel expenses, but the benefits have far outweighed the expenses. On the other hand, once the PERS lawsuit was settled in FY 2016, there was no longer a need for higher budgets for expert witness fees. That line item was reduced by \$50,000 three years ago and that reduction is maintained in FY 2019.

As noted in the past five years' budget memoranda, the Attorney's Office workload is steadily increasing. This year has again seen an increased workload in the areas of personnel issues, litigation, and claims/disputes over contracting/project management. Administrative appeals and disputes appear to have increased as well. Finally, larger issues such as the M/V Susitna, Port MacKenzie, and AK-LNG issues have more recently garnered increased resources from the Attorney's Office.

If you have questions, or want specific discussion as to any budget items, or the overall FY 2019 budget request for the Attorney's Office, please do not hesitate to contact me.



# Budget Worksheet Report

Budget Year 2019

Account	Account Description	2015 Adopted Budget	2016 Adopted Budget	2017 Adopted Budget	2018 Adopted Budget	2019 Finance Dir Proposed
Fund 100 - AREAWIDE						
EXPENSE						
Department 100 - Assembly						
Division 111 - Law						
Expenses Within Borough						
413.100	Mileage - Within Borough	400.00	400.00	400.00	400.00	400.00
413.200	Expense Reimb-Within Boro	400.00	400.00	400.00	400.00	400.00
	<i>Expenses Within Borough Totals</i>	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
Expenses Outside Of Boro						
414.100	Mileage - Outside Boro	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
414.200	Exp Reimb- Outside Boro	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
414.400	Travel Tickets	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
	<i>Expenses Outside Of Boro Totals</i>	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00
Communications						
421.100	Communication Network Services	2,900.00	2,900.00	2,900.00	2,900.00	2,900.00
421.200	Postage	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
	<i>Communications Totals</i>	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00
Printing						
423.000	Printing	600.00	600.00	600.00	600.00	600.00
	<i>Printing Totals</i>	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
Professional Charges						
426.200	Legal	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00
426.300	Dues & Fees	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
426.500	Recording Fees	800.00	800.00	800.00	800.00	800.00
426.600	Computer Software/Online Services	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
426.900	Other Professional Chgs	150,000.00	150,000.00	100,000.00	100,000.00	100,000.00
	<i>Professional Charges Totals</i>	\$657,300.00	\$657,300.00	\$607,300.00	\$607,300.00	\$607,300.00
Insurance & Bond						
427.500	Liability Insurance	9,500.00	9,500.00	11,500.00	11,960.00	11,960.00
	<i>Insurance &amp; Bond Totals</i>	\$9,500.00	\$9,500.00	\$11,500.00	\$11,960.00	\$11,960.00
Maintenance Services						
428.300	Equipment Maint Services	1,100.00	1,100.00	.00	.00	.00
428.400	Vehicle Maint Services	.00	.00	1,000.00	1,000.00	1,000.00
	<i>Maintenance Services Totals</i>	\$1,100.00	\$1,100.00	\$1,000.00	\$1,000.00	\$1,000.00
Other Contractual						
429.200	Training Reimb/Conf Fees	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
429.210	Training/Instructor Fees	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00



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Budget Year 2019

Account	Account Description	2015 Adopted Budget	2016 Adopted Budget	2017 Adopted Budget	2018 Adopted Budget	2019 Finance Dir Proposed
Fund 100 - AREAWIDE						
EXPENSE						
Department 100 - Assembly						
Division 111 - Law						
Other Contractual						
429,900	Other Contractual	25,500.00	25,500.00	25,500.00	25,500.00	25,500.00
	<i>Other Contractual Totals</i>	\$36,500.00	\$36,500.00	\$36,500.00	\$36,500.00	\$36,500.00
Office Supplies						
430,100	Office Supplies < \$500	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
	<i>Office Supplies Totals</i>	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Misc Supplies						
433,100	Personnel Supplies	1,000.00	1,000.00	1,200.00	1,200.00	1,200.00
433,300	Books/Subscriptions	24,500.00	24,500.00	24,500.00	24,500.00	20,500.00
433,900	Other Supplies	300.00	300.00	300.00	300.00	300.00
	<i>Misc Supplies Totals</i>	\$25,800.00	\$25,800.00	\$26,000.00	\$26,000.00	\$22,000.00
Equipment Under \$5,000						
434,000	IT Equipment under \$5000	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
434,300	Furniture Under \$5,000	2,000.00	2,000.00	2,000.00	2,000.00	6,000.00
	<i>Equipment Under \$5,000 Totals</i>	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$10,000.00
	Division 111 - Law Totals	\$767,500.00	\$767,500.00	\$719,600.00	\$720,060.00	\$720,060.00
	Department 100 - Assembly Totals	\$767,500.00	\$767,500.00	\$719,600.00	\$720,060.00	\$720,060.00
	EXPENSE TOTALS	\$767,500.00	\$767,500.00	\$719,600.00	\$720,060.00	\$720,060.00
Fund 100 - AREAWIDE Totals		\$767,500.00	\$767,500.00	\$719,600.00	\$720,060.00	\$720,060.00
	EXPENSE TOTALS	\$767,500.00	\$767,500.00	\$719,600.00	\$720,060.00	\$720,060.00
Fund 100 - AREAWIDE Totals		\$767,500.00	\$767,500.00	\$719,600.00	\$720,060.00	\$720,060.00
	Net Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	REVENUE GRAND TOTALS	\$767,500.00	\$767,500.00	\$719,600.00	\$720,060.00	\$720,060.00
	EXPENSE GRAND TOTALS	\$767,500.00	\$767,500.00	\$719,600.00	\$720,060.00	\$720,060.00
	Net Grand Totals	(\$767,500.00)	(\$767,500.00)	(\$719,600.00)	(\$720,060.00)	(\$720,060.00)