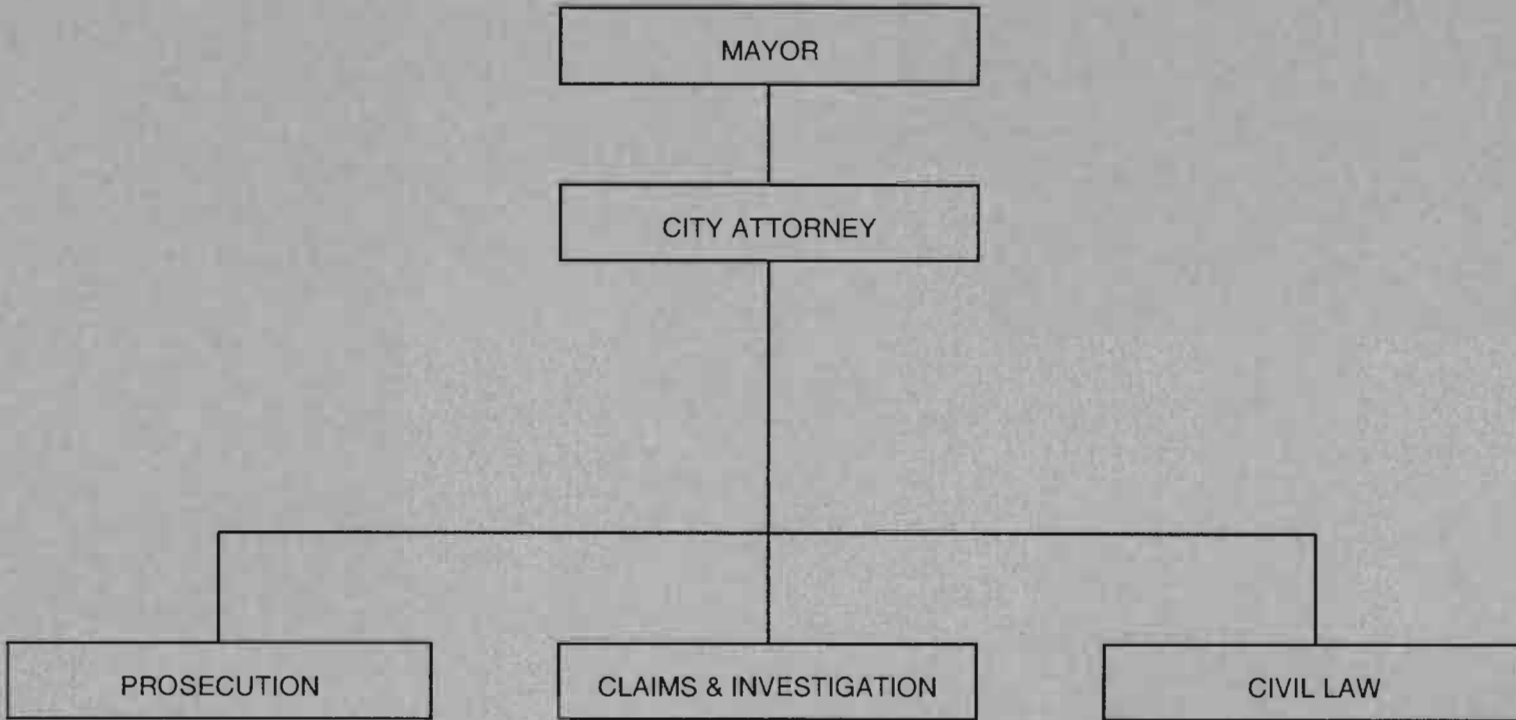


LAW DEPARTMENT



# **CITY OF OMAHA LAW DEPARTMENT**

## **MISSION STATEMENT**

The Law Department serves the Mayor, the City Council and all City departments. It advises the Mayor and Council on legal matters and represents the City in litigation. The Law Department is responsible for drafting ordinances, contracts, franchises and other documents. In addition it conducts outside investigations and handles all matters of claims or complaints against the City and prosecutes all violations designated as misdemeanors or traffic infractions.

## **GOALS AND OBJECTIVES**

1. To continue to provide outstanding service to the City of Omaha.
2. To improve productivity through the modernization and computerization of procedures and practices.
3. To continue reducing the number of pending cases.

**City of Omaha  
2008 Law Department Budget  
Appropriated Summary**

<b>By Division</b>	<b>Positions</b>		<b>Funding</b>		
	<b>2007</b>	<b>2008</b>	<b>2007 Appropriated</b>	<b>2008 Recommended</b>	<b>2008 Appropriated</b>
Civil Law	16	16	\$ 1,679,318	\$ 1,763,444	\$ 1,763,444
Claims and Investigations	3	3	243,801	251,882	251,882
Prosecution	20	20	1,650,358	1,691,946	1,691,946
<b>Total</b>	<b>39</b>	<b>39</b>	<b>\$ 3,573,477</b>	<b>\$ 3,707,272</b>	<b>\$ 3,707,272</b>

**By Expenditures Category**

Employee Compensation	\$ 3,458,117	\$ 3,570,862	\$ 3,570,862
Non-Personal Services	115,360	136,410	136,410
Capital	-	-	-
<b>Total</b>	<b>\$ 3,573,477</b>	<b>\$ 3,707,272</b>	<b>\$ 3,707,272</b>

**By Source of Funds**

General	\$ 3,548,477	\$ 3,611,722	3,611,722
Convention Center Hotel Revenue	25,000	25,000	25,000
Sewer Revenue Fund	-	70,550	70,550
<b>Total</b>	<b>\$ 3,573,477</b>	<b>\$ 3,707,272</b>	<b>\$ 3,707,272</b>

EXPENDITURE SUMMARY BY ORGANIZATION

Department	Law		
Division	Law	Division No.	104000

	Comparative Budget Appropriations			
Organization Description and Major Object Summary	2006 Expended	2007 Appropriated	2008 Recommended	2008 Appropriated

Civil Law 104011

Members of the Law Department advise the Mayor and the City Council on legal matters, represent the City in litigations, provide written legal opinions on official matters when requested to do so by the Mayor, City Council or other City Officials; draft and review ordinances, contracts, resolutions and other documents for legal correctness; and perform such other duties as assigned by the Mayor or the City Council.

The 2008 appropriated equipment of \$3,000 reflects the purchase of various office equipment.

Employee Compensation	\$ 1,293,952	1,563,958	1,627,034	1,627,034
Non-Personal Services	70,227	115,360	136,410	136,410
Organization Total	1,364,179	1,679,318	1,763,444	1,763,444

Claims and Investigation 104012

The Law Department routinely handles all claims filed against the City, its employees or agents where there is potential liability. This activity includes locating and interviewing witnesses, taking photographs, seeking out evidence, taking statements, and generally providing support assistance in litigation. Other activities include conducting internal investigations and other special investigations as administratively assigned by the Mayor or City Council.

Employee Compensation	\$ 261,734	243,801	251,882	251,882
Non-Personal Services	5,361	-	-	-
Organization Total	267,095	243,801	251,882	251,882

Prosecution 104013

Members of the Law Department prosecute all violations designated as misdemeanors or traffic infractions. Additionally, they interview, investigate and issue private warrants, handle all appeals of municipal convictions to the District Court, enforce provisions of the City Code, advise the Police Department on search and seizure, and handle appeals on issues of law to the District and State Supreme Court.

Employee Compensation	\$ 1,503,789	1,650,358	1,691,946	1,691,946
Non-Personal Services	32,349	-	-	-
Organization Total	1,536,138	1,650,358	1,691,946	1,691,946
Department Total	\$ 3,167,412	3,573,477	3,707,272	3,707,272

EXPENDITURE SUMMARY BY ORGANIZATION

Department Law  
 Division Law Division No. 104000

Performance Measures	2006 Actual	2007 Planned	2008 Goal
% of Log Book Assignments Answered within 15 days	85%	85%	85%
% of Log Book Assignments Answered within 30 days	100%	100%	100%
Maintain Current Case-to-Prosecutor Ratios at or Above Target Cities*	2,500 to 1	2,500 to 1	2,500 to 1
% of Class I, Routine Claims, Answered Within 30 Days	90%	90%	90%
% of Class II, Non-Routine Claims, Answered Within 60 Days	90%	90%	90%
% of Medical Answered 20 Days of Receipt of Report	100%	100%	100%
*Target Cities: Overland Park, KS; Milwaukee, WI and Minneapolis, MN			

Program Outputs	2006 Actual	2007 Planned	2008 Goal
Prosecution Complaints Handled	41,000	42,000	42,000
Claims by City - Non Litigated	100	150	150
Recovered in Claims by City	\$ 150,000	155,000	160,000
Claims Against City - Non Litigated	500	500	500
Paid in Claims Against City	\$ 750,000	750,000	750,000
Civil Active Cases	350	375	325
Civil Cases Closed	100	100	125
Civil New Lawsuits	120	120	120
Litigated Judgments Against City	\$ 1,750,000	1,000,000	1,000,000
Litigation Settlements Paid by City	\$ 250,000	250,000	250,000
Requests Made by Other City Departments	300	300	350

DIVISION SUMMARY OF PERSONAL SERVICES

Department Law  
 Division Law Division No. 104000

Class Title	Pay Range	Comparative Budget Appropriations					
		2006 Actual	2007 Auth.	2008 Recommended		2008 Appropriated	
City Attorney	39AEC	1	1	1	145,612	1	145,612
Deputy City Attorney	ATT3	5	5	5	594,967	5	594,967
Senior Attorney	ATT2	8	9	9	887,093	9	887,093
Attorney	ATT1	8	8	8	487,588	8	487,588
Executive Secretary-Law	SEC1	1	1	1	46,942	1	46,942
Paralegal Assistant	13AEC	1	1	1	54,178	1	54,178
Legal Investigator	20.2MC	1	1	1	72,408	1	72,408
Administrative Assistant III	14FC	5	5	5	207,796	5	207,796
Senior Administrative Clerk	11FC	1	1	1	36,093	1	36,093
Administrative Clerk	9FC	5	7	7	213,616	7	213,616
Part-time and Seasonal					99,191		99,191
Provision for Longevity					15,336		15,336
Reimbursements					(100,000)		(100,000)
		<u>36</u>	<u>39</u>	<u>39</u>	<u>2,760,820</u>	<u>39</u>	<u>2,760,820</u>

Explanatory Comments:

The 2008 appropriated personnel complement is the same as 2007 appropriated.

The Law Department receives a grant from the Omaha Safety Council. The Omaha Housing Authority also reimburses for legal services.

DIVISION SUMMARY OF MAJOR OBJECT EXPENDITURES

Department	<u>Law</u>			
Division	<u>Law</u>		Division No.	<u>104000</u>
	<u>Comparative Budget Appropriations</u>			
<u>Major Object Expenditures</u>	<u>2006</u> Expended	<u>2007</u> Appropriated	<u>2008</u> Recommended	<u>2008</u> Appropriated
Employee Earnings:				
Classified Regular	\$ 2,510,546	2,787,498	2,746,293	2,746,293
Part-Time and Seasonal	10,468	-	99,191	99,191
Overtime	16,035	-	-	-
Longevity	17,970	18,043	15,336	15,336
Reimbursements	(152,185)	(106,482)	(100,000)	(100,000)
Total Employee Earnings	<u>2,402,834</u>	<u>2,699,059</u>	<u>2,760,820</u>	<u>2,760,820</u>
Employee Benefits:				
FICA	177,488	196,424	208,507	208,507
Pension	206,401	248,135	263,045	263,045
Insurance	290,997	320,736	338,490	338,490
Reimbursements	(18,245)	(6,237)	-	-
Total Employee Benefits	<u>656,641</u>	<u>759,058</u>	<u>810,042</u>	<u>810,042</u>
Total Employee Compensation	<u>3,059,475</u>	<u>3,458,117</u>	<u>3,570,862</u>	<u>3,570,862</u>
Non-Personal Services:				
Purchased Services	48,985	61,960	78,010	78,010
DOTComm Services	-	-	-	-
Supplies	56,837	50,400	55,400	55,400
Equipment	2,115	3,000	3,000	3,000
Other	-	-	-	-
Reimbursements	-	-	-	-
Total Non-Personal Services	<u>107,937</u>	<u>115,360</u>	<u>136,410</u>	<u>136,410</u>
Capital:				
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Department Total	<u>\$ 3,167,412</u>	<u>3,573,477</u>	<u>3,707,272</u>	<u>3,707,272</u>
Source of Funds:				
General (Ref. B-1)	\$ 3,167,412	3,548,477	3,611,722	3,611,722
Convention Center Hotel Revenue (Ref. B-53)	-	25,000	25,000	25,000
Sewer Revenue (Ref. B-44)	-	-	70,550	70,550