

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, resolutions, contracts, franchises and other documents. In addition, it conducts outside investigations and handles all matters of claims or complaints against / for the City and prosecutes all violations designated as misdemeanors, traffic infractions, and criminal appeals.

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
2015 Law Department Budget
Appropriated Summary

By Organization	Positions		Funding		
	2014	2015	2014 Appropriated	2015 Recommended	2015 Appropriated
Civil Law			1,871,396	1,860,078	1,860,078
Claims & Investigation			180,536	186,088	186,088
Prosecution			1,762,005	1,834,325	1,834,325
Total	<u>35</u>	<u>35</u>	<u>3,813,937</u>	<u>3,880,491</u>	<u>3,880,491</u>
By Expenditures Category					
Employee Compensation			3,618,598	3,681,611	3,681,611
Non-Personal Services			195,339	198,880	198,880
Total			<u>3,813,937</u>	<u>3,880,491</u>	<u>3,880,491</u>
By Source of Funds					
Sewer Revenue			70,550	70,550	70,550
General			3,743,387	3,809,941	3,809,941
Total			<u>3,813,937</u>	<u>3,880,491</u>	<u>3,880,491</u>

Expenditure Summary by Organization

Department	Law	
Division	Law	Department No 104000

	Comparative Budget Appropriations			
Organization Description and Major Object Summary	2013 Actual	2014 Appropriated	2015 Recommended	2015 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.				
Employee Compensation	1,587,487	1,713,130	1,696,415	1,696,415
Non-Personal Services	167,632	158,266	163,663	163,663
Organization Total	1,755,119	1,871,396	1,860,078	1,860,078
 Claims & 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	166,978	177,548	183,251	183,251
Non-Personal Services	1,968	2,988	2,837	2,837
Organization Total	168,946	180,536	186,088	186,088
 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	1,633,948	1,727,920	1,801,945	1,801,945
Non-Personal Services	108,606	34,085	32,380	32,380
Organization Total	1,742,554	1,762,005	1,834,325	1,834,325
 Department Total	3,666,619	3,813,937	3,880,491	3,880,491

Performance Summary By Division

Department	Law		
Division	Law	Department No	104000

Performance Measures	2013 Actual	2014 Planned	2015 Goal
% of Class I, Routine Claims, Answered Within 30 Days	51%	90%	75%
% of Class II, Non-Routine Claims, Answered Within 60 Days	65%	90%	75%
% of Log book Assignments Answered within 15 days	81%	85%	85%
% of Log Book Assignments Answered within 30 days	92%	100%	100%
Case-to-Prosecutor Ratios	N/M	2,500 to 1	2,500 to 1

Program Outputs	2013 Actual	2014 Planned	2015 Goal
Civil Active Cases	269	175	175
Civil Cases Closed	100	150	150
Civil New Lawsuits	102	120	120
Claims Against City - Non Litigated	484	500	500
Claims by City - Non Litigated	145	150	150
Litigated Judgments Against City	3,123	750,000	750,000
Litigation Settlements paid by City	872,386	750,000	750,000
Paid in Claims Against City	417,880	500,000	500,000
Prosecution Complaints Handled	80,000	45,000	83,000
Recovered in Claims by City	365,011	160,000	160,000
Requests Made by Other City Departments	190	300	200

Division Summary of Personal Services

Department Law
 Division Law Department No 104000

Class Title	Class Code	Comparative Budget Appropriations					
		2013 Actual	2014 Auth.	2015 Recommended	2015 Appropriated		
Administrative Assistant III	3060	4	4	3	142,398	3	142,398
Administrative Clerk	3020	5	6	5	184,724	5	184,724
Attorney	4081	10	10	11	715,374	11	715,374
City Attorney	4086	1	1	1	173,528	1	173,528
Dep City Attorney	4083	4	4	4	539,860	4	539,860
Executive Secretary - Law	4010	1	1	1	56,645	1	56,645
Executive Services Administrator	4009	-	-	1	51,713	1	51,713
Paralegal Assistant	4080	1	1	1	47,634	1	47,634
Senior Administrative Clerk	3030	1	1	1	37,678	1	37,678
Senior Attorney	4082	5	7	7	679,940	7	679,940
Longevity					14,786		14,786
Part-Time and Seasonal					66,205		66,205
Reimbursements					(50,000)		(50,000)
Department Total		32	35	35	2,660,485	35	2,660,485

Explanatory Comments:

Division Summary of Major Object Expenditures

Department	Law	
Division	Law	Department No 104000

Major Object Expenditures	Comparative Budget Appropriations			
	2013 Actual	2014 Appropriated	2015 Recommended	2015 Appropriated
Employee Earnings				
Classified Regular	2,494,934	2,571,488	2,629,495	2,629,495
Part-Time and Seasonal	69,886	66,081	66,205	66,205
Overtime	7,068	-	-	-
Longevity	15,656	14,633	14,786	14,786
Reimbursements	(43,181)	(50,000)	(50,000)	(50,000)
Total Employee Earnings	2,544,363	2,602,202	2,660,486	2,660,486
Employee Benefits				
FICA	185,065	195,052	200,268	200,268
Pension	291,418	305,904	312,558	312,558
Insurance	426,855	555,065	552,650	552,650
Reimbursements	(59,288)	(39,625)	(44,351)	(44,351)
Total Employee Benefits	844,050	1,016,396	1,021,125	1,021,125
Total Employee Compensation	3,388,413	3,618,598	3,681,611	3,681,611
Non-Personal Services				
Purchased Services	74,168	91,912	92,495	92,495
Supplies	115,805	94,856	98,243	98,243
Equipment	88,233	8,571	8,142	8,142
Total Non-Personal Services	278,206	195,339	198,880	198,880
Capital				
	-	-	-	-
Total Capital	-	-	-	-
Department Total	3,666,619	3,813,937	3,880,491	3,880,491
Source of Funds				
General (Ref. B-1)	3,596,069	3,743,387	3,809,941	3,809,941
Sewer Revenue (Ref. B-41)	70,550	70,550	70,550	70,550
	3,666,619	3,813,937	3,880,491	3,880,491