

City of Omaha Law Department

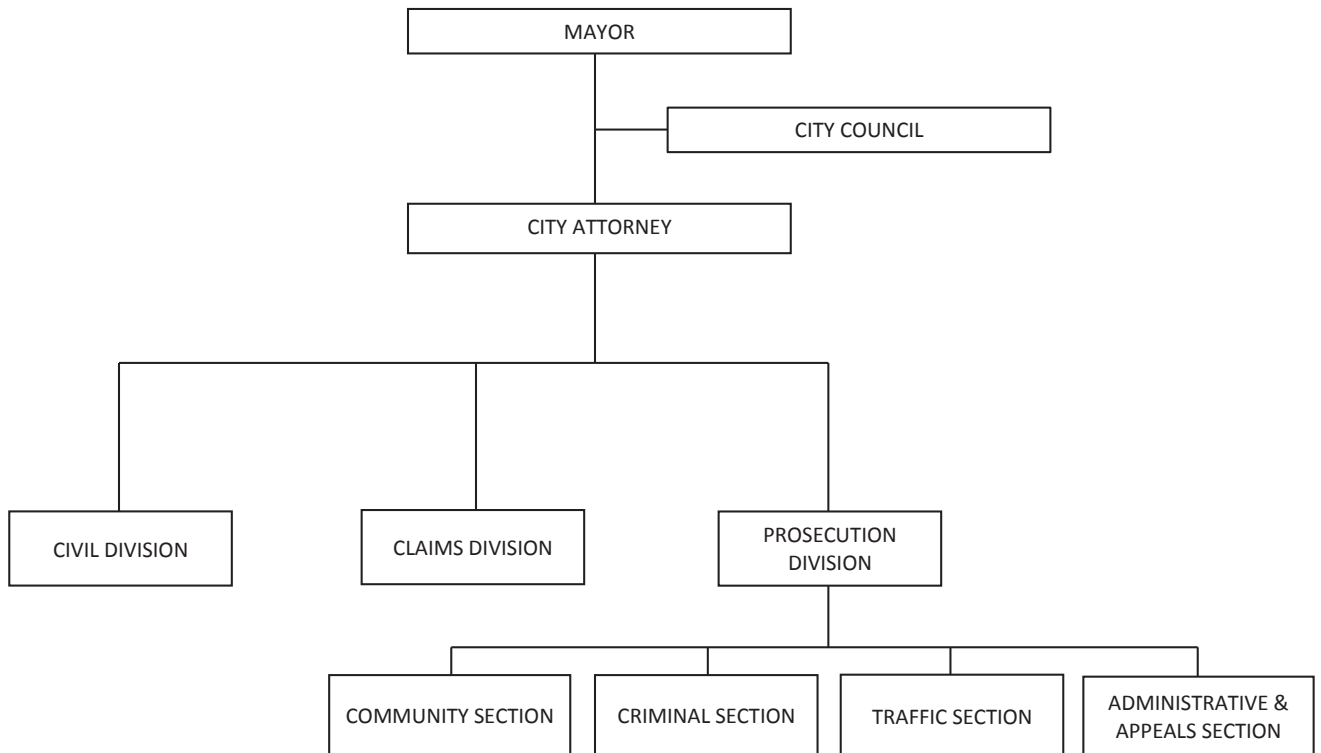
Mission Statement

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.

LAW DEPARTMENT



City of Omaha
2016 Law Department Budget
Appropriated Summary

By Organization	Positions		Funding		
	2015	2016	2015 Appropriated	2016 Recommended	2016 Appropriated
Civil Law			2,026,290	2,067,411	2,067,411
Claims & Investigation			199,529	205,967	205,967
Prosecution			2,007,108	2,049,788	2,049,788
Total	<u>35</u>	<u>35</u>	<u>4,232,927</u>	<u>4,323,166</u>	<u>4,323,166</u>
By Expenditures Category					
Employee Compensation			4,034,047	4,132,639	4,132,639
Non-Personal Services			198,880	190,527	190,527
Total			<u>4,232,927</u>	<u>4,323,166</u>	<u>4,323,166</u>
By Source of Funds					
General			4,162,377	4,252,616	4,252,616
Sewer Revenue			70,550	70,550	70,550
Total			<u>4,232,927</u>	<u>4,323,166</u>	<u>4,323,166</u>

Expenditure Summary by Organization

Department	Law	
Division	Law	Department No 104000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2014 Actual	2015 Appropriated	2016 Recommended	2016 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	1,750,271	1,862,627	1,911,836	1,911,836
Non-Personal Services	149,608	163,663	155,575	155,575
Organization Total	1,899,879	2,026,290	2,067,411	2,067,411
 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	174,676	196,692	203,275	203,275
Non-Personal Services	4,065	2,837	2,692	2,692
Organization Total	178,741	199,529	205,967	205,967
 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	1,706,167	1,974,728	2,017,528	2,017,528
Non-Personal Services	16,083	32,380	32,260	32,260
Organization Total	1,722,250	2,007,108	2,049,788	2,049,788
 Department Total	3,800,870	4,232,927	4,323,166	4,323,166

Performance Summary By Division

Department	Law		
Division	Law	Department No	104000

Performance Measures	2014 Actual	2015 Planned	2016 Goal
% of Class I, Routine Claims, Answered Within 30 Days	43%	90%	75%
% of Class II, Non-Routine Claims, Answered Within 60 Days	64%	90%	75%
% of Log book Assignments Answered within 15 days	78%	85%	85%
% of Log Book Assignments Answered within 30 days	94%	100%	100%
Case-to-Prosecutor Ratios	10,000 to 1	10,000 to 1	10,000 to 1

Program Outputs	2014 Actual	2015 Planned	2016 Goal
Civil Active Cases	259	175	175
Civil Cases Closed	49	150	150
Civil New Lawsuits	83	120	120
Claims Against City - Non Litigated	408	500	500
Claims by City - Non Litigated	156	150	150
Litigated Judgments Against City	\$103,640	\$750,000	\$750,000
Litigation Settlements paid by City	\$603,398	\$750,000	\$750,000
Paid in Claims Against City	\$486,688	\$500,000	\$500,000
Prosecution Complaints Handled	100,000	100,000	100,000
Recovered in Claims by City	\$924,492	\$300,000	\$300,000
Requests Made by Other City Departments	174	200	200

Division Summary of Personal Services

Department Law
 Division Law Department No 104000

Class Title	Class Code	Comparative Budget Appropriations					
		2014 Actual	2015 Auth.	2016 Recommended		2016 Appropriated	
Administrative Assistant III	3060	3	3	3	153,156	3	153,156
Administrative Clerk	3020	5	5	5	200,431	5	200,431
Attorney	4081	9	11	11	800,982	11	800,982
City Attorney	4086	1	1	1	186,613	1	186,613
Dep City Attorney	4083	4	4	4	564,423	4	564,423
Executive Secretary - Law	4010	1	1	1	61,004	1	61,004
Executive Services Administrator	4009	1	1	1	56,691	1	56,691
Paralegal Assistant	4080	1	1	1	56,855	1	56,855
Senior Administrative Clerk	3030	1	1	1	42,537	1	42,537
Senior Attorney	4082	6	7	7	735,316	7	735,316
Attrition					(70,000)		(70,000)
Longevity					14,884		14,884
Part-Time and Seasonal					63,205		63,205
Reimbursements					(50,000)		(50,000)
Department Total		32	35	35	2,816,097	35	2,816,097

Explanatory Comments:

Division Summary of Major Object Expenditures

Department	Law	
Division	Law	Department No 104000

Major Object Expenditures	Comparative Budget Appropriations			
	2014 Actual	2015 Appropriated	2016 Recommended	2016 Appropriated
Employee Earnings				
Classified Regular	2,531,085	2,762,609	2,858,008	2,858,008
Part-Time and Seasonal	61,792	66,205	63,205	63,205
Overtime	6,667	-	-	-
Longevity	14,528	14,786	14,884	14,884
Attrition	-	-	(70,000)	(70,000)
Reimbursements	(38,527)	(50,000)	(50,000)	(50,000)
Total Employee Earnings	2,575,545	2,793,600	2,816,097	2,816,097
Employee Benefits				
FICA	186,964	210,450	214,682	214,682
Pension	451,646	521,698	539,755	539,755
Insurance	482,679	552,650	605,010	605,010
Reimbursements	(65,720)	(44,351)	(42,905)	(42,905)
Total Employee Benefits	1,055,569	1,240,447	1,316,542	1,316,542
Total Employee Compensation	3,631,114	4,034,047	4,132,639	4,132,639
Non-Personal Services				
Purchased Services	76,397	92,495	87,069	87,069
Supplies	77,867	98,243	95,827	95,827
Equipment	15,492	8,142	7,631	7,631
Total Non-Personal Services	169,756	198,880	190,527	190,527
Capital				
	-	-	-	-
Total Capital	-	-	-	-
Department Total	3,800,870	4,232,927	4,323,166	4,323,166
Source of Funds				
General (Ref. B-1)	3,730,320	4,162,377	4,252,616	4,252,616
Sewer Revenue (Ref. B-41)	70,550	70,550	70,550	70,550
	3,800,870	4,232,927	4,323,166	4,323,166