

City of Omaha Law Department

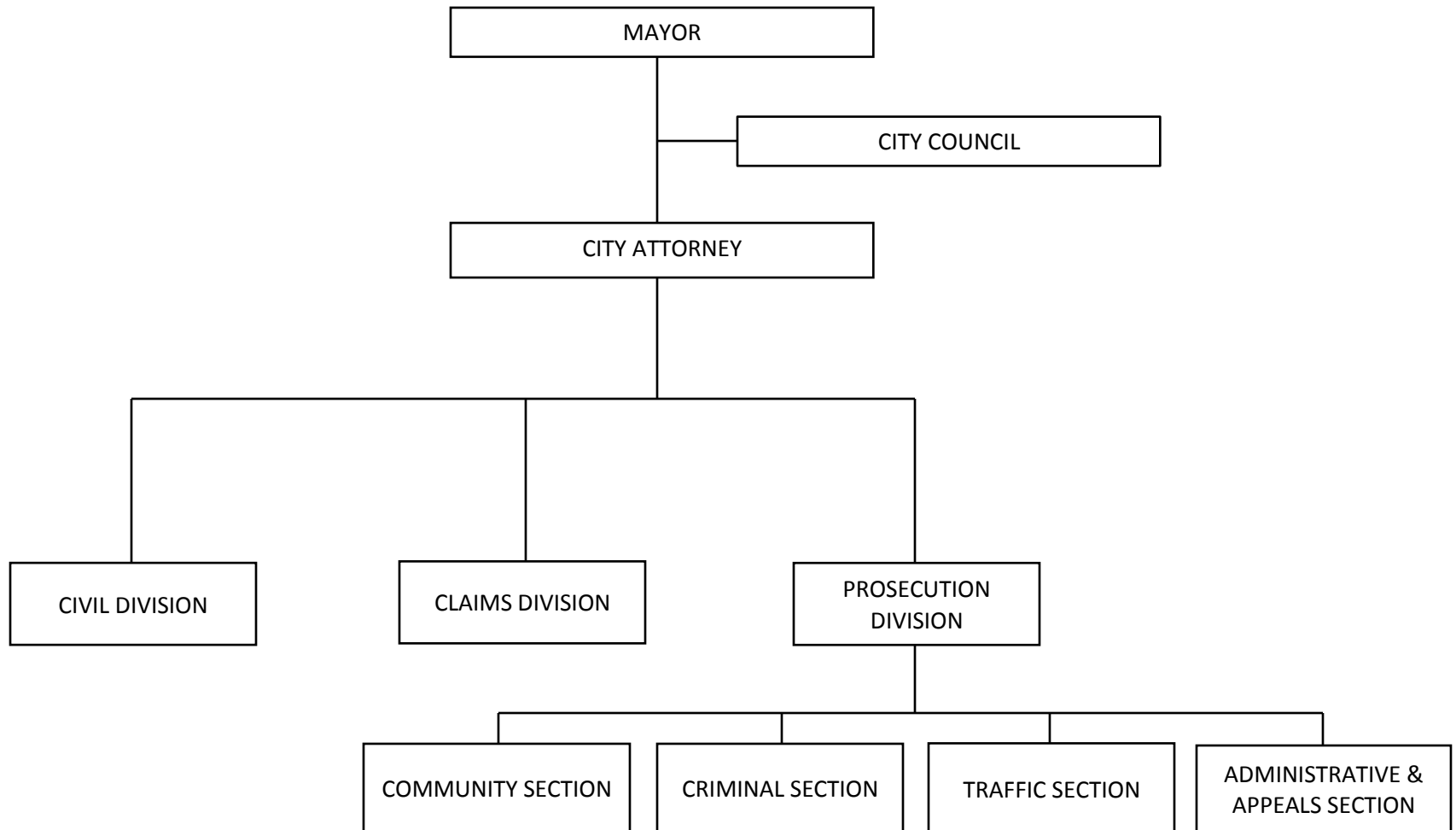
Mission Statement

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
2017 Law Department Budget
Appropriated Summary**

By Organization	Positions		Funding		
	2016	2017	2016 Appropriated	2017 Recommended	2017 Appropriated
Civil Law			2,067,411	2,180,656	2,180,656
Claims & Investigation			205,967	166,785	166,785
Prosecution			2,049,788	2,288,950	2,288,950
Total	<u>35</u>	<u>37</u>	<u>4,323,166</u>	<u>4,636,391</u>	<u>4,636,391</u>
By Expenditures Category					
Employee Compensation			4,132,639	4,399,916	4,399,916
Non-Personal Services			190,527	236,475	236,475
Total			<u>4,323,166</u>	<u>4,636,391</u>	<u>4,636,391</u>
By Source of Funds					
General			4,252,616	4,565,841	4,565,841
Sewer Revenue			70,550	70,550	70,550
Total			<u>4,323,166</u>	<u>4,636,391</u>	<u>4,636,391</u>

Expenditure Summary by Organization

Department	Law	
Division	Law	Department No 104000

	Comparative Budget Appropriations			
Organization Description and Major Object Summary	2015 Actual	2016 Appropriated	2017 Recommended	2017 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	1,816,240	1,911,836	1,983,430	1,983,430
Non-Personal Services	220,216	155,575	197,226	197,226
Organization Total	2,036,456	2,067,411	2,180,656	2,180,656
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	188,290	203,275	164,748	164,748
Non-Personal Services	3,188	2,692	2,037	2,037
Organization Total	191,478	205,967	166,785	166,785
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	1,854,641	2,017,528	2,251,738	2,251,738
Non-Personal Services	10,821	32,260	37,212	37,212
Organization Total	1,865,462	2,049,788	2,288,950	2,288,950
Department Total	4,093,396	4,323,166	4,636,391	4,636,391

Performance Summary By Division

Department	Law		
Division	Law	Department No	104000

Performance Measures	2015 Actual	2016 Planned	2017 Goal
% of Class I, Routine Claims, Answered Within 30 Days	53%	90%	75%
% of Class II, Non-Routine Claims, Answered Within 60 Days	61%	90%	75%
% of Log book Assignments Answered within 15 days	66%	85%	85%
% of Log Book Assignments Answered within 30 days	91%	100%	100%
Case-to-Prosecutor Ratios	10,000 to 1	2,500 to 1	2,500 to 1

Program Outputs	2015 Actual	2016 Planned	2017 Goal
Civil Active Cases	310	175	175
Civil Cases Closed	57	100	100
Civil New Lawsuits	111	125	125
Claims Against City - Non Litigated	536	550	550
Claims by City - Non Litigated	239	250	250
Litigated Judgments Against City	\$4,268,007	\$750,000	\$750,000
Litigation Settlements paid by City	\$241,452	\$750,000	\$750,000
Paid in Claims Against City	\$880,479	\$500,000	\$500,000
Prosecution Complaints Handled	100,000	100,000	100,000
Recovered in Claims by City	\$385,801	\$175,000	\$175,000
Requests Made by Other City Departments	157	200	200

Division Summary of Personal Services

Department Law
 Division Law Department No 104000

Class Title	Class Code	Comparative Budget Appropriations					
		2015 Actual	2016 Auth.	2017 Recommended		2017 Appropriated	
Administrative Assistant III	3060	3	3	3	155,625	3	155,625
Administrative Clerk	3020	5	5	5	205,414	5	205,414
Attorney	4081	10	11	12	867,041	12	867,041
City Attorney	4086	1	1	1	189,617	1	189,617
Dep City Attorney	4083	3	4	5	645,399	5	645,399
Executive Secretary - Law	4010	1	1	1	61,986	1	61,986
Executive Services Administrator	4009	1	1	1	59,685	1	59,685
Paralegal Assistant	4080	1	1	1	59,844	1	59,844
Senior Administrative Clerk	3030	1	1	1	45,365	1	45,365
Senior Attorney	4082	5	7	7	722,326	7	722,326
Longevity					14,389		14,389
Part-Time and Seasonal					66,200		66,200
Reimbursements					(50,000)		(50,000)
Vehicle Maintenance					1,415		1,415
Department Total		31	35	37	3,044,306	37	3,044,306

Explanatory Comments:

The City Lobbyist position was moved to the Law Department in the 2017 budget from the City Council budget.

Division Summary of Major Object Expenditures

Department	Law	
Division	Law	Department No 104000

Major Object Expenditures	Comparative Budget Appropriations			
	2015 Actual	2016 Appropriated	2017 Recommended	2017 Appropriated
Employee Earnings				
Classified Regular	2,684,931	2,858,008	3,012,303	3,012,303
Part-Time and Seasonal	97,028	63,205	66,200	66,200
Overtime	7,554	-	-	-
Longevity	13,957	14,884	14,389	14,389
Attrition	-	(70,000)	-	-
Reimbursements	(35,404)	(50,000)	(50,000)	(50,000)
Vehicle Maintenance	-	-	1,415	1,415
Total Employee Earnings	2,768,066	2,816,097	3,044,307	3,044,307
Employee Benefits				
FICA	193,416	214,682	227,139	227,139
Pension	488,033	539,755	568,638	568,638
Insurance	478,643	605,010	608,872	608,872
Reimbursements	(68,987)	(42,905)	(49,040)	(49,040)
Total Employee Benefits	1,091,105	1,316,542	1,355,609	1,355,609
Total Employee Compensation	3,859,171	4,132,639	4,399,916	4,399,916
Non-Personal Services				
Purchased Services	87,411	87,069	123,669	123,669
Supplies	74,861	95,827	103,885	103,885
Equipment	71,953	7,631	7,249	7,249
Vehicle Maintenance	-	-	1,672	1,672
Total Non-Personal Services	234,225	190,527	236,475	236,475
Capital				
	-	-	-	-
Total Capital	-	-	-	-
Department Total	4,093,396	4,323,166	4,636,391	4,636,391
Source of Funds				
General (Ref. B-1)	4,022,846	4,252,616	4,565,841	4,565,841
Sewer Revenue (Ref. B-41)	70,550	70,550	70,550	70,550
	4,093,396	4,323,166	4,636,391	4,636,391

This page intentionally left blank