City Attorney's Office

The mission of the Saint Paul City Attorney's Office is to fulfill its duty to represent the city in its legal affairs with integrity, professionalism and collegiality.

<u>Integrity</u> means that we are loyal to the interests of the city and the laws under which it functions.

<u>Professionalism</u> means that we are thorough and creative in representing the interests of the city, respectful of the public process in which we function and courteous to all those with whom we interact.

<u>Collegiality</u> means working together, and with the elected and appointed officials of the city, to continuously seek improvements to the quality of legal services and the efficiency with which they are provided.

City Attorney
1.0 FTE

General Administrative and Technical Support
- Office management
- Budget development

1.0 FTE

Civil Division
- General civil practice representing
  - Mayor's Office
  - City Council
  - City Departments
  - HRA
  - PHA
  - Port Authority
  - Civil Enforcement

19.0 FTE

Litigation Division
- Managing all civil litigation including federal and state court representation
- Compilation and submission of annual litigation report to Mayor, Council and Department and Office Directors
- Affirmative Litigation

9.5 FTE

Criminal Division
- Screening and charging of defendants
- Criminal appeals and post-conviction matters
- Court and jury trials
- Domestic abuse enforcement
- Community Prosecution Program
- Community Court
- DWI Court
- Mental Health Court
- Housing Court

33.0 FTE

(Total 63.5 FTE)

7/20/11

2012 Adopted Budget

City Attorney's Office

Department Description:

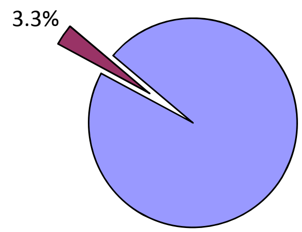
The Office of the City Attorney strives to deliver outstanding legal services to the city by:

• Providing sound legal advice and superior legal representation to city officials to help them achieve their goals.

• Defending the city in civil litigation matters and aggressively prosecuting civil claims involving the collection of taxpayer monies, public nuisance abatement, and other initiatives that preserve the city's livability and public safety.

• Providing public safety and maintaining the city's livability by effectively prosecuting adult misdemeanor and gross misdemeanor crimes in Saint Paul.

CAO's Portion of General Fund Spending



Department Facts

● Total General Fund Budget: 6,965,897

● Total Special Fund Budget: 1,052,418

● Total FTEs: 63.50

● The CAO handles over 10,000 misdemeanor and gross misdemeanor cases per year.

● Legal settlements & judgments paid in 2010 total $403K.

● The CAO's Civil Litigation Division defends approximately 70 cases each year.

● More than 60% of civil lawsuits against the city have been resolved by obtaining favorable judgments or dismissals without any payments by the city.

Department Goals

● Aligning CAO resources to City and departmental priority outcomes.

● Holding criminal offenders accountable.

● Improving neighborhoods by increasing code compliance and by decreasing nuisance properties.

Recent Accomplishments

• Grant funding has significantly altered the processing of domestic assault cases where the potential defendant is gone on arrival. Reviewing these cases daily has cut the turnaround time from approx. 60 days to 8.5 days, raised charging rates from approx. 25% to 75% and increased conviction rates from approximately 70% to 80%.

• Since 2009 the City's Worthless Check Program has returned over $19,483.37 to St. Paul merchants. Another $10,000 is being paid back under payment plans. $4,894.00 in bad checks written to St. Paul merchants have been forwarded for prosecution review.

• Since 2009 the City's Pilot Driver Diversion Program has assisted 850 participants with obtaining a valid permit to drive while they pay off court fines & fees. Countywide, over $160,000 in fines have been paid; $34,000 of those funds go directly to St. Paul.

• Qualified Domestic Violence Related Convictions on GOA cases have gone from a total of 35/year to a projected 140. Each year, over 100 more victims of domestic violence are being made safer & over 100 defendants are being held accountable for their behavior that otherwise would have escaped our grasp.

• Continued to implement The City of St. Paul Blueprint for Safety; continued to successfully manage the City's tort liability and outside counsel budgets & align CAO resources to City & department priorities.

2012 Adopted Budget

City Attorney's Office

Fiscal Summary

	2010 Actual	2011 Adopted	2012 Proposed	2012 Adopted	Change from 2011 Adopted	% Change from 2011 Adopted	2012 Adopted FTE
Spending							
1000: General Fund	6,304,537	6,863,483	6,965,897	6,965,897	102,414	1.5%	56.50
2400: Grants	99,612	64,153	-	-	(64,153)	-100.0%	-
7100: Internal Services	1,413,883	1,053,847	1,052,418	1,052,418	(1,429)	-0.1%	7.00
Financing							
1000: General Fund	1,136,506	1,126,966	1,161,623	1,161,623	34,657	3.1%	
2400: Grants	99,549	64,153	-	-	(64,153)	-100.0%	
7100: Internal Services	1,498,752	1,053,847	1,052,418	1,052,418	(1,429)	-0.1%	

Budget Changes Summary

Spending changes in the City Attorney's 2012 adopted budget are entirely due to current service level updates, including adjustments to employee expenses and materials. This will allow CAO to continue activities such as the Joint Prosecution Unit, Community Prosecution Program, and Domestic Violence Blueprint, as well as general criminal, civil, and civil litigation activities.

Revenue changes are largely current service level adjustments, including the recognition of revenues from precourt diversion activities.

	Spending	Financing	FTE
	Change from 2011 Adopted		
Current Service Level Adjustments	102,414	(5,343)	0.35
Subtotal:	102,414	(5,343)	0.35
Mayor's Proposed Changes			
Recognize New Revenue			
The City Attorney's Office participates in several precourt diversion programs, including the Driver Diversion Program (DDP) and Project Remand. This represents an estimate of revenue from these activities based on several years of history.			
Recognize precourt diversion revenue	-	40,000	-
Subtotal:	-	40,000	-
Adopted Changes			
No changes from Mayor's Proposed Budget	-	-	-
	-	-	-
Fund 1000 Budget Changes Total	102,414	34,657	0.35

2400: Grants

City Attorney's Office

Budgets for the City Attorney's grant-funded activities are contained in the City Grants fund. For 2012, CAO does not anticipate any grant activities.

		Change from 2011 Adopted		
		Spending	**Financing**	**FTE**
Current Service Level Adjustments				
A three-year grant for domestic violence prevention, first awarded in 2009, ended in early 2011. The personnel funded by this grant were shifted to the General Fund at the conclusion of the grant.		(64,153)	(64,153)	(0.35)
	Subtotal:	(64,153)	(64,153)	(0.35)
Fund 2400 Budget Changes Total		(64,153)	(64,153)	(0.35)

7100: Internal Services

City Attorney's Office

Attorneys and support staff who support outside agencies and certain special fund departments are budgeted here. Agencies and departments are charged for the cost of services received.

		Change from 2011 Adopted		
		Spending	**Financing**	**FTE**
Current Service Level Adjustments		(1,429)	(1,429)	-
	Subtotal:	(1,429)	(1,429)	-
Fund 7100 Budget Changes Total		(1,429)	(1,429)	-

Spending Reports

CITY OF SAINT PAUL

Department Budget Summary

Department: CITY ATTORNEY **(Spending and Financing)** **Budget Year: 2012**

		2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted
Spending by Fund						
1000	GENERAL FUND	6,271,921	6,304,537	6,863,483	6,965,897	102,413
2400	CITY GRANTS	29,948	99,612	64,153		(64,153)
7100	CENTRAL SERVICES INTERNAL	1,134,362	1,413,883	1,053,847	1,052,418	(1,429)
	TOTAL SPENDING BY FUND	**7,436,230**	**7,818,032**	**7,981,484**	**8,018,314**	**36,831**
Spending by Major Account						
	EMPLOYEE EXPENSE	6,930,314	7,168,537	7,296,830	7,374,015	77,185
	SERVICES	426,041	426,500	511,142	488,119	(23,022)
	MATERIALS AND SUPPLIES	76,712	56,693	107,163	131,903	24,740
	TRANSFER OUT AND OTHER SPEND	3,162	166,302	66,349	24,277	(42,072)
	TOTAL SPENDING BY MAJOR ACCOUNT	**7,436,230**	**7,818,032**	**7,981,484**	**8,018,314**	**36,831**
Financing by Major Account						
	GENERAL FUND REVENUES	891,534	1,136,506	1,126,966	1,161,623	34,657
	SPECIAL FUND REVENUES					
	INTERGOVERNMENTAL REVENUE	29,948	75,016	39,709		(39,709)
	FEES SALES AND SERVICES	1,275,339	1,465,926	1,053,847	1,052,418	(1,429)
	TRANSFERS IN OTHER FINANCING		57,359	24,444		(24,444)
	TOTAL FINANCING BY MAJOR ACCOUNT	**2,196,820**	**2,734,807**	**2,244,966**	**2,214,041**	**(30,925)**

CITY OF SAINT PAUL
Spending Plan Summary

Department: CITY ATTORNEY
Fund: 1000 GENERAL FUND
Division: CITY ATTORNEY ADMIN

Budget Year: 2012

	Spending					Personnel				
	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted
Spending by Major Account										
EMPLOYEE EXPENSE	5,835,037	5,870,987	6,316,287	6,432,690	116,403					
SERVICES	371,374	358,766	452,563	426,815	(25,748)					
MATERIALS AND SUPPLIES	65,510	50,251	70,190	106,392	36,202					
TRANSFER OUT AND OTHER SPEND		24,533	24,444		(24,444)					
TOTAL FOR DIVISION	**6,271,921**	**6,304,537**	**6,863,483**	**6,965,897**	**102,413**					
Spending by Accounting Unit										
1000200 CITY ATTORNEY GENERAL	6,271,921	6,304,537	6,863,483	6,965,897	102,413			56.15	56.50	0.35
TOTAL FOR DIVISION	**6,271,921**	**6,304,537**	**6,863,483**	**6,965,897**	**102,413**			**56.15**	**56.50**	**0.35**

CITY OF SAINT PAUL
Spending Plan Summary

Department: CITY ATTORNEY
Fund: 2400 CITY GRANTS
Division: CITY ATTORNEY ADMIN

Budget Year: 2012

	Spending					Personnel				
	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted
Spending by Major Account										
EMPLOYEE EXPENSE	29,948	91,785	46,841		(46,841)					
SERVICES		6,087	(1)		1					
MATERIALS AND SUPPLIES		1,741	17,313		(17,313)					
TOTAL FOR DIVISION	**29,948**	**99,612**	**64,153**		**(64,153)**					
Spending by Accounting Unit										
1030200 VAWA STOP GRANT	29,948	99,612	64,153		(64,153)			0.35		(0.35)
TOTAL FOR DIVISION	**29,948**	**99,612**	**64,153**		**(64,153)**			**0.35**		**(0.35)**

CITY OF SAINT PAUL
Spending Plan Summary

Department: CITY ATTORNEY
Fund: 7100 CENTRAL SERVICES INTERNAL
Division: CITY ATTORNEY ADMIN

Budget Year: 2012

	Spending					Personnel				
	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted
Spending by Major Account										
EMPLOYEE EXPENSE	1,065,329	1,205,766	933,703	941,326	7,623					
SERVICES	54,668	61,647	58,579	61,304	2,725					
MATERIALS AND SUPPLIES	11,202	4,701	19,660	25,511	5,851					
TRANSFER OUT AND OTHER SPEND	3,162	141,769	41,905	24,277	(17,628)					
TOTAL FOR DIVISION	**1,134,362**	**1,413,883**	**1,053,847**	**1,052,418**	**(1,429)**					
Spending by Accounting Unit										
1010200 CITY ATTY OUTSIDE SERV	1,134,362	1,413,883	1,053,847	1,052,418	(1,429)			7.00	7.00	
TOTAL FOR DIVISION	**1,134,362**	**1,413,883**	**1,053,847**	**1,052,418**	**(1,429)**			**7.00**	**7.00**	

Financing Reports

CITY OF SAINT PAUL
Financing by Company and Department

Department: CITY ATTORNEY
Company: 1000 GENERAL FUND

Budget Year: 2012

Account	Account Description	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted
42640-0	PRECOURT DIVERSION	2,200	42,697		40,000	40,000
43100-0	CONTINUANCE FOR DISMISSAL	775,686	892,841	1,000,000	1,000,000	
43105-0	SUBSTANTIAL ABATEMENT LEGAL			25,000	25,000	
43510-0	COPIES		987		1,300	1,300
44115-0	INSTITUTIONAL NETWORK USER FEE	604		1,300		(1,300)
44180-0	REIMBURSEMENT INVESTIGATION	42,895		20,000	20,000	
44805-0	LEGAL SERVICES	14,000		8,931	58,138	49,207
44845-0	MISCELLANEOUS SERVICES		26,201	29,000		(29,000)
45140-0	FORFEITURES	6,523	1,046	830		(830)
49140-0	TRANSFER FR SPECIAL REVENUE FU	10,000		41,905		(41,905)
49160-0	TRANSFER FR CAPITAL PROJ FUND	30,725	30,945			
49180-0	TRANSFER FR INTERNAL SERVICE F		141,769		17,185	17,185
49600-0	OUTSIDE CONTRIBUTION DONATIONS	7,800				
49840-0	DAMAGE CLAIM FROM OTHERS	1,100				
49930-0	JURY DUTY PAY		20			
TOTAL FOR 1000 GENERAL FUND		**891,534**	**1,136,506**	**1,126,966**	**1,161,623**	**34,657**

CITY OF SAINT PAUL
Financing by Company and Department

Department: CITY ATTORNEY
Company: 2400 CITY GRANTS

Budget Year: 2012

Account	Account Description	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted
42230-0	DOJ MN DEPT OF PUBLIC SAFETY	29,948	75,016	39,709		(39,709)
49130-0	TRANSFER FR GENERAL FUND		24,533	24,444		(24,444)
TOTAL FOR 2400 CITY GRANTS		**29,948**	**99,549**	**64,153**		**(64,153)**

CITY OF SAINT PAUL
Financing by Company and Department

Department: CITY ATTORNEY
Company: 7100 CENTRAL SERVICES INTERNAL

Budget Year: 2012

Account	Account Description	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted
44795-0	SERVICES TO PUBLIC HOUSING	202,387	288,126	358,654	368,591	9,937
44800-0	SERVICES HRA REV BONDS	369,601	363,240	344,849	337,741	(7,108)
44805-0	LEGAL SERVICES	703,351	814,560	350,344	346,086	(4,258)
49170-0	TRANSFER FR ENTERPRISE FUND		32,807			
49870-0	REFUNDS OVERPAYMENTS		19			
TOTAL FOR 7100 CENTRAL SERVICES INTERNAL		**1,275,339**	**1,498,752**	**1,053,847**	**1,052,418**	**(1,429)**
GRAND TOTAL FOR CITY ATTORNEY		**2,196,820**	**2,734,807**	**2,244,966**	**2,214,041**	**(30,925)**

CITY OF SAINT PAUL
Financing by Company and Department

Budget Year: 2012

	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted
GRAND TOTAL FOR REPORT	**2,196,820**	**2,734,807**	**2,244,966**	**2,214,041**	**(30,925)**

City of Saint Paul
Financing Plan by Department

Department: CITY ATTORNEY
Company: 1000 GENERAL FUND

Budget Year: 2012

Account	Account Description	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted
1000200	CITY ATTORNEY GENERAL OPS	2,200	42,697		40,000	40,000
TOTAL FOR INTERGOVERNMENTAL REVENUE		**2,200**	**42,697**		**40,000**	**40,000**
1000200	CITY ATTORNEY GENERAL OPS	833,185	920,030	1,084,231	1,104,438	20,207
TOTAL FOR FEES SALES AND SERVICES		**833,185**	**920,030**	**1,084,231**	**1,104,438**	**20,207**
1000200	CITY ATTORNEY GENERAL OPS	6,523	1,046	830		(830)
TOTAL FOR FINE AND FORFEITURE		**6,523**	**1,046**	**830**		**(830)**
1000200	CITY ATTORNEY GENERAL OPS	49,625	172,734	41,905	17,185	(24,720)
TOTAL FOR TRANSFERS IN OTHER FINANCING		**49,625**	**172,734**	**41,905**	**17,185**	**(24,720)**
TOTAL FOR 1000 GENERAL FUND		**891,534**	**1,136,506**	**1,126,966**	**1,161,623**	**34,657**

City of Saint Paul
Financing Plan by Department

Budget Year: 2012

Department: CITY ATTORNEY
Company: 2400 CITY GRANTS

Account	Account Description	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted
1030200	VAWA STOP GRANT	29,948	75,016	39,709		(39,709)
TOTAL FOR INTERGOVERNMENTAL REVENUE		**29,948**	**75,016**	**39,709**		**(39,709)**
1030200	VAWA STOP GRANT		24,533	24,444		(24,444)
TOTAL FOR TRANSFERS IN OTHER FINANCING			**24,533**	**24,444**		**(24,444)**
TOTAL FOR 2400 CITY GRANTS		**29,948**	**99,549**	**64,153**		**(64,153)**

City of Saint Paul
Financing Plan by Department

Budget Year: 2012

Department: CITY ATTORNEY
Company: 7100 CENTRAL SERVICES INTERNAL

Account	Account Description	2009 Actuals	2010 Actuals	2011 Adopted	2012 Adopted	Change From 2011 Adopted
1010200	CITY ATTY OUTSIDE SERVICES	1,275,339	1,465,926	1,053,847	1,052,418	(1,429)
TOTAL FOR FEES SALES AND SERVICES		**1,275,339**	**1,465,926**	**1,053,847**	**1,052,418**	**(1,429)**
1010200	CITY ATTY OUTSIDE SERVICES		32,826			
TOTAL FOR TRANSFERS IN OTHER FINANCING			**32,826**			
TOTAL FOR 7100 CENTRAL SERVICES INTERNAL		**1,275,339**	**1,498,752**	**1,053,847**	**1,052,418**	**(1,429)**