

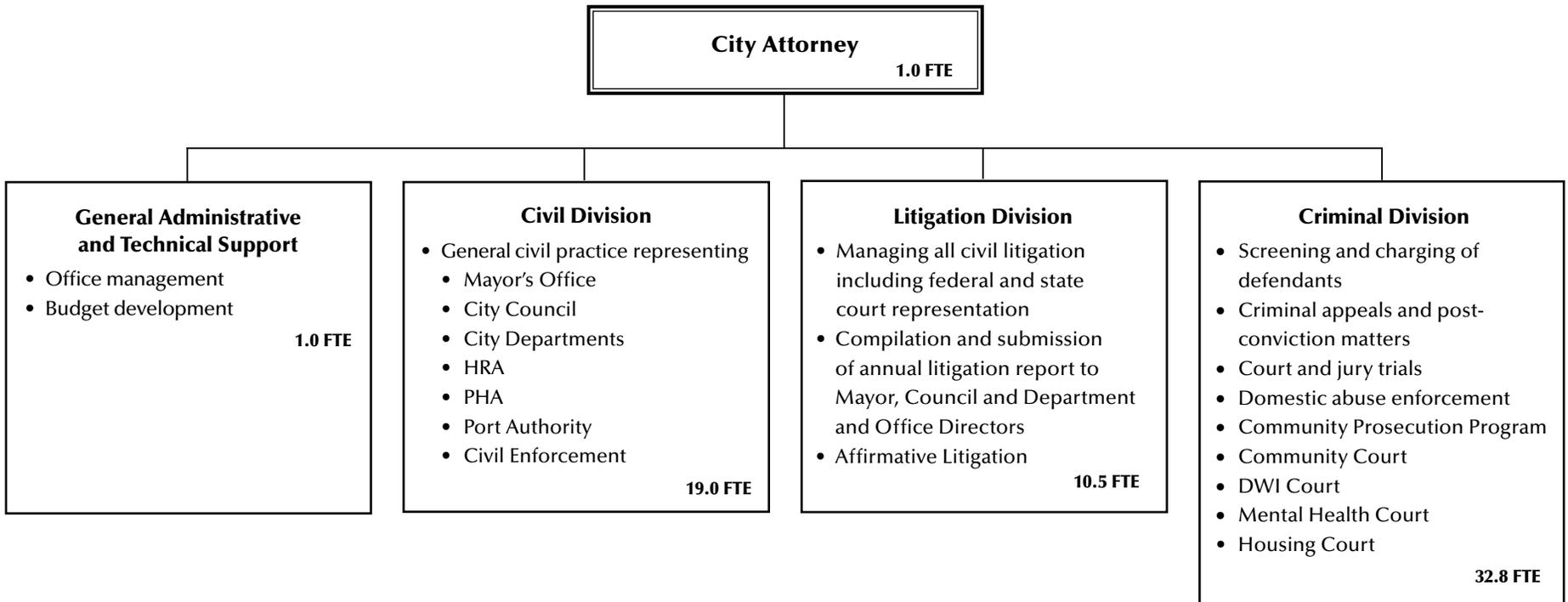
# City Attorney's Office

*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.*

*Integrity means that we are loyal to the interests of the city and the laws under which it functions.*

*Professionalism 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.*

*Collegiality 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.*



(Total 64.3 FTE)

8/02/13

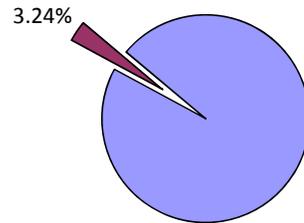
**2014 Adopted Budget  
City Attorney's Office**

**Department Description:**

The City Attorney's Office (CAO) 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: 7,472,013
- Total Special Fund Budget: 1,084,101
- Total FTEs: 64.25
- The CAO handles over 10,000 misdemeanor and gross misdemeanor cases per year.
- Legal settlements & judgments paid in 2012 total \$1,376,531.
- The CAO's Civil Litigation Division defends approximately 75 cases each year.
- More than 51% 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 on a daily basis with the St. Paul Police Department Family and Sexual Violence Unit has cut the turnaround time from approximately 60 days to 13 days. This has resulted in the quadrupling of the number of charged Domestic Violence cases per year from 49 in 2008 to 209 in 2012. The CAO's conviction rates remain between 60%-70% on all domestic violence related offenses. The CAO has increased fourfold the number of domestic violence defendants held accountable for their actions and four times the number of victims made safer.
- CAO continues to implement the City of St. Paul Blueprint for Safety Model by enhancing our knowledge of risk and lethality research in domestic violence cases; collaborating with SPPD and advocacy partners. The CAO is creating new gun-related initiatives in domestic violence cases.
- Effectively address and respond to neighborhood quality of life complaints through community prosecutors stationed in each of St. Paul's vital communities.

**2014 Adopted Budget**

**City Attorney's Office**

**Fiscal Summary**

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2013 Adopted FTE</u>	<u>2014 Adopted FTE</u>
<b>Spending</b>							
1000: General Fund	6,892,345	7,142,715	7,472,013	329,298	4.6%	57.25	57.25
7100: Internal Services	1,056,611	1,103,017	1,084,101	(18,916)	-1.7%	7.00	7.00
<b>Total</b>	<b>7,948,956</b>	<b>8,245,732</b>	<b>8,556,114</b>	<b>310,382</b>	<b>3.8%</b>	<b>64.25</b>	<b>64.25</b>
<b>Financing</b>							
1000: General Fund	1,696,772	1,512,033	1,602,351	90,318	6.0%		
7100: Internal Services	1,069,310	1,103,017	1,084,101	(18,916)	-1.7%		
<b>Total</b>	<b>2,766,082</b>	<b>2,615,050</b>	<b>2,686,452</b>	<b>71,402</b>	<b>2.7%</b>		

**Budget Changes Summary**

Spending changes in the City Attorney's Office's (CAO) 2014 budget are largely due to current service level updates. The 2014 budget will allow CAO to continue crucial activities such as the Joint Prosecution Unit, Community Prosecution Program, and Domestic Violence Blueprint, as well as general criminal, civil, and civil litigation activities. The CAO's Civil Division and Civil Litigation Division will invest in new software to provide attorneys and staff a more effective practice management system.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<b><u>Current Service Level Adjustments</u></b>		315,435	(9,682)	-
	Subtotal:	<u>315,435</u>	<u>(9,682)</u>	<u>-</u>
<b><u>Mayor's Proposed Changes</u></b>				
<b>Practice Management Software</b>				
<p>CAO's 2014 budget includes resources to maintain new practice management software. This investment will help standardize methods for tracking data related to legal case matters, and will enhance transparency of information, productivity, mobility and flexibility for staff.</p>				
	Software expense	20,000	-	-
	Subtotal:	<u>20,000</u>	<u>-</u>	<u>-</u>
<b>Sales Tax Exemption</b>				
<p>During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. The City Attorney's Office's estimated General Fund savings are shown here.</p>				
	Sales tax exemption savings	(6,137)	-	-
	Subtotal:	<u>(6,137)</u>	<u>-</u>	<u>-</u>
<b><u>Adopted Changes</u></b>				
<b>Revenue Changes</b>				
<p>Continuance for Dismissal (CFDs) revenues are adjusted based on 2013 revenue trends.</p>				
		-	100,000	-
	Subtotal:	<u>-</u>	<u>100,000</u>	<u>-</u>
<b>Fund 1000 Budget Changes Total</b>		<u><u>329,298</u></u>	<u><u>90,318</u></u>	<u><u>-</u></u>

**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.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<b><u>Current Service Level Adjustments</u></b>				
Current service level changes are due mostly to staffing changes in which vacancies were filled at lower steps.				
Staffing and other current service level changes				
		(18,916)	(18,916)	-
	Subtotal:	<u>(18,916)</u>	<u>(18,916)</u>	<u>-</u>
<b>Fund 7100 Budget Changes Total</b>		<u><u>(18,916)</u></u>	<u><u>(18,916)</u></u>	<u><u>-</u></u>

**CITY OF SAINT PAUL**  
**Department Budget Summary**  
**(Spending and Financing)**

Department: CITY ATTORNEY

Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<b><u>Spending by Fund</u></b>						
1000	GENERAL FUND	6,609,516	6,892,345	7,142,715	7,472,013	329,298
2400	CITY GRANTS	69,984				
7100	CENTRAL SERVICES INTERNAL	974,284	1,056,611	1,103,017	1,084,101	(18,916)
<b>TOTAL SPENDING BY FUND</b>		<b>7,653,784</b>	<b>7,948,956</b>	<b>8,245,732</b>	<b>8,556,114</b>	<b>310,382</b>
<b><u>Spending by Major Account</u></b>						
	EMPLOYEE EXPENSE	7,083,145	7,333,115	7,635,410	7,893,985	258,576
	SERVICES	453,398	535,078	497,952	500,468	2,516
	MATERIALS AND SUPPLIES	45,723	62,320	86,638	145,610	58,972
	TRANSFER OUT AND OTHER SPEND	71,518	18,443	25,733	16,051	(9,682)
<b>TOTAL SPENDING BY MAJOR ACCOUNT</b>		<b>7,653,784</b>	<b>7,948,956</b>	<b>8,245,732</b>	<b>8,556,114</b>	<b>310,382</b>
<b><u>Financing by Major Account</u></b>						
	GENERAL FUND REVENUES	1,136,399	1,696,772	1,512,033	1,602,351	90,318
	SPECIAL FUND REVENUES					
	INTERGOVERNMENTAL REVENUE	70,047				
	FEES SALES AND SERVICES	1,014,819	1,069,310	1,103,016	1,084,101	(18,915)
	TRANSFERS IN OTHER FINANCING	24,444				
<b>TOTAL FINANCING BY MAJOR ACCOUNT</b>		<b>2,245,709</b>	<b>2,766,082</b>	<b>2,615,049</b>	<b>2,686,452</b>	<b>71,403</b>