



2024 Adopted Budget: City Attorney

Department Mission: Mission: We seek justice through law, balancing accountability and equity and building prosperity while protecting the interests of the entire Saint Paul community.

Learn More: stpaul.gov/departments/city-attorney

- **Respect:** We maintain an inclusive culture that honors the rights and experiences of all, encourages dialogue, and fosters patience and humanity.
- **Integrity:** We act with courage and conviction, speaking truth; being accountable and faithful to the rule of law and professional ethics.
- **Service to Community:** We work to benefit the community by connecting and engaging with each other and all of Saint Paul.
- **Excellence:** We strive for perpetual improvement, scholarship and intellectual curiosity, proactive collaborative solutions, producing better results for the city.

Department Facts

- **Total General Fund Budget:** \$12,111,201
- **Total Special Fund Budget:** \$2,932,865
- **Total FTEs:** 101.60 (includes 12.50 FTE budgeted in General Government Accounts)

Department Goals

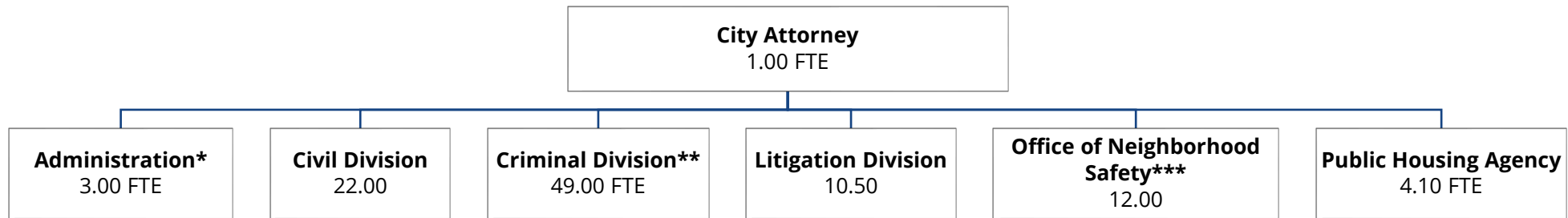
- Innovative Legal Solutions
- Inclusion
- Sustainable Legal Process
- Access to Justice

Recent Accomplishments

- The Civil Division provides legal advice to elected officials, departments, and commissions and represents the City at administrative hearings.
- Advised City departments on eligibility and compliance with the allocation of ARPA funds approximating \$164 million dollars.
- Provided legal support and advice for PED's active HUD grants, which totaled approximately \$10 million in entitlement grant funds and \$13 million in supplemental emergency grant funds.
- Advised and drafted documents to facilitate the acquisition and sale of properties for numerous development and redevelopment projects.
- Expanded the Immigrant and Refugee program; commenced four new programs.
- The Criminal Division handles approximately 11,000 misdemeanor and gross misdemeanor cases per year. In 2022, the CAO served 1828 crime victims.
- Collaborated with Blueprint for Safety partners to improve protections for domestic violence victims by developing improved protocol and policies aimed at getting firearms out of the hands of violent offenders.
- Expanded ETHOS and continued to offer alternatives to conviction for low-risk offenders via Diversion.
- Continued implementation and expansion of Gun Diversion Pilot Program to keep low-level, non-violent gun offenders from re-entering the criminal justice system by offering them an alternative to conviction and sentencing.



City Attorney Organizational Chart



Total FTE 101.60

*1.00 FTE included in this total is budgeted in a General Government Account funded by American Rescue Plan funds.

**6.50 FTE included in this total are budgeted in a General Government Account funded by American Rescue Plan funds.

***1.00 FTE in this is budgeted in the Opioid Settlement fund and 4.0 FTE are budgeted in the Public Safety Aid fund.

Department Division Descriptions

The City Attorney's Office is managed by the City Attorney and department support staff. It includes the following divisions:

- **Civil Division:** The Saint Paul City Attorney's Office Civil Division provides legal advice to the city's elected officials, departments, boards, and commissions.
- **Criminal Division:** The Criminal Division of the Saint Paul City Attorney's Office strives to protect the residents of the City from the negative effects of crime. The Criminal Division handles the prosecution of misdemeanor and gross misdemeanor cases, criminal appeals and post-conviction matters, court and jury trials, victim services, ETHOS/alternatives to traditional prosecution, and the Community Justice Unit.
- **Litigation Division:** The Saint Paul City Attorney's Office Civil Litigation Division provides the highest quality legal services in its representation of the City, its employees, and public officials in civil cases at the trial and appellate level in federal and state courts and administrative proceedings. Attorneys defend a myriad of legal issues, including cases that involve property damage, claims of constitutional and civil rights violations, issues arising under the Americans with Disability Act, wrongful death, personal injury and commercial and construction disputes.
- **Office of Neighborhood Safety:** The Office of Neighborhood Safety leads the advancement of the Community-First Public Safety framework through the coordination of Community-First investments, including violence prevention strategies and alternative response, in close collaboration with our Department of Safety and Inspections, Saint Paul Police Department, Saint Paul Fire Department, and other Community-First Public Safety partners.
- **Public Housing Agency:** The Public Housing Agency (PHA) owns and manages almost 4,300 units of low-income housing with funding from HUD. The CAO staff advises PHA staff on legal matters related to these units and manages all civil litigation for PHA, including federal and state court representation.

**2024 Adopted Budget
CITY ATTORNEY**

Fiscal Summary

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year	FY 2023 Adopted Budget FTE	FY 2024 Adopted Budget FTE
Spending							
100: CITY GENERAL FUND	8,682,869	9,798,062	11,696,522	12,111,201	414,679	72.65	74.65
200: CITY GRANTS	270,452	219,030	445,653	495,366	49,713	3.50	2.00
211: GENERAL GOVT SPECIAL PROJECTS	-	-	-	-	-	-	-
710: CENTRAL SERVICE FUND	1,886,054	1,964,453	2,302,423	2,437,499	135,076	11.45	12.45
Total	10,839,375	11,981,545	14,444,598	15,044,065	599,467	87.60	89.10
Financing							
100: CITY GENERAL FUND	73,276	44,038	79,262	79,262	-		
200: CITY GRANTS	223,755	243,091	445,653	495,366	49,713		
211: GENERAL GOVT SPECIAL PROJECTS	-	20,000	-	-	-		
710: CENTRAL SERVICE FUND	1,899,645	1,871,943	2,302,423	2,437,499	135,076		
Total	2,196,676	2,179,072	2,827,338	3,012,127	184,789		

Budget Changes Summary

The 2024 City Attorney's Office (CAO) General Fund budget includes inflationary updates to salaries and benefits, two attrition adjustments of \$40,000 and \$30,000, and the transfer of one FTE from the Office of Financial Services (OFS) to the Office of Neighborhood Safety (ONS). A corresponding decrease can be found in the OFS budget. The CAO's General Fund budget also replaces one Senior Prosecutor with an two Associate Attorney.

Adjustments to special fund budgets include the addition of one Legal Assistant III to support the work of the Planning and Economic Development department, a decrease of 2 FTEs due to the expiration of a grant, and an increase of 0.5 FTE funded by a new grant.

Public Safety Aid and Opioid Settlement: the City Attorney's Office and Office of Neighborhood Safety budgets are supplemented in the 2024 proposed budget by investments made from Public Safety Aid and the Opioid Settlement. The budget on this page does not reflect these investments. Please see the General Government Accounts section for additional information.

ARP Funding: the CAO budget includes 6.5 FTE's in 2024 to fund the criminal division backlog. Additionally, the City Attorney's Office budget includes ARP administrative staff (1 FTE) each year for the term of the grant. The FTE counts and budgets on these pages do not include this funding. Please see the American Rescue Plan Act State and Local Fiscal Recovery Funds section for additional information.

100: General Fund

City Attorney's Office

Current Service Level Adjustments

Current service level adjustments include changes to spending and revenue and other personnel cost changes, including repurposing one Senior Prosecutor to create two Associate Attorneys to expand department capacity. Additionally, it includes the transfer of 1.0 FTE from the Office of Financial Services (OFS) to the Office of Neighborhood Safety (ONS). A corresponding decrease can be found in the OFS budget.

	Change from 2023 Adopted		FTE
	Spending	Financing	
ONS position personnel costs	147,542	-	1.00
Other current service level adjustments	337,136	-	1.00
Subtotal:	484,678	-	2.00

Mayor's Proposed Changes

Attrition Adjustment

The 2024 Mayor's proposed budget included an attrition adjustment to account for yearly vacancy savings that occur due to standard staff turnover.

	Change from 2023 Adopted		FTE
	Spending	Financing	
Attrition	(40,000)	-	-
Subtotal:	(40,000)	-	-

Adopted Changes

Attrition Adjustment

The 2024 adopted budget increases the attrition adjustment added in the proposed budget.

	Change from 2023 Adopted		FTE
	Spending	Financing	
Attrition	(30,000)	-	-
Subtotal:	(30,000)	-	-

Fund 100 Budget Changes Total

414,678	-	2.00
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200: City Grants

City Attorney's Office

The City Attorney's Office receives a grant from the Minnesota Department of Public Safety Office of Justice Program (OJP) to provide support for direct services to crime victims. They also receive a grant from the Minnesota Department of Public Safety (DPS) to support the implementation of the city's restorative justice program. The department are also receives a grant from the United States Department of Justice (DOJ) to enhance prosecution response for "gone on arrival" (GOA) domestic violence cases.

Current Service Level Adjustments

Current service level adjustments include changes to spending and revenue and other personnel cost changes, including a reduction of 2 FTE for expiring grants and an increase of 0.5 FTE from new grant revenue.

	Change from 2023 Adopted		
	Spending	Financing	FTE
Grant carryforward	235,047	235,047	-
Other current service level adjustments	(185,334)	(185,334)	(1.50)
Subtotal:	49,713	49,713	(1.50)

Fund 200 Budget Changes Total**49,713 49,713 (1.50)**

710 Central Service Fund

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.

Current Service Level Adjustments

Current service level adjustments include changes to spending and revenue and other personnel cost changes, including the mid-year addition of a Legal Assistant III to support the Department of Planning and Economic Development (PED).

	Change from 2023 Adopted		
	Spending	Financing	FTE
Current service level adjustments	135,076	135,076	1.00
Subtotal:	135,076	135,076	1.00

Fund 710 Budget Changes Total**135,076 135,076 1.00**

City Attorney Spending Reports

CITY OF SAINT PAUL
Spending Plan by Department

Department: CITY ATTORNEY
Fund: CITY GENERAL FUND

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Proposed Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	8,334,563	8,719,057	10,181,133	10,642,391	461,258
SERVICES	298,543	717,437	1,166,109	1,149,472	(16,637)
MATERIALS AND SUPPLIES	43,179	54,013	40,935	40,935	-
PROGRAM EXPENSE	-	300,000	300,000	300,000	-
OTHER FINANCING USES	6,584	7,555	8,345	8,402	57
Total Spending by Major Account	8,682,869	9,798,062	11,696,522	12,141,200	444,678
Spending by Accounting Unit					
10012100 - CITY ATTORNEY GENERAL OPS	8,682,869	8,788,622	9,921,692	10,120,873	199,181
10012200 - OFFICE OF NEIGHBORHOOD SAFETY	-	1,009,439	1,774,830	2,020,328	245,498
Total Spending by Accounting Unit	8,682,869	9,798,062	11,696,522	12,141,200	444,678

CITY OF SAINT PAUL
Spending Plan by Department

Department: CITY ATTORNEY

Fund: CITY GRANTS

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Proposed Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	255,508	161,012	314,254	128,920	(185,334)
SERVICES	12,274	55,880	131,399	131,399	-
MATERIALS AND SUPPLIES	2,671	2,138	-	-	-
Total Spending by Major Account	270,452	219,030	445,653	260,319	(185,334)
Spending by Accounting Unit					
20012800 - CRIME VICTIM SERVICES INITIATIVE	124,740	119,522	139,769	139,769	(0)
20012900 - CITY ATTORNEY GRANTS	145,712	99,509	305,884	120,550	(185,334)
Total Spending by Accounting Unit	270,452	219,030	445,653	260,319	(185,334)

CITY OF SAINT PAUL
Spending Plan by Department

Department: CITY ATTORNEY

Fund: CENTRAL SERVICE FUND

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Proposed Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	1,777,926	1,848,871	2,117,248	2,262,782	145,534
SERVICES	95,277	99,434	121,778	116,372	(5,406)
MATERIALS AND SUPPLIES	11,643	14,515	27,451	22,479	(4,972)
OTHER FINANCING USES	1,207	1,634	35,946	35,866	(80)
Total Spending by Major Account	1,886,054	1,964,453	2,302,423	2,437,499	135,076
Spending by Accounting Unit					
71012200 - CITY ATTY OUTSIDE SERVICES	1,886,054	1,964,453	2,302,423	2,437,499	135,076
Total Spending by Accounting Unit	1,886,054	1,964,453	2,302,423	2,437,499	135,076

City Attorney Financing Reports

CITY OF SAINT PAUL
Financing Plan by Department

Department: CITY ATTORNEY
Fund: CITY GENERAL FUND

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Financing by Major Account					
INTERGOVERNMENTAL REVENUE	34,650	25,000	30,000	30,000	-
CHARGES FOR SERVICES	13,196	9,038	14,859	14,859	-
MISCELLANEOUS REVENUE	25,430	10,000	-	-	-
OTHER FINANCING SOURCES	-	-	34,403	34,403	-
Total Financing by Major Account	73,276	44,038	79,262	79,262	-
Financing by Accounting Unit					
10012100 - CITY ATTORNEY GENERAL OPS	73,276	44,038	79,262	79,262	-
Total Financing by Accounting Unit	73,276	44,038	79,262	79,262	-

CITY OF SAINT PAUL
Financing Plan by Department

Department: CITY ATTORNEY
Fund: CITY GRANTS

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Financing by Major Account					
INTERGOVERNMENTAL REVENUE	198,755	203,091	399,685	438,466	38,781
MISCELLANEOUS REVENUE	25,000	40,000	-	56,900	56,900
Total Financing by Major Account	223,755	243,091	399,685	495,366	95,681
Financing by Accounting Unit					
20012800 - CRIME VICTIM SERVICES INITIATIVE	87,688	118,319	139,769	139,769	-
20012900 - CITY ATTORNEY GRANTS	136,067	124,772	305,884	355,597	49,713
Total Financing by Accounting Unit	223,755	243,091	445,653	495,366	49,713

**CITY OF SAINT PAUL
Financing Plan by Department**

Department: CITY ATTORNEY

Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Financing by Major Account					
MISCELLANEOUS REVENUE	-	20,000	-	-	-
Total Financing by Major Account	-	20,000	-	-	-
Financing by Accounting Unit					
21112200 - OFFICE OF NEIGHBORHOOD SAFETY	-	20,000	-	-	-
Total Financing by Accounting Unit	-	20,000	-	-	-

**CITY OF SAINT PAUL
Financing Plan by Department**

**Department: CITY ATTORNEY
Fund: CENTRAL SERVICE FUND**

Budget Year: 2024

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	Change From Prior Year
Financing by Major Account					
CHARGES FOR SERVICES	1,897,631	1,865,622	2,302,423	2,437,499	135,076
MISCELLANEOUS REVENUE	2,014	6,321	-	-	-
Total Financing by Major Account	1,899,645	1,871,943	2,302,423	2,437,499	135,076
Financing by Accounting Unit					
71012200 - CITY ATTY OUTSIDE SERVICES	1,899,645	1,871,943	2,302,423	2,437,499	135,076
Total Financing by Accounting Unit	1,899,645	1,871,943	2,302,423	2,437,499	135,076