

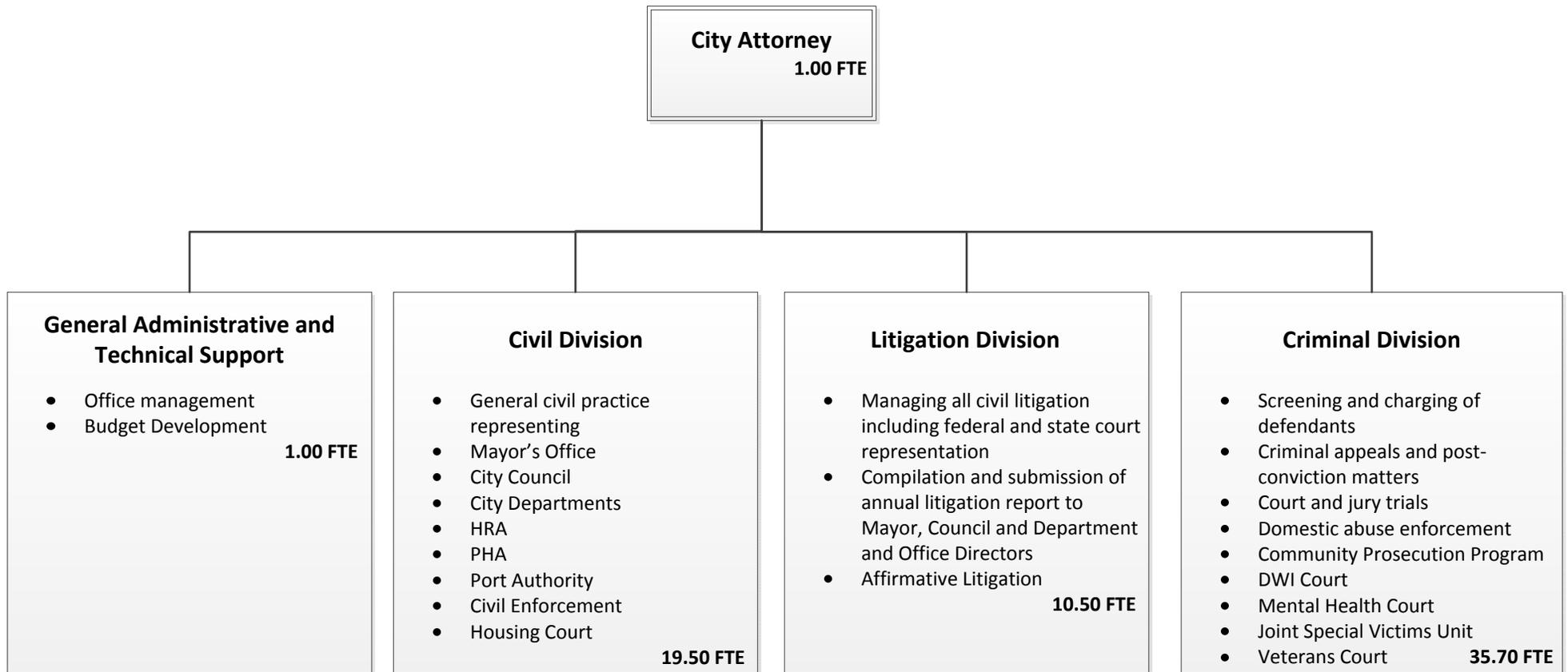
# City Attorney's Office

**Mission:** 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 to the city, to continuously seek improvements to the quality of legal services and the efficiency with which they are provided.



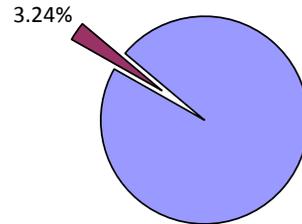
**2018 Adopted Budget  
City Attorney's Office**

**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, limiting the City's liability exposure by offering recommendations to reduce future risks and liabilities, 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.

**City Attorney's Portion of General Fund Spending**



**Department Facts**

- Total General Fund Budget: 8,454,991
- Total Special Fund Budget: 1,486,497
- Total FTEs: 67.70
- The criminal division handles over 11,000 misdemeanor and gross misdemeanor cases per year.
- Legal settlements and judgments paid in 2016 total \$830,285.
- The civil litigation division defends approximately 90 cases each year.
- In 2016, 60% of the civil lawsuits concluded during the year were 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**

- Served vulnerable victims in designated high lethality domestic cases via the Joint Special Victims Unit.
- With the addition of two victim witness coordinators, designed and implemented a more comprehensive approach to serving crime victims involved in cases prosecuted by the CAO.
- Continued leadership in addressing racial disparities in the criminal justice system, as well as the continued leadership on race equity within the CAO by way of the CAO's Change Team.
- Continued to successfully offer alternatives to conviction for qualifying low-risk offenders via the St. Paul Diversion Calendar. Since March 2015, 248 cases diverted.
- Participated as an active member of the Mental Health Court, DWI Court, and Veterans Treatment Court staffing teams and the Treatment Courts Steering/Planning Committee.
- Ramsey County Veterans Treatment Court served 36 participants and celebrated 8 graduations in 2016.
- Ramsey County DWI court served 62 participants and celebrated 11 graduations in 2016.
- Ramsey County Mental Health Court continues to be a national learning site. In 2016, the court served a total of 53 participants and celebrated 7 graduations.

**2018 Adopted Budget**

**City Attorney's Office**

**Fiscal Summary**

	<b>2016 Actual</b>	<b>2017 Adopted</b>	<b>2018 Adopted</b>	<b>Change</b>	<b>% Change</b>	<b>2017 Adopted FTE</b>	<b>2018 Adopted FTE</b>
<b>Spending</b>							
100: General Fund	7,791,421	8,276,653	8,454,991	178,338	2.2%	58.00	58.15
200: City Grants	-	139,767	139,767	-	0.0%	1.70	1.70
710: Central Service Fund	1,350,676	1,330,175	1,346,730	16,555	1.2%	8.00	7.85
<b>Total</b>	<b>9,142,097</b>	<b>9,746,595</b>	<b>9,941,488</b>	<b>194,893</b>	<b>2.0%</b>	<b>67.70</b>	<b>67.70</b>
<b>Financing</b>							
100: General Fund	912,863	937,980	138,282	(799,698)	-85.3%		
200: City Grants	-	139,767	139,767	-	0.0%		
710: Central Service Fund	1,289,056	1,330,175	1,346,730	16,555	1.2%		
<b>Total</b>	<b>2,201,919</b>	<b>2,407,922</b>	<b>1,624,779</b>	<b>(783,143)</b>	<b>-32.5%</b>		

**Budget Changes Summary**

Spending changes in the City Attorney's Office (CAO) 2018 adopted budget are largely due to current service level updates and small staffing adjustments. The 2018 budget continues to fund the Victim Witness Advocate added in 2016, in order for CAO to continue ensuring that victims' rights are fulfilled throughout the criminal justice process and honor its commitment to extensive victim engagement under the terms of the St. Paul Blueprint for Safety. The 2018 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 2018 budget also includes resources in the Citywide Technology fund to replace the civil/litigation case management system. Revenue changes in the 2018 adopted budget are mainly due to shifting continuance for dismissal revenues from CAO to the General Government budget.

**100: General Fund****City Attorney's Office**

		<b>Change from 2017 Adopted</b>		
		<b>Spending</b>	<b>Financing</b>	<b>FTE</b>
<b><u>Current Service Level Adjustments</u></b>				
Current service level adjustments include the reallocation of personnel to better align staffing with department operations. There is a corresponding FTE change in Fund 710.				
Current service level adjustments		178,338	302	0.15
	Subtotal:	<u>178,338</u>	<u>302</u>	<u>0.15</u>
<b><u>Adopted Changes</u></b>				
<b>Continuance for Dismissal</b>				
The 2018 adopted budget moves continuance for dismissal revenue from the City Attorney's Office budget to the General Government budget. There is a corresponding revenue increase in the General Government Accounts budget.				
Revenue shift		-	(800,000)	-
	Subtotal:	<u>-</u>	<u>(800,000)</u>	<u>-</u>
<b>Fund 100 Budget Changes Total</b>		<u><u>178,338</u></u>	<u><u>(799,698)</u></u>	<u><u>0.15</u></u>

**200: City Grants**

**City Attorney's Office**

City Attorney's Office began receiving a grant from the Minnesota Department of Public Safety Office of Justice Program (OJP) in 2016 to provide support for direct services to crime victims.

		<u>Change from 2017 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>No Changes from 2017 Adopted Budget</u>		-	-	-
Subtotal:		-	-	-
<b>Fund 200 Budget Changes Total</b>		<b>-</b>	<b>-</b>	<b>-</b>

**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.

		<b>Change from 2017 Adopted</b>		
		<b>Spending</b>	<b>Financing</b>	<b>FTE</b>
<b><u>Current Service Level Adjustments</u></b>				
Current service level adjustments include the reallocation of personnel to better align staffing with department operations. There is a corresponding FTE change in the General Fund.				
	Current service level adjustments	16,555	16,555	(0.15)
	Subtotal:	<u>16,555</u>	<u>16,555</u>	<u>(0.15)</u>
	<b>Fund 710 Budget Changes Total</b>	<u><u>16,555</u></u>	<u><u>16,555</u></u>	<u><u>(0.15)</u></u>

# Spending Reports

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

Department: CITY ATTORNEY

Budget Year: 2018

	2015 Actuals	2016 Actuals	2017 Adopted	2018 Adopted	Change From 2017 Adopted
<b>Spending by Fund</b>					
CITY GENERAL FUND	7,471,441	7,791,421	8,276,653	8,454,991	178,338
CITY GRANTS			139,767	139,767	
CENTRAL SERVICE FUND	1,171,466	1,350,676	1,330,175	1,346,730	16,555
<b>TOTAL SPENDING BY FUND</b>	<b>8,642,907</b>	<b>9,142,098</b>	<b>9,746,595</b>	<b>9,941,488</b>	<b>194,893</b>
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	8,185,558	8,549,936	9,127,005	9,320,876	193,872
SERVICES	381,687	469,405	509,334	510,014	680
MATERIALS AND SUPPLIES	48,304	73,813	65,576	65,616	40
OTHER FINANCING USES	27,358	48,944	44,680	44,982	302
<b>TOTAL SPENDING BY MAJOR ACCOUNT</b>	<b>8,642,907</b>	<b>9,142,098</b>	<b>9,746,595</b>	<b>9,941,488</b>	<b>194,893</b>
<b>Financing by Major Account</b>					
INTERGOVERNMENTAL REVENUE	45,340	42,250	186,767	186,767	
CHARGES FOR SERVICES	2,216,108	2,065,685	2,151,474	1,368,030	(783,444)
MISCELLANEOUS REVENUE	20,000	20,040			
OTHER FINANCING SOURCES	27,358	73,944	69,680	69,982	302
<b>TOTAL FINANCING BY MAJOR ACCOUNT</b>	<b>2,308,806</b>	<b>2,201,919</b>	<b>2,407,921</b>	<b>1,624,779</b>	<b>(783,142)</b>

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

Department: CITY ATTORNEY  
Fund: CITY GENERAL FUND

Budget Year: 2018

	2015 Actuals	2016 Actuals	2017 Adopted	2018 Adopted	Change From 2017 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	7,110,984	7,330,985	7,812,264	7,990,602	178,338
SERVICES	319,116	403,074	422,433	422,393	(40)
MATERIALS AND SUPPLIES	41,342	57,362	41,956	41,996	40
<b>Total Spending by Major Account</b>	<b>7,471,441</b>	<b>7,791,421</b>	<b>8,276,653</b>	<b>8,454,991</b>	<b>178,338</b>
<b>Spending by Accounting Unit</b>					
10012100 CITY ATTORNEY GENERAL OPS	7,471,441	7,791,421	8,276,653	8,454,991	178,338
<b>Total Spending by Accounting Unit</b>	<b>7,471,441</b>	<b>7,791,421</b>	<b>8,276,653</b>	<b>8,454,991</b>	<b>178,338</b>

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

Department: CITY ATTORNEY  
Fund: CITY GRANTS

Budget Year: 2018

	2015 Actuals	2016 Actuals	2017 Adopted	2018 Adopted	Change From 2017 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE			138,610	138,611	1
SERVICES			1,157	1,156	(1)
<b>Total Spending by Major Account</b>			<b>139,767</b>	<b>139,767</b>	
<b>Spending by Accounting Unit</b>					
20012800 CRIME VICTIM SERVICES INITIATIVE			139,767	139,767	
<b>Total Spending by Accounting Unit</b>			<b>139,767</b>	<b>139,767</b>	

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

Department: CITY ATTORNEY  
Fund: CENTRAL SERVICE FUND

Budget Year: 2018

	2015 Actuals	2016 Actuals	2017 Adopted	2018 Adopted	Change From 2017 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	1,074,575	1,218,950	1,176,131	1,191,663	15,532
SERVICES	62,571	66,331	85,744	86,465	721
MATERIALS AND SUPPLIES	6,962	16,451	23,620	23,620	
OTHER FINANCING USES	27,358	48,944	44,680	44,982	302
<b>Total Spending by Major Account</b>	<b>1,171,466</b>	<b>1,350,676</b>	<b>1,330,175</b>	<b>1,346,730</b>	<b>16,555</b>
<b>Spending by Accounting Unit</b>					
71012200 CITY ATTY OUTSIDE SERVICES	1,171,466	1,350,676	1,330,175	1,346,730	16,555
<b>Total Spending by Accounting Unit</b>	<b>1,171,466</b>	<b>1,350,676</b>	<b>1,330,175</b>	<b>1,346,730</b>	<b>16,555</b>



# Financing Reports

**CITY OF SAINT PAUL**  
**Financing by Company and Department**

Company: CITY OF SAINT PAUL  
 Department: CITY ATTORNEY  
 Fund: CITY GENERAL FUND

Budget Year: 2018

Account	Account Description	2015 Actuals	2016 Actuals	2017 Adopted	2018 Adopted	Change From 2017 Adopted
43632-0	PRECOURT DIVERSION	45,340	42,250	47,000	47,000	
<b>TOTAL FOR INTERGOVERNMENTAL REVENUE</b>		<b>45,340</b>	<b>42,250</b>	<b>47,000</b>	<b>47,000</b>	
44105-0	CONTINUANCE FOR DISMISSAL	849,120	759,713	800,000		(800,000)
44125-0	DISTRICT ENERGY REG FEE	(25)				
44215-0	COPIES	1,427	1,611	1,300	1,300	
44590-0	MISCELLANEOUS SERVICES		400			
45510-0	REIMBURSEMENT INVESTIGATION	7,696		20,000	20,000	
51175-0	ADMINISTRATION FEE	13,084	14,906			
<b>TOTAL FOR CHARGES FOR SERVICES</b>		<b>871,302</b>	<b>776,629</b>	<b>821,300</b>	<b>21,300</b>	<b>(800,000)</b>
55515-0	COUNTY SHARE OF COST	20,000				
55550-0	PRIVATE GRANTS		20,000			
55845-0	JURY DUTY PAY		40			
<b>TOTAL FOR MISCELLANEOUS REVENUE</b>		<b>20,000</b>	<b>20,040</b>			
56235-0	TRANSFER FR CAPITAL PROJ FUND		25,000	25,000	25,000	
56245-0	TRANSFER FR INTERNAL SERVICE F	27,358	48,944	44,680	44,982	302
<b>TOTAL FOR OTHER FINANCING SOURCES</b>		<b>27,358</b>	<b>73,944</b>	<b>69,680</b>	<b>69,982</b>	<b>302</b>
<b>TOTAL FOR CITY GENERAL FUND</b>		<b>964,000</b>	<b>912,863</b>	<b>937,980</b>	<b>138,282</b>	<b>(799,698)</b>

**CITY OF SAINT PAUL**  
**Financing by Company and Department**

Company: CITY OF SAINT PAUL  
 Department: CITY ATTORNEY  
 Fund: CITY GRANTS

Budget Year: 2018

Account	Account Description	2015 Actuals	2016 Actuals	2017 Adopted	2018 Adopted	Change From 2017 Adopted
43101-0	FEDERAL GRANT STATE ADMIN			104,364	104,364	
43401-0	STATE GRANTS			35,403	35,403	
<b>TOTAL FOR INTERGOVERNMENTAL REVENUE</b>				<b>139,767</b>	<b>139,767</b>	
<b>TOTAL FOR CITY GRANTS</b>				<b>139,767</b>	<b>139,767</b>	

**CITY OF SAINT PAUL**  
**Financing by Company and Department**

Company: CITY OF SAINT PAUL  
 Department: CITY ATTORNEY  
 Fund: CENTRAL SERVICE FUND

Budget Year: 2018

Account	Account Description	2015 Actuals	2016 Actuals	2017 Adopted	2018 Adopted	Change From 2017 Adopted
51235-0	SERVICES TO PUBLIC HOUSING	662,123	570,377	588,406	624,498	36,092
51240-0	SERVICES TO HRA	367,516	352,994	364,230	343,529	(20,701)
51245-0	LEGAL SERVICES	315,166	365,685	377,538	378,703	1,165
<b>TOTAL FOR CHARGES FOR SERVICES</b>		<b>1,344,805</b>	<b>1,289,056</b>	<b>1,330,174</b>	<b>1,346,730</b>	<b>16,556</b>
<b>TOTAL FOR CENTRAL SERVICE FUND</b>		<b>1,344,805</b>	<b>1,289,056</b>	<b>1,330,174</b>	<b>1,346,730</b>	<b>16,556</b>
<b>TOTAL FOR CITY ATTORNEY</b>		<b>2,308,806</b>	<b>2,201,919</b>	<b>2,407,921</b>	<b>1,624,779</b>	<b>(783,142)</b>

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

Department: CITY ATTORNEY  
Fund: CITY GENERAL FUND

Budget Year: 2018

	2015 Actuals	2016 Actuals	2017 Adopted	2018 Adopted	Change From 2017 Adopted
<b>Financing by Major Account</b>					
INTERGOVERNMENTAL REVENUE	45,340	42,250	47,000	47,000	
CHARGES FOR SERVICES	871,302	776,629	821,300	21,300	(800,000)
MISCELLANEOUS REVENUE	20,000	20,040			
OTHER FINANCING SOURCES	27,358	73,944	69,680	69,982	302
<b>Total Financing by Major Account</b>	<b>964,000</b>	<b>912,863</b>	<b>937,980</b>	<b>138,282</b>	<b>(799,698)</b>
<b>Financing by Accounting Unit</b>					
10012100 CITY ATTORNEY GENERAL OPS	964,000	912,863	937,980	138,282	(799,698)
<b>Total Financing by Accounting Unit</b>	<b>964,000</b>	<b>912,863</b>	<b>937,980</b>	<b>138,282</b>	<b>(799,698)</b>

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

Department: CITY ATTORNEY  
Fund: CITY GRANTS

Budget Year: 2018

	2015 Actuals	2016 Actuals	2017 Adopted	2018 Adopted	Change From 2017 Adopted
<b>Financing by Major Account</b>					
INTERGOVERNMENTAL REVENUE			139,767	139,767	
<b>Total Financing by Major Account</b>			<b>139,767</b>	<b>139,767</b>	
<b>Financing by Accounting Unit</b>					
20012800 CRIME VICTIM SERVICES INITIATIVE			139,767	139,767	
<b>Total Financing by Accounting Unit</b>			<b>139,767</b>	<b>139,767</b>	

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

Department: CITY ATTORNEY  
Fund: CENTRAL SERVICE FUND

Budget Year: 2018

	2015 Actuals	2016 Actuals	2017 Adopted	2018 Adopted	Change From 2017 Adopted
<b>Financing by Major Account</b>					
CHARGES FOR SERVICES	1,344,805	1,289,056	1,330,174	1,346,730	16,556
<b>Total Financing by Major Account</b>	<b>1,344,805</b>	<b>1,289,056</b>	<b>1,330,174</b>	<b>1,346,730</b>	<b>16,556</b>
<b>Financing by Accounting Unit</b>					
71012200 CITY ATTY OUTSIDE SERVICES	1,344,805	1,289,056	1,330,174	1,346,730	16,556
<b>Total Financing by Accounting Unit</b>	<b>1,344,805</b>	<b>1,289,056</b>	<b>1,330,174</b>	<b>1,346,730</b>	<b>16,556</b>

