

# City Attorney's Office

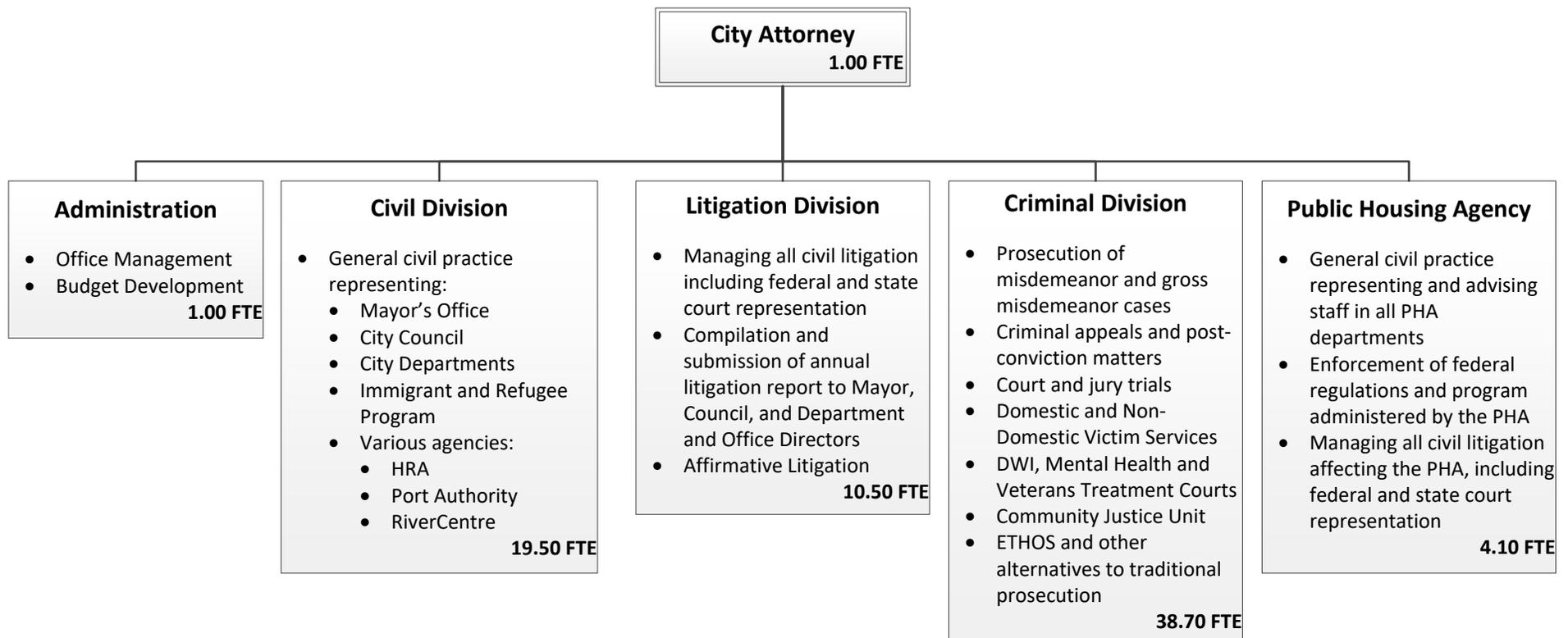
**Mission:** We seek justice through law, balancing accountability and equity and building prosperity while protecting the interests of the entire Saint Paul community.

**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 and speak truth. We are 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, in order to produce better results for the city.



(Total 74.80 FTE)

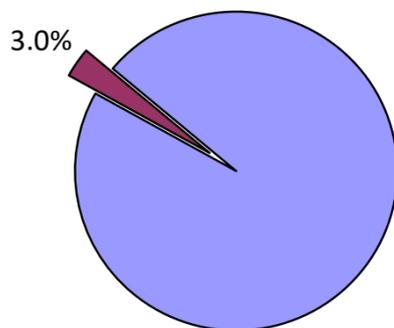
## 2020 Adopted Budget City Attorney's Office

### Department Description

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

- \* 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.

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



### Department Facts

- Total General Fund Budget:           \$           9,678,728
- Total Special Fund Budget:           \$           2,225,605
- Total FTEs:                               74.80
- The Criminal Division handles over 13,000 misdemeanor and gross misdemeanor cases per year.
- Legal settlements and judgments paid in 2018 total \$1,086,924. This is a 58% decrease from the previous year and includes a settlement payment of \$520,000.
- The Civil Litigation Division defends the City, HRA and SPRWS against approx. 75-90 lawsuits each year. The number of lawsuits handled by the CAO in 2018 was lower than average due to a slight decrease in the number of new lawsuits initiated during 2018 and a series of favorable judgments that resulted in the early resolution of several cases in 2017.
- In 2018, the Civil Litigation Division resolved 27 civil lawsuits. Of those lawsuits, 41% were resolved by obtaining favorable judgments or dismissals on behalf of the City, HRA or SPRWS without any payments.

### Department Goals

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

### Recent Accomplishments

- Developing ETHOS (Engaging community, Taking responsibility, Healing, Overcoming obstacles, Sustainable solutions) a community justice program that will offer an alternative way of prosecuting first-time nonviolent offenses by focusing on healing the offender, the victim and the community through restorative justice practices and compassionate accountability.
- Offered alternatives to conviction for low-risk offenders via the St. Paul Diversion Calendar.
- Collaborated with Blueprint for Safetypartners to improve protections for domestic violence victims with mental health concerns.
- Increased outreach and services for crime victims from underserved communities.
- Leveraged our expertise in domestic violence and elder abuse to provide local and national training, including being featured on Dept. of Justice website.
- Leading changes in racial, economic and other disparities in the criminal justice system.
- Running Mental Health Court, DWI Court, and Veterans Treatment Court staffing teams and the Treatment Courts Steering/Planning Committee.
- Celebrated 5 years of achieving positive outcomes through the Veteran's Treatment Court.
- Implementing strategic and focused efforts, including enhanced community outreach, through the Criminal Division's Community Justice Unit with a focus on racial equity, criminal justice reform and advancing alternatives to traditional prosecution.
- Successful opening of Allianz Field and ongoing negotiations for Ford Site.
- Passage of Saint Paul Minimum Wage Ordinance
- Created immigration legal defense fund in cooperation with Ramsey County and initiated Immigrant and Refugee Program.
- Assisted in preparing the newly-approved 2040 Comprehensive Plan.
- Advised on roll out and operation of Coordinated Collection and preparation for potential repeal of ordinance.

**2020 Adopted Budget  
City Attorney's Office**

**Fiscal Summary**

	<u>2018 Actual</u>	<u>2019 Adopted</u>	<u>2020 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2019 Adopted FTE</u>	<u>2020 Adopted FTE</u>
<b>Spending</b>							
100: General Fund	8,371,963	9,139,571	9,678,728	539,157	5.9%	61.15	62.90
200: City Grants	201,036	144,100	194,100	50,000	34.7%	1.70	1.70
710: Central Service Fund	1,347,959	1,468,889	2,031,505	562,616	38.3%	8.35	10.20
<b>Total</b>	<b>9,920,958</b>	<b>10,752,560</b>	<b>11,904,333</b>	<b>1,151,773</b>	<b>10.7%</b>	<b>71.20</b>	<b>74.80</b>
<b>Financing</b>							
100: General Fund	110,739	127,924	243,441	115,517	90.3%		
200: City Grants	221,363	144,100	194,100	50,000	34.7%		
710: Central Service Fund	1,348,070	1,468,889	2,031,505	562,616	38.3%		
<b>Total</b>	<b>1,680,172</b>	<b>1,740,913</b>	<b>2,469,046</b>	<b>728,133</b>	<b>41.8%</b>		

**Budget Changes Summary**

Spending changes in the City Attorney's Office (CAO) 2020 budget are due to an additional position in the Community Justice Unit as part of the Public Safety Budget and a new grant from the Minnesota Department of Public Safety. In addition, there are budget changes due to current service level updates, increased services to outside agencies provided in the Central Service Fund, and the reduction of an Associate Attorney to part-time. The 2020 budget continues to fund an Associate Attorney in the Criminal Justice Unit to support the unit's work on criminal justice reform and an Attorney dedicated to providing outreach, advocacy, and services to the immigrant refugee community in Saint Paul. It also continues to fund the Victim Witness Advocate added in 2016, in order for the 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 Saint Paul Blueprint for Safety.

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

	<b>Change from 2019 Adopted</b>		
	<b><u>Spending</u></b>	<b><u>Financing</u></b>	<b><u>FTE</u></b>
<b><u>Current Service Level Adjustments</u></b>			
Current service level adjustments include the decision to replace a vacant Legal Assistant II position with two Legal Assistant I positions. Additional overhead revenue is transferred to the General Fund related to increased work in the Central Services Fund. The staffing realignment reflects one FTE that will spend 1/4 of their time on General Fund work instead of on Central Services. Additional changes include inflationary increases due to salary and benefit costs and other revenue and expense adjustments.			
Legal Assistant II replaced by two Legal Assistant I's	52,465		1.00
Additional overhead revenue to account for work in the Central Service Fund		115,517	-
Staffing realignment	50,544		0.25
Other current service level adjustments	382,888		-
Subtotal:	485,897	115,517	1.25
<b><u>Mayor's Proposed Changes</u></b>			
<b>Staffing Adjustment</b>			
The 2020 budget eliminates 0.5 FTEs, shifting a full-time attorney in the Civil Division to half-time work.			
Associate Attorney	(60,647)	-	(0.50)
Subtotal:	(60,647)	-	(0.50)
<b><u>Public Safety Budget</u></b>			
<b>Community Justice Unit</b>			
The 2020 budget adds a Legal Assistant III to the Community Justice Unit to support the unit's work on criminal justice reform, diversionary programs, and restorative justice.			
Legal Assistant III	113,906		1.00
Subtotal:	113,906	-	1.00
<b>Fund 100 Budget Changes Total</b>	539,156	115,517	1.75

**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. This year they are also receiving a grant from the Minnesota Department of Public Safety (DPS) to support the implementation of the city's restorative justice program.

		<u>Change from 2019 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<b><u>Adopted Changes</u></b>				
<b>Byrne Justice grant from the Minnesota Department of Public Safety</b>				
The 2020 budget includes a grant from the MN DPS to support the implementation of the City's ETHOS (Engaging community, Taking responsibility, Healing, Overcoming obstacles, Sustainable solutions) program and provide funds for first-time, non-violent offenders to work with a restorative justice group as an alternative to traditional prosecution.				
	Byrne Justice Assistance Criminal and Juvenile Justice Intervention grant from MN DPS	50,000	50,000	-
	Subtotal:	<u>50,000</u>	<u>50,000</u>	<u>-</u>
<b>Fund 200 Budget Changes Total</b>		<u><u>50,000</u></u>	<u><u>50,000</u></u>	<u><u>-</u></u>

**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.

		<u>Change from 2019 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<b><u>Current Service Level Adjustments</u></b>				
Current service level adjustments include inflationary increases due to salary and benefit costs, and adjustments of transfers to reflect updated revenue estimates. The staffing realignment reflects one FTE that will spend 1/4 of their time on General Fund work instead of on Central Services.				
	Current service level adjustments	200,739	200,739	-
	Staffing realignment	(50,544)	(50,544)	(0.25)
	Subtotal:	<u>150,194</u>	<u>150,194</u>	<u>(0.25)</u>
<b><u>Mayor's Proposed Changes</u></b>				
<b>PHA Attorney</b>				
The 2020 budget includes an additional 0.6 FTE to support the work of the Public Housing Authority (PHA). Central service costs and overhead costs are included for this position. This position is funded by a transfer from the PHA.				
	Senior Attorney	125,150	125,150	0.60
	Subtotal:	<u>125,150</u>	<u>125,150</u>	<u>0.60</u>
<b>HRA Attorney</b>				
The 2020 budget includes an additional 1.5 FTE to support the work of the Housing Redevelopment Agency (HRA). A Senior Attorney is added and a full-time Legal Assistant III replaces the vacancy left by a part-time Attorney leaving. Central service costs and overhead costs are included for all of these positions. These positions are funded by a transfer from the HRA.				
	Senior Attorney	255,098	255,098	1.00
	Legal Assistant III	159,117	159,117	1.00
	Attorney	(126,944)	(126,944)	(0.50)
	Subtotal:	<u>287,272</u>	<u>287,272</u>	<u>1.50</u>
<b>Fund 710 Budget Changes Total</b>		<u><u>562,616</u></u>	<u><u>562,616</u></u>	<u><u>1.85</u></u>

# Spending Reports

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

Department: CITY ATTORNEY

Budget Year: 2020

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
<b>Spending by Fund</b>					
CITY GENERAL FUND	7,940,272	8,371,963	9,139,571	9,678,728	539,157
CITY GRANTS	111,821	201,036	144,100	194,100	49,999
CENTRAL SERVICE FUND	1,348,088	1,347,959	1,468,889	2,031,505	562,616
<b>TOTAL SPENDING BY FUND</b>	<b>9,400,181</b>	<b>9,920,958</b>	<b>10,752,560</b>	<b>11,904,333</b>	<b>1,151,773</b>
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	8,951,622	9,243,932	10,119,833	11,085,130	965,297
SERVICES	333,974	433,541	518,188	584,746	66,558
MATERIALS AND SUPPLIES	69,867	98,493	62,216	66,216	4,000
ADDITIONAL EXPENSES	38				
CAPITAL OUTLAY		10			
OTHER FINANCING USES	44,680	144,982	52,323	168,240	115,917
<b>TOTAL SPENDING BY MAJOR ACCOUNT</b>	<b>9,400,181</b>	<b>9,920,958</b>	<b>10,752,560</b>	<b>11,904,333</b>	<b>1,151,773</b>
<b>Financing by Major Account</b>					
INTERGOVERNMENTAL REVENUE	107,562	244,813	186,767	236,767	50,000
CHARGES FOR SERVICES	1,889,047	1,359,742	1,505,189	2,067,805	562,616
MISCELLANEOUS REVENUE	60	15,634			
OTHER FINANCING SOURCES	69,680	44,982	48,957	164,474	115,517
<b>TOTAL FINANCING BY MAJOR ACCOUNT</b>	<b>2,066,349</b>	<b>1,665,172</b>	<b>1,740,913</b>	<b>2,469,046</b>	<b>728,133</b>

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

Department: CITY ATTORNEY  
Fund: CITY GENERAL FUND

Budget Year: 2020

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	7,657,230	7,896,575	8,668,462	9,207,279	538,817
SERVICES	238,371	321,067	425,793	425,793	
MATERIALS AND SUPPLIES	44,633	54,322	38,596	38,596	
ADDITIONAL EXPENSES	38				
OTHER FINANCING USES		100,000	6,720	7,060	340
<b>Total Spending by Major Account</b>	<b>7,940,272</b>	<b>8,371,963</b>	<b>9,139,571</b>	<b>9,678,728</b>	<b>539,157</b>
<b>Spending by Accounting Unit</b>					
10012100 CITY ATTORNEY GENERAL OPS	7,940,272	8,371,963	9,139,571	9,678,728	539,157
<b>Total Spending by Accounting Unit</b>	<b>7,940,272</b>	<b>8,371,963</b>	<b>9,139,571</b>	<b>9,678,728</b>	<b>539,157</b>

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

Department: CITY ATTORNEY  
Fund: CITY GRANTS

Budget Year: 2020

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	78,553	140,264	142,944	142,944	(1)
SERVICES	29,354	33,766	1,156	51,156	50,000
MATERIALS AND SUPPLIES	3,914	26,997			
CAPITAL OUTLAY		10			
<b>Total Spending by Major Account</b>	<b>111,821</b>	<b>201,036</b>	<b>144,100</b>	<b>194,100</b>	<b>49,999</b>
<b>Spending by Accounting Unit</b>					
20012800 CRIME VICTIM SERVICES INITIATIVE	111,821	201,036	144,100	144,100	(1)
20012900 CITY ATTORNEY GRANTS				50,000	50,000
<b>Total Spending by Accounting Unit</b>	<b>111,821</b>	<b>201,036</b>	<b>144,100</b>	<b>194,100</b>	<b>49,999</b>

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

Department: CITY ATTORNEY  
Fund: CENTRAL SERVICE FUND

Budget Year: 2020

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	1,215,840	1,207,093	1,308,427	1,734,908	426,481
SERVICES	66,249	78,709	91,239	107,797	16,558
MATERIALS AND SUPPLIES	21,319	17,175	23,620	27,620	4,000
OTHER FINANCING USES	44,680	44,982	45,603	161,180	115,577
<b>Total Spending by Major Account</b>	<b>1,348,088</b>	<b>1,347,959</b>	<b>1,468,889</b>	<b>2,031,505</b>	<b>562,616</b>
<b>Spending by Accounting Unit</b>					
71012200 CITY ATTY OUTSIDE SERVICES	1,348,088	1,347,959	1,468,889	2,031,505	562,616
<b>Total Spending by Accounting Unit</b>	<b>1,348,088</b>	<b>1,347,959</b>	<b>1,468,889</b>	<b>2,031,505</b>	<b>562,616</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: 2020

Account	Account Description	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
43632-0	PRECOURT DIVERSION	39,455	38,450	47,000	47,000	
<b>TOTAL FOR INTERGOVERNMENTAL REVENUE</b>		<b>39,455</b>	<b>38,450</b>	<b>47,000</b>	<b>47,000</b>	
44105-0	CONTINUANCE FOR DISMISSAL	596,396				
44215-0	COPIES	2,046	2,096	1,300	1,300	
44590-0	MISCELLANEOUS SERVICES	800	250			
45510-0	REIMBURSEMENT INVESTIGATION			20,000	20,000	
51175-0	ADMINISTRATION FEE	11,419	14,961	15,000	15,000	
<b>TOTAL FOR CHARGES FOR SERVICES</b>		<b>610,661</b>	<b>17,307</b>	<b>36,300</b>	<b>36,300</b>	
55515-0	COUNTY SHARE OF COST		10,000			
55845-0	JURY DUTY PAY	60				
<b>TOTAL FOR MISCELLANEOUS REVENUE</b>		<b>60</b>	<b>10,000</b>			
56235-0	TRANSFER FR CAPITAL PROJ FUND					
56245-0	TRANSFER FR INTERNAL SERVICE F	69,680	44,982	44,624	160,141	115,517
<b>TOTAL FOR OTHER FINANCING SOURCES</b>		<b>69,680</b>	<b>44,982</b>	<b>44,624</b>	<b>160,141</b>	<b>115,517</b>
<b>TOTAL FOR CITY GENERAL FUND</b>		<b>719,856</b>	<b>110,739</b>	<b>127,924</b>	<b>243,441</b>	<b>115,517</b>

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

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

Budget Year: 2020

Account	Account Description	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
43101-0	FEDERAL GRANT STATE ADMIN	68,107	159,724	104,364	104,364	
43401-0	STATE GRANTS		46,639	35,403	85,403	50,000
<b>TOTAL FOR INTERGOVERNMENTAL REVENUE</b>		<b>68,107</b>	<b>206,363</b>	<b>139,767</b>	<b>189,767</b>	<b>50,000</b>
59910-0	USE OF FUND EQUITY			4,333	4,333	
<b>TOTAL FOR OTHER FINANCING SOURCES</b>				<b>4,333</b>	<b>4,333</b>	
<b>TOTAL FOR CITY GRANTS</b>		<b>68,107</b>	<b>206,363</b>	<b>144,100</b>	<b>194,100</b>	<b>50,000</b>

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

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

Budget Year: 2020

Account	Account Description	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
51235-0	SERVICES TO PUBLIC HOUSING	581,433	647,596	647,638	823,949	176,311
51240-0	SERVICES TO HRA	331,692	319,965	431,744	792,500	360,756
51245-0	LEGAL SERVICES	365,262	374,875	389,507	415,056	25,549
<b>TOTAL FOR CHARGES FOR SERVICES</b>		<b>1,278,386</b>	<b>1,342,436</b>	<b>1,468,889</b>	<b>2,031,505</b>	<b>562,616</b>
55915-0	OTHER MISC REVENUE		5,634			
<b>TOTAL FOR MISCELLANEOUS REVENUE</b>			<b>5,634</b>			
<b>TOTAL FOR CENTRAL SERVICE FUND</b>		<b>1,278,386</b>	<b>1,348,070</b>	<b>1,468,889</b>	<b>2,031,505</b>	<b>562,616</b>
<b>TOTAL FOR CITY ATTORNEY</b>		<b>2,066,349</b>	<b>1,665,172</b>	<b>1,740,913</b>	<b>2,469,046</b>	<b>728,133</b>

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

Department: CITY ATTORNEY  
Fund: CITY GENERAL FUND

Budget Year: 2020

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
<b>Financing by Major Account</b>					
INTERGOVERNMENTAL REVENUE	39,455	38,450	47,000	47,000	
CHARGES FOR SERVICES	610,661	17,307	36,300	36,300	
MISCELLANEOUS REVENUE	60	10,000			
OTHER FINANCING SOURCES	69,680	44,982	44,624	160,141	115,517
<b>Total Financing by Major Account</b>	<b>719,856</b>	<b>110,739</b>	<b>127,924</b>	<b>243,441</b>	<b>115,517</b>
<b>Financing by Accounting Unit</b>					
10012100 CITY ATTORNEY GENERAL OPS	719,856	110,739	127,924	243,441	115,517
<b>Total Financing by Accounting Unit</b>	<b>719,856</b>	<b>110,739</b>	<b>127,924</b>	<b>243,441</b>	<b>115,517</b>

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

Department: CITY ATTORNEY  
Fund: CITY GRANTS

Budget Year: 2020

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
<b>Financing by Major Account</b>					
INTERGOVERNMENTAL REVENUE	68,107	206,363	139,767	189,767	50,000
OTHER FINANCING SOURCES			4,333	4,333	
<b>Total Financing by Major Account</b>	<b>68,107</b>	<b>206,363</b>	<b>144,100</b>	<b>194,100</b>	<b>50,000</b>
<b>Financing by Accounting Unit</b>					
20012800 CRIME VICTIM SERVICES INITIATIVE	68,107	206,363	144,100	144,100	
20012900 CITY ATTORNEY GRANTS				50,000	50,000
<b>Total Financing by Accounting Unit</b>	<b>68,107</b>	<b>206,363</b>	<b>144,100</b>	<b>194,100</b>	<b>50,000</b>

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

Department: CITY ATTORNEY  
Fund: CENTRAL SERVICE FUND

Budget Year: 2020

	2017 Actuals	2018 Actuals	2019 Adopted	2020 Adopted	Change From 2019 Adopted
<b>Financing by Major Account</b>					
CHARGES FOR SERVICES	1,278,386	1,342,436	1,468,889	2,031,505	562,616
MISCELLANEOUS REVENUE		5,634			
<b>Total Financing by Major Account</b>	<b>1,278,386</b>	<b>1,348,070</b>	<b>1,468,889</b>	<b>2,031,505</b>	<b>562,616</b>
<b>Financing by Accounting Unit</b>					
71012200 CITY ATTY OUTSIDE SERVICES	1,278,386	1,348,070	1,468,889	2,031,505	562,616
<b>Total Financing by Accounting Unit</b>	<b>1,278,386</b>	<b>1,348,070</b>	<b>1,468,889</b>	<b>2,031,505</b>	<b>562,616</b>