

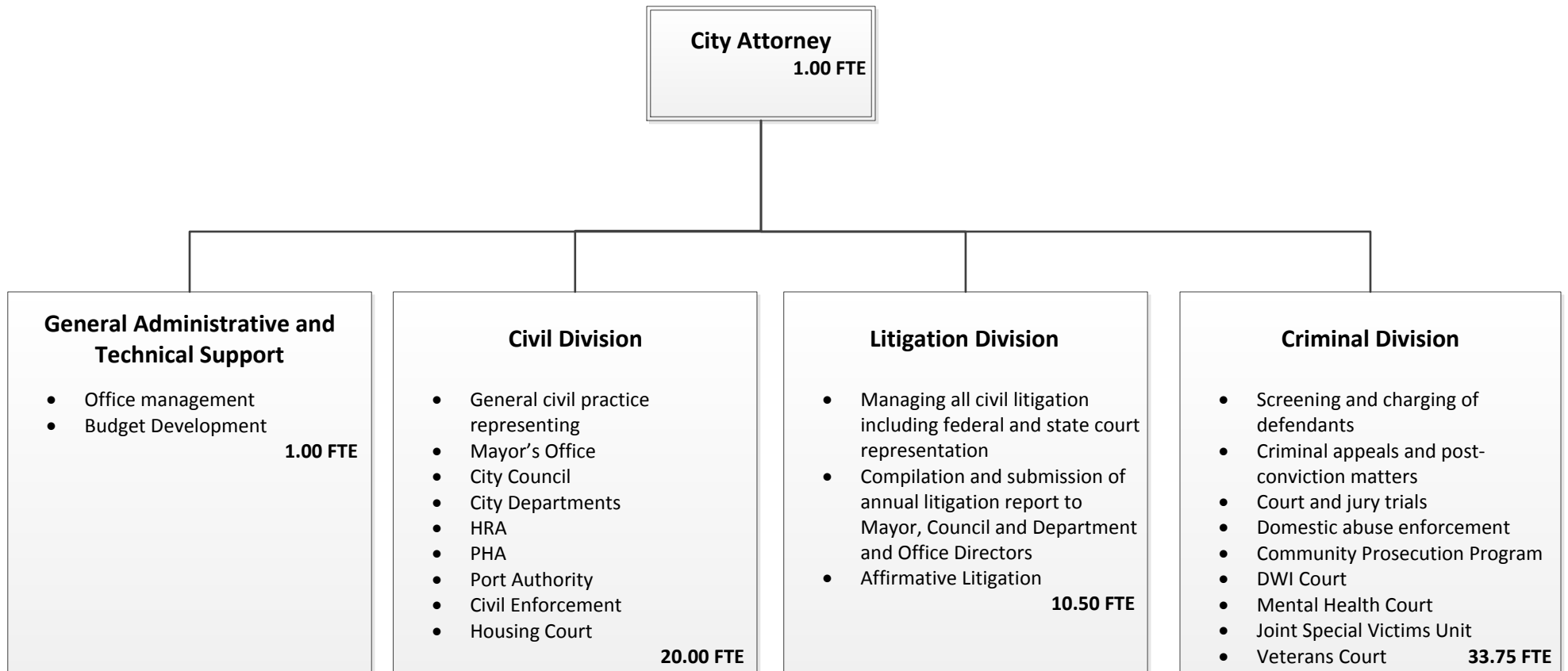
# City Attorney's Office

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



Total (66.25 FTE)

7/31/2015

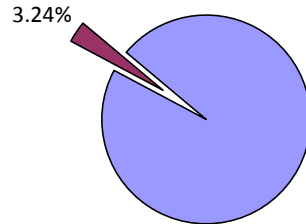
**2016 Adopted Budget  
City Attorney's Office**

**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: 8,045,134
- Total Special Fund Budget: 1,303,803
- Total FTEs: 66.25
- The CAO handles over 10,000 misdemeanor and gross misdemeanor cases per year.
- Legal settlements and judgments paid in 2014 total \$1,947,411.
- The CAO's Civil Litigation Division defends approximately 85 cases each year.
- In 2014, 54% 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 (JSVU).
- Provided leadership on issues involving race disparity and enforcement of Domestic Assault No Contact Orders (DANCO).
- Provided mandatory training to all SPPD officers on detecting the abuse and neglect of elders and vulnerable adults.
- In collaboration with Ramsey County, designed and implemented the first Warrant Resolution Day.
- Started the St. Paul Diversion Calendar, a monthly specialty court calendar that hears neighborhood livability cases and offers diversion to qualifying low-risk offenders.
- Partnered with the Minneapolis City Attorney's Office and Metro Transit to provide an innovative restorative justice alternative to fare evasion offenders.
- Prosecuted multiple defendants involved in a large illegal gambling operation.
- Ramsey County Veteran's Court conducted its first graduation.
- Ramsey County DWI Court celebrated its 10 year anniversary in January 2015.
- In May 2015, Ramsey County Mental Health Court was selected to be a National Learning Site (more commonly known as a "mentor court").

**2016 Adopted Budget**

**City Attorney's Office**

**Fiscal Summary**

	<u>2014 Actuals</u>	<u>2015 Adopted</u>	<u>2016 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2015 Adopted FTE</u>	<u>2016 Adopted FTE</u>
<b>Spending</b>							
100: General Fund	7,395,755	7,668,399	8,045,134	376,735	4.9%	57.25	58.25
710: Central Service Fund	1,084,605	1,169,418	1,303,803	134,385	11.5%	7.00	8.00
<b>Total</b>	<b>8,480,360</b>	<b>8,837,817</b>	<b>9,348,937</b>	<b>511,120</b>	<b>5.8%</b>	<b>64.25</b>	<b>66.25</b>
<b>Financing</b>							
100: General Fund	1,125,661	1,530,658	1,552,244	21,586	1.4%		
710: Central Service Fund	883,917	1,169,418	1,303,803	134,385	11.5%		
<b>Total</b>	<b>2,009,578</b>	<b>2,700,076</b>	<b>2,856,047</b>	<b>155,971</b>	<b>5.8%</b>		

**Budget Changes Summary**

Spending changes in the City Attorney's Office's (CAO) 2016 adopted budget are largely due to current service level updates and staffing changes, including the addition of a Victim Witness Advocate in CAO's Criminal Division. Victim Witness Advocates are specially trained professionals who can offer victims information on the criminal justice process, assist with safety planning, provide information on resources in the community, and generally provide emotional support throughout the criminal justice process. Having a dedicated Victim Witness Advocate will allow the CAO to better serve an estimated 3,000 victims annually. The 2016 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.

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

		<b>Change from 2015 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>		301,161	21,586	-
	Subtotal:	<u>301,161</u>	<u>21,586</u>	<u>-</u>
<b><u>Mayor's Proposed Changes</u></b>				
<b>Victim Witness Advocate</b>				
<p>The 2016 budget includes resources for the CAO to hire a Victim Witness Advocate. This specially trained professional will be dedicated to providing coordinated victim-witness services and ensuring that victims' rights are fulfilled throughout the criminal justice process. Having a dedicated Victim Witness Advocate helps the CAO to honor its commitment to extensive victim engagement under the terms of the St. Paul Blueprint for Safety.</p>				
	Legal Assistant II	75,574	-	1.00
	Subtotal:	<u>75,574</u>	<u>-</u>	<u>1.00</u>
<b>Fund 100 Budget Changes Total</b>		<u><u>376,735</u></u>	<u><u>21,586</u></u>	<u><u>1.00</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 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<b><u>Current Service Level Adjustments</u></b>				
Current service level adjustments include an Associate Attorney that was hired in 2015 to work with the Public Housing Authority (PHA) and other inflationary costs.				
Current service level adjustments		134,385	134,385	1.00
	Subtotal:	<u>134,385</u>	<u>134,385</u>	<u>1.00</u>
<b>Fund 710 Budget Changes Total</b>		<u><u>134,385</u></u>	<u><u>134,385</u></u>	<u><u>1.00</u></u>

# **Spending Reports**

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

Department: CITY ATTORNEY

Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
<b>Spending by Fund</b>					
CITY GENERAL FUND	6,815,848	7,395,755	7,668,399	8,045,134	376,735
CENTRAL SERVICE FUND	1,013,021	1,084,605	1,169,418	1,303,803	134,385
<b>TOTAL SPENDING BY FUND</b>	<b>7,828,869</b>	<b>8,480,359</b>	<b>8,837,817</b>	<b>9,348,937</b>	<b>511,119</b>
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	7,274,509	7,909,649	8,204,491	8,716,799	512,308
SERVICES	424,437	491,358	518,295	504,920	(13,375)
MATERIALS AND SUPPLIES	104,191	63,301	87,673	78,274	(9,399)
OTHER FINANCING USES	25,733	16,051	27,358	48,944	21,586
<b>TOTAL SPENDING BY MAJOR ACCOUNT</b>	<b>7,828,869</b>	<b>8,480,359</b>	<b>8,837,817</b>	<b>9,348,937</b>	<b>511,119</b>
<b>Financing by Major Account</b>					
INTERGOVERNMENTAL REVENUE	183,941	37,737	47,000	47,000	
CHARGES FOR SERVICES	2,499,144	1,945,540	2,615,718	2,725,103	109,385
MISCELLANEOUS REVENUE		10,250	10,000	10,000	
OTHER FINANCING SOURCES	42,943	16,051	27,358	73,944	46,586
<b>TOTAL FINANCING BY MAJOR ACCOUNT</b>	<b>2,726,028</b>	<b>2,009,578</b>	<b>2,700,076</b>	<b>2,856,047</b>	<b>155,971</b>

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

Department: CITY ATTORNEY  
Fund: CITY GENERAL FUND

Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	6,357,333	6,914,432	7,167,663	7,569,347	401,684
SERVICES	366,363	434,584	434,619	420,633	(13,986)
MATERIALS AND SUPPLIES	92,152	46,738	66,117	55,154	(10,963)
<b>Total Spending by Major Account</b>	<b>6,815,848</b>	<b>7,395,755</b>	<b>7,668,399</b>	<b>8,045,134</b>	<b>376,735</b>
<b>Spending by Accounting Unit</b>					
10012100 CITY ATTORNEY GENERAL OPS	6,815,848	7,395,755	7,668,399	8,045,134	376,735
<b>Total Spending by Accounting Unit</b>	<b>6,815,848</b>	<b>7,395,755</b>	<b>7,668,399</b>	<b>8,045,134</b>	<b>376,735</b>



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

Department: CITY ATTORNEY  
Fund: CENTRAL SERVICE FUND

Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	917,175	995,217	1,036,828	1,147,452	110,624
SERVICES	58,074	56,774	83,676	84,287	611
MATERIALS AND SUPPLIES	12,039	16,563	21,556	23,120	1,564
OTHER FINANCING USES	25,733	16,051	27,358	48,944	21,586
<b>Total Spending by Major Account</b>	<b>1,013,021</b>	<b>1,084,605</b>	<b>1,169,418</b>	<b>1,303,803</b>	<b>134,385</b>
<b>Spending by Accounting Unit</b>					
71012200 CITY ATTY OUTSIDE SERVICES	1,013,021	1,084,605	1,169,418	1,303,803	134,385
<b>Total Spending by Accounting Unit</b>	<b>1,013,021</b>	<b>1,084,605</b>	<b>1,169,418</b>	<b>1,303,803</b>	<b>134,385</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: 2016

Account	Account Description	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
43401-0	STATE GRANTS	134,360				
43632-0	PRECOURT DIVERSION	49,581	37,737	47,000	47,000	
<b>TOTAL FOR INTERGOVERNMENTAL REVENUE</b>		<b>183,941</b>	<b>37,737</b>	<b>47,000</b>	<b>47,000</b>	
44105-0	CONTINUANCE FOR DISMISSAL	1,422,795	1,054,176	1,400,000	1,400,000	
44110-0	SUBSTANTIAL ABATEMENT LEGAL			25,000		(25,000)
44215-0	COPIES	1,082	897	1,300	1,300	
44590-0	MISCELLANEOUS SERVICES	32,536	6,550			
45510-0	REIMBURSEMENT INVESTIGATION	674		20,000	20,000	
<b>TOTAL FOR CHARGES FOR SERVICES</b>		<b>1,457,087</b>	<b>1,061,623</b>	<b>1,446,300</b>	<b>1,421,300</b>	<b>(25,000)</b>
55515-0	COUNTY SHARE OF COST		10,000	10,000	10,000	
55520-0	OTHER AGENCY SHARE OF COST		250			
<b>TOTAL FOR MISCELLANEOUS REVENUE</b>			<b>10,250</b>	<b>10,000</b>	<b>10,000</b>	
56235-0	TRANSFER FR CAPITAL PROJ FUND	17,210			25,000	25,000
56245-0	TRANSFER FR INTERNAL SERVICE F	25,733	16,051	27,358	48,944	21,586
<b>TOTAL FOR OTHER FINANCING SOURCES</b>		<b>42,943</b>	<b>16,051</b>	<b>27,358</b>	<b>73,944</b>	<b>46,586</b>
<b>TOTAL FOR CITY GENERAL FUND</b>		<b>1,683,971</b>	<b>1,125,661</b>	<b>1,530,658</b>	<b>1,552,244</b>	<b>21,586</b>

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

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

Budget Year: 2016

Account	Account Description	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
44590-0	MISCELLANEOUS SERVICES	235,684	42,307	256,186		(256,186)
51235-0	SERVICES TO PUBLIC HOUSING	404,532	328,859	449,646	574,729	125,083
51240-0	SERVICES TO HRA	311,241	405,240	326,748	354,567	27,819
51245-0	LEGAL SERVICES	90,601	107,511	136,838	374,507	237,669
<b>TOTAL FOR CHARGES FOR SERVICES</b>		<b>1,042,057</b>	<b>883,917</b>	<b>1,169,418</b>	<b>1,303,803</b>	<b>134,385</b>
<b>TOTAL FOR CENTRAL SERVICE FUND</b>		<b>1,042,057</b>	<b>883,917</b>	<b>1,169,418</b>	<b>1,303,803</b>	<b>134,385</b>
<b>TOTAL FOR CITY ATTORNEY</b>		<b>2,726,028</b>	<b>2,009,578</b>	<b>2,700,076</b>	<b>2,856,047</b>	<b>155,971</b>

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

Department: CITY ATTORNEY  
Fund: CITY GENERAL FUND

Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
<b>Financing by Major Account</b>					
INTERGOVERNMENTAL REVENUE	183,941	37,737	47,000	47,000	
CHARGES FOR SERVICES	1,457,087	1,061,623	1,446,300	1,421,300	(25,000)
MISCELLANEOUS REVENUE		10,250	10,000	10,000	
OTHER FINANCING SOURCES	42,943	16,051	27,358	73,944	46,586
<b>Total Financing by Major Account</b>	<b>1,683,971</b>	<b>1,125,661</b>	<b>1,530,658</b>	<b>1,552,244</b>	<b>21,586</b>
<b>Financing by Accounting Unit</b>					
10012100 CITY ATTORNEY GENERAL OPS	1,683,971	1,125,661	1,530,658	1,552,244	21,586
<b>Total Financing by Accounting Unit</b>	<b>1,683,971</b>	<b>1,125,661</b>	<b>1,530,658</b>	<b>1,552,244</b>	<b>21,586</b>

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

Department: CITY ATTORNEY  
Fund: CENTRAL SERVICE FUND

Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
<b>Financing by Major Account</b>					
CHARGES FOR SERVICES	1,042,057	883,917	1,169,418	1,303,803	134,385
<b>Total Financing by Major Account</b>	<b>1,042,057</b>	<b>883,917</b>	<b>1,169,418</b>	<b>1,303,803</b>	<b>134,385</b>
<b>Financing by Accounting Unit</b>					
71012200 CITY ATTY OUTSIDE SERVICES	1,042,057	883,917	1,169,418	1,303,803	134,385
<b>Total Financing by Accounting Unit</b>	<b>1,042,057</b>	<b>883,917</b>	<b>1,169,418</b>	<b>1,303,803</b>	<b>134,385</b>