



2025 Proposed 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:** \$13,590,470
- **Total Special Fund Budget:** \$4,606,080
- **Total FTEs:** 96.75

Department Goals

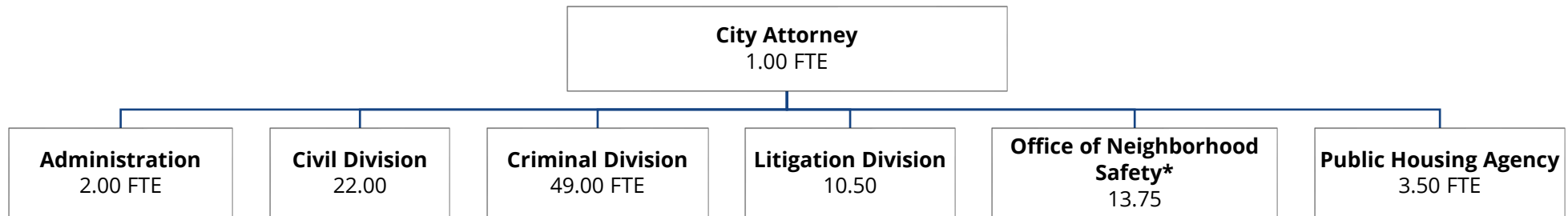
- Innovative Legal Solutions
- Inclusion
- Sustainable Legal Process
- Access to Justice

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 2023, the CAO served 4,296 crime victims.
- Expanded ETHOS and continued to offer alternatives to conviction for low-risk offenders via Diversion, with 120 cases in 2023.
- 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 101.75

*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.

**2025 Proposed Budget
CITY ATTORNEY**

Fiscal Summary

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year	FY 2024 Adopted Budget FTE	FY 2025 Proposed Budget FTE
Spending							
100: CITY GENERAL FUND	9,798,062	11,696,522	12,111,201	13,590,470	1,479,269	74.65	75.65
200: CITY GRANTS	219,030	445,653	495,366	616,272	120,906	2.00	2.75
211: GENERAL GOVT SPECIAL PROJECTS	-	-	-	1,543,207	1,543,207	-	6.50
710: CENTRAL SERVICE FUND	1,964,453	2,302,423	2,437,499	2,446,601	9,102	12.45	11.85
Total	11,981,545	14,444,598	15,044,065	18,196,550	3,152,485	89.10	96.75
Financing							
100: CITY GENERAL FUND	44,038	79,262	79,262	298,252	218,990		
200: CITY GRANTS	243,091	445,653	495,366	616,271	120,905		
211: GENERAL GOVT SPECIAL PROJECTS	20,000	-	-	1,543,207	1,543,207		
710: CENTRAL SERVICE FUND	1,871,943	2,302,423	2,437,499	2,446,601	9,102		
Total	2,179,072	2,827,338	3,012,127	4,904,331	1,892,204		

Budget Changes Summary

The 2025 City Attorney's Office (CAO) General Fund budget includes inflationary updates to salaries and benefits, the transfer of one Victim Witness Coordinator, and \$100,000 in funding for the ETHOS and Alternatives to Traditional Prosecution program, which had previously been grant funded. A portion of the funds will be ongoing (\$70,000) and the remaining will be one-time (\$30,000) to enable the CAO to transition the program to being run by the City. The Office of Neighborhood Safety proposed budget includes a one-time \$200,000 investment for a downtown camera system. The 2025 budget spending reductions include \$34,600 in court costs, \$53,400 in computer maintenance and office space budgets, and a \$16,600 reduction of the professional services budget for the Office of Neighborhood Safety.

Adjustments to the special fund budgets include the reduction of one Victim Witness Coordinator, which was transferred to the General Fund. The Office of Neighborhood Safety proposed budget includes the addition of 1.75 FTEs funded by new grants. Lastly, adjustments include a decrease of 0.6 FTE as a result of a change to the agreement between CAO and the Public Housing Agency.

Due to changes in the American Rescue Plan State and Local Fiscal Recovery Funds guidance around obligating funds, the City made the decision in 2024 to change the funding source for several projects formerly supported with ARP. To ensure that the projects and initiatives included in the Global Agreement between Mayor and Council on the use of ARP funds are completed as planned, the City created a new Special Fund for each former ARP project included in this change. These funds will continue to be spent according to the uses that were included in the Global Agreement, and all funds must be spent by 2026 in alignment with the original ARP guidelines. City staff will continue to collect quarterly and annual reporting from each project and provide corresponding reports to Council. The City Attorney's Office has 6.5 FTE funded in this new special fund, which support work on the criminal division backlog.

Public Safety Aid and Opioid Settlement: the City Attorney's Office and Office of Neighborhood Safety budgets are supplemented in the 2025 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.

100: General Fund

City Attorney

Current Service Level Adjustments

Current service level adjustments include inflationary increases due to salary and benefit costs, adjustments to department contributions to citywide services such as telephone monthly charges, and other revenue and expense adjustments.

	Change from 2024 Adopted		
	Spending	Financing	FTE
Current service level adjustments	1,188,074	18,990	-
Subtotal:	1,188,074	18,990	-

Mayor's Proposed Changes

ETHOS and Alternatives to Traditional Prosecution

The 2025 proposed budget includes funding for ETHOS and Alternatives to Traditional Prosecution in the General Fund, a program that has been funded through grants. A portion of the funds will be ongoing (\$70,000) and the remaining will be one-time (\$30,000) to enable the CAO to transition the program to being run by the City.

	Change from 2024 Adopted		
	Spending	Financing	FTE
ETHOS and Alternatives to Traditional Prosecution	100,000	-	-
Subtotal:	100,000	-	-

Downtown Investments

The 2025 Mayor's Proposed Budget includes one-time investments focused on Downtown St. Paul. The investments include improvements to sidewalks and parks, activation of public spaces, and public safety enhancements. These one-time investments were made possible by the American Rescue Plan, which alleviated pressure on the City's General Fund and allowed the city to make these important improvements. Within the City Attorney's Office, the Office of Neighborhood Safety 2025 proposed budget will include a one-time investment of funds for cameras in the downtown area.

Downtown camera system	200,000	200,000	-
Subtotal:	200,000	200,000	-

Victim Witness Support Staffing

The 2025 proposed budget will shift one Victim Witness Coordinator from the City Attorney Grants fund, resulting in an increase in the General Fund and a corresponding decrease in the grants fund.

Victim Witness Coordinator shift	95,796	-	1.00
Subtotal:	95,796	-	1.00

Budget Reductions

As part of an annual review of department spending, the 2025 proposed City Attorney's Office budget includes reductions to the City Attorney's Office court costs, as well as computer maintenance and office space budgets. The Office of Neighborhood Safety budget includes a reduction to professional service budgets.

Reduction of civil litigation court costs	(34,600)		
Reduction of computer maintenance and office space budgets	(53,400)		
Reduction of professional services budget within ONS	(16,600)	-	-
Subtotal:	(104,600)	-	-

Fund 100 Budget Changes Total

1,479,270 218,990 1.0

200: City Grants

City Attorney

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. The Office of Neighborhood Safety receives grants from the Minnesota Department of Public Safety and from Harvard University.

Current Service Level Adjustments

Current service level adjustments include inflationary increases due to salary and benefit costs, adjustments to department contributions to citywide services such as property insurance and telephone monthly charges, and other revenue and expense adjustments.

	Change from 2024 Adopted		
	Spending	Financing	FTE
Current service level adjustments	175	175	-
Subtotal:	175	175	-

Mayor's Proposed Changes

Victim Witness Support Staffing

The 2025 proposed budget will shift one Victim Witness Coordinator from the City Attorney Grants fund, resulting in an increase in the General Fund and a corresponding decrease in the grants fund.

	Change from 2024 Adopted		
	Spending	Financing	FTE
Victim Witness Coordinator shift	(106,098)	(106,098)	(1.00)
Subtotal:	(106,098)	(106,098)	(1.00)

Office of Neighborhood Safety Grants

The 2025 proposed budget includes two grant funded positions for the Office of Neighborhood Safety. These positions include a 0.75 FTE Research Analyst IV funded by a private grant from Harvard University and a 1.0 FTE Assistant to the Mayor II funded by the Department of Public Safety grant.

1.75 FTE of grant funded positions for ONS	226,829	226,829	1.75
Subtotal:	226,829	226,829	1.75

Fund 200 Budget Changes Total

120,906	120,906	0.75
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211: General Government Special Projects

City Attorney

Criminal Division Backlog Project

Due to changes in the American Rescue Plan State and Local Fiscal Recovery Funds guidance around obligating funds, the City made the decision in 2024 to change the funding source for several projects formerly supported with ARP. To ensure that the projects and initiatives included in the Global Agreement between Mayor and Council on the use of ARP funds are completed as planned, the City created a new Special Fund for each former ARP project included in this change. These funds will continue to be spent according to the uses that were included in the Global Agreement, and all funds must be spent by 2026 in alignment with the original ARP guidelines. City staff will continue to collect quarterly and annual reporting from each project and provide corresponding reports to Council. The City Attorney's Office Special Fund budget includes 6.5 FTEs in 2025 for the criminal division backlog.

	Change from 2024 Adopted		FTE
	Spending	Financing	
Criminal Division Backlog Project	1,543,207	1,543,207	6.50
Subtotal:	1,543,207	1,543,207	6.50

Fund 211 Budget Changes Total

1,543,207 1,543,207 6.50

710: Central Service Fund

City Attorney

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 inflationary increases due to salary and benefit costs, adjustments to department contributions to citywide services such as property insurance and telephone monthly charges, and other revenue and expense adjustments. These adjustments also include a 0.6 FTE reduction, due a change in the agreement between the City Attorney's Office and Public Housing Agency.

	Change from 2024 Adopted		FTE
	Spending	Financing	
Current service level adjustments	9,102	9,102	(0.60)
Subtotal:	9,102	9,102	(0.60)

Fund 710 Budget Changes Total

9,102 9,102 (0.6)

City Attorney Spending Reports

CITY OF SAINT PAUL
Spending Plan by Department

Department: CITY ATTORNEY
Fund: CITY GENERAL FUND

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	8,719,057	10,181,133	10,612,392	11,896,170	1,283,778
SERVICES	717,437	1,166,109	1,149,472	1,153,365	3,893
MATERIALS AND SUPPLIES	54,013	40,935	40,935	240,935	200,000
PROGRAM EXPENSE	300,000	300,000	300,000	300,000	-
OTHER FINANCING USES	7,555	8,345	8,402	-	(8,402)
Total Spending by Major Account	9,798,062	11,696,522	12,111,201	13,590,470	1,479,269
Spending by Accounting Unit					
10012100 - CITY ATTORNEY GENERAL OPERATIONS	8,788,622	9,921,692	10,090,873	11,302,169	1,211,296
10012200 - OFFICE OF NEIGHBORHOOD SAFETY	1,009,439	1,774,830	2,020,328	2,288,301	267,973
Total Spending by Accounting Unit	9,798,062	11,696,522	12,111,201	13,590,470	1,479,269

CITY OF SAINT PAUL
Spending Plan by Department

Department: CITY ATTORNEY

Fund: CITY GRANTS

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	161,012	314,254	128,920	260,128	131,208
SERVICES	55,880	131,399	366,446	356,144	(10,302)
MATERIALS AND SUPPLIES	2,138	-	-	-	-
Total Spending by Major Account	219,030	445,653	495,366	616,272	120,906
Spending by Accounting Unit					
20012800 - CRIME VICTIM SERVICES INITIATIVE	119,522	139,769	139,769	33,846	(105,923)
20012840 - OFFICE OF NEIGHBORHOOD SAFETY GRANTS	-	-	-	226,829	226,829
20012900 - CITY ATTORNEY GRANTS	99,509	305,884	355,597	355,597	-
Total Spending by Accounting Unit	219,030	445,653	495,366	616,272	120,906

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

Department: CITY ATTORNEY

Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	-	-	-	1,478,756	1,478,756
SERVICES	-	-	-	64,451	64,451
Total Spending by Major Account	-	-	-	1,543,207	1,543,207
Spending by Accounting Unit					
21112820 - CRIMINAL DIVISION BACKLOG	-	-	-	1,543,207	1,543,207
Total Spending by Accounting Unit	-	-	-	1,543,207	1,543,207

CITY OF SAINT PAUL
Spending Plan by Department

Department: CITY ATTORNEY

Fund: CENTRAL SERVICE FUND

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Spending by Major Account					
EMPLOYEE EXPENSE	1,848,871	2,117,248	2,262,782	2,249,020	(13,762)
SERVICES	99,434	121,778	116,372	121,709	5,337
MATERIALS AND SUPPLIES	14,515	27,451	22,479	22,479	-
OTHER FINANCING USES	1,634	35,946	35,866	53,393	17,527
Total Spending by Major Account	1,964,453	2,302,423	2,437,499	2,446,601	9,102
Spending by Accounting Unit					
71012200 - CITY ATTORNEY OUTSIDE SERVICES	1,964,453	2,302,423	2,437,499	2,446,601	9,102
Total Spending by Accounting Unit	1,964,453	2,302,423	2,437,499	2,446,601	9,102

City Attorney Financing Reports

CITY OF SAINT PAUL
Financing Plan by Department

Department: CITY ATTORNEY
Fund: CITY GENERAL FUND

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Financing by Major Account					
INTERGOVERNMENTAL REVENUE	25,000	30,000	30,000	30,000	-
CHARGES FOR SERVICES	9,038	14,859	14,859	14,859	-
MISCELLANEOUS REVENUE	10,000	-	-	-	-
OTHER FINANCING SOURCES	-	34,403	34,403	253,393	218,990
Total Financing by Major Account	44,038	79,262	79,262	298,252	218,990
Financing by Accounting Unit					
10012100 - CITY ATTORNEY GENERAL OPERATIONS	44,038	79,262	79,262	98,252	18,990
10012200 - OFFICE OF NEIGHBORHOOD SAFETY	-	-	-	200,000	200,000
Total Financing by Accounting Unit	44,038	79,262	79,262	298,252	218,990

CITY OF SAINT PAUL
Financing Plan by Department

Department: CITY ATTORNEY
Fund: CITY GRANTS

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Financing by Major Account					
INTERGOVERNMENTAL REVENUE	203,091	399,685	438,466	463,163	24,697
MISCELLANEOUS REVENUE	40,000	-	56,900	153,108	96,208
OTHER FINANCING SOURCES	-	45,968	-	-	-
Total Financing by Major Account	243,091	445,653	495,366	616,271	120,905
Financing by Accounting Unit					
20012800 - CRIME VICTIM SERVICES INITIATIVE	118,319	139,769	139,769	33,845	(105,924)
20012840 - OFFICE OF NEIGHBORHOOD SAFETY GRANTS	-	-	-	226,829	226,829
20012900 - CITY ATTORNEY GRANTS	124,772	305,884	355,597	355,597	-
Total Financing by Accounting Unit	243,091	445,653	495,366	616,271	120,905

CITY OF SAINT PAUL
Financing Plan by Department

Department: CITY ATTORNEY

Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Financing by Major Account					
MISCELLANEOUS REVENUE	20,000	-	-	-	-
OTHER FINANCING SOURCES	-	-	-	1,543,207	1,543,207
Total Financing by Major Account	20,000	-	-	1,543,207	1,543,207
Financing by Accounting Unit					
21112200 - OFFICE OF NEIGHBORHOOD SAFETY	20,000	-	-	-	-
21112820 - CRIMINAL DIVISION BACKLOG	-	-	-	1,543,207	1,543,207
Total Financing by Accounting Unit	20,000	-	-	1,543,207	1,543,207

CITY OF SAINT PAUL
Financing Plan by Department

Department: CITY ATTORNEY
Fund: CENTRAL SERVICE FUND

Budget Year: 2025

	FY 2022 Actuals	FY 2023 Adopted Budget	FY 2024 Adopted Budget	FY 2025 Proposed Budget	Change From Prior Year
Financing by Major Account					
CHARGES FOR SERVICES	1,865,622	2,302,423	2,437,499	2,446,601	9,102
MISCELLANEOUS REVENUE	6,321	-	-	-	-
Total Financing by Major Account	1,871,943	2,302,423	2,437,499	2,446,601	9,102
Financing by Accounting Unit					
71012200 - CITY ATTORNEY OUTSIDE SERVICES	1,871,943	2,302,423	2,437,499	2,446,601	9,102
Total Financing by Accounting Unit	1,871,943	2,302,423	2,437,499	2,446,601	9,102