

CITY ATTORNEY

MISSION

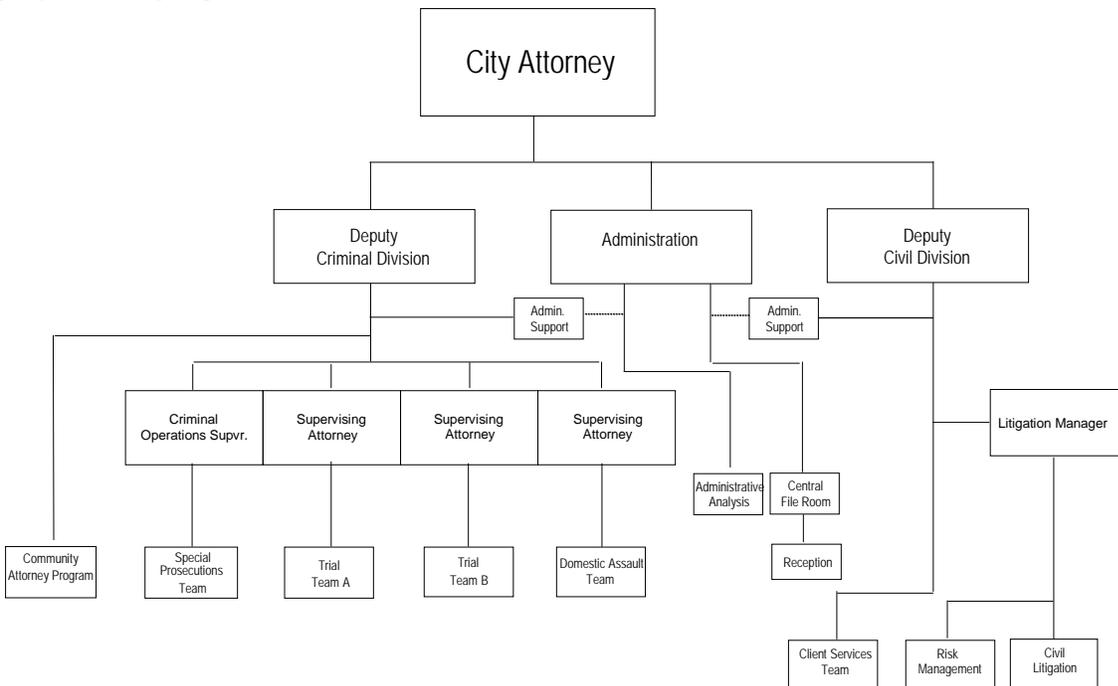
Our mission is to enhance public safety, serve justice and vigorously represent the interests of the City of Minneapolis and its residents by holding criminal offenders accountable and delivering the highest quality, cost effective legal services.

BUSINESS LINES

The City Attorney's Office has two business lines. They are as follows:

1. Criminal Division: Prosecutes all adult misdemeanor, gross misdemeanor and petty misdemeanor crime in the City of Minneapolis.
2. Civil Division: Delivers legal services for City clients and provides litigation representation.

ORGANIZATION CHART



Goal: A City that Works

Civil Litigation

Other Fund: \$2,794,574

The Civil Division is proactive in working with City officials and department staff to identify issues that raise a potential for litigation and provide advice on preventive measures when claims are made against the City. Litigation group attorneys are assigned to litigate those matters and represent the City in civil matters filed in the state and federal district and appellate courts and before administrative agencies. The group also handles civil rights charges against

the City, worker's compensation cases and claims in excess of \$25,000 and claims that involve allegations of police misconduct or where the party is represented by legal counsel.

In addition to providing representation for the City, litigation group attorneys provide direct defense of City officers and employees in cases in which employees are personally named in a lawsuit, as dictated by City policy and State law.

Client Services

Other Fund: \$3,468,053

The Client Services group within the Civil Division of the City Attorney's Office performs legal work and provides advice to all City departments, boards, commissions and office holders. The group is called upon to draft development agreements, prepare ordinances and charter amendments, advise the City on the myriad of legal questions facing the City and its operations ranging from governmental authority to election law to compliance with the open meeting law and data practices act.

Goal: A Safe Place to Call Home

Community Attorney

General Fund: \$741,946

Other Fund: \$373,720

This program proposal includes the community attorney component of the criminal division and the Downtown 100 (downtown chronic offenders) initiative. The CAO has assigned criminal attorneys to each of the five MPD precincts, one housed in each precinct. The program also includes three paralegals and the Downtown 100 prosecutor.

Criminal Prosecution

General Fund: \$7,332,319

The Criminal Division of the City Attorney's Office ("CAO") prosecutes all adult gross misdemeanor, misdemeanor, petty misdemeanor and traffic offenses in the City of Minneapolis. Prosecution is a mandated function. The criminal prosecution function is divided into four teams: domestic violence, chronic offender prosecutions and two teams that prosecute all other cases, ranging from DWI, reckless driving (that can include fatalities) to trespass, carrying a weapon without a permit, driving after revocation or suspension of a license and civil forfeiture cases.

The CAO also participates in specialty courts and calendars in Hennepin County District Court, including mental health court, veteran's court, GIFT (Gaining Independence for Females in Transition) review calendar and DWI court. The specialty courts require extra prosecutor time for appearances, staffing meetings and review calendars but provide impressive results in reducing recidivism. Finally, the criminal prosecution program handles appeals of our criminal cases to the Minnesota Court of Appeals and the Minnesota Supreme Court. The office also devotes resources to the prosecution of domestic violence and livability crime chronic offenders.

FINANCIAL ANALYSIS

Expenditure

The total City Attorney Department's budget increases from \$14.2 million to \$14.7 million from 2012 to 2013. This is an increase of \$535 thousand, or 3.8%. The City Attorney Department's 2013 expenditure budget reflects the following changes from 2012:

- The number of FTE positions in the General Fund increased by one position in 2013 compared to 2012.
- The number of FTE positions in the Self Insurance Fund for 2013 remained the same compared to 2012.

Revenue

Revenues in 2013 are projected to remain nearly equal to the 2012 revenues in this department. The department's total revenues in 2013 are projected to be \$115 thousand.

Fund Allocation

This department is funded primarily by the General Fund, with the remainder of the department's funding found in the Self Insurance Fund and federal and local grant funds.

Mayor's Recommended Budget

The Mayor recommended that the budget for the City Attorney's Office should include funding to maintain current levels of staffing for the Civil Division in the Self Insurance Fund. The City Attorney's Office proposal for the General Fund removed 4 FTEs and the Mayor reduced this cut to 2 FTEs.

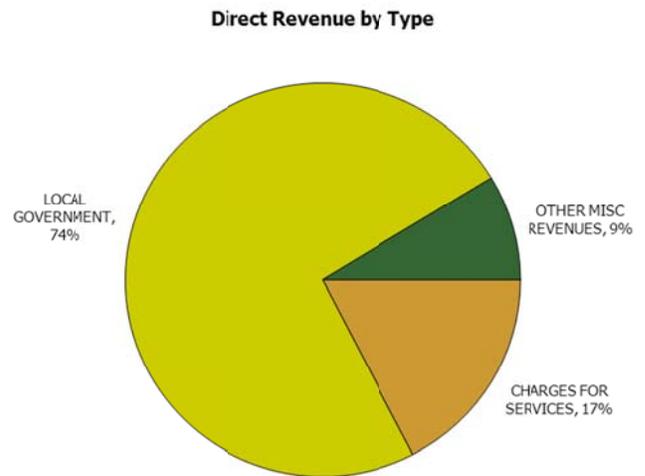
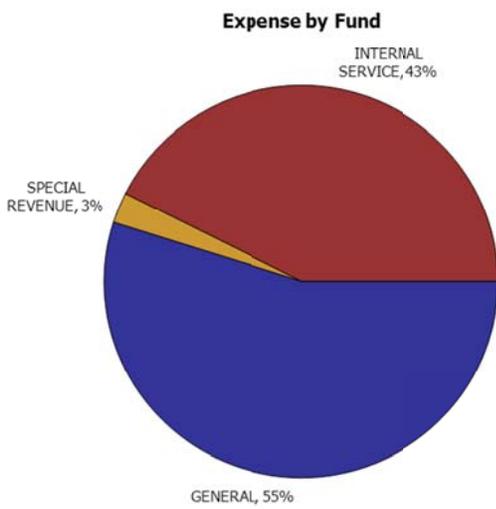
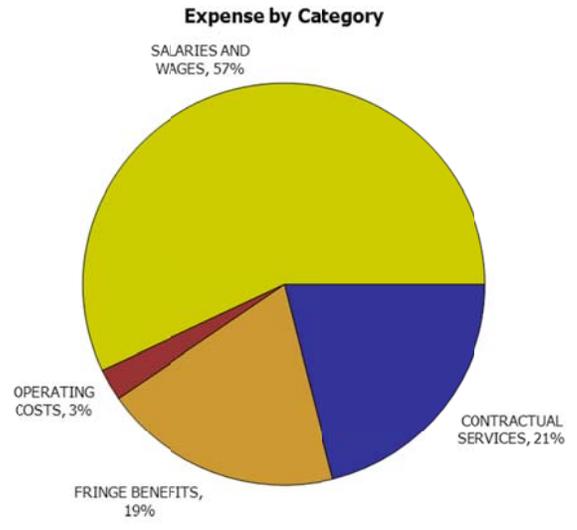
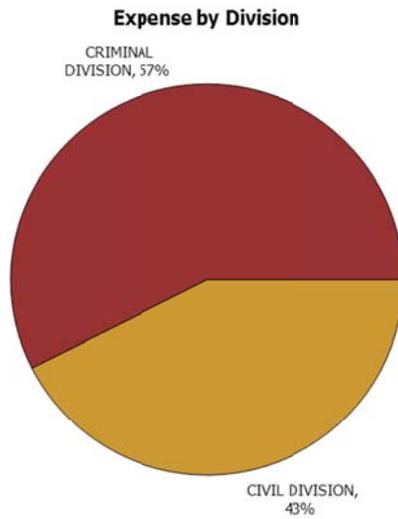
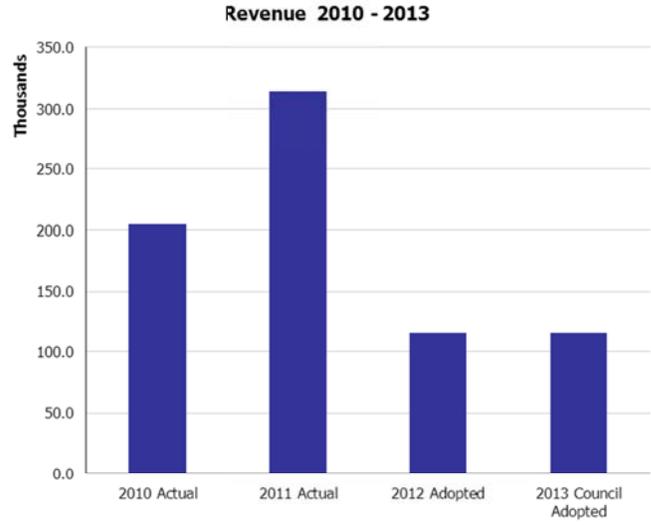
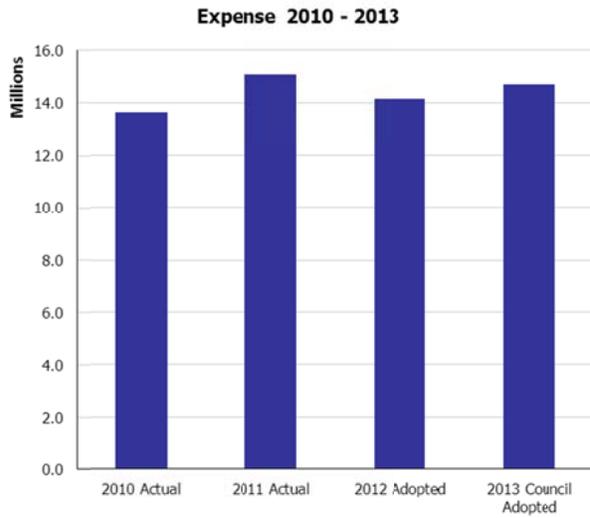
Council Adopted Budget

Council approved the Mayor's recommendations and amended the budget to include funding for the domestic violence team as follows: Increase the City Attorney's General Fund (00100) appropriation by \$100,000 on a one-time basis and add two FTEs (one Assistant City Attorney and one Paralegal) in the Criminal Division on-going. Use 2013 budget savings in Human Resources from sequencing of hiring for open positions to decrease Human Resources expense appropriation by \$100,000 on a one-time basis. Further, Council made the following staff directions: (1) The City Attorney department is directed to use on-going savings from attrition and sequencing of hiring to maintain the two positions (one Assistant City Attorney and one Paralegal) in the 2014 base budget. (2) The City Attorney department is further directed to make a request to rollover \$75,000 for domestic violence team contracts as part of the rollover process. (3) Direct the City Attorney's Office to request \$40,000 of 2012 rollover process to be used for restorative justice contracts. (4) City Departments are further directed to work with the Finance Department and City Attorney to incorporate the results of the fees study into the development of a methodology and process to support any proposed ongoing adjustments to existing fees. The proposed methodology and process shall be presented to the Ways & Means/Budget Committee and Regulatory, Energy & Environment Committee by June 30, 2013.

The City Attorney's Office is directed to work with Regulatory Services, Community Planning & Economic Development, Health & Family Support, and other affected departments to propose ordinance changes necessary to implement: (1) the reorganization of the Regulatory Services department and (2) the transfer of certain duties from the Regulatory Services to other departments as outlined in the Transition Committee Update, dated December 3, 2012. The City Attorney's Office is further directed to report proposed changes to the Committee of the Whole in the first Council cycle of 2013.

**ATTORNEY
EXPENSE AND REVENUE INFORMATION**

EXPENSE	2010 Actual	2011 Actual	2012 Adopted	2013 Council Adopted	Percent Change	Change
GENERAL						
SALARIES AND WAGES	4,061,778	4,217,101	4,355,797	4,396,558	0.9%	40,761
FRINGE BENEFITS	1,201,988	1,260,562	1,306,394	1,588,448	21.6%	282,054
CONTRACTUAL SERVICES	2,108,528	2,113,993	1,839,268	1,914,609	4.1%	75,341
OPERATING COSTS	125,846	126,949	256,727	174,650	-32.0%	(82,077)
TOTAL GENERAL	7,498,139	7,718,605	7,758,186	8,074,265	4.1%	316,079
SPECIAL REVENUE						
SALARIES AND WAGES	489,168	532,140	278,992	308,064	10.4%	29,072
FRINGE BENEFITS	152,481	166,754	86,360	65,656	-24.0%	(20,705)
CONTRACTUAL SERVICES	39,995	106,097	0			0
OPERATING COSTS	654	5,760	0			0
TOTAL SPECIAL REVENUE	682,298	810,751	365,352	373,720	2.3%	8,367
INTERNAL SERVICE						
SALARIES AND WAGES	3,090,138	3,778,534	3,542,685	3,680,998	3.9%	138,313
FRINGE BENEFITS	999,672	1,066,039	1,031,497	1,197,984	16.1%	166,488
CONTRACTUAL SERVICES	1,290,889	1,589,424	1,116,935	1,182,627	5.9%	65,692
OPERATING COSTS	106,924	146,358	360,965	201,018	-44.3%	(159,947)
TOTAL INTERNAL SERVICE	5,487,622	6,580,356	6,052,082	6,262,627	3.5%	210,545
TOTAL EXPENSE	13,668,060	15,109,712	14,175,621	14,710,611	3.8%	534,991
REVENUE	2010 Actual	2011 Actual	2012 Adopted	2013 Council Adopted	Percent Change	Change
GENERAL						
CHARGES FOR SALES	0	7	0		0.0%	0
CHARGES FOR SERVICES	5,172	17,275	20,000	20,000	0.0%	0
OTHER MISC REVENUES	29	10,376	0		0.0%	0
GENERAL	5,202	27,658	20,000	20,000	0	0
SPECIAL REVENUE						
FEDERAL GOVERNMENT	79,751	134,496	0		0.0%	0
LOCAL GOVERNMENT	115,642	149,856	85,088	85,000	-0.1%	(88)
SPECIAL REVENUE	195,394	284,352	85,088	85,000	-0.1%	(88)
INTERNAL SERVICE						
CHARGES FOR SERVICES	295	2,429	0		0.0%	0
OTHER MISC REVENUES	3,942	0	10,000	10,000	0.0%	0
INTERNAL SERVICE	4,237	2,429	10,000	10,000	0	0
TOTAL REVENUE	204,832	314,439	115,088	115,000	-0.1%	(88)



ATTORNEY

Staffing Information

Division	2010 Budget	2011 Budget	2012 Budget	2013 Council Adopted	% Change	Change
ATTORNEY						0
CIVIL DIVISION	37.50	41.50	41.50	41.50	0.0%	0
CRIMINAL DIVISION	50.50	63.50	59.50	60.50	1.7%	1.00
TENANT REMEDIES ACT FUNDING						0
Overall	88.00	105.00	101.00	102.00	1%	1.00

Positions 2010-2013

