

CITY ATTORNEY



City Attorney

BUDGETED EXPENSE TOTAL | \$4,379,863
CHANGE FROM PRIOR YEAR | \$223,412

Budget Justification

The FY27 budget for the City Attorney is \$4,379,863, which includes an increase of \$223,412 over FY26. The City Attorney’s Office currently has two (2) vacant positions that need to be filled. Hiring of these positions will result in additional monthly charges for telephone, parking, membership fees, miscellaneous equipment (computers), office supplies (furniture), and subscriptions for license fees (Westlaw).

There is an approximate increase of \$49,171 in O&M costs due to increased regular monthly charges (IT, Telephone, Facilities, Parking, certification requirements, subscriptions, surface travel, etc.). This total also includes an approximate \$25,100 due to a yearly increase in bar association dues, subscriptions, and software licenses.



New Programs

Implementation of interfaces between the Billings Police Department’s database system (New World LERMS by Tyler) and the City Attorney’s Office database (Prosecutor by Karpel). These interfaces will work cohesively with one another and will enable easier integration of case information from law enforcement to the City Attorney’s Office which will increase productivity and reduce redundancy between the two departments. Annual maintenance for the Tyler interface portion will cost \$7,400 and annual maintenance for the PBK interface portion will cost \$2,000.

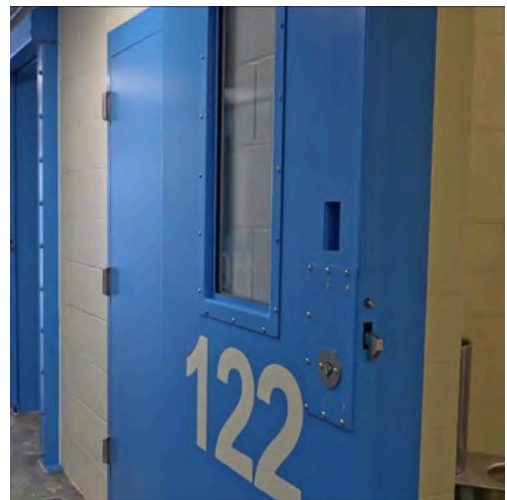


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Arraignment Court

An arraignment court, which includes all courts in Yellowstone County, was implemented in February 2025. Billings Municipal Court has not yet been incorporated into the arraignment court due to its volume of cases but is expected to begin participating in the arraignment court at some point, likely in FY27. The City Attorney's Office will be required to appear during any court hearings involving Municipal Court defendants. It is unclear what impact this may have on the daily workload of the Municipal Court and the City Attorney's Office and will depend on the number of defendants being seen in arraignment court. The City Attorney's Office is hopeful additional staff will not be necessary to effectively maintain the services it currently provides but this is an unknown factor until Municipal Court is incorporated into the arraignment court.





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Departmental Goals

- To prosecute criminal cases in a timely and efficient manner in the best interests of justice, the best interests of the citizens of Billings, and the interests of victims of crime.
- To be a critical part of the City’s leadership team through integration with department directors, City Council, and other city agencies such as the various city boards and commissions.
- To work effectively with the Billings Police Department and other law enforcement agencies, including the Airport Police and MSU-Billings Police Department to enforce state laws and city ordinances related to misdemeanor offenses within the city.
- To work effectively with Code Enforcement and other city personnel and officials in enforcing city ordinances including zoning, building code, fire code, etc.
- To provide legal advice to the City Administrator, Mayor, City Council, departmental staff, and city boards concerning legal matters that arise with respect to city services and operations.
- To practice preventative law by being an integral member of the city’s departmental teams and by providing legal risk management services and proactive legal advice.





Budgeted Revenues

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CITY ATTORNEY DEPARTMENT REVENUE

REVENUE BY FUND	ACTUAL FY 24	ACTUAL FY 25	BUDGET FY 26	ESTIMATE FY 26	PROPOSED FY 27
GENERAL FUND	\$ 11,185	\$ 6,398	\$ -	\$ 3,979	\$ -
CITY ATTORNEY GRANTS	<u>589,566</u>	<u>597,681</u>	<u>805,400</u>	<u>455,327</u>	<u>804,452</u>
TOTAL REVENUE	<u>\$ 600,751</u>	<u>\$ 604,079</u>	<u>\$ 805,400</u>	<u>\$ 459,306</u>	<u>\$ 804,452</u>

CITY ATTORNEY DEPARTMENT ALL FUNDS

REVENUE BY CLASSIFICATION	ACTUAL FY 24	ACTUAL FY 25	BUDGET FY 26	ESTIMATE FY 26	PROPOSED FY 27
CHARGE FOR SERVICE	\$ 8,224	\$ 4,028	\$ -	\$ 1,738	\$ -
FINES AND FORFEITURE	57,386	56,740	46,000	53,274	46,000
INTERGOVERNMENTAL	206,392	202,903	270,000	251,838	257,783
INVESTMENT EARNINGS	3,671	2,750	-	2,456	-
TRANSFER IN	<u>325,078</u>	<u>337,658</u>	<u>489,400</u>	<u>150,000</u>	<u>500,669</u>
TOTAL REVENUE	<u>\$ 600,751</u>	<u>\$ 604,079</u>	<u>\$ 805,400</u>	<u>\$ 459,306</u>	<u>\$ 804,452</u>



Budgeted Expenses

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CITY ATTORNEY DEPARTMENT EXPENSE BY FUND

EXPENSE BY FUND	ACTUAL FY 24	ACTUAL FY 25	BUDGET FY 26	ESTIMATE FY 26	PROPOSED FY 27
GENERAL FUND	\$ 2,557,939	\$ 2,892,293	\$ 3,351,051	\$ 2,572,337	\$ 3,575,411
CITY ATTORNEY GRANTS	<u>594,627</u>	<u>587,069</u>	<u>805,400</u>	<u>750,353</u>	<u>804,452</u>
TOTAL EXPENDITURES	<u>\$ 3,152,566</u>	<u>\$ 3,479,362</u>	<u>\$ 4,156,451</u>	<u>\$ 3,322,690</u>	<u>\$ 4,379,863</u>

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DEPARTMENT ALL FUNDS BY CLASS

EXPENSE BY CLASSIFICATION	ACTUAL FY 24	ACTUAL FY 25	BUDGET FY 26	ESTIMATE FY 26	PROPOSED FY 27
PERSONAL SERVICES	\$ 2,527,284	\$ 2,744,114	\$ 3,200,647	\$ 2,795,769	\$ 3,400,421
OPERATIONS AND MAINTENANCE	300,204	380,573	453,106	321,426	478,773
TRANSFERS	<u>325,078</u>	<u>354,675</u>	<u>502,698</u>	<u>205,495</u>	<u>500,669</u>
TOTAL EXPENDITURES	<u>\$ 3,152,566</u>	<u>\$ 3,479,362</u>	<u>\$ 4,156,451</u>	<u>\$ 3,322,690</u>	<u>\$ 4,379,863</u>



Staffing Authorization

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CITY ATTORNEY POSITION	ACTUAL FY 24	ACTUAL FY 25	BUDGET FY 26	PROPOSED FY 27
CITY ATTORNEY	1.0	1.0	1.0	1.0
ASSISTANT CITY ATTORNEY	1.0	1.0	1.0	1.0
CHIEF DEPUTY CITY ATTORNEY	-	1.0	1.0	1.0
DEPUTY CITY ATTORNEY	8.0	7.0	8.0	8.0
LEGAL OFFICE MANAGER	-	1.0	1.0	1.0
VICTIM WITNESS SPECIALIST	2.0	3.0	3.0	3.0
LEGAL SECRETARY	1.0	-	-	-
PARALEGAL	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT II	3.0	5.0	5.0	5.0
TOTAL	17.0	20.0	21.0	21.0
LEGAL GRANT POSITION				
VICTIM WITNESS SPECIALIST	3.0	3.0	3.0	3.0
ADMINISTRATIVE ASSISTANT	-	-	-	-
DEPUTY CITY ATTORNEY	2.0	3.0	3.0	3.0
TOTAL	5.0	6.0	6.0	6.0
TOTAL CITY ATTORNEY	22.0	26.0	27.0	27.0