

LEGAL AND JUDICIAL SERVICES

Service Description

The City Attorney, City Prosecutor and the Municipal Court comprise the service area identified as Legal and Judicial Services. The City Council oversees City Attorney services via a contract with an outside legal firm. The program reports directly to the City Council and is responsible for attending all City Council and Planning Commission meetings and for supplying the City Council and staff with legal opinions regarding existing or proposed City operations and activities. All ordinances, resolutions, contracts and activities having legal implications are reviewed and approved by the City Attorney to assure compliance with intent, charter, state and federal laws as well as the possibility of liability exposure or litigation.

The City Manager's Office oversees the City Prosecutor services via a contract. The City Prosecutor represents the City in Municipal Court and Appellate Courts. Prosecution services are provided for all misdemeanor criminal and traffic crimes and for any violation cases in which the defendant has retained counsel. The City Prosecutor represents the City in trials by court or by jury.

The Municipal Judges report to the City Council. The operations of the Municipal Court report to the Finance Department. The Municipal Court provides judicial services for the administration of justice, case and jury management, the appointment of attorneys for indigent defense, probation monitoring, providing interpreters, and the enforcement and collection of bail, fines, and fees. The Municipal Court has jurisdiction over misdemeanor criminal, traffic crimes and violations cited by the Springfield Police Department, nuisance code enforcement, animal control and parking control officers.

Mission

Municipal Court strives to maintain public confidence in the ability of the legal judicial system to impartially resolve legal contests in a timely manner and to compel compliance with the laws that protect the safety and quality of life in the community.

The City Attorney's Office strives to provide practical legal advice, effectively interpret laws, reviews and drafts City ordinances, resolutions and contracts and works to minimize the City's exposure to liability and legal expenses.

The City Prosecutor's Office strives to maintain public confidence in the ability of the legal judicial system to pursue prosecution of criminal conduct to resolve legal contests in a timely manner and to compel compliance with the laws that protect the safety and quality of life in the community.

Outcomes

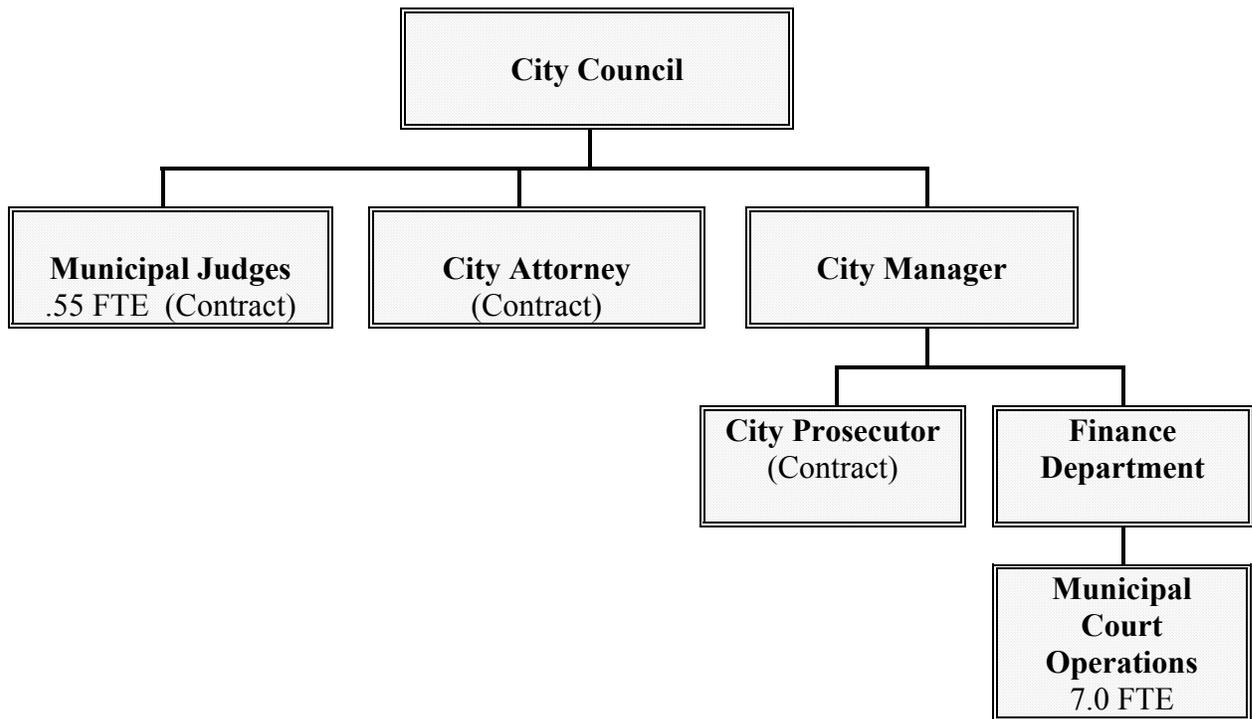
The City Attorney's Office provided legal advice to the City Council and City staff, reviewed all ordinances, resolutions, contracts and legal proposals and represented the City in litigation not arising under the City's insurance coverage.

The City Prosecutor's Office reviewed all reports, filed criminal cases, and provided prosecution of all criminal charges filed.

The Municipal Court provided case flow and trial docket management for resolution of legal contests and maintained aggressive collection and probation enforcement services to compel compliance with laws.

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Organization Chart: -7.55 FTE



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FTE Summary by Fund

Number of Full Time Equivalents	FY02 Adopted	FY03 Adopted	FY04 Budget
General	6.55	6.55	5.55
Police Local Option Levy	.00	.00	2.00
Total	6.55	6.55	* 7.55

- * Overall FTE addition of 1.0 FTE as follows:
 (1.0) General Fund reduction strategy (Court Clerk)
 2.0 Police Local Option Levy addition (Court Clerk)

Position Summary

Job Title/Classification:	FY01 Actual	FY02 Actual	FY03 Adopted	FY04 Budget
Court Clerk	4.00	4.00	4.00	5.00
Court Clerk, Senior	1.00	1.00	1.00	1.00
Court Supervisor	1.00	1.00	1.00	1.00
Judge	.50	.50	.50	.50
Judge Pro-Tem	.05	.05	.05	.05
Total FTE	6.55	6.55	6.55	7.55

LEGAL AND JUDICIAL SERVICES

Financial Summary

Actual FY01	Actual FY02	Adopted FY03	Budget FY04
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Expenditures by Category:

Personal Services	\$ 314,763	\$ 373,250	\$ 397,541	\$ 471,443
Materials and Services	\$ 672,405	\$ 698,900	\$ 705,743	\$ 798,085
Capital Outlay	\$ 23,727	\$ 7,784	\$ 4,894	\$ 3,794
Total	<u>\$ 1,010,895</u>	<u>\$ 1,079,934</u>	<u>\$ 1,108,178</u>	<u>\$ 1,273,322</u>

Expenditures by Fund:

General	\$ 1,003,012	\$ 1,074,858	\$ 1,104,284	\$ 1,099,872
Police Local Option Levy	\$ -	\$ -	\$ -	\$ 170,656
Vehicle and Equipment	\$ 7,883	\$ 5,076	\$ 3,894	\$ 2,794
Total	<u>\$ 1,010,895</u>	<u>\$ 1,079,934</u>	<u>\$ 1,108,178</u>	<u>\$ 1,273,322</u>

Expenditures by Program:

City Attorney	\$ 281,027	\$ 264,520	\$ 267,898	\$ 275,629
City Prosecutor	\$ 162,102	\$ 165,952	\$ 169,962	\$ 210,333
Municipal Court	\$ 567,766	\$ 649,462	\$ 670,318	\$ 787,360
Total	<u>\$ 1,010,895</u>	<u>\$ 1,079,934</u>	<u>\$ 1,108,178</u>	<u>\$ 1,273,322</u>