

LEGAL SERVICES

Department Overview

The City Attorney and City Prosecutor Offices comprise Legal Services for the City of Springfield.

The City Attorney Office (CAO) is overseen directly by the City Council. CAO is responsible for attending all City Council and Planning Commission meetings and for supplying the City Council and staff with legal analysis and opinions regarding existing or proposed City operations and activities. All ordinances, resolutions, agreements, public records requests and activities having legal implications are reviewed and approved by CAO to assure compliance with the Springfield Charter and local, state, and federal laws as well as the possibility of liability exposure or litigation. CAO also participates on City staff projects and claim response teams to help develop strategy, ensure legal compliance, and minimize liability for City initiatives and claims.

The City Prosecutor services are managed via contract with local law firm Leahy Cox, LLP. The City Prosecutor represents the City of Springfield in Municipal Court and in appeals heard in Lane County Circuit Court. Prosecution services are provided for all misdemeanor criminal and traffic crimes and for any violation cases in which the defendant has retained counsel. Services include screening of reports filed, negotiations for settlement of cases, and representation of the City in trial by court or by jury. The City Prosecutor also recommends revisions to the Springfield Municipal Code and provides legal advice and training for the Springfield Police Department.

| | FY20 Actuals | FY21 Actuals | FY22 Amended | FY23 Proposed |
|------------------------|-------------------|-------------------|-------------------|-------------------|
| 5 PERSONNEL SERVICES | 252,203 | 432,103 | 457,065 | 509,120 |
| 6 MATERIALS & SERVICES | 388,999 | 398,142 | 409,721 | 468,315 |
| Grand Total | \$ 641,202 | \$ 830,245 | \$ 866,786 | \$ 977,435 |

*5,6 & 7 indicated in table above are the numeric categories used in the general ledger to represent the different expense types.

Budget Summary – FY2023

Staffing

CAO has three FTE including a City Attorney, Assistant City Attorney, and Paralegal.

The Prosecutor’s Office does not have FTE because the services are provided pursuant to a contract between the City and the law firm Leahy Cox, LLP.

Department Funding

CAO is supported from general revenue sources.

The Prosecutor’s Office program is supported from the general revenue sources and the Police and Jail Local Option Levy Fund.

Service Level Changes

No significant changes to these programs are expected.

Accomplishments FY2022

- **Development Code Update Project** – Assisted with preparing public hearing materials including draft Development Code and legal findings for residential and employment code updates, including implementation of HB 2001 (requiring City to allow “middle housing” on more residential properties).
- **Economic Development** – Assisted SEDA and the City with real property transactions to support economic development projects, including properties in the Glenwood Riverfront area, and assisted with Request for Qualifications process to select developer for Glenwood Riverfront. Supported City Manager Office in providing a \$2,000,000 pre-development loan for the Blue McKenzie project in downtown Springfield.
- **Procurement Process Improvements** – Worked with the Finance Department to streamline and decentralize the City’s procurement and public contracting processes and updated standard contracting templates.
- **CAO Work Plan** – Completed first City Attorney performance evaluation and work plan specific to the CAO that integrates with overarching City goals and vision.
- **City Council Training** – Started more formalized approach to Council training and laid groundwork for future training process.
- **Claim Response** – Assisted City Staff and outside counsel to best position City for pending liability claims.
- **Development Review/Processes** – Assisted Development and Public Works’ Community Development Division with improving development review processes. Provided training and guidance on legally defensible permit decisions and assisted with updating the City’s Public Improvement Permit rules and forms to streamline the approval process.
- **Policy Review** – Assisted Human Resources and Police Department in development and review of internal policies for legal compliance and to minimize liability.

Initiatives FY2023

- **Economic Development** – Assist with bringing SEDA and the Council economic development projects to fruition including the Glenwood Riverfront Area and the Blue McKenzie Project.
- **Development Code Update Project** – Continuing to participate as a core team member and assist with drafting an updated Development Code, focusing on the housing code and commercial and industrial code sections.
- **Liability Prevention** – Assist the City with continued implementation of the Enterprise Risk Management Program, continue to invest in relationship with City County Insurance Services and advise Springfield Police Department on new policies and process improvements and in employment matters.
- **ARPA Funding Support** – Advise staff on legal compliance and procurement for federal ARPA funding related projects.
- **Fire Governance Support** – Provide advice on process and substantive legal issues for intergovernmental fire governance discussions and meetings.
- **Effective & Efficient City Services** – Continue to assist in streamlining and improving internal City processes for procurement, the process for advising the Council and Staff on new legislation, improving the City Council training process and continued management of the City Prosecutor services contract.
- **Claim Response** – Continue to assist City staff and outside counsel to best position City for pending liability claims.

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- **Comprehensive Planning Projects Support** – Provide legal support to DPW Comprehensive Planning staff on upcoming initiatives such as the City’s Goal 5 Inventory, site specific comprehensive plan, and climate-Friendly and Equitable Communities (CFEC) rulemaking review and implementation.

Three Year Considerations FY2024-FY2026

- **Economic Development** – Continue to assist with legal aspects of economic development efforts in urban renewal areas and the revitalization of Downtown, Glenwood and throughout the City.
- **Housing** – Advise and participate in City efforts to increase housing supply, address issues surrounding the unhoused, and the housing continuum.
- **Liability Prevention** – Assist Council and staff in minimizing City liability through the Enterprise Risk Management Program, improve City policies, and legal advice to Springfield Police Department.
- **Effective & Efficient City Services** – Continue to assist in streamlining and improving internal City processes and evaluating legal aspects of providing City services with new technologies.
- **Climate Regulation** – Advise and participate in City efforts to respond to upcoming legislation and state rulemaking about climate change.
- **Equity Lens** – Assist City with overall efforts to promote diversity, equity and inclusion in City policies, practices and procedures.

Financial Summary by Fund

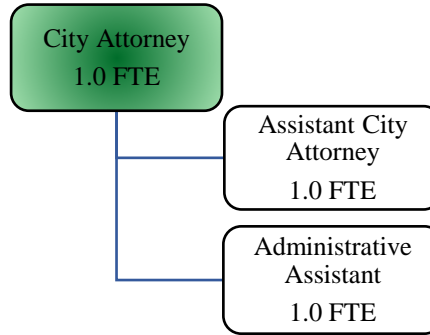
| | FY20 Actuals | FY21 Actuals | FY22 Amended | FY23 Proposed |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|
| 100 General Fund | 557,519 | 741,325 | 777,086 | 887,735 |
| 236 Police Local Option Levy Fund | 80,980 | 87,476 | 89,700 | 89,700 |
| 713 Vehicle & Equipment Fund | 2,702 | 1,444 | - | - |
| Grand Total | \$ 641,202 | \$ 830,245 | \$ 866,786 | \$ 977,435 |

Financial Summary by Program

| | | FY20 Actuals | FY21 Actuals | FY22 Amended | FY23 Proposed |
|--------------------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| Active Programs | 1012 City Prosecutor | 335,165 | 370,574 | 370,400 | 376,014 |
| | 7100 City Attorney | 303,335 | 458,228 | 496,386 | 601,421 |
| | 9000 Non-Program | 2,702 | - | - | - |
| Active Programs Total | | 641,202 | 828,801 | 866,786 | 977,435 |
| Inactive Programs | 7000 Department Administration | - | - | - | - |
| | 9000 Non-Program | - | 1,444 | - | - |
| Inactive Programs Total | | - | 1,444 | - | - |
| Grand Total | | \$ 641,202 | \$ 830,245 | \$ 866,786 | \$ 977,435 |

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Organizational Structure



Summary of Full-Time Equivalent by Position

| | FY20 FTE | FY21 FTE | FY22 FTE | FY23 FTE |
|-------------------------|-------------|-------------|-------------|-------------|
| Assistant City Attorney | 1.00 | 1.00 | 1.00 | 1.00 |
| Departmental Assistant | 1.00 | 1.00 | 1.00 | 1.00 |
| City Attorney | 1.00 | 1.00 | 1.00 | 1.00 |
| Grand Total | 3.00 | 3.00 | 3.00 | 3.00 |

Summary of Full-Time Equivalent by Fund

| | FY20 FTE | FY21 FTE | FY22 FTE | FY23 FTE |
|--------------------|-------------|-------------|-------------|-------------|
| 100 General Fund | 3.00 | 3.00 | 3.00 | 3.00 |
| Grand Total | 3.00 | 3.00 | 3.00 | 3.00 |

Summary of Full-Time Equivalent by Program

| | FY20 FTE | FY21 FTE | FY22 FTE | FY23 FTE |
|--------------------|-------------|-------------|-------------|-------------|
| Active Programs | | | | |
| 7100 City Attorney | 3.00 | 3.00 | 3.00 | 3.00 |
| Grand Total | 3.00 | 3.00 | 3.00 | 3.00 |

Performance Measures

CAO is still formulating performance measures for Legal Services.