

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 directly overseen by the City Council. CAO is responsible for attending all City Council and Planning Commission meetings and for providing the City Council and staff with legal analysis and opinions regarding existing or proposed City operations and activities. All ordinances, resolutions, agreements, 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. Citycounty Insurance Services handles the City’s property and liability 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, negotiating case settlements, and representing 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.

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
5 PERSONNEL SERVICES	476,484	497,579	520,050	559,545
6 MATERIALS & SERVICES	415,054	711,687	535,392	445,670
Grand Total	\$ 891,538	\$ 1,209,266	\$ 1,055,442	\$ 1,005,215

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

Budget Summary – FY2025

Staffing

CAO has three FTE that includes a City Attorney, Assistant City Attorney, and Legal Assistant.

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. The last year of the three-year contract starts in July 2024 and includes a 3% increase.

Department Funding

The resources necessary to support CAO are primarily either tax supported (subsidized) or internal service charges levied against the City’s enterprise and special revenue funds for services provided.

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

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Limited Duration Revenue Account

In FY22, CAO created a limited duration revenue account for the purpose of pursuing the appeal of the Climate Friendly and Equitable Communities (CFEC) administrative rules. The City of Springfield is sharing the cost of this litigation with thirteen other local jurisdictions, and the City is responsible for the administrative tasks. This revenue account reflects the fees paid by the other local jurisdictions and is offset by CAO's contractual services account. This account will be terminated at the conclusion of the litigation. The parties are waiting for a final decision which is anticipated to occur before the end of FY25.

Service Level Changes

No significant changes to these programs are expected.

Accomplishments – FY2024

- **Economic Development** – Assisted staff with negotiations for potential purchase and/or development of downtown properties. Provided advice and legal review to the Economic Development Manager and SEDA's planning consultant for master planning for the Glenwood Riverfront Master Plan. Also assisted with SDC payment program and provided advice about management of City and SEDA owned real properties.
- **Measure 110** – Drafted and presented municipal code prohibiting drug use on public property and accompanying resolution about reforming Measure 110 for Council consideration and consulted with City's lobbyist, Springfield Police Department, and other jurisdictions about Measure 110 reform efforts during 2024 legislative session.
- **Climate Friendly and Equitable Communities Rules** – Participated in Department of Land Conservation & Development (DLCD) Technical Advisory Committee for new proposed CFEC rule amendments and advised City staff regarding implementation of CFEC parking reform mandates.
- **Housing** – Advised staff on developing new process for allocating state COVID funds to affordable housing and provided legal review and advice for Housing Diversity Tax Exemption program.
- **Comprehensive Planning** – Provided legal advice regarding significant comprehensive planning projects like the Springfield Comprehensive Plan Map project, stormwater code and parking reform.

Initiatives – FY2025

- **Economic Development** – Assist with bringing SEDA and the Council economic development projects to fruition in particular the master planning and associated development agreements for the Glenwood Riverfront Area and other development projects in downtown.
- **Housing** – Provide legal advice about HB 2003 (Housing Production Strategy), spending of state COVID funding directed toward affordable housing, other affordable housing initiatives like land banking and tax exemption programs along with anticipated legislation from 2024 Oregon Legislative Session.

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- **Comprehensive Planning Projects Support/Climate Friendly and Equitable Communities (CFEC) Litigation** – Coordinate with special counsel and coalition members regarding the ongoing appeal, advise City staff and coalition members once the Court of Appeals issues a decision, and advise City regarding efforts in Oregon Legislature to supersede CFEC rules.
- **Liability Prevention/Claim Response** – Continue to invest in relationship with Citycounty Insurance Services, advise Human Resources and on new policies and other departments on process improvements in employment matters and continue to assist City staff and outside counsel to best position City for pending and potential liability claims.
- **Prosecutor Contract** – Collect information and data about prosecution services in other jurisdictions in preparation for next contract negotiation and continue to work with staff to ensure that practices and procedures are consistent with Criminal Justice Information Security regulations.

Three Year Considerations – FY2026-FY2028

- **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.
- **Equity Lens** – Assist City with overall efforts to promote diversity, equity and inclusion in City policies, practices, and procedures.
- **Climate Regulation** – Advise and participate in City efforts to respond to state and federal climate change legislation.
- **Liability Prevention** – Assist Council and staff in minimizing City liability through revising and implementing City policies and providing legal advice to departments as issues arise.

Financial Summary by Fund

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
100 General Fund	801,993	1,119,883	959,862	910,115
236 Police Local Option Levy Fund	89,545	89,383	93,280	95,101
713 Vehicle & Equipment Fund	-	-	2,300	-
Grand Total	\$ 891,538	\$ 1,209,266	\$ 1,055,442	\$ 1,005,215

Financial Summary by Program

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
1012 City Prosecutor	378,130	383,455	390,412	401,146
7000 Department Administration	70	-	-	-
7100 City Attorney	513,338	825,811	665,030	604,069
Grand Total	\$ 891,538	\$ 1,209,266	\$ 1,055,442	\$ 1,005,215

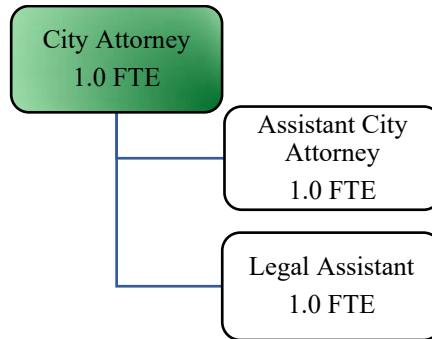
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Organizational Structure



Summary of Full-Time Equivalent by Position

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	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

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 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

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
7100 City Attorney	3.00	3.00	3.00	3.00
Grand Total	3.00	3.00	3.00	3.00

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