



Department Overview

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

The City Attorney Office (CAO) reports directly to 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 project teams and 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 and 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.

Financial Summary by Object Level	FY23 Actuals	FY24 Actuals	FY25 Amended	FY26 Proposed
5 PERSONNEL SERVICES	497,579	531,574	559,545	597,407
6 MATERIALS & SERVICES	711,687	504,576	580,671	477,601
7 CAPITAL OUTLAY	-	-	8,825	-
Grand Total	\$ 1,209,266	\$ 1,036,150	\$ 1,149,041	\$ 1,075,008

Budget Summary – FY2026

Staffing

CAO has three full-time equivalents (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. Leahy Cox has provided valuable service to the City over the past 11 years, but with the contract expiring in FY25, the City is putting these services out to bid to see if it can gain a competitive advantage and learn about the current market.

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 Local Option Levy Fund.

Service Level Changes

No significant changes to these programs are expected.

Accomplishments – FY2025

- ✓ **Economic Development** – Assisted staff with negotiations for purchase of the downtown US Bank Building, and the resolution of a downtown Springfield Economic Development Agency (SEDA) loan.
- ✓ **Community Development** – Advised staff on implementing the Housing Diversity Tax Exemption, revamping planning fees, a new code and process for annexations and how to respond to the Federal Emergency Management Agency’s (FEMA) requirements about developing in the flood plain.
- ✓ **City Council Matters** – Provided legal advice about council reimbursements, new public meeting administrative rules, and impacts of the new federal administration’s orders and actions.
- ✓ **City Attorney Projects** – Continued to manage elections the November general election, implemented new process for contract review to streamline the process, and ushered the City’s Americans with Disabilities (ADA) Transition Plan through public outreach and Council adoption.
- ✓ **City Prosecutor’s Office** – Managed the last year of the contract for prosecutor services, including making safety improvements to the front office, and improving technology for discovery. Also, issued a solicitation for prosecution services in anticipation of current contract’s expiration.

Initiatives – FY2026

- **Fiscal Stability** – Provide legal advice about changing service levels and new revenue options to address the General Fund structural imbalance.
- **Economic Development** – Assist with bringing SEDA and City Council economic development projects to fruition, in particular the master planning and associated development agreements for the Glenwood Riverfront Area, and other development projects downtown.
- **Housing** – Provide legal advice regarding HB 2003 (Housing Production Strategy) requirements, affordable housing initiatives such as land banking, and tax exemption programs.
- **Fire Governance** – Advise about the legal implications and process for addressing fire governance options.
- **Procurement Improvements/CAO Timeliness** – Bring streamlined public contracting code to Council for consideration and possible adoption and implement a new CAO document management system.

Future Year Considerations – FY2027 → FY2029

- ✎ **Liability Prevention** – Assist Council and staff in minimizing City liability by providing legal advice to departments as issues arise and revising and implementing City policies.
- ✎ **Fiscal Stability** – Provide legal advice and participate in City efforts to address a General Fund structural imbalance.
- ✎ **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.
- ✎ **Equity Lens** – Assist City with overall efforts to promote diversity, equity and inclusion in City policies, practices, and procedures.



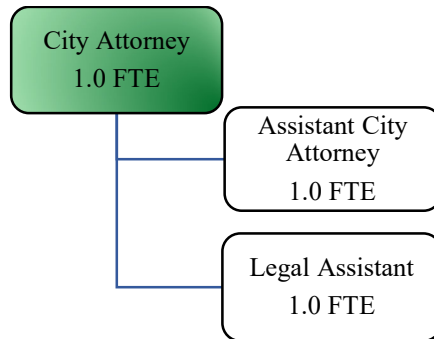
- ↳ **Housing** – Advise and participate in City efforts to increase housing supply, address issues surrounding the unhoused, and the housing continuum.

	FY23	FY24	FY25	FY26
Financial Summary by Fund	Actuals	Actuals	Amended	Proposed
100 General Fund	1,119,883	943,269	1,045,115	978,008
236 Police Local Option Levy Fund	89,383	91,148	95,101	95,101
713 Vehicle & Equipment Fund	-	1,733	8,825	1,900
Grand Total	\$ 1,209,266	\$ 1,036,150	\$ 1,149,041	\$ 1,075,008

	FY23	FY24	FY25	FY26
Financial Summary by Program	Actuals	Actuals	Amended	Proposed
1012 City Prosecutor	383,455	385,182	409,972	403,402
1133 Library Services	-	40	-	-
7000 Department Administration	-	41	-	-
7100 City Attorney	825,811	649,154	739,069	671,606
9000 Non-Program	-	1,733	-	-
Grand Total	\$ 1,209,266	\$ 1,036,150	\$ 1,149,041	\$ 1,075,008

Note: FY24 actuals reflects two transactions that were coded to incorrect programs, Library Services (1133) and Department Administration (7000).

Organizational Structure



Summary of Full-Time Equivalents by Position	FY23 FTE	FY24 FTE	FY25 FTE	FY26 FTE
Assistant City Attorney	1.00	1.00	1.00	1.00
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 Equivalents by Fund	FY23 FTE	FY24 FTE	FY25 FTE	FY26 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 Equivalents by Program	FY23 FTE	FY24 FTE	FY25 FTE	FY26 FTE
7100 City Attorney	3.00	3.00	3.00	3.00
Grand Total	3.00	3.00	3.00	3.00

Performance Measures

Currently, Legal Services does not track performance measures. In the future, performance measures may be added.