



Legal Services Department Overview

The City Attorney’s Office and City Prosecutor’s Office together provide the legal services for the City of Springfield.

The City Attorney’s Office (CAO) reports directly to the City Council and serves as the City’s primary legal advisor. CAO attends all City Council and Planning Commission meetings and provides legal analysis and guidance on existing and proposed City operations and initiatives. The office reviews and approves ordinances, resolutions, and agreements to ensure compliance with the Springfield Charter and applicable local, state, and federal laws, while also minimizing potential liability. CAO supports City initiatives by participating on staff project teams, helping develop strategy, and promoting legal compliance and risk management. CityCounty Insurance Services manages the City’s property and liability claims including employment and federal constitutional matters.

City Prosecutor services are provided under contract with the law firm Leahy Cox, LLP. The City Prosecutor represents the City in Municipal Court handling misdemeanor criminal, traffic, and certain violation cases. Responsibilities include case screening, settlement negotiations, and trial representation.

	FY24	FY25	FY26	FY27
Financial Summary by Object Level	Actuals	Actuals	Amended	Proposed
5 PERSONNEL SERVICES	531,574	554,278	597,407	627,041
6 MATERIALS & SERVICES	504,576	452,287	477,602	480,115
7 CAPITAL OUTLAY	-	7,238	-	-
Grand Total	\$ 1,036,150	\$ 1,013,803	\$ 1,075,009	\$ 1,107,156

Budget Summary – FY2027

Staffing

CAO is staffed by three full-time equivalents (FTE): a City Attorney, an Assistant City Attorney, and a Legal Assistant. The City Prosecutor’s Office has no FTE because prosecutorial services are provided under contract with Leahy Cox, LLP. The firm designates one attorney as City Prosecutor, with three additional attorneys available as needed.

Department Funding

The City Attorney’s Office (CAO) is primarily funded by the General Fund, with approximately 24% of the City Prosecutor contract funded by the Police Local Option Levy Fund. CAO also receives internal service charges from the City’s enterprise and special revenue funds for legal services provided.

The primary costs of the City’s legal services are CAO personnel expenses and the City Prosecutor contract, which totals \$387,086 annually.

In March 2025, CAO issued a Request for Proposals for municipal court prosecution services to assess market interest and update the contract to better align with the scope of work and City expectations. Leahy Cox, LLP was selected and awarded a four-year contract for FY2026–FY2029. The contract maintains the current rate in the first year, followed by an annual 2% increase.

Service Level Changes

There are no service level changes proposed in the FY27 Legal Services Department budget.

Accomplishments – FY2026

- ✓ **City Council Matters** – Advised Council on dispute over a fee related to solid waste disposal, negotiated a new government entity with Eugene for a merged Eugene Springfield Fire Department and drafted a potential new local payroll tax.
- ✓ **Economic Development** – Provided legal advice regarding how prevailing wage will impact City economic development projects, negotiated an MOU for a downtown development project and the master plan for the Glenwood Riverfront Development.
- ✓ **Community Development** – Provided legal guidance regarding the implementation of the supersiting provision of HB 2005 for a proposed behavioral health facility in Gateway.
- ✓ **Liability Mitigation** – Participated in mediation and guided City's strategy for a police department use of force case and provided legal guidance regarding employee investigations.
- ✓ **City Attorney Projects** – Implemented new CAO document management system that is compatible with Microsoft SharePoint.

Initiatives – FY2027

- ✓ **Fiscal Stability** – Provide legal advice about implementing a local payroll tax.
- ✓ **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** – Provide legal advice related to negotiating a new governmental entity to fully merge the Springfield Eugene Fire Department.
- ✓ **Procurement Improvements/CAO Timeliness** – Assist staff with efforts to revise procurement regulations, implement public record request software and develop new policies and practices for electronic record retention.

Future Year Considerations – FY2028 → FY2030

- ✓ **Liability Prevention** – Advise Council and staff to reduce City liability through timely legal guidance, training, policy development and implementation.
- ✓ **Fiscal Stability** – Provide legal support for City initiatives addressing the General Fund structural imbalance.
- ✓ **Economic Development** – Support legal aspects of economic development, including urban renewal and revitalization efforts in downtown, Glenwood, and across the City.
- ✓ **Equity Lens** – Assist in advancing diversity, equity, and inclusion through City policies, practices, and procedures.
- ✓ **Housing** – Provide legal guidance on efforts to expand housing supply, address the impacts of homelessness, and support the full housing continuum.

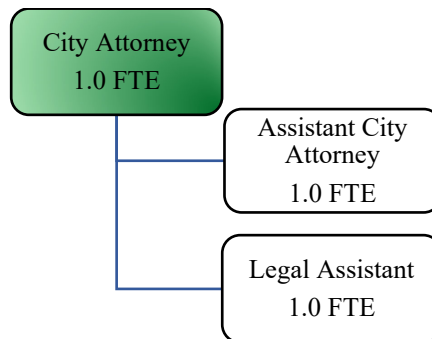


Financial Summary by Fund	FY24 Actuals	FY25 Actuals	FY26 Amended	FY27 Proposed
100 General Fund	943,269	913,393	978,008	1,008,297
236 Police Local Option Levy Fund	91,148	93,172	95,101	96,959
713 Vehicle & Equipment Fund	1,733	7,238	1,900	1,900
Grand Total	\$ 1,036,150	\$ 1,013,803	\$ 1,075,009	\$ 1,107,156

Financial Summary by Program	FY24 Actuals	FY25 Actuals	FY26 Amended	FY27 Proposed
1012 City Prosecutor	385,182	392,253	403,403	411,511
1133 Library Services	40	-	-	-
7000 Department Administration	41	-	-	-
7100 City Attorney	649,154	614,312	671,606	695,645
9000 Non-Program	1,733	7,238	-	-
Grand Total	\$ 1,036,150	\$ 1,013,803	\$ 1,075,009	\$ 1,107,156

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	FY24 FTE	FY25 FTE	FY26 FTE	FY27 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	FY24 FTE	FY25 FTE	FY26 FTE	FY27 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	FY24 FTE	FY25 FTE	FY26 FTE	FY27 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.