

City Attorney's Office | City Prosecutor's Office



Budget Presentation FY2022



Department Summary of Services

The City Attorney's Office provides a variety of services, including:

- Provide advice and support to the City Council, City staff, and boards, committees and commissions
- Attend at all City Council and Planning Commission meetings
- Review and approve all ordinances, resolutions, and activities having legal implications to assure compliance with intent, Charter, state and federal laws
- Proactively work to minimize liability
- Manage City Prosecutor Contract



Proposed Budget Summary

	FY19 Actuals	FY20 Actuals	FY21 Amended	FY22 Proposed
5 PERSONNEL SERVICES	360,286	252,203	426,199	457,065
6 MATERIALS & SERVICES	354,083	388,999	404,417	409,721
7 CAPITAL OUTLAY	6,058	-	-	-
Grand Total	\$ 720,427	\$ 641,202	\$ 830,616	\$ 866,786

- CAO has three FTE with no anticipated changes in this fiscal year.
- Materials & Services total represents both the City Attorney's Office and the cost of City Prosecutor's Office contract and overhead.



FY21 Accomplishments

- **Land Development** – Worked with Development & Public Works Department on the legal aspects of City land use decisions, such as a plan amendment and zone change and master plan modification for the Marcola Meadows property.
- **Development Code Update Project** – Assisted with drafting proposed housing code to comply with the state mandate in HB2001 to allow duplexes and middle housing on more residential properties.
- **Economic Development** – Assisted SEDA and the City with real property transactions to support economic development projects, including purchasing the Memorial Building from Willamalane and the Gateway Flame property and provided legal advice on Glenwood and Downtown projects.
- **Mayor and Interim Councilor Vacancies** – Provided advice regarding how to move forward with interim appointments due to vacancies.



FY21 Accomplishments

- **Procurement Process Improvements** – Worked with Finance Department to streamline and decentralize the City's procurement and public contracting processes and updated standard contracting templates.
- **Boards, Commissions and Committees Batch Recruitment** – Assisted with implementing batch recruitment for the various boards, commissions and committees, drafted a volunteer guide and updated bylaws template.
- **COVID-19/McKenzie Fire Response** – Provided legal advice and served in City's EOC relating to City's response to COVID-19 pandemic and McKenzie Fire.



FY22 Initiatives

- **Economic Development** – Assist with bringing some of the Council's and SEDA's identified economic development goals to fruition.
- **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.
- **Enterprise Risk Management** – Assist the City with implementing the Enterprise Risk Management Program.
- **Police Reform** – Assist with legal aspects of implementing police reform.
- **CAO Work Plan/City Prosecutor** – Complete City Attorney performance evaluation and analyze benefits of creating in-house City Attorney's Office and develop work plan specific to CAO office that integrates with overarching City goals and vision.
- **Racial Equity Lens** – Assist City with overall efforts to promote diversity, equity and inclusion in City policies, practices and procedures.



FY2023-2025 Future Years Considerations

- **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.
- **Enterprise Risk Management** – Continue ERM plan implementation.
- **Police Reform** – Continue to assist in implementing related police reform policy changes and updates.
- **Efficient City Services** – Continue to assist in streamlining internal City processes and evaluating legal aspects of providing City services with new technologies.
- **Racial Equity Lens** – Assist City with overall efforts to promote diversity, equity and inclusion in City policies, practices and procedures.



City Attorney's Office

FY 2022

Contact Information

Mary Bridget Smith

City Attorney

541-744-4061

mbsmith@springfield-or.gov

Kristina Kraaz

Asst. City Attorney

541-744-4061

kskraaz@springfield-or.gov

Linda Craig

Paralegal

541-744-4061

lcraig@springfield-or.gov