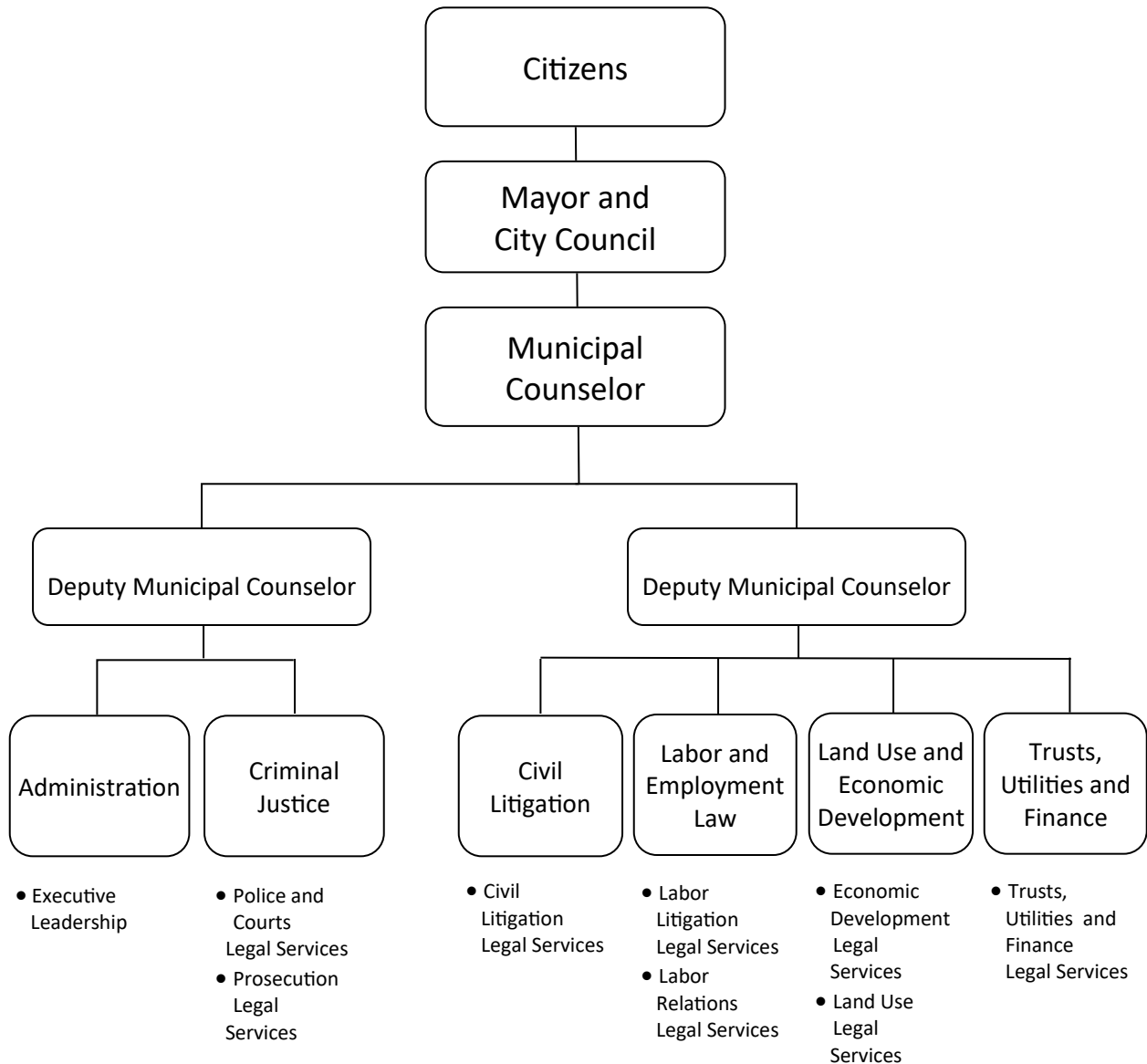


# Municipal Counselor



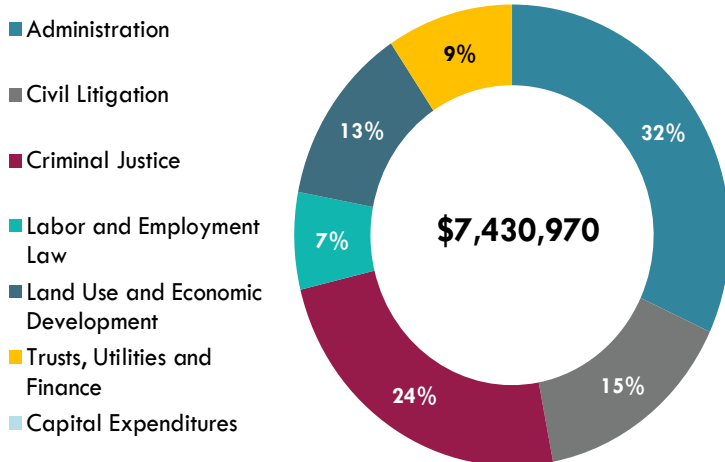
Municipal Counselor	Budget	Positions
Kenneth Jordan	\$7,430,970	56

# DEPARTMENT INTRODUCTION

## MISSION STATEMENT

The mission of the Municipal Counselor is to provide legal consultations, representations, and document services to the City, its public trusts, and their officers, appointees, and employees so they can lawfully and effectively conduct business and implement policies.

## DEPARTMENT BUDGET



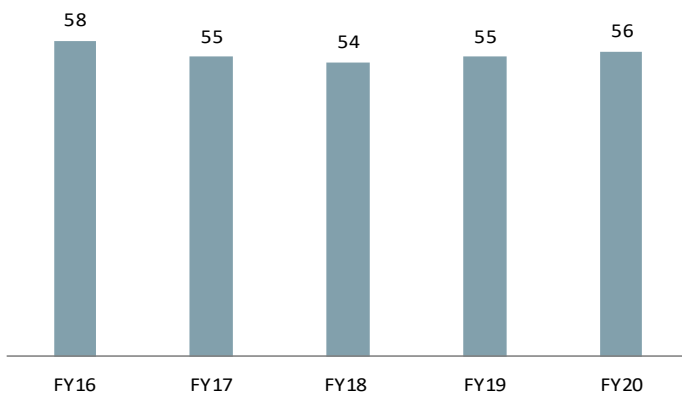
## Department Facts

- Each year the Municipal Counselor’s Office handles approximately 370 civil cases, 10,000+ criminal cases, 600 claims, 190 collections and multiple other department requested projects, such as drafting contracts or legal opinions.
- The Municipal Counselor’s Office serves as legal counsel to all departments and trusts in the City and consistently maintains positive satisfaction responses when conducting monthly client satisfaction reviews.

## DEPARTMENT OVERVIEW

The Office of the Municipal Counselor has a total budget of \$7,430,970 which is an increase of 3.02%. There are 56 positions authorized in the FY20 budget, an increase of 1 position.

## POSITIONS HISTORY



To review additional performance information, please see the attached supplemental performance report or visit our website: [www.okc.gov/performance](http://www.okc.gov/performance).

## MAJOR BUDGET CHANGES

Municipal Counselor Department Major Budget Changes	Amount	Positions
1. Changes in personnel related costs such as salaries, merit, retirement, health insurance and other benefits	\$295,573	-
2. Adds a Paralegal funded by Airports in response to increased legal work associated with economic growth occurring on Airport Trust land	\$69,099	1.00



## EXPENDITURES

Summary of Expenditures by Purpose	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget	Percent Change
<b>Operating Expenditures</b>				
Administration	\$2,328,230	\$2,286,739	\$2,368,723	3.59%
Civil Litigation	864,633	1,064,188	1,122,707	5.50%
Criminal Justice	1,724,783	1,815,339	1,799,373	-0.88%
Labor and Employment Law	486,925	479,415	505,953	5.54%
Land Use and Economic Development	858,887	855,301	937,636	9.63%
Trusts, Utilities and Finance	696,835	671,914	696,053	3.59%
<b>Total Operating Expenditures</b>	<b>\$6,960,293</b>	<b>\$7,172,896</b>	<b>\$7,430,445</b>	<b>3.59%</b>
<b>Non-Operating Expenditures</b>				
Capital Expenditures	\$0	\$40,525	\$525	-98.70%
<b>Total Non-Operating Expenditures</b>	<b>\$0</b>	<b>\$40,525</b>	<b>\$525</b>	<b>-98.70%</b>
<b>Department Total</b>	<b>\$6,960,293</b>	<b>\$7,213,421</b>	<b>\$7,430,970</b>	<b>3.02%</b>

Summary of Expenditures by Funding Source	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget	Percent Change
General Fund	\$6,821,907	\$7,037,926	\$7,293,413	3.63%
Capital Improvement Projects Fund	0	40,525	525	-98.70%
Court Administration & Training Fund	10,880	10,000	10,000	0.00%
Juvenile Justice Fund	127,506	124,970	127,032	1.65%
<b>Total All Funds</b>	<b>\$6,960,293</b>	<b>\$7,213,421</b>	<b>\$7,430,970</b>	<b>3.02%</b>

## POSITIONS

Summary of Positions by Purpose	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget	Percent Change
Administration	14.62	14.03	14.16	0.93%
Civil Litigation	6.10	7.90	8.90	12.66%
Criminal Justice	16.83	16.62	15.49	-6.80%
Labor and Employment Law	3.45	3.45	3.45	0.00%
Land Use and Economic Development	5.51	5.51	5.51	0.00%
Trusts, Utilities, and Finance	7.49	7.49	8.49	13.35%
<b>Department Total</b>	<b>54.00</b>	<b>55.00</b>	<b>56.00</b>	<b>1.82%</b>

Summary of Positions by Funding Source	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget	Percent Change
General Fund	49.05	50.05	50.05	0.00%
Airports Cash Fund	2.00	2.00	3.00	50.00%
Juvenile Justice Fund	0.75	0.75	0.75	0.00%
Police Sales Tax Fund	1.20	1.20	1.20	0.00%
Water and Wastewater Funds	1.00	1.00	1.00	0.00%
<b>Department Total</b>	<b>54.00</b>	<b>55.00</b>	<b>56.00</b>	<b>1.82%</b>

# MUNICIPAL COUNSELOR LINES OF BUSINESS

## Administration

- **The Executive Leadership Program** provides planning, management, administrative and reporting services to department employees and City leaders so they can achieve strategic goals and key results.

### Administration Positions and Budget

Program	FY18		FY19		FY20	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Executive Leadership	14.62	\$2,328,230	14.03	\$2,286,739	14.16	\$2,368,723
<b>Line of Business Total</b>	<b>14.62</b>	<b>\$2,328,230</b>	<b>14.03</b>	<b>\$2,286,739</b>	<b>14.16</b>	<b>\$2,368,723</b>

## CIVIL LITIGATION

- **The Civil Litigation Legal Services Program** provides advice, consultations and legal representation services to the City, its public trusts, and their officials and employees so they can avoid or limit liability.

### Civil Litigation Positions and Budget

Program	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Civil Litigation Legal Services	6.10	\$864,633	7.90	\$1,064,188	8.90	\$1,122,707
<b>Line of Business Total</b>	<b>6.10</b>	<b>\$864,633</b>	<b>7.90</b>	<b>\$1,064,188</b>	<b>8.90</b>	<b>\$1,122,707</b>

## CRIMINAL JUSTICE

- **The Police and Courts Legal Services Program** provides legal consultations, representations and document services to the police and court administration departments so they can receive prompt, clear and direct legal guidance in order to lawfully conduct their business.
- **The Prosecution Legal Services Program** provides municipal ordinance prosecution services to the City of Oklahoma City so it can have a just and efficient resolution of criminal complaints.

### **Criminal Justice Positions and Budget**

Program	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Police and Courts Legal Services	1.25	\$41,245	1.45	\$42,062	1.20	\$1,717
Prosecution Legal Services	15.58	1,683,538	15.17	1,773,277	14.29	1,797,656
<b>Line of Business Total</b>	<b>16.83</b>	<b>\$1,724,783</b>	<b>16.62</b>	<b>\$1,815,339</b>	<b>15.49</b>	<b>\$1,799,373</b>

## LABOR AND EMPLOYMENT LAW

- **The Labor Litigation Legal Services Program** provides civil representation services to City Council members and City supervisors so they can resolve disputes and reduce legal liability associated with labor management issues.
- **The Labor Relations Legal Services Program** provides general counsel, legal consultations, administrative representations and document services to City Council members and City management so they can increase their awareness and understanding of labor issues to better plan and better manage their employees in a timely manner.

### **Labor and Employment Law Positions and Budget**

Program	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Labor Litigation Legal Services	1.55	\$219,564	1.55	\$215,477	1.55	\$228,859
Labor Relations Legal Services	1.90	267,361	1.90	263,938	1.90	277,094
<b>Line of Business Total</b>	<b>3.45</b>	<b>\$486,925</b>	<b>3.45</b>	<b>\$479,415</b>	<b>3.45</b>	<b>\$505,953</b>

## LAND USE AND ECONOMIC DEVELOPMENT

- **The Economic Development Legal Services Program** provides consultations, document review and drafting, and client representation services to the City and its officers, trusts and authorities so they can receive timely and effective legal services to help them promote economic development.
- **The Land Use Legal Services Program** provides legal consultations, representations and documents to Mayor and Council, City departments and City boards, commissions and trusts so they can obtain the services requested to implement and develop effective land use policies and objectives.

### Land Use and Economic Development Positions and Budget

Program	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Economic Development Legal Services	2.29	\$362,075	2.29	\$357,481	2.29	\$408,350
Land Use Legal Services	3.22	496,812	3.22	497,820	3.22	529,286
<b>Line of Business Total</b>	<b>5.51</b>	<b>\$858,887</b>	<b>5.51</b>	<b>\$855,301</b>	<b>5.51</b>	<b>\$937,636</b>

## TRUSTS, UTILITIES AND FINANCE

- **The Trusts, Utilities and Finance Legal Services Program** provides consultations, representation and document review and drafting services to City Council, appointees, trustees and City management so they can make legally informed, timely decisions, implement policies and spend money legally and efficiently.

### Trust, Utilities and Finance Positions and Budget

Program	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Trusts, Utilities and Finance Legal Services	7.49	\$696,835	7.49	\$671,914	8.49	\$696,053
<b>Line of Business Total</b>	<b>7.49</b>	<b>\$696,835</b>	<b>7.49</b>	<b>\$671,914</b>	<b>8.49</b>	<b>\$696,053</b>