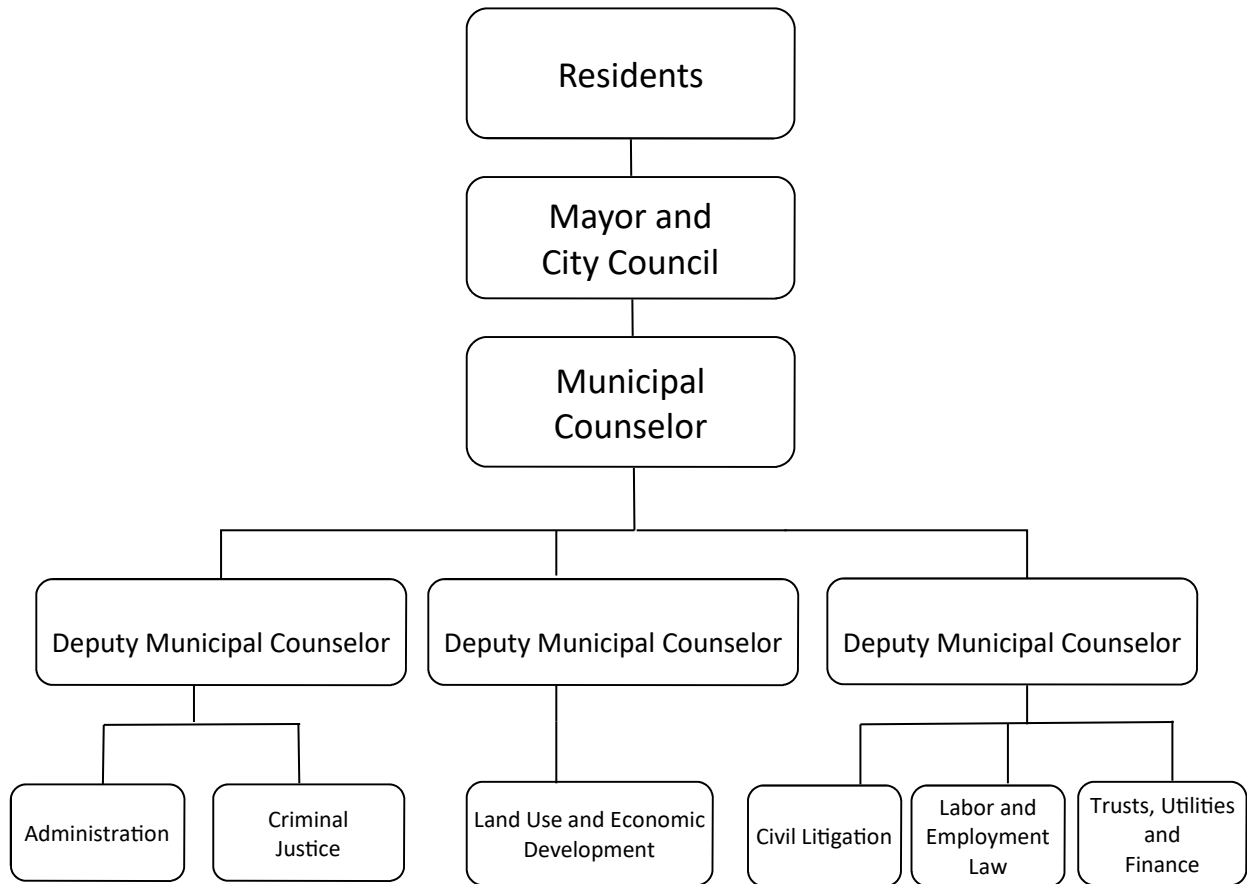


# Municipal Counselor



- Executive Leadership

- Police and Courts Legal Services
- Prosecution Legal Services

- Land Use Legal Services
- Economic Development Legal Services

- Civil Litigation Legal Services

- Labor Litigation Legal Services
- Labor Relations Legal Services

Trusts, Utilities and Finance Legal Services

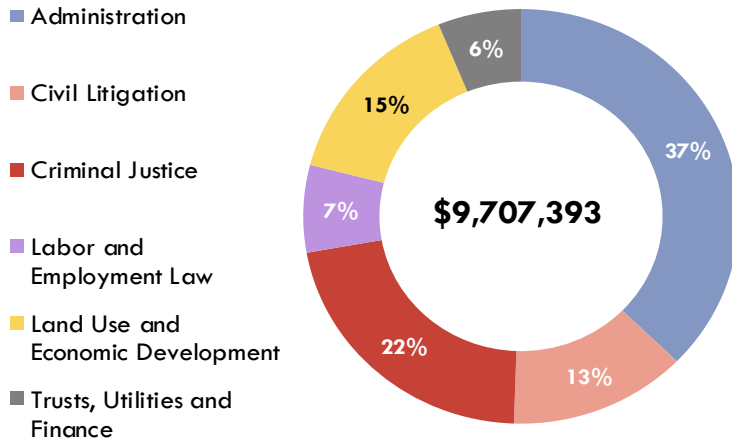
Municipal Counselor	Budget	Positions
Kenneth Jordan	\$9,707,393	60

# DEPARTMENT INTRODUCTION

## MISSION STATEMENT

The mission of the Municipal Counselor’s Office 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



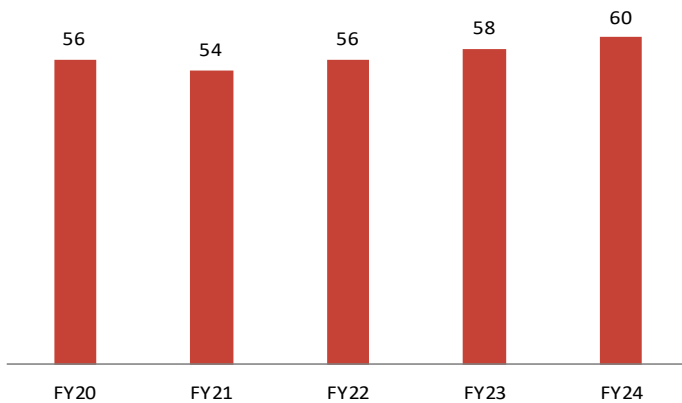
## Department Facts

- The Municipal Counselor’s Office serves as legal counsel to all departments and trusts in The City and consistently maintains positive satisfaction responses on the annual client survey.
- In addition to existing matters, in 2022, the Municipal Counselor’s Office handled 331 civil cases, approximately 133,000 new criminal citations, 509 new tort claims, 382 new criminal record expungements, opened 212 collections, collected over \$839,000, and responded to over 1,000 client-requested projects, such as drafting ordinances, contracts, and legal opinions.

## DEPARTMENT OVERVIEW

The Office of the Municipal Counselor has a total budget of \$9,707,393 which is a increase of 14.17%. There are 60 positions authorized in the FY24 budget, which is a increase of two positions from the FY23 budget.

## 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	\$477,808	
2. Increases in costs related to information technology improvements	\$143,898	
3. Adds funding to capital improvement projects including renovation of restrooms, protective glass for reception area, and a practice management program to maintain electronic records	\$143,000	
4. Deletes an Assistant Municipal Counselor III and adds an Assistant Municipal Counselor II in the Land Use Division and an Assistant Municipal Counselor I in the Criminal Justice Division to allow for future succession and operate more efficiently	\$106,395	1.00
5. Adds funding to the Retainer Agreement with 'A New Energy' to provide consultant services for telecommunications	\$100,000	
6. Deletes a Legal Administrative Specialist and adds a Legal Receptionist in the Criminal Justice Division and a Legal Clerk I in the Administrative Division to run everyday operations efficiently and effectively to serve the residents of the city	\$56,529	1.00



# EXPENDITURES

Summary of Expenditures by Purpose	FY22 Actual	FY23 Adopted Budget	FY24 Proposed Budget	Percent Change
<b>Operating Expenditures</b>				
Administration	\$2,772,787	\$3,023,851	\$3,466,490	14.64%
Civil Litigation	1,004,067	1,086,294	1,226,943	12.95%
Criminal Justice	1,973,527	1,773,793	2,012,468	13.46%
Labor and Employment Law	573,908	579,615	632,659	9.15%
Land Use and Economic Development	1,453,917	1,359,034	1,376,992	1.32%
Trusts, Utilities and Finance	529,562	521,503	574,166	10.10%
<b>Total Operating Expenditures</b>	<b>\$8,307,768</b>	<b>\$8,344,090</b>	<b>\$9,289,718</b>	<b>11.33%</b>
<b>Non-Operating Expenditures</b>				
Capital Expenditures	\$0	\$158,459	\$417,675	163.59%
<b>Total Non-Operating Expenditures</b>	<b>\$0</b>	<b>\$158,459</b>	<b>\$417,675</b>	<b>163.59%</b>
<b>Department Total</b>	<b>\$8,307,768</b>	<b>\$8,502,549</b>	<b>\$9,707,393</b>	<b>14.17%</b>

Summary of Expenditures by Funding Source	FY22 Actual	FY23 Adopted Budget	FY24 Proposed Budget	Percent Change
General Fund	\$8,296,271	\$8,329,308	\$9,274,936	11.35%
Capital Improvement Projects Fund	0	158,459	417,675	163.59%
Court Administration & Training Fund	6,649	12,000	12,000	0.00%
Juvenile Justice Fund	4,848	2,782	2,782	0.00%
<b>Total All Funds</b>	<b>\$8,307,768</b>	<b>\$8,502,549</b>	<b>\$9,707,393</b>	<b>14.17%</b>

# POSITIONS

Summary of Positions by Purpose	FY22 Actual	FY23 Adopted Budget	FY24 Proposed Budget	Percent Change
Administration	16.36	16.74	17.74	5.97%
Civil Litigation	6.30	8.30	8.30	0.00%
Criminal Justice	15.99	14.61	15.61	6.84%
Labor and Employment Law	3.45	3.45	3.45	0.00%
Land Use and Economic Development	6.90	7.90	7.90	0.00%
Trusts, Utilities, and Finance	7.00	7.00	7.00	0.00%
<b>Department Total</b>	<b>56.00</b>	<b>58.00</b>	<b>60.00</b>	<b>3.45%</b>

Summary of Positions by Funding Source	FY22 Actual	FY23 Adopted Budget	FY24 Proposed Budget	Percent Change
General Fund	50.80	52.80	54.80	3.79%
Airports Cash Fund	3.00	3.00	3.00	0.00%
Juvenile Justice Fund	0.00	0.00	0.00	N/A
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>56.00</b>	<b>58.00</b>	<b>60.00</b>	<b>3.45%</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	FY22		FY23		FY24	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Executive Leadership	16.36	\$2,772,787	16.74	\$3,023,851	17.74	\$3,466,490
<b>Line of Business Total</b>	<b>16.36</b>	<b>\$2,772,787</b>	<b>16.74</b>	<b>\$3,023,851</b>	<b>17.74</b>	<b>\$3,466,490</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	FY22		FY23		FY24	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Civil Litigation Legal Services	6.30	\$1,004,067	8.30	\$1,086,294	8.30	\$1,226,943
<b>Line of Business Total</b>	<b>6.30</b>	<b>\$1,004,067</b>	<b>8.30</b>	<b>\$1,086,294</b>	<b>8.30</b>	<b>\$1,226,943</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	FY22		FY23		FY24	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Police and Courts Legal Services	1.20	\$517	1.20	\$1,717	1.20	\$1,717
Prosecution Legal Services	14.79	1,973,010	13.41	1,772,076	14.41	2,010,751
<b>Line of Business Total</b>	<b>15.99</b>	<b>\$1,973,527</b>	<b>14.61</b>	<b>\$1,773,793</b>	<b>15.61</b>	<b>\$2,012,468</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	FY22		FY23		FY24	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Labor Litigation Legal Services	2.15	\$320,585	2.15	\$333,858	2.15	\$369,869
Labor Relations Legal Services	1.30	253,323	1.30	245,757	1.30	262,790
<b>Line of Business Total</b>	<b>3.45</b>	<b>\$573,908</b>	<b>3.45</b>	<b>\$579,615</b>	<b>3.45</b>	<b>\$632,659</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	FY22		FY23		FY24	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Economic Development Legal Services	3.43	\$666,452	4.43	\$713,509	3.90	\$640,734
Land Use Legal Services	3.47	787,465	3.47	645,525	4.00	736,258
<b>Line of Business Total</b>	<b>6.90</b>	<b>\$1,453,917</b>	<b>7.90</b>	<b>\$1,359,034</b>	<b>7.90</b>	<b>\$1,376,992</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	FY22		FY23		FY24	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Trusts, Utilities and Finance Legal Services	7.00	\$529,562	7.00	\$521,503	7.00	\$574,166
<b>Line of Business Total</b>	<b>7.00</b>	<b>\$529,562</b>	<b>7.00</b>	<b>\$521,503</b>	<b>7.00</b>	<b>\$574,166</b>