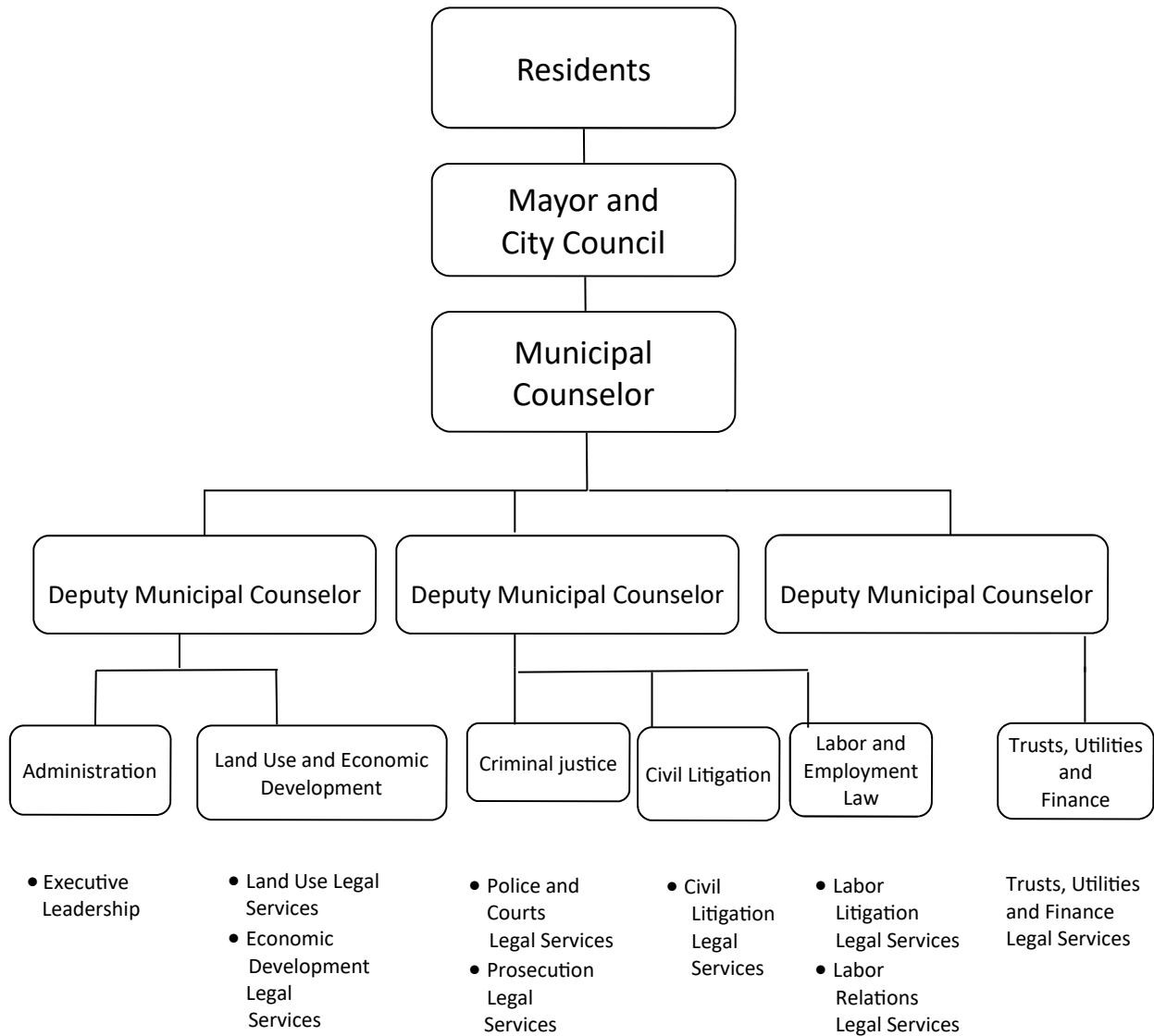


# Municipal Counselor



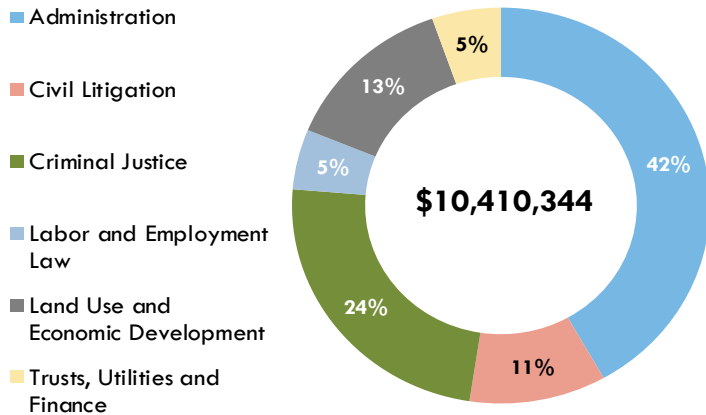
Municipal Counselor	Budget	Positions
Kenneth Jordan	\$10,410,344	62

# DEPARTMENT INTRODUCTION

## MISSION STATEMENT

The mission of the Municipal Counselor’s Office is to provide excellent legal consultation, representation and all other required legal services to the City, it’s employees, it’s public trusts, their officers, appointees so they can lawfully and effectively conduct business and implement policies.

## DEPARTMENT BUDGET



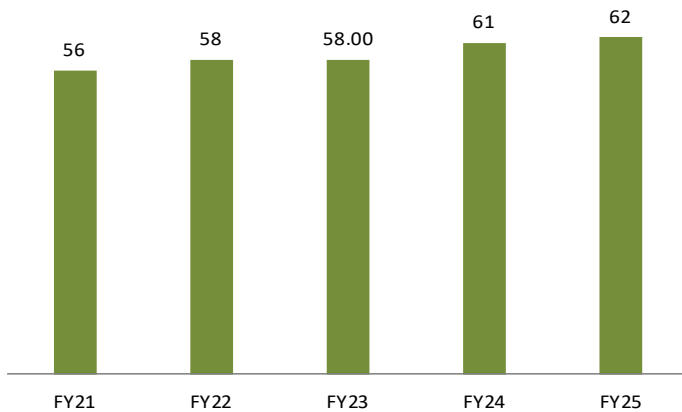
## Department Facts

- 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 2023, the Municipal Counselor’s Office handled 111 new civil cases, approximately 121,000 new criminal citations, 501 new tort claims, 433 new criminal expungements, opened 168 collections, collected \$1,243,948, approximately 6,000 new civil open records requests 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 \$10,410,344. There are 62 positions authorized in the FY25 budget, which is a increase of one position from the FY24 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	\$912,689	
2. Change overage position of Assistant Municipal Counselor I and make it permanent with funding from OCWUT.	\$102,481	1.00



# EXPENDITURES

Summary of Expenditures by Purpose	FY23 Actual	FY24 Adopted Budget	FY25 Adopted Budget	Percent Change
<b>Operating Expenditures</b>				
Administration	\$3,290,186	\$3,553,802	\$4,231,523	19.07%
Civil Litigation	1,194,434	1,226,943	1,072,256	-12.61%
Criminal Justice	1,949,158	2,012,468	2,417,869	20.14%
Labor and Employment Law	648,077	632,659	496,828	-21.47%
Land Use and Economic Development	1,594,545	1,376,992	1,359,339	-1.28%
Trusts, Utilities and Finance	585,885	574,166	540,274	-5.90%
<b>Total Operating Expenditures</b>	<b>\$9,262,285</b>	<b>\$9,377,030</b>	<b>\$10,118,089</b>	<b>7.90%</b>
<b>Non-Operating Expenditures</b>				
Capital Expenditures	\$78,291	\$417,675	\$292,255	-30.03%
<b>Total Non-Operating Expenditures</b>	<b>\$78,291</b>	<b>\$417,675</b>	<b>\$292,255</b>	<b>-30.03%</b>
<b>Department Total</b>	<b>\$9,340,576</b>	<b>\$9,794,705</b>	<b>\$10,410,344</b>	<b>6.29%</b>

Summary of Expenditures by Funding Source	FY23 Actual	FY24 Adopted Budget	FY25 Adopted Budget	Percent Change
General Fund	\$9,253,188	\$9,362,248	\$10,103,307	7.92%
Capital Improvement Projects Fund	78,291	417,675	292,255	-30.03%
Court Administration & Training Fund	6,325	12,000	12,000	0.00%
Juvenile Justice Fund	2,773	2,782	2,782	0.00%
<b>Total All Funds</b>	<b>\$9,340,577</b>	<b>\$9,794,705</b>	<b>\$10,410,344</b>	<b>6.29%</b>

# POSITIONS

Summary of Positions by Purpose	FY23 Actual	FY24 Adopted Budget	FY25 Adopted Budget	Percent Change
Administration	16.74	17.74	19.64	10.71%
Civil Litigation	8.30	8.30	6.30	-24.10%
Criminal Justice	14.61	15.61	17.36	11.21%
Labor and Employment Law	3.45	3.45	2.70	-21.74%
Land Use and Economic Development	7.90	7.90	7.00	-11.39%
Trusts, Utilities, and Finance	7.00	8.00	9.00	12.50%
<b>Department Total</b>	<b>58.00</b>	<b>61.00</b>	<b>62.00</b>	<b>1.64%</b>

Summary of Positions by Funding Source	FY23 Actual	FY24 Adopted Budget	FY25 Adopted Budget	Percent Change
General Fund	52.80	54.80	54.80	0.00%
Airports Cash Fund	3.00	3.00	4.00	33.33%
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	2.00	100.00%
<b>Department Total</b>	<b>58.00</b>	<b>61.00</b>	<b>62.00</b>	<b>1.64%</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	FY23		FY24		FY25	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Executive Leadership	16.74	\$3,290,186	17.74	\$3,553,802	19.64	\$4,231,523
<b>Line of Business Total</b>	<b>16.74</b>	<b>\$3,290,186</b>	<b>17.74</b>	<b>\$3,553,802</b>	<b>19.64</b>	<b>\$4,231,523</b>

## CIVIL LITIGATION

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

### Civil Litigation Positions and Budget

Program	FY23		FY24		FY25	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Civil Litigation Legal Services	8.30	\$1,194,434	8.30	\$1,226,943	6.30	\$1,072,256
<b>Line of Business Total</b>	<b>8.30</b>	<b>\$1,194,434</b>	<b>8.30</b>	<b>\$1,226,943</b>	<b>6.30</b>	<b>\$1,072,256</b>





## CRIMINAL JUSTICE

- **The Police and Courts Legal Services Program** provides consultation, representation and other legal 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 for just and efficient resolution of criminal complaints.

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

Program	FY23		FY24		FY25	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Police and Courts Legal Services	1.20	\$150	1.20	\$1,717	1.20	\$1,717
Prosecution Legal Services	13.41	1,949,008	14.41	2,010,751	16.16	2,416,152
<b>Line of Business Total</b>	<b>14.61</b>	<b>\$1,949,158</b>	<b>15.61</b>	<b>\$2,012,468</b>	<b>17.36</b>	<b>\$2,417,869</b>

## LABOR AND EMPLOYMENT LAW

- **The Labor Litigation Legal Services Program** provides consultation, representation and other legal 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, administrative representation and other legal services to City Council members and City management to increase awareness and understanding of labor issues to better plan and better manage employees in a timely and effective manner.

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

Program	FY23		FY24		FY25	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Labor Litigation Legal Services	2.15	\$370,215	2.15	\$369,869	1.90	\$330,494
Labor Relations Legal Services	1.30	277,862	1.30	262,790	0.80	166,334
<b>Line of Business Total</b>	<b>3.45</b>	<b>\$648,076</b>	<b>3.45</b>	<b>\$632,659</b>	<b>2.70</b>	<b>\$496,828</b>

## LAND USE AND ECONOMIC DEVELOPMENT

- **The Economic Development Legal Services Program** provides consultation, document review and drafting, representation, other legal services to the City, its officers, trusts and authorities in a timely and effective manner to help promote positive economic development.
- **The Land Use Legal Services Program** provides consultation, representation, document review, drafting and other legal services to Mayor and Council, City departments, boards, commissions and trusts to assist in the implementation and development of effective land use policies and objectives.

### **Land Use and Economic Development Positions and Budget**

Program	FY23		FY24		FY25	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Economic Development Legal Services	4.43	\$919,123	3.90	\$640,734	3.00	\$628,016
Land Use Legal Services	3.47	675,422	4.00	736,258	4.00	731,323
<b>Line of Business Total</b>	<b>7.90</b>	<b>\$1,594,545</b>	<b>7.90</b>	<b>\$1,376,992</b>	<b>7.00</b>	<b>\$1,359,339</b>

## TRUSTS, UTILITIES AND FINANCE

- **The Trusts, Utilities and Finance Legal Services Program** provides consultation, representation, document review and drafting and other legal 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	FY23		FY24		FY25	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Trusts, Utilities and Finance Legal Services	7.00	\$585,885	8.00	\$574,166	9.00	\$540,274
<b>Line of Business Total</b>	<b>7.00</b>	<b>\$585,885</b>	<b>8.00</b>	<b>\$574,166</b>	<b>9.00</b>	<b>\$540,274</b>