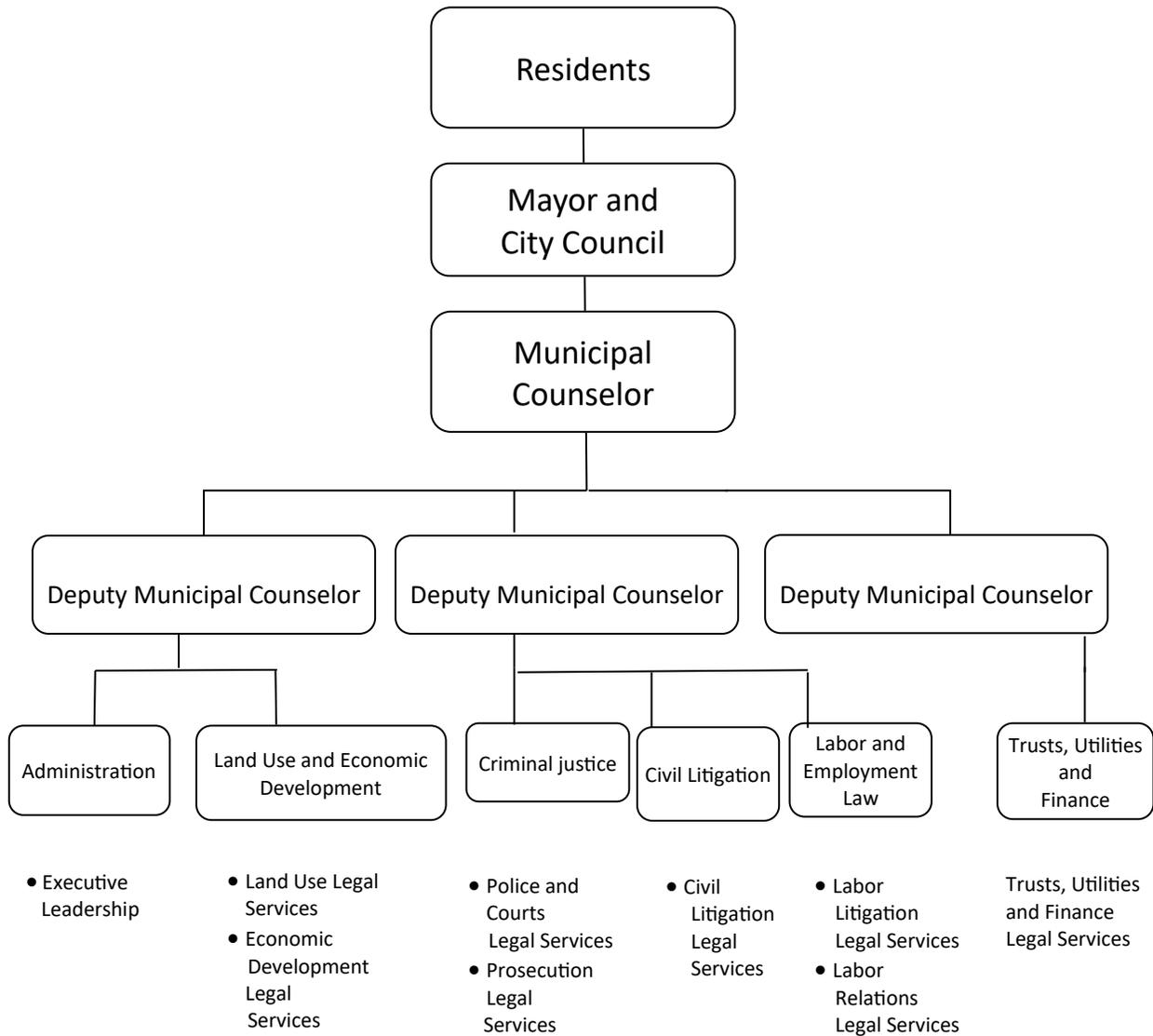


Municipal Counselor



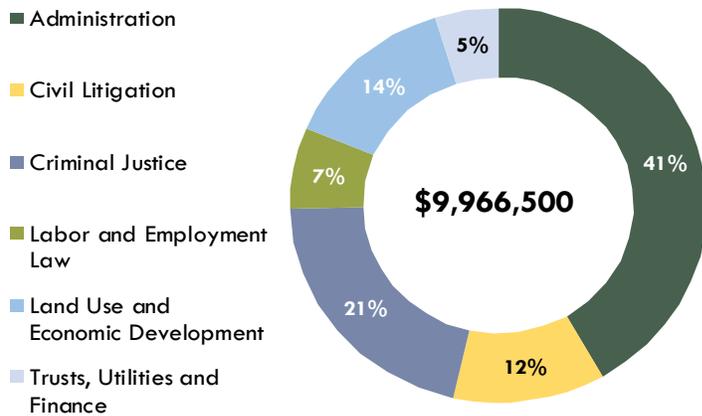
Municipal Counselor	Budget	Positions
Kenneth Jordan	\$9,966,500	61

DEPARTMENT INTRODUCTION

MISSION STATEMENT

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

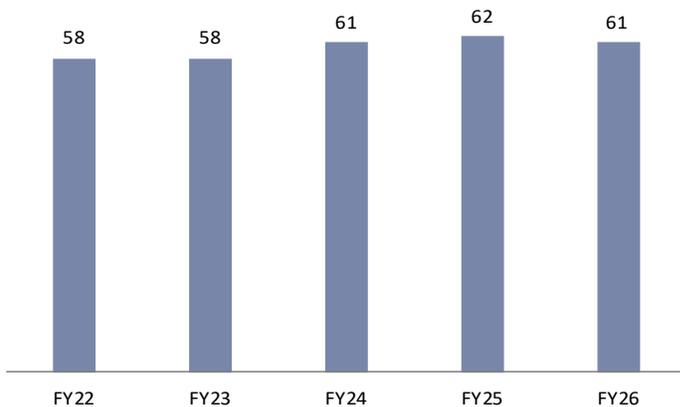
DEPARTMENT BUDGET



DEPARTMENT OVERVIEW

The Office of the Municipal Counselor has a total budget of \$9,966,500. There are 61 positions authorized in the FY26 budget, which is a decrease of one position from the FY25 budget.

POSITIONS HISTORY



Department Facts

- The Municipal Counselor’s Office serves as legal counsel to all departments and trusts in The City and consistently maintains positive satisfaction results.
- In addition to existing matters, in 2024, the Office of Municipal Counselor had over 170 new civil cases, 127,000 new criminal citations, 440 new expungement's and 590 new tort claims. In addition there were approximately 197 new collections opened and nearly \$800,000 recovered. This Office also received over 6,200 open records requests through JustFOIA and an additional 15,900 open records request not tracked through Just FOIA.
- The Municipal Counselor’s Office also works client-requested projects such as drafting ordinances, contracts and legal opinions.

To review additional performance information, please see the attached supplemental performance report or visit our website: 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	\$111,922	
2. Change overage position of Assistant Municipal Counselor I from overage to permanent.	\$103,632	1.00
3. Delete vacant Assistant Municipal Counselor	(\$145,131)	(1.00)
4. Delete vacant Legal Secretary II position	(\$77,999)	(1.00)



EXPENDITURES

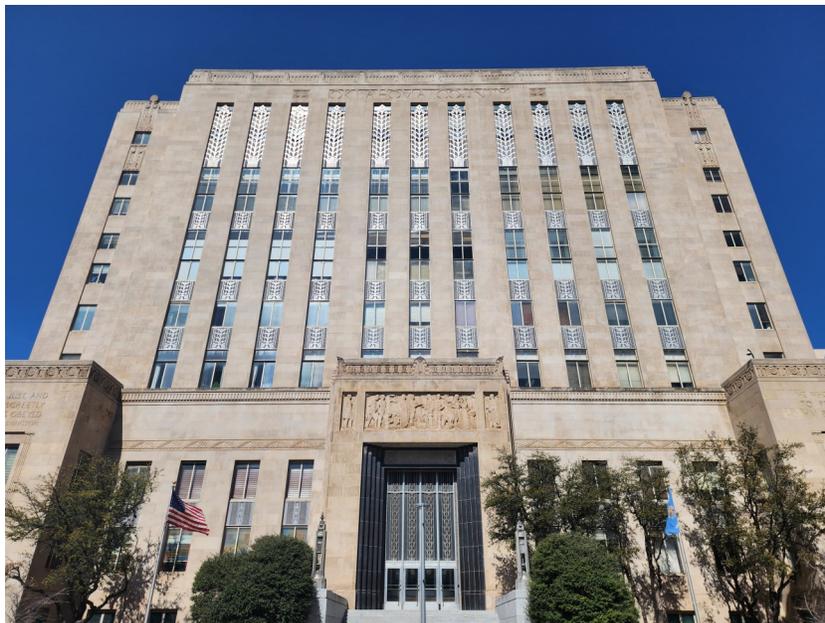
Summary of Expenditures by Purpose	FY24 Actual	FY25 Adopted Budget	FY26 Proposed Budget	Percent Change
Operating Expenditures				
Administration	\$3,472,903	\$4,231,523	\$4,043,001	-4.46%
Civil Litigation	1,302,619	1,072,256	1,156,587	7.86%
Criminal Justice	2,274,777	2,417,869	2,055,929	-14.97%
Labor and Employment Law	686,348	496,828	649,302	30.69%
Land Use and Economic Development	1,589,621	1,359,339	1,327,620	-2.33%
Trusts, Utilities and Finance	441,017	540,274	481,684	-10.84%
Total Operating Expenditures	\$9,767,284	\$10,118,089	\$9,714,123	-3.99%
Non-Operating Expenditures				
Capital Expenditures	\$53,457	\$292,255	\$252,377	-13.64%
Total Non-Operating Expenditures	\$53,457	\$292,255	\$252,377	-13.64%
Department Total	\$9,820,741	\$10,410,344	\$9,966,500	-4.26%

Summary of Expenditures by Funding Source	FY24 Actual	FY25 Adopted Budget	FY26 Proposed Budget	Percent Change
General Fund	\$9,758,894	\$10,103,307	\$9,699,341	-4.00%
Capital Improvement Projects Fund	53,457	292,255	252,377	-13.64%
Court Administration & Training Fund	7,492	12,000	12,000	0.00%
Juvenile Justice Fund	898	2,782	2,782	0.00%
Total All Funds	\$9,820,741	\$10,410,344	\$9,966,500	-4.26%

POSITIONS

Summary of Positions by Purpose	FY24 Actual	FY25 Adopted Budget	FY26 Proposed Budget	Percent Change
Administration	17.74	19.64	19.54	-0.51%
Civil Litigation	8.30	6.30	6.30	0.00%
Criminal Justice	15.61	17.36	15.46	-10.94%
Labor and Employment Law	3.45	2.70	2.70	0.00%
Land Use and Economic Development	7.90	7.00	7.00	0.00%
Trusts, Utilities, and Finance	8.00	9.00	10.00	11.11%
Department Total	61.00	62.00	61.00	-1.61%

Summary of Positions by Funding Source	FY24 Actual	FY25 Adopted Budget	FY26 Proposed Budget	Percent Change
General Fund	54.80	54.80	53.80	-1.82%
Airports Cash Fund	4.00	4.00	4.00	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	2.00	2.00	0.00%
Department Total	61.00	62.00	61.00	-1.61%



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	FY24		FY25		FY26	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Executive Leadership	17.74	\$3,472,903	19.64	\$4,231,523	19.54	\$4,043,001
Line of Business Total	17.74	\$3,472,903	19.64	\$4,231,523	19.54	\$4,043,001

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	FY24		FY25		FY26	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Civil Litigation Legal Services	8.30	\$1,302,619	6.30	\$1,072,256	6.30	\$1,156,587
Line of Business Total	8.30	\$1,302,619	6.30	\$1,072,256	6.30	\$1,156,587



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	FY24		FY25		FY26	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Police and Courts Legal Services	1.20	\$0	1.20	\$1,717	1.20	\$1,717
Prosecution Legal Services	14.41	2,274,777	16.16	2,416,152	14.26	2,054,212
Line of Business Total	15.61	\$2,274,777	17.36	\$2,417,869	15.46	\$2,055,929

LABOR AND EMPLOYMENT

- **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 Positions and Budget

Program	FY24		FY25		FY26	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Labor Litigation Legal Services	2.15	\$393,348	1.90	\$330,494	1.40	\$344,669
Labor Relations Legal Services	1.30	293,000	0.80	166,334	1.30	304,633
Line of Business Total	3.45	\$686,348	2.70	\$496,828	2.70	\$649,302

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	FY24		FY25		FY26	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Economic Development Legal Services	3.90	\$761,679	3.00	\$628,016	3.00	\$574,572
Land Use Legal Services	4.00	827,942	4.00	731,323	4.00	753,048
Line of Business Total	7.90	\$1,589,621	7.00	\$1,359,339	7.00	\$1,327,620

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	FY24		FY25		FY26	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Trusts, Utilities and Finance Legal Services	8.00	\$441,017	9.00	\$540,274	10.00	\$481,684
Line of Business Total	8.00	\$441,017	9.00	\$540,274	10.00	\$481,684