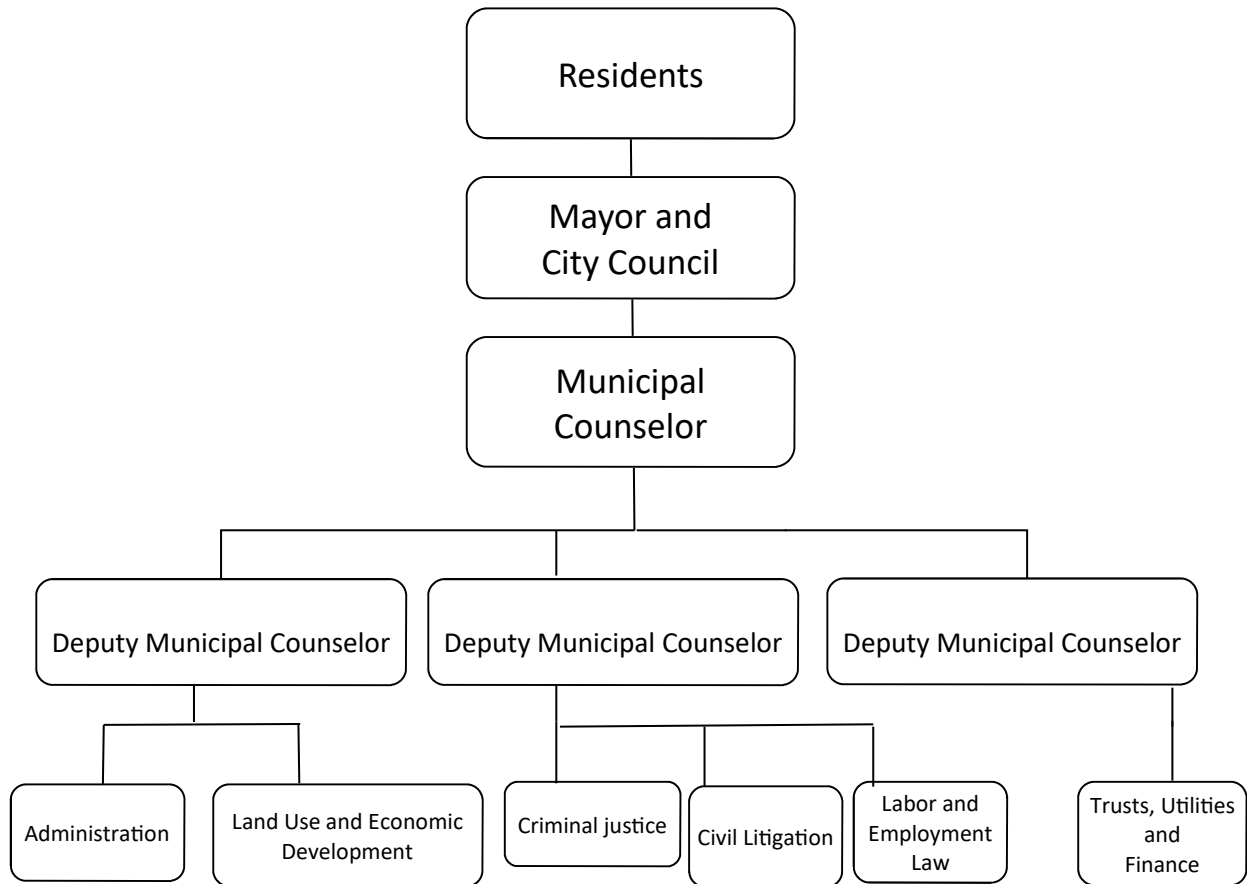


# Municipal Counselor



- Executive Leadership

- Land Use Legal Services
- Economic Development Legal Services

- Police and Courts Legal Services
- Prosecution Legal Services

- Civil Litigation Legal Services

- Labor Litigation Legal Services
- Labor Relations Legal Services

Trusts, Utilities and Finance Legal Services

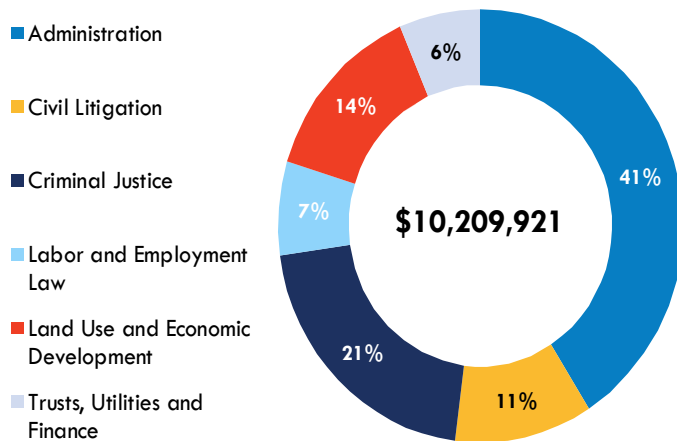
Municipal Counselor	Budget	Positions
Kenneth Jordan	\$10,209,921	63

# DEPARTMENT INTRODUCTION

## MISSION STATEMENT

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

## DEPARTMENT BUDGET



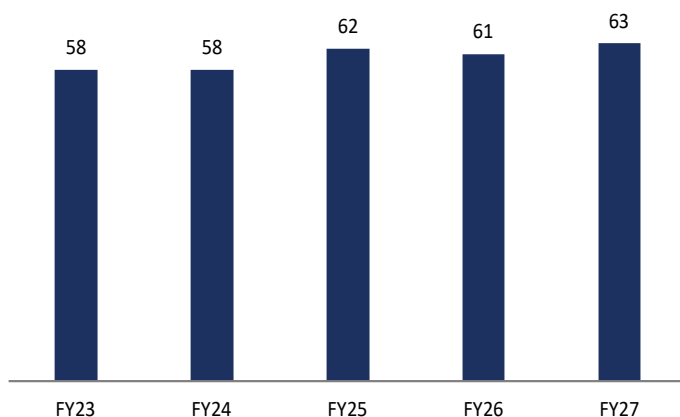
### Department Facts

- The Municipal Counselor’s Office serves as legal counsel to all departments and trusts in The City and consistently maintains positive satisfaction results.
- In addition to existing matters, in 2025, the Office of Municipal Counselor had over 235 active civil cases, 135,800 new criminal citations, 505 new expungement's and 608 new tort claims. In addition there were approximately 229 new collections opened and nearly \$1,332,000 recovered. This Office also received over 6,980 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.

## DEPARTMENT OVERVIEW

The Office of the Municipal Counselor has a total budget of \$10,209,921. There are 63 positions authorized in the FY27 budget, which is a increase of two positions from the FY26 budget.

## POSITIONS HISTORY



To review additional performance information, please see the attached supplemental performance report or visit our website: [www.okc.gov/Government/Budget-and-Finance/Performance-Data](http://www.okc.gov/Government/Budget-and-Finance/Performance-Data).

## 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	\$362,777	
2. Trusts, Utilities, and Financial Legal Services addition of Assistant Municipal Counselor I	\$107,211	1.00
3. Criminal Justice addition of Assistant Municipal Counselor I	\$120,000	1.00
4. Administration reduction in salaries	(\$308,589)	



# EXPENDITURES

Summary of Expenditures by Purpose	FY25 Actual	FY26 Adopted Budget	FY27 Adopted Budget	Percent Change
<b>Operating Expenditures</b>				
Administration	\$4,316,517	\$4,071,558	\$4,091,641	0.49%
Civil Litigation	1,018,170	1,156,587	1,096,688	-5.18%
Criminal Justice	2,093,661	2,055,929	2,080,036	1.17%
Labor and Employment Law	653,707	649,302	700,477	7.88%
Land Use and Economic Development	1,336,218	1,327,620	1,366,313	2.91%
Trusts, Utilities and Finance	377,820	481,684	645,858	34.08%
<b>Total Operating Expenditures</b>	<b>\$9,796,092</b>	<b>\$9,742,680</b>	<b>\$9,981,013</b>	<b>2.45%</b>
<b>Non-Operating Expenditures</b>				
Capital Expenditures	\$81,985	\$252,377	\$228,908	-9.30%
<b>Total Non-Operating Expenditures</b>	<b>\$81,985</b>	<b>\$252,377</b>	<b>\$228,908</b>	<b>-9.30%</b>
<b>Department Total</b>	<b>\$9,878,077</b>	<b>\$9,995,057</b>	<b>\$10,209,921</b>	<b>2.15%</b>

Summary of Expenditures by Funding Source	FY25 Actual	FY26 Adopted Budget	FY27 Adopted Budget	Percent Change
General Fund	\$9,789,075	\$9,727,898	\$9,966,231	2.45%
Capital Improvement Projects Fund	81,985	252,377	228,908	-9.30%
Court Administration & Training Fund	3,442	12,000	12,000	0.00%
Juvenile Justice Fund	3,575	2,782	2,782	0.00%
<b>Total All Funds</b>	<b>\$9,878,077</b>	<b>\$9,995,057</b>	<b>\$10,209,921</b>	<b>2.15%</b>

# POSITIONS

Summary of Positions by Purpose	FY25 Actual	FY26 Adopted Budget	FY27 Adopted Budget	Percent Change
Administration	19.64	19.54	19.54	0.00%
Civil Litigation	6.30	6.30	6.30	0.00%
Criminal Justice	17.36	15.46	16.46	6.47%
Labor and Employment Law	2.70	2.70	2.70	0.00%
Land Use and Economic Development	7.00	7.00	7.00	0.00%
Trusts, Utilities, and Finance	9.00	10.00	11.00	10.00%
<b>Department Total</b>	<b>62.00</b>	<b>61.00</b>	<b>63.00</b>	<b>3.28%</b>

Summary of Positions by Funding Source	FY25 Actual	FY26 Adopted Budget	FY27 Adopted Budget	Percent Change
General Fund	54.80	53.80	54.80	1.86%
Airports Cash Fund	4.00	4.00	4.00	0.00%
Police Sales Tax Fund	1.20	1.20	2.20	83.33%
Water and Wastewater Funds	2.00	2.00	2.00	0.00%
<b>Department Total</b>	<b>62.00</b>	<b>61.00</b>	<b>63.00</b>	<b>3.28%</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	FY25		FY26		FY27	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Executive Leadership	19.64	\$4,316,516	19.54	\$4,071,558	19.54	\$4,091,641
<b>Line of Business Total</b>	<b>19.64</b>	<b>\$4,316,516</b>	<b>19.54</b>	<b>\$4,071,558</b>	<b>19.54</b>	<b>\$4,091,641</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	FY25		FY26		FY27	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Civil Litigation Legal Services	6.30	\$1,018,170	6.30	\$1,156,587	6.30	\$1,096,688
<b>Line of Business Total</b>	<b>6.30</b>	<b>\$1,018,170</b>	<b>6.30</b>	<b>\$1,156,587</b>	<b>6.30</b>	<b>\$1,096,688</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	FY25		FY26		FY27	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Police and Courts Legal Services	1.20	\$0	1.20	\$1,717	2.20	\$1,717
Prosecution Legal Services	16.16	2,093,661	14.26	2,054,212	14.26	2,078,319
<b>Line of Business Total</b>	<b>17.36</b>	<b>\$2,093,661</b>	<b>15.46</b>	<b>\$2,055,929</b>	<b>16.46</b>	<b>\$2,080,036</b>

## 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	FY25		FY26		FY27	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Labor Litigation Legal Services	1.90	\$358,879	1.40	\$344,669	1.40	\$371,150
Labor Relations Legal Services	0.80	294,827	1.30	304,633	1.30	329,327
<b>Line of Business Total</b>	<b>2.70</b>	<b>\$653,706</b>	<b>2.70</b>	<b>\$649,302</b>	<b>2.70</b>	<b>\$700,477</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	FY25		FY26		FY27	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Economic Development Legal Services	3.00	\$563,553	3.00	\$574,572	3.00	\$630,033
Land Use Legal Services	4.00	772,665	4.00	753,048	4.00	736,280
<b>Line of Business Total</b>	<b>7.00</b>	<b>\$1,336,218</b>	<b>7.00</b>	<b>\$1,327,620</b>	<b>7.00</b>	<b>\$1,366,313</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	FY25		FY26		FY27	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Trusts, Utilities and Finance Legal Services	9.00	\$377,820	10.00	\$481,684	11.00	\$645,858
<b>Line of Business Total</b>	<b>9.00</b>	<b>\$377,820</b>	<b>10.00</b>	<b>\$481,684</b>	<b>11.00</b>	<b>\$645,858</b>