

**MEMORANDUM OF UNDERSTANDING
FISCAL YEAR 2027**

THIS MEMORANDUM OF UNDERSTANDING (MOU) made and entered into this _____ day of _____ 2026, by and between the **Board of County Commissioners of Oklahoma County, Oklahoma**, hereinafter referred to as the "**County**"; and the **District Court of the Seventh Judicial District**, hereinafter referred to as the "**Court**" enter into this Agreement to become effective upon the approval by all parties on July 1, 2026 thru June 30, 2027.

Whereas 19 O.S. §339 Paragraph (A)1 states in part that the Board of County Commissioners shall have the power "to make all orders respecting the real property of the county"; and

Whereas 19 O.S. §401 sets forth the obligations of the County to provide quarters for Officers and Courts; and

Whereas the County provides the Court with office and courtroom space, utilities, maintenance, and repair sufficient for the transaction of their business within the Oklahoma County Courthouse and the Oklahoma County Juvenile Center as required by 19 O.S. §401; and

Whereas the Court may utilize the "Court Fund" for certain purposes outlined in 20 O.S. §1301 et. seq.; and

Whereas the purpose of this MOU is to outline use of the "Court Fund" by the County to supplement the County in the provision of utilities, maintenance and repair, custodial services, including vacuuming, mopping floors, emptying trash cans, and cleaning restroom, porter services, excluding personal services and errands, as well as flooring, window treatments, and paint in areas of the Oklahoma County Courthouse and the Oklahoma County Juvenile Justice Center occupied and utilized by the Court for court functions.

Now Therefore Be It Resolved that the County and the Court do hereby enter into this Memorandum of Understanding subject to the following terms and conditions:

1. For Fiscal Year 2026-27, the Court will provide **Eight Hundred Thirty-Nine Thousand Five Hundred and Fifty-Nine Dollars and No Cents (\$839,559.00)** from the Court Fund to the County. Funds made available to the County shall be utilized for provision of utilities, maintenance and repair,

custodial services, including vacuuming, mopping floors, emptying trash cans, cleaning restroom, and assistance with moving furniture and other items within or between offices in areas of the courthouse and juvenile occupied and utilized by the Court for court functions.

- A. **Two Hundred Thirty-One Thousand Dollars and No Cents (\$231,000.00)** shall be utilized to defray utility costs at the courthouse and juvenile. Utility costs are defined as water, sewer, electricity, gas, steam, chilled water, telephone and internet connectivity paid by the County. Court Fund Claims for payments under this section may be submitted monthly.
 - B. **Two Hundred Ninety-Eight Thousand Five Hundred and Fifty-Nine Dollars (\$298,559.00)** shall be used for maintenance and repair, custodial services, including vacuuming, mopping floors, emptying trash cans, cleaning restrooms, and assistance with moving furniture and other items within or between offices. Maintenance and repair is defined as maintenance of building life-safety, mechanical such as heating, ventilation, HVAC, plumbing, electrical, lighting, routine painting (touch-up), repair of door locks and hardware. Court Fund Claims for payments under this section may be submitted monthly.
 - C. **Two Hundred Forty-Nine Thousand, Nine Hundred Forty Dollars and No Cents (\$249,940.00)** shall be used for flooring, window treatments, and paint requested by the Trial Court Administrator. The Trial Court Administrator, at the Direction of the Presiding Judge, shall determine and communicate to the Facilities Director, or designee, the Court's priority for these projects. Court Fund Claims for payments under this section may be submitted when the work is completed.
 - D. **Sixty Thousand Sixty Dollars and No Cents (\$60,060.00)** shall be used for maintenance and upkeep of parking spaces in Metro parking designed for court employees. The Court shall receive 55 parking spaces in Metro parking to be utilized at the discretion of the Courts. Court Fund Claims for payments under this section may be submitted monthly.
2. The Trial Court Administrator, or appropriate designee(s), shall submit requests for work, except in emergency situations, using the facilities management work order system. Work requests resulting from an emergency situation shall be submitted as soon as practical, but in no event later than 24

hours following the request. Compliance with this section is subject to the Trial Court Administrator and designees being provided training and access to the work order system.

3. The County will track all requests submitted by the Court Administrator during the fiscal year. The Trial Court Administrator shall be provided with copies of this tracking, including costs assigned to such requests.
4. The Parties acknowledge that work performed under this MOU may, from time to time, result in excessive noise, increase dust or debris, or other disruptions to the operations of the Court. County will make every effort to minimize such disruptions where feasible. The Court acknowledges that work stoppages, or non-regular work hours, may result in delays and/or increased costs to the provision of services.

IN WITNESS WHEREOF, the undersigned have executed this Memorandum of Understanding on the dates set forth by the parties, with the effective date of this Contract to be the date by which both parties have executed this Contract.

COURT

APPROVED BY THE DISTRICT COURT OF THE SEVENTH JUDICIAL DISTRICT OF OKLAHOMA COUNTY, OKLAHOMA this 12 day of June 2026.

By Sheila Stinson
Presiding Judge Sheila D. Stinson

COUNTY

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS OF OKLAHOMA COUNTY, OKLAHOMA this ____ day of _____ 2026.

By _____
Chairman Brian Maughan

ATTEST:

County Request No. 447

REQUEST FOR LEGAL SERVICES

This form is used to provide legal opinions and contract approval by the District Attorney's Office. Only that advice that is related to a pending or potential claim against the County or its officers and employees is protected by the attorney-client privilege. Opinions that are privileged should not be disclosed to anyone or the privilege may be waived.

All legal opinions and approvals rendered are based only on the documentation and information stated below or attached to this form and, thus, it is important that all relevant facts and information be provided at the time of review. Please advise the District Attorney's Office of new or additional information, as it may cause the opinion to change. In all cases, the opinions of the District Attorney's Office are not binding on the County, its officers or employees and may be followed or disregarded in the discretion of the elected official.

Date of Request: 6/12/2025 Department: County Manager

State the nature of the legal request: Request for legal services - Review as to legality and form - District Court Fund MOU.

RECEIVED

JUN 12 2026

CIVIL DIVISION

DISTRICT ATTORNEY

Jessica Clayton
Signature

Reply of District Attorney's Office: _____

Reviewed + OK

Date of Reply: 6/12/2025

Jessica Clayton
Assistant District Attorney