



# OFFICE OF CORPORATION COUNSEL

Samantha Karn, Corporation Counsel

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# What We Do

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## Function:

The Office of Corporation Counsel advises all departments regarding legal issues that the City faces. The Office provides legal support to assist with implementing the Mayor's strategic goals. Finally, the Office provides legal support to the Carmel City Council.

We prepare and review contracts, ordinances, resolutions and provide legal opinions upon request of the Mayor, City Councilors and Department Heads.

We also handle prosecution and defense in court matters concerning the City, land acquisitions, tort claims, building and code violations, public records requests and subpoenas.

The Office of Corporation Counsel serves the community by providing first class in-house legal counsel for the City. This allows for quick response time to rapidly changing situations. The availability of experienced attorneys allows for collaboration necessary to bring innovative solutions to new legal challenges.

Additionally, the Office oversees Code Enforcement. Our Code Enforcement officers ensure buildings and properties are safe and maintained according to City ordinances.





15 Full Time

1 Part Time

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The Office of Corporation Counsel includes the following team members:

Corporation Counsel – Chief legal advisor

Attorney (4) – Includes City Attorney, Transactions Chief, Assistant Corporation Counsel

Code Enforcement (5) – Includes Operations Manager, Enforcement Officers

Support Staff (5) – Includes Paralegals and Administrative Assistants

Deferral Coordinator/Paralegal – Deferral program/assistant to attorneys

Personal Services cost \$2,255,243

# Training

High quality training allows our team members to respond quickly and to provide the most accurate advice to address emerging legal issues. There are several organizations that provide excellent opportunities for education and collaboration with similarly situated municipalities.

AIM – Includes Indiana Municipal Lawyer’s Association

IMLA – International Municipal Lawyer’s Association

NBI – Specific, issue focused courses

OgleTree Deakins – Corporate Labor and Employment

Code Enforcement Training – Varies by specialty

Current, reliable reference materials are vital to any law office. Services such as ThomsonReuters-West and Doxpop allow accurate research to be completed.

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Various trainings are used by our administrative team members, such as INBiz Notary Training and Fred Pryor Seminars. These allow the best customer services possible.

Total Request: \$84,906



# Outside Professional Fees

Outside counsel is sometimes required to represent the City in matters that a staff of 5 attorneys is not equipped to manage or for matters that require a specific area of expertise. Our department works closely with any outside counsel to protect the City in any such matters, managing the cost of outside counsel, collaborating on ideas and providing information.

This program also includes specialty services such as lobbyists.

Total Request: \$600,000



# Fleet Management

Our Code Enforcement division uses a fleet of 5 leased vehicles to inspect properties in the City. These vehicles are leased and maintained through this program.

**Total Request: \$59,157**

# Administrative Expenses

This program includes regular “overhead” of running the office. Items such as paper, postage, stationary, copiers, furniture and equipment used during the daily course of office work.

Law: \$112,404

Deferral: \$3,220

**Total Request: \$119,744**



# Summary

The Office of Corporation Counsel is requesting funding for three main programs from the General Fund:

Training:	\$84,906
Outside Professional Fees:	\$600,000
Fleet Management:	\$59,157
Administrative Expenses:	\$112,404
Personal Services	\$2,255,243
<b>TOTAL:</b>	<b>\$3,111,710</b>

Deferral Total (Fund 209)

Personal Services \$87,614

Office Overhead \$3,220

Total: \$90,834

