



# City of Hoboken CY 2012 Introduced Budget Supplemental Materials

Office of Corporation Counsel

Prepared by  
Mark Tabakin, Esq.



**Office of Corporation Counsel**  
Responsibilities

- Draft all legislation, including ordinances and resolutions
- Perform legal review/compliance with all state legislation, including OPRA, OPMA, and all subchapters of Title 40 and Title 40A
- Conduct in-house Affirmative Action compliance
- Participate in collective negotiations with 7 unions
- Ensure Civil Service compliance
- Provide Personnel & Human Resource Management
- Draft Policies and Administrative Directives



## **Office of Corporation Counsel**

Responsibilities (Continued)

- Guide and Represent City in labor/ employment matters, including grievances, arbitrations & OAL matters
- Provide legal guidance to Administration, City Council, City Clerk and Department Heads (including Fire and Police Chiefs)
- Manage and supervise outside legal counsel
- Manage vendor contract compliance
- Manage Pay to Play compliance
- Represent Alcohol Beverage Control Board
- Attend all City Council Meetings



## Office of Corporation Counsel

### Goals

Short term and long term goals:

- Develop, refine and implement an Affirmative Action Plan
- Implement a computer network for the Office of Corporation Counsel
- Improve monitoring of outside legal costs



## Office of Corporation Counsel

Goals (Continued)

- Ensure proper and timely re-codification of ordinances
- Streamline OPRA process and procedures
- Guide Personnel Office to enhance the management of payroll and benefit records
- Update and revise employee manual



## **Office of Corporation Counsel**

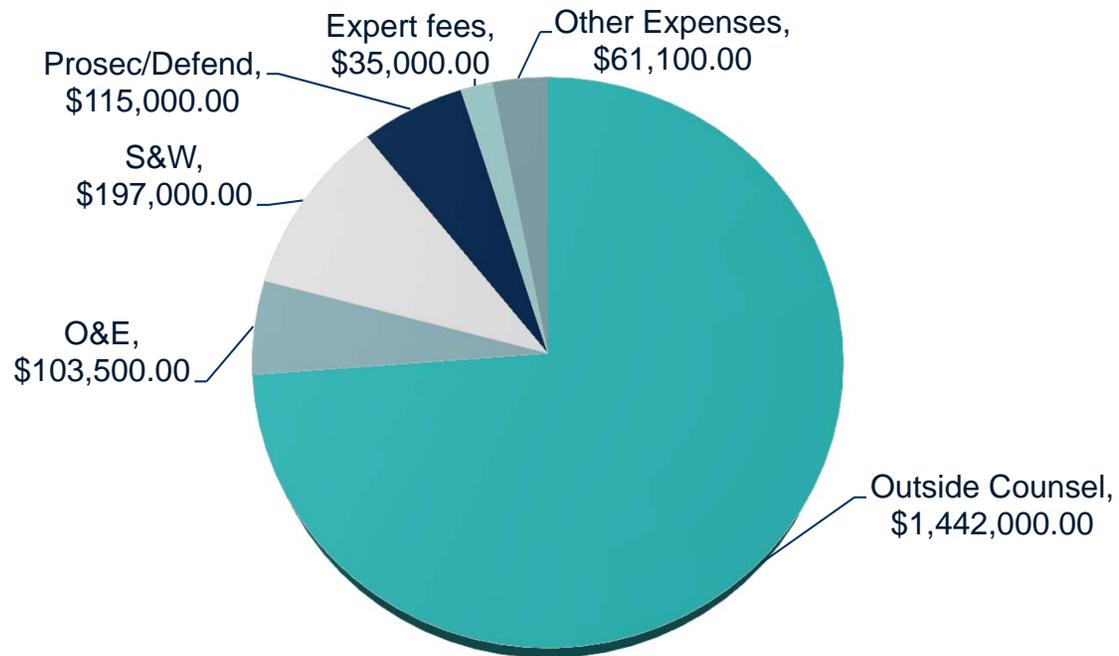
### **Employees**

- Total number of employees (current): 3
- Total number of employees (2011): 4
- Total number of employees (2010): 4
- Total number of employees (2009): 3
- Department personnel includes one (1) Corporation Counsel, two (2) staff attorneys and one (1) secretary. The current level of staffing is adequate, subject to no appreciable change in work load. To the extent that internal case loads increase or use of outside expertise declines, it may become necessary to hire additional staff.

# CY 2012 Introduced Budget Department of Administration



## Office of Corporation Counsel Budget

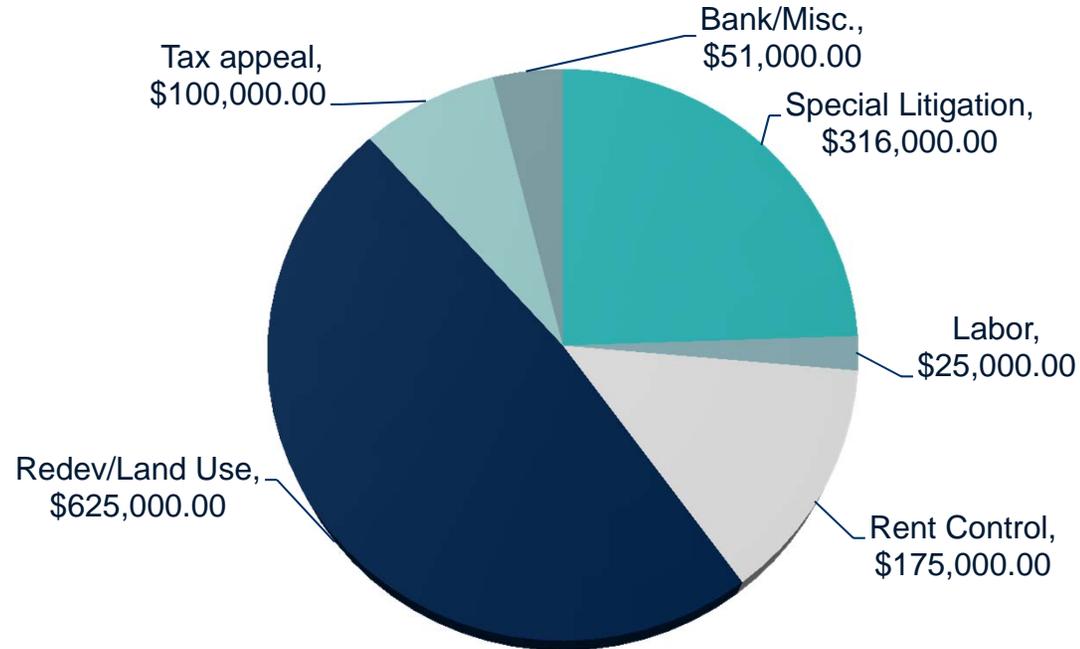


# CY 2012 Introduced Budget Department of Administration



## Office of Corporation Counsel

Special Counsel for Known Litigation<sup>1</sup>



<sup>1</sup> The budget for Special Counsel includes a \$150,000.00 contingency for unanticipated litigation.



## Office of Corporation Counsel Organizational Chart (CY 2012)

