



City of Hoboken CY2018 Introduced Budget

Prepared by
Brian J. Aloia, Esq.
Corporation Counsel

ORGANIZATIONAL CHART

Corporation Counsel

Two (2) Assistant Corporation
Counsel's

One (1) Legal Secretary

OFFICE OF CORPORATION COUNSEL EMPLOYEES

- Total number of employees (2018): 4 Current
- Total number of employees (2017): 5; 1 resigned
- Total number of employees (2016): 4; 1 resigned
- Total number of employees (2015): 2
- Total number of employees (2014): 3; 1 resigned

The Office of Corporation Counsel personnel includes one (1) full-time Corporation Counsel, two (2) full-time Assistant Corporation Counsel and one (1) Legal Secretary. To the extent that internal case loads increase or use of outside expertise declines, it may become necessary to hire additional staff.

OFFICE OF CORPORATION COUNSEL GOALS

Short term and long term goals:

- Negotiate and finalize Collective Bargaining Agreements with all seven (7) unions
- Continue to provide exemplary legal services to the Administrative Departments, Mayor and Council in a professional, ethical and cost effective manner
- Continue to manage and control legal costs
- Continue to develop and enforce a Progressive Disciplinary Policy and Procedure for City employment
- Continue to update and revise regulatory structure of City Code and ensure local codes are compliant with all other applicable laws
- Continue to support the City and its professionals in furthering the redevelopment, resiliency and land use projects of the City

OFFICE OF CORPORATION COUNSEL

GOALS (continued)

- Continue to enhance procedures of Administrative Departments to ensure compliance with all government regulations
- Continue to develop and implement anti-sexual harassment training, civil rights training and ethics training for employees
- Continue to monitor legal trends to enhance the City's efficiency in providing professional and cost effective legal services
- Continue to develop and refine policies and procedures to enhance the workplace for the City's employees, the residents, and the guests of the City
- Review and process all liability, personal property and auto insurance claims for the City of Hoboken

OFFICE OF CORPORATION COUNSEL RESPONSIBILITIES

- **City Clerk**
 - Assist with reviewing and providing legal responses to all OPRA requests served upon the City (approximately 2,500 requests per year)
 - Provide legal advice throughout the election process
 - Provide legal advice (including conducting legal research and drafting legal memorandum) regarding OPRA and OPMA
 - Review all documentation which City Clerk requests review on relating to Clerk's duties (approximately 4 documents per week)
 - Provide legal advice relating to statutorily required public notices (public contract, OPMA, Fair and Open, Election, Petitions, licensing, etc.)
 - Draft all legislation (40 pieces of legislation per meeting) for the City Council Meetings (approximately 25 meetings per year) and assist the Clerk in preparing all agendas
 - Represent or coordinate with special counsel to manage the representation of the City Clerk and the Custodian of Records in OPRA matters brought before the Government Records Council (approximately 5 matters per year) and matters brought before the Superior Court (approximately 5 matters per year)
 - Draft and review and Special/Public Meetings notices in compliance with OPMA

OFFICE OF CORPORATION COUNSEL RESPONSIBILITIES (continued)

- **Construction Code Office**
 - Represent the Construction Code Official and City in all matters brought before the Hudson County Construction Board of Appeals (approximately 8 per year)
 - Provide legal advice relating to emergency construction code issues, proper service and notice of all construction code notices/violations. Provide legal assistance in procuring emergency services regarding demolitions/repairs
 - Represent the Construction Code Official and City in Penalty Enforcement matters and Summary Actions to enforce construction office orders and Notices (approximately 5-10 a year)
- **Tax Office**
 - Provide legal advice to tax collector regarding all tax sale issues (including notice, certificates, proper liens and sewage lien issues, discharge, etc.)
 - Provide legal review of all tax collector legislation (tax sales, tax appeal approvals, ademption, and redemption) and ensure statutory notice and legislative language compliance (approximately 80 issues per year)

OFFICE OF CORPORATION COUNSEL RESPONSIBILITIES (continued)

- **Purchasing**
 - Review all bid documents, assist in drafting scope of work, prior to publication (approximately 20 per year)
 - Review all addenda prior to publication (approximately 10 per year)
 - Work with outside consultants (e.g. engineers) to ensure their compliance with public contracting laws when submitting for contracts on behalf of the City
 - Confirm legal publication of all bids, RFP's, addendum, requests for quotes, public contracts, etc. (approximately 100 per year)
 - Provide legal advice to Business Administrator and Purchasing Agent regarding individual contract compliance with statutory procurement requirements
 - Assist and oversee the drafting of all Requests for Proposals/Interest/Quotations/Qualifications in accordance with Fair and Open Guidelines (approximately 20 per year)
 - Review and calculate all evaluations for RFP's and competitive contract proposals (approximately 20 per year)
 - Provide legal advice regarding publication, hearings, and contests on adopted legislation and respond to bid contests
 - Provide internal legal advice on all bid contests and notices of dispute of contracting rules, and determine whether the matter can be handled/settled internally or if it requires assistance of outside counsel (approximately 5 per year)

OFFICE OF CORPORATION COUNSEL RESPONSIBILITIES (continued)

- **Special Counsel**

- Coordinate with special counsel to create the strategy and direction of cases
- Coordinate with special litigation counsel to ensure City completion of discovery
- Coordinate with special counsel to respond to discovery requests of adversaries
- Coordinate with special counsel to organize testimony and depositions of City employees and officers
- Coordinate with special counsel to ensure contracts for services are properly performed, payments made are in compliance with contract/resolution, and Pay to Play documentation is compliant with local and state regulations
- Contract with special counsel for newly filed, emergent, and sensitive litigation, and coordinate with special counsel on the development of the City's position in each such case through to the judgment/settlement stage

OFFICE OF CORPORATION COUNSEL

RESPONSIBILITIES (continued)

- **General Litigation**
 - Provide representation to the City in all small claims matters brought in the Superior Court (approximately 5 matters per year)
 - File and represent the City in Penalty enforcement actions required for unpaid penalties on municipal violations (approximately 5 per year)
- **Contracts**
 - Draft all contracts for vendors which are approved by City Council (approximately 250 per year)
 - Draft non-goods/service agreements (easements/licenses/MOU's/letters of understanding/internal settlement agreements) for the Administration (approximately 20 per year)
 - Draft addendum/amendments to agreements (approximately 20 per year)
 - Provide legal representation in negotiations on City contracts
 - Provide legal oversight of compliance with terms and conditions of all current City contracts

OFFICE OF CORPORATION COUNSEL RESPONSIBILITIES (continued)

- **Department of Transportation and Parking**
 - Provide daily review and legal guidance on all internal issues relating to: HPU contracting, HPU enforcement of code, HPU policies, HPU revenue and finance issues, HPU contract compliance/enforcement and HPU procurement
 - Draft legal documents relating to all proposals for pilot programs and suggested enhancement projects for parking and transportation within the City
 - Draft and provide legal reviews for all parking Legislative amendments and new legislation, and ensure compliance with engineering, planning and NJDOT standards
 - Represent HPU and the City in departmental disciplinary hearings and Civil Service appeals in the Office of Administrative Law and before P.E.R.C. and the E.E.O.C.

OFFICE OF CORPORATION COUNSEL RESPONSIBILITIES (continued)

- **Legislation**
 - Draft resolutions for all City Council meetings (approximately 40 per meeting = 900 per year)
 - Draft ordinances for consideration by City Council (approximately 95 per year)
 - Provide legal advice regarding voting rights of individual Council Members, conflicts of interest of individual Council Members, voting results of legislation, voting requirements of specific legislation and all other related issues
 - Provide legal advice to individual Council Members on the authority, applicability, and requirements for creating new and improved code sections
 - Review and analyze legislation for compliance with State and Federal law, preemption issues, constitutional concerns
 - Respond to and advise on prerogative writ issues resulting from legislation

OFFICE OF CORPORATION COUNSEL

RESPONSIBILITIES (continued)

- **Public Safety (Police Department, Fire Department, Office of Emergency Management)**
 - Represent the City in public safety grievances and arbitrations including negotiating the potential resolution of grievances, appearing before the N.J. Public Employee Relations Commission
 - Represent the City in departmental disciplinary hearings and Civil Service appeals including psychological and medical disqualifications, appointment issues and employee discipline
 - Meet with union representatives regularly to discuss potential grievances and other issues raised by unions
 - Research and provide legal advice for public safety issues, including, but not limited to, appointment, discipline and other policy issues
 - Prepare legislation for public safety-related issues, including resolutions to accept grants and ordinances for leases

OFFICE OF CORPORATION COUNSEL RESPONSIBILITIES (continued)

- **Pay to Play Compliance**
 - Review all candidate ELEC filings for potential local and state Pay to Play violations (approximately 85 ELEC filings per year on Municipal Election years)
 - Review all vendor Pay to Play documents for potential local and state Pay to Play violations (approximately 250 forms per year)
 - Cross check all candidate ELEC filings and vendor filings to assure accuracy of information submitted on forms)(approximately 6,000 cross checks per year)
 - Conduct investigations on all Pay to Play violations complaints (approximately 5 per year)
 - Draft letters of non-compliance as necessary
 - Assist the Administration and Council members by reviewing and revising the language of the local code and internal procedural policies for Pay to Play compliance as necessary
- **General**
 - Conduct and analyze legal research for issues raised by the Administration and Council and prepare memoranda
 - Negotiate, draft and review leases, contracts, settlement agreements and memoranda of understanding
 - Review and analyze proposed City policies
 - Make recommendations to improve internal City functions

OFFICE OF CORPORATION COUNSEL RESPONSIBILITIES (continued)

○ **Management and Administration**

- Supervise the preparation of all contracts, deeds and other documents and all ordinances and resolutions referred to the Office of Corporation Counsel for preparation
- Provide legal advice regarding Personnel and Human Resource Management
- Create and draft policies and Administrative Directives for the Administration
- Represent the City in labor/employment matters, including departmental disciplinary hearings, grievances, arbitrations, Civil Service appeals, and hearings before Office of Administrative Law, PERC, E.E.O.C. etc.
- Provide legal guidance to Mayor, Administration, City Council, City Clerk and Department Heads (including Fire and Police Chiefs)
- Manage and supervise special legal counsel
- Responsible for reviewing and monitoring legal invoices from special legal counsel
- Provide summary of legal matters to the Mayor and City Council

OFFICE OF CORPORATION COUNSEL RESPONSIBILITIES (continued)

Management and Administration (continued)

- Prepare and manage Office of Corporation Counsel's legal budget
- Attend and provide legal guidance to City Council during Council meetings
- Responsible for implementing, drafting and issuing all discipline for all employees of the City
- Reviewing press releases as necessary to ensure compliance with the law

○ **Affirmative Action**

- Meet with City employees regarding potential affirmative action/anti-harassment complaints and refer them to the Affirmative Action Officer as appropriate
- Assist the Affirmative Action Officer as needed
- Review investigation reports of Affirmative Action Officer with the Business Administrator and determine what action, if any, should be taken

OFFICE OF CORPORATION COUNSEL RESPONSIBILITIES (continued)

Representation of Administrative Boards

The Office works with special counsel to ensure each of the following Boards has proper legal representation and appropriate, available and effective legal advice on an as needed basis and at every Board Meeting:

- Shade Tree Commission
 - Provide assistance to the Administration, Council members, and the Commission in updating City legislation relating to the Shade Tree Commission
 - Attend Shade Tree Commission workshop meetings as necessary
 - Conduct legal research and prepare legal memorandum responsive to legal issues of the Board
- Green Team
 - Assist in providing legal advice relating to the creation, funding, event planning, and insurance requirements of the Team
- Alcohol Beverage Control Board:
 - Attend meetings, review tavern sheets, prepare and serve charges and prosecute the charges

CITY BUDGET SUMMARY

	2016 Adopted Budget	2017 Adopted Budget	2018 Introduced Budget	Budget Change
Appropriations				
Salaries and Wages	\$280,375.00	\$407,229.00 <i>(included proposed Assistant Corporation Counsel)</i>	\$368,115.00	(9.6%)
Other Expenses - Special Counsel	\$1,400,000.00	\$1,400,00.00	\$1,300,000.00	(7.1%)
Other Expenses – Expert Witness	\$13,000.00	\$5,000.00	\$5,000.00	-
Labor Counsel – <i>(used for arbitrators, if any.)</i>	\$20,000.00	\$10,000.00	\$10,000.00	-
Corporation Counsel O/E – <i>(WestLaw, office supplies, reimbursements, memberships and dues, advertising, etc.)</i>	\$28,000.00	\$28,000.00	\$36,000.00	27.5%
Municipal Prosecutors	\$117,000.00	\$70,200.00	\$55,000.00	(21.7%)

Summary of Appropriations to Defend the City's Interests CY2018

Prior Year Budget

Budgeted:

2016: \$1,400,000.00

2017: \$1,400,000.00

2018: \$1,300,000.00

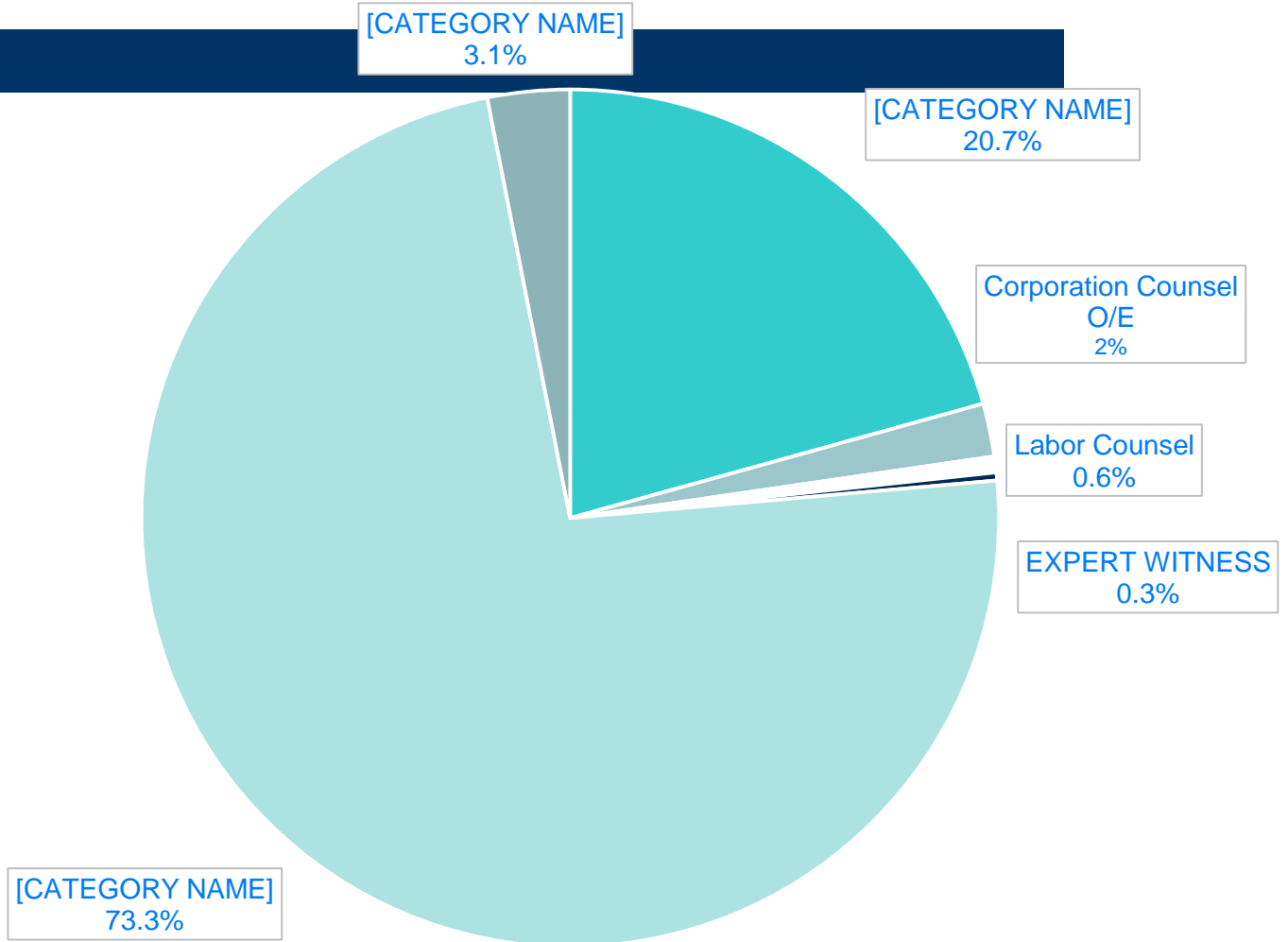
Spent:

\$677,798.69

\$922,430.10

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2018 Appropriations



What keeps me up at night?

