

THE COUNCIL OF THE CITY OF NEW YORK



Hon. Melissa Mark-Viverito  
Speaker of the Council

Hon. Ben Kallos  
Chair, Committee on Governmental Operations

Hearing on the Fiscal 2016 Preliminary Budget & the  
Fiscal 2015 Preliminary Mayor's Management Report

Law Department

March 19, 2015

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## Law Department Overview

Under the direction of the corporation counsel, the New York City Law Department is responsible for all of the legal affairs of the City. It represents the City, the Mayor, other elected officials, and the City's many agencies in all affirmative and defensive civil litigation, as well as juvenile delinquency prosecutions brought in Family Court and Administrative Code enforcement proceedings brought in Criminal Court. Law Department attorneys draft and review local and State legislation, real estate leases, procurement contracts, and financial instruments for the sale of municipal bonds.

The Law Department (the Department) is comprised of 16 legal divisions and four support divisions and is responsible for more than 80,000 matters. It also provides legal advice to all city agencies. It is staffed with 770 lawyers and 690 support professionals in ten offices located in all five boroughs, as well as in Kingston, N.Y.

## Fiscal 2016 Preliminary Plan Highlights

- **Law Department Fiscal 2016 Preliminary Budget.** The Law Department's proposed budget for Fiscal 2016 totals \$171.6 million, including \$123.6 million to support 1,460 budgeted positions. Of the Fiscal 2016 total, 95.6 percent is City tax levy funding. (See page 2)
- **New Tort Unit, Vertical Case Handling.** The Preliminary Plan for the Law Department includes \$3.2 million in baseline funding to create a new Tort Division unit that would vertically handle certain civil cases brought against the New York Police Department from start to finish, rather than moving cases between lawyers at different stages of litigation. The Department is confident that vertical case handling would be a more efficient way to handle specific types of claims against the Police Department. It is expected to lead to more desirable outcomes, in turn deterring frivolous lawsuits. Details of this initiative can be found on page 3.
- **Judgment and Claims.** The Judgment and Claims (J&C) Budget is included in the City's Miscellaneous Budget and totals \$695 million in Fiscal 2015 for payments resulting from judgments against the City. In Fiscal 2014, the City's J&C payouts increased significantly compared to prior years to a total of \$732 million. A breakdown of judgment and claims expenditures is outlined on page 4.
- **Reduced Reliance on Contractors.** The Department's headcount has been increased in an effort to reduce its reliance on outside counsel. These efforts will reduce the Department's contract budget while increasing its personal services budget by a similar amount. Actions related to this initiative can be found on page 3.
- **Increase in State Cases Pending.** During the first four months of Fiscal 2015, cases pending in State court increased six percent, adversely impacting the City's ability to devote resources to affirmative motion practice. (See page 5)
- **Law Department Contract Budget.** The Law Department's Fiscal 2016 Contract Budget totals \$26.2 million and accounts for approximately 15.3 percent of the Department's total operating budget. The Fiscal 2016 total is 35 percent less than the Department's Fiscal 2015 Adopted Contract Budget. (See Appendix C on page 9)

## Financial Summary

### Law Department Financial Summary

| <i>Dollars in Thousands</i>         | 2013             | 2014             | 2015             | Preliminary      |                  | *Difference     |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|-----------------|
|                                     | Actual           | Actual           | Adopted          | 2015             | 2016             | 2015 - 2016     |
| <b>Spending</b>                     |                  |                  |                  |                  |                  |                 |
| <b>Personal Services</b>            | <b>\$100,010</b> | <b>\$104,281</b> | <b>\$109,627</b> | <b>\$114,949</b> | <b>\$123,569</b> | <b>\$13,942</b> |
| Full-Time Salaried                  | 92,227           | 95,711           | 106,621          | 111,753          | 120,295          | 13,674          |
| Other Salaried & Unsalaries         | 4,434            | 4,739            | 2,722            | 2,912            | 2,991            | 269             |
| Additional Gross Pay                | 1,974            | 2,181            | 282              | 282              | 282              | 0               |
| Overtime                            | 1,376            | 1,650            | 1                | 1                | 1                | 0               |
| <b>Other Than Personal Services</b> | <b>43,841</b>    | <b>58,426</b>    | <b>62,149</b>    | <b>67,941</b>    | <b>48,015</b>    | <b>(14,134)</b> |
| Supplies and Materials              | 1,176            | 1,476            | 1,149            | 1,225            | 1,075            | (74)            |
| Property and Equipment              | 918              | 2,766            | 1,148            | 1,695            | 674              | (474)           |
| Other Services and Charges          | 22,842           | 20,680           | 19,830           | 21,613           | 20,087           | 256             |
| Contractual Services                | 18,870           | 33,461           | 40,003           | 43,309           | 26,162           | (13,841)        |
| Fixed and Misc. Charges             | 36               | 42               | 18               | 99               | 18               | 0               |
| <b>TOTAL</b>                        | <b>\$143,852</b> | <b>\$162,707</b> | <b>\$171,776</b> | <b>\$182,890</b> | <b>\$171,584</b> | <b>(\$192)</b>  |
| <b>Funding</b>                      |                  |                  |                  |                  |                  |                 |
| <i>City Funds</i>                   |                  |                  | \$164,800        | \$172,402        | \$164,111        | (689)           |
| <i>Other Categorical</i>            |                  |                  | 417              | 672              | 417              | 0               |
| <i>Capital-IFA</i>                  |                  |                  | 3,335            | 3,519            | 3,577            | 242             |
| <i>Fed-Community Development</i>    |                  |                  | 0                | 80               | 97               | 97              |
| <i>Fed-Other</i>                    |                  |                  | 0                | 41               | 0                | 0               |
| <i>Intra-City</i>                   |                  |                  | 3,225            | 6,176            | 3,383            | 158             |
| <b>TOTAL</b>                        | <b>\$143,852</b> | <b>\$162,707</b> | <b>\$171,776</b> | <b>\$182,890</b> | <b>\$171,584</b> | <b>(\$192)</b>  |
| <b>Positions</b>                    |                  |                  |                  |                  |                  |                 |
| Full-Time Positions                 | 1,294            | 1,354            | 1,380            | 1,405            | 1,460            | 80              |

\*The difference of Fiscal 2015 Adopted Budget compared to Fiscal 2016 Preliminary Budget.

The Law Department's proposed budget for Fiscal 2016 totals \$171.6 million including \$123.6 million to support 1,460 budgeted positions. Of the Fiscal 2016 total, 95.6 percent comes from City tax-levy funding.

The Department's Fiscal 2016 Preliminary Plan includes an increase of 80 budgeted positions compared to the Fiscal 2015 Adopted Plan. The Preliminary Plan includes a proposal that creates a new Tort Division Unit to more vigorously contest civil lawsuits brought against the Police Department. The Department's headcount is further increased by its efforts to reduce its reliance on outside counsel. These efforts reduce the Department's contract budget while increasing its personal services budget by a similar amount.

In Fiscal 2014, The Department's spending increased significantly due in large part to the transfer of funding for outside counsel for major cases formerly reflected in the City's Miscellaneous Budget. This funding is now permanently included in the Law Department's budget.

## Budget Actions Since Adoption

Since Adoption, the Law Department has identified new needs which would require additional funding of \$ 7.8 million for Fiscal 2016 (see Appendix B on page 8). The following are significant Law Department budget actions included in the November and Preliminary Plans.

- **New Tort Unit, Vertical Case Handling.** The Preliminary Plan for the Law Department includes \$3.2 million in baseline funding to create a new Tort Division Unit that would vertically handle certain civil cases brought against the police department from start to finish. This action would add 40 budgeted positions, including 30 attorneys and 10 support staff. Generally, the Department employs horizontal case management in which cases are passed to different specialized attorneys as a case proceeds at different stages (discovery, settlement, trial, etc.). The Department is confident that vertical case handling would be a more efficient way to handle specific types of claims against the police. It is expected to lead to more desirable outcomes, in turn, deterring frivolous lawsuits.
- **Litigation Support.** Since Adoption, the Department has identified \$2 million in new needs for court mandated costs associated with ongoing litigation. The majority of this funding is related to the Special Master for the Teacher Certification case. The City could be liable for as much as \$455 million in damages after a federal court ruled that a decades-old teacher certification exam discriminated against Black and Hispanic applicants.
- **Additional Full-time Staff for Special Federal Matters.** The Preliminary Plan includes additional baseline funding of \$930,000 for ten positions for the Special Federal Litigation Division. This action is designed to reduce the Department's reliance on outside counsel. The Special Federal Litigation Division specializes in defending the City and its officials in civil rights cases brought in federal court in which police, District Attorney, or correction officer misconduct is claimed. The additional funding would increase the division's total Fiscal 2016 budget to \$11.6 million to support 137 positions.
- **Additional Appeals Division Staff.** The Preliminary Plan includes baseline funding of \$707,000 beginning in Fiscal 2016 for eight new positions for the Appeals Division to handle increased workload. This action would bring the Appeals Division personal services funding to a total of \$4.95 million to support 55 positions.
- **Special Merit Program.** The Preliminary Plan provides funding to create a special merit program to recognize and retain junior attorneys. Junior attorneys would receive additional merit pay based on performance. The program is funded at \$1.9 million in Fiscal 2016, increasing to \$3.4 million by Fiscal 2019.
- **Reduced Reliance on Contractors.** The Preliminary Plan includes a headcount adjustment to enable the Law Department to hire 21 City employees instead of using outside contractors. The positions would be assigned as follows: six for the Appeals Division; two for the Family court Division, ten for the Tort Division; and three to Litigation Support Division. Salary costs will be funded using existing budgeted resources and will reduce the Department's contracting needs.
- **Bronx Police Unit Lease Expenses.** The November Plan included additional baseline funding of \$550,000 for lease expenses related to the move of the Department's Bronx Police Unit to 1775 Grand Concourse in the Bronx. The Unit is currently residing in limited space at the Department's central offices in Manhattan. The move is expected to be complete by the end of 2015.

## Other Highlights

### Judgment and Claims

The Judgment and Claims (J&C) Budget is included in the City's Miscellaneous Budget and totals \$695 million in Fiscal 2015 for payments resulting from judgments against the City. These expenditures represent the City's costs for tort and contract liability. Tort expenditures cover both personal injury and property damage claims, and typically represent about 95 percent of total costs. These projections incorporate a substantial amount of claims attributed to the Health and Hospitals Corporation for which the Corporation will reimburse the City.

The chart below represents Judgment and Claims payouts by agency from Fiscal 2011-2014.

| Citywide Judgment and Claims Payouts |                  |                  |                  |                  |
|--------------------------------------|------------------|------------------|------------------|------------------|
| Agency<br>( \$ in Thousands)         | Actuals          |                  |                  |                  |
|                                      | FY 2011          | FY 2012          | FY 2013          | FY 2014          |
| Police                               | \$190,235        | \$204,578        | \$156,600        | \$245,665        |
| Fire                                 | 23,566           | 31,578           | 23,436           | 138,281          |
| HHC                                  | 147,364          | 127,480          | 124,066          | 131,692          |
| Transportation                       | 71,290           | 73,456           | 75,764           | 73,291           |
| Sanitation                           | 32,730           | 42,536           | 34,544           | 41,107           |
| Education                            | 59,313           | 32,958           | 37,680           | 34,871           |
| Environmental Protection             | 12,378           | 8,540            | 4,042            | 19,852           |
| Parks                                | 18,893           | 20,423           | 30,923           | 19,266           |
| Corrections                          | 16,457           | 26,651           | 12,127           | 18,522           |
| Housing, Preservation & Development  | 5,803            | -                | -                | 2,883            |
| Children's Services                  | -                | 1,647            | 12,905           | 1,952            |
| Citywide Administrative Services     | -                | 4,718            | -                | -                |
| Design and Construction              | -                | -                | 6,213            | -                |
| Social Services                      | 70,054           | -                | -                | -                |
| All Other                            | 15,990           | 8,303            | 6,183            | 4,839            |
| <b>Total</b>                         | <b>\$664,073</b> | <b>\$582,868</b> | <b>\$524,483</b> | <b>\$732,221</b> |

In Fiscal 2014, the City's Judgment and Claims payouts increased significantly compared to prior years to a total of \$732 million. The increase was most notable for the Police and Fire Departments due in large part to the settlement of the Central Park Five case and the FDNY exam bias case.

### Miscellaneous Revenue

The Department's miscellaneous revenue sources include: fines from violations to the City's administrative code; revenues for the sale of de-mapped, small non-functional city roads; affirmative judgments and settlements in cases brought by the City; fees for OTPS costs associated with FOIL requests; and reimbursements for worker compensation payouts.



The Affirmative Litigation Division oversees the activities of the Department's collection contract. Attorneys in this Division represent the City as plaintiff on a wide range of issues including restitution, breach of contract and insurance.

| <b>Law Dept. Miscellaneous Revenue</b> |                 |                 |                 |                 |                 |                 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>(\$ in Thousands)</i>               | <b>Actuals</b>  |                 |                 |                 | <b>Budget</b>   |                 |
|  | <b>FY 2011</b>  | <b>FY 2012</b>  | <b>FY 2013</b>  | <b>FY 2014</b>  | <b>FY 2015</b>  | <b>FY 2016</b>  |
| Admin. Code Violations                 | \$1,636         | \$1,241         | \$1,393         | \$1,088         | \$1,000         | \$1,000         |
| Sale of Streets                        | 6,970           | 1,626           | 1,215           | 1,323           | 275             | 275             |
| Affirmative R/E Litigation             | 2,276           | 210             | 13,356          | 30              | 250             | 250             |
| Affirmative Litigation                 | 21,584          | 13,682          | 12,588          | 10,187          | 9,759           | 9,759           |
| Vending, XEROX Subpoena Fees           | 57              | 47              | 48              | 31              | 75              | 75              |
| Collection Agency Claims               | 2,193           | 1,919           | 2,127           | 2,713           | 1,698           | 1,698           |
| Worker Compensation                    | 8,705           | 8,861           | 8,059           | 8,095           | 7,404           | 7,404           |
| <b>TOTAL</b>                           | <b>\$43,422</b> | <b>\$27,585</b> | <b>\$38,786</b> | <b>\$23,467</b> | <b>\$20,461</b> | <b>\$20,461</b> |

The Preliminary Financial Plan projects that the Law Department will generate miscellaneous revenue totaling \$20.5 million in Fiscal 2015. The majority of revenue, approximately 84 percent, is projected to be generated through affirmative litigation and reimbursements for worker compensation payouts. Miscellaneous revenue generated through affirmative litigation varies considerably from year to year depending on the type and size of pending cases. For example, in Fiscal 2013 the Department recognized a \$13 million settlement from the owners of 25 and 45 Sutton Place in Manhattan for failure to maintain curtain walls for which the City incurred repair expenses.

## Tort Division

The Tort Division is the Law Department's largest. It employs over 200 lawyers and almost as many support staff. The Division represents the City, the Department of Education, and the Health and Hospitals Corporation in all tort claims. It handles a caseload of over 7,000 new cases each year, with another 20,000 pending through investigation, defense before State and federal courts, and settlement.

## Tort Division Performance Measures

| <b>Performance Indicators</b>                        | <b>FY 12</b> | <b>FY 13</b> | <b>FY 14</b> | <b>4-Month Actual FY 14</b> | <b>4-Month Actual FY 15</b> | <b>Target FY 15</b> |
|--|--------------|--------------|--------------|-----------------------------|-----------------------------|---------------------|
| Total Cases pending in Federal Court                 | N/A          | 1,711        | 1,659        | 1,666                       | 1,571                       | 1,700               |
| Dismissals or Discontinuances (Federal)              | N/A          | 264          | 173          | 67                          | 101                         | *                   |
| Total Cases pending in State Court                   | 17,020       | 17,884       | 19,039       | 18,302                      | 19,427                      | 19,600              |
| Affirm. motions to dismiss /summary judgment (State) | N/A          | 1,798        | 1,903        | 631                         | 560                         | *                   |
| Win rate on affirmative motions (State)              | N/A          | 72%          | 78%          | 78%                         | 72%                         | 65%                 |

According to the Preliminary Mayor's Management Report:

During the first four months of Fiscal 2015 cases pending in state court increased 6 percent, adversely impacting the City's ability to devote resources to affirmative motion practice. Dismissals and discontinuances in federal court increased 51 percent during the reporting period.

### The Family Court Division

The Family Court Division is the Department’s second largest division, with over 80 attorneys who are responsible for handling some 15,000 cases annually. The Division is responsible for prosecuting juvenile crime, and its work also encompasses assisting victims of youth crime to secure access to a broad array of community-based services, including counseling, crisis intervention, and safety planning. In its civil practice, the Family Court Division aids families by bringing enforcement proceedings designed to obtain necessary financial support for children.

### Family Court Performance Measures

| Performance Indicators   | FY 12 | FY 13 | FY 14 | 4-Month Actual FY 14 | 4-Month Actual FY 15 | Target FY 14 |
|--|-------|-------|-------|----------------------|----------------------|--------------|
| Juveniles successfully referred to a diversion program with no new delinquency referral within 1 yr. (%) | N/A   | 85%   | 85%   | 85%                  | 84%                  | *            |
| Referred cases for prosecution (%)   | 55%   | 56%   | 58%   | 58%                  | 53%                  | 55%          |
| Crime victims assessed for comm. based services (%)  | 44%   | 36%   | 46%   | 59%                  | 45%                  | 35%          |
| Juvenile conviction rate (%)   | 73%   | 73%   | 75%   | 77%                  | 72%                  | 70%          |

According to the Preliminary Mayor’s Management Report:

After remaining relatively stable for several fiscal years, the percentage of referred cases filed for prosecution decreased 5 percentage points during the reporting period. The Department’s juvenile conviction rate also decreased 5 percentage points. Crime victims assessed for community-based services, decreased 14 percentage points compared to the first four months of last year, but was stable when compared to the end of Fiscal 2014.

## Appendix A: Fiscal 2015 PS Budget by Program Area

| <i>(\$ In Millions)</i>                        | <b>Fiscal 2016<br/>Funding</b> | <b>Budgeted<br/>Positions</b> |
|--|--------------------------------|-------------------------------|
| Administrative Law Division                    | \$2.65                         | 30                            |
| Affirmative Litigation Division                | 2.25                           | 28                            |
| Appeals Division                               | 4.95                           | 55                            |
| Commercial and Real Estate Litigation Division | 5.85                           | 70                            |
| Contracts and Real Estate Division             | 1.30                           | 12                            |
| Economic Development Division                  | 1.20                           | 15                            |
| Environmental Law Division                     | 1.75                           | 18                            |
| Family Court Division                          | 12.20                          | 154                           |
| General Litigation Division                    | 2.50                           | 26                            |
| Labor and Employment Division                  | 5.15                           | 61                            |
| Legal Counsel Division                         | 2.17                           | 19                            |
| Municipal Finance Division                     | 0.60                           | 6                             |
| Pensions Division                              | 0.80                           | 8                             |
| Special Federal Litigation Division            | 11.60                          | 137                           |
| Tax and Bankruptcy Division                    | 5.23                           | 71                            |
| Tort Division                                  | 38.15                          | 472                           |
| Worker's Comp. Division                        | 4.35                           | 82                            |
| Executive Administration                       | 3.40                           | 30                            |
| Operations Support                             | 4.30                           | 77                            |
| Info Tech Division                             | 1.95                           | 22                            |
| Administrative Services                        | 11.22                          | 67                            |
| <b>Total</b>                                   | <b>\$123.57</b>                | <b>1,460</b>                  |

## Appendix B: Budget Actions in the November and Preliminary Plans

| <i>Dollars in Thousands</i>                            | FY 2015          |                 |                  | FY 2016          |                |                  |
|--|------------------|-----------------|------------------|------------------|----------------|------------------|
|  | City             | Non-City        | Total            | City             | Non-City       | Total            |
| <b>Law Dept. Budget as of Fiscal 2015 Adopted Plan</b> | <b>\$164,800</b> | <b>\$6,977</b>  | <b>\$171,777</b> | <b>\$150,015</b> | <b>\$6,977</b> | <b>\$156,992</b> |
| <b>New Needs</b>                                       |                  |                 |                  |                  |                |                  |
| Vertical Case Handling                                 | 0                | 0               | 0                | 3,222            | 0              | 3,222            |
| Additional Appeals Div Staff (8)                       | 0                | 0               | 0                | 707              | 0              | 707              |
| FOIL Compliance - OTPS                                 | 405              | 0               | 405              | 0                | 0              | 0                |
| Additional Staff- Special Federal Matters (10)         | 0                | 0               | 0                | 930              | 0              | 930              |
| Litigation Support - OTPS                              | 1,956            | 0               | 1,956            | 525              | 0              | 525              |
| Special Merit Program                                  | 0                | 0               | 0                | 1,900            | 0              | 1,900            |
| Additional Lease Expenses                              | 0                | 0               | 0                | 553              | 0              | 553              |
| OTPS Adjustment  | 520              | 0               | 520              | 0                | 0              | 0                |
| <b>TOTAL, New Needs</b>                                | <b>\$2,881</b>   | <b>\$0</b>      | <b>\$2,881</b>   | <b>\$7,837</b>   | <b>\$0</b>     | <b>\$7,837</b>   |
| <b>Other Adjustments</b>                               |                  |                 |                  |                  |                |                  |
| Collective Bargaining Adjustments                      | 1,109            | 67              | 1,176            | 1,723            | 105            | 1,828            |
| Labor Transfer for Non-Union Employees                 | 14               | 154             | 168              | 15               | 196            | 211              |
| Salary Increases and Adjustments                       | 3,590            | 0               | 3,590            | 4,513            | 0              | 4,513            |
| Other Categorical-NYC&co Agreement                     | 0                | 255             | 255              | 0                | 0              | 0                |
| Misc. City Adjustments                                 | 8                | 0               | 8                | 8                | 0              | 8                |
| Federal Funding  | 0                | 121             | 121              | 0                | 97             | 97               |
| Intra-City Adjustments                                 | 0                | 2,914           | 2,914            | 0                | 99             | 99               |
| <b>TOTAL, Other Adjustments</b>                        | <b>\$4,721</b>   | <b>\$3,511</b>  | <b>\$8,232</b>   | <b>\$6,259</b>   | <b>\$497</b>   | <b>\$6,756</b>   |
| <b>TOTAL, All Changes</b>                              | <b>\$7,602</b>   | <b>\$3,511</b>  | <b>\$11,113</b>  | <b>\$14,096</b>  | <b>\$497</b>   | <b>\$14,593</b>  |
| <b>Law Dept. Budget as of Fiscal 2016 Prelim Plan</b>  | <b>\$172,402</b> | <b>\$10,488</b> | <b>\$182,890</b> | <b>\$164,111</b> | <b>\$7,474</b> | <b>\$171,585</b> |

## Appendix C: Contract Budget

| Category                                     | FY 2015<br>Adopted | Number<br>of<br>Contracts | FY 2016<br>Preliminary | Number of<br>Contracts |
|--|--------------------|---------------------------|------------------------|------------------------|
| Contractual Services General                 | \$440,300          | 14                        | \$440,300              | 14                     |
| Maint & Repair, General                      | 2,798,502          | 17                        | 1,520,632              | 17                     |
| Office Equipment Maintenance                 | 200,000            | 9                         | 200,000                | 9                      |
| Data Processing Equipment                    | 701,200            | 8                         | 701,200                | 8                      |
| Temporary Services                           | 4,170,980          | 15                        | 4,170,980              | 15                     |
| Cleaning Services                            | 15,000             | 1                         | 15,000                 | 1                      |
| Transportation Expenditures                  | 50,000             | 1                         | 50,000                 | 1                      |
| Training Programs for City Employees         | 85,450             | 24                        | 85,450                 | 24                     |
| Professional Services Accounting & Auditing  | 100,000            | 1                         | 100,000                | 1                      |
| Professional Services Legal Services         | 12,522,000         | 31                        | 7,255,000              | 31                     |
| Professional Services Engineer. & Architect. | 130,000            | 28                        | 130,000                | 28                     |
| Professional Services: Other                 | 18,790,052         | 279                       | 11,493,552             | 279                    |
| <b>Fiscal 2016 Preliminary Budget</b>        | <b>40,003,484</b>  | <b>428</b>                | <b>26,162,114</b>      | <b>428</b>             |

The Law Department's Fiscal 2016 Contract Budget totals \$26.2 million and accounts for approximately 15.3 percent of the Department's total operating budget. The Fiscal 2016 total is 35 percent less than the Department's Fiscal 2015 Adopted Contract Budget. The decrease is in large part due to efforts to reduce reliance on outside legal consultants by increasing budgeted full-time budgeted positions. Contracts in the category of Professional Services: Other, includes funding for consultants working on special cases, including the FDNY hiring bias case, and accounts for more than half of the entire contract budget. Temporary service contracts includes payments, fees and commissions for administrative and clerical support, court reporting and transcribing and other outside temporary services. The Department uses temporary services to manage increases in case volume.