



New York City Law Department

# 2024 ANNUAL REPORT





# Introduction from the CORPORATION COUNSEL

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It is with immense pride that I present the Law Department's 2024 Annual Report. This report highlights the tremendous work done by our attorneys and support professionals on behalf of the City of New York.

The Law Department handles an extraordinary volume of complex matters concerning every aspect of the law for one of the largest and busiest cities in the world. On a daily basis, we ensure that the City runs smoothly by counseling on myriad issues and handling a wide range of litigation. From affirmative and defensive litigation to reviewing contracts and drafting legislation – this is a team effort! Collaboratively, every Division and Unit within the Law Department work tirelessly towards one goal: to provide our City with the best legal expertise.

Public service is a calling, and I am grateful to the attorneys and support professionals who answered that call, who are steadfast in their commitment to this City.

It is my hope you enjoy learning more about our accomplishments in 2024.

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Muriel Goode-Trufant  
CORPORATION COUNSEL

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# ABOUT THE LAW DEPARTMENT



## OUR EXECUTIVE STAFF:

**Standing, L to R:** Chief Assistant for Criminal Justice Toshia McKnight, Executive Assistant Corporation Counsel & Chief of Appeals Richard Dearing, Managing Attorney Eric Eichenholtz, Chief Assistant for Regulatory Law & Policy Sheryl Neufeld.

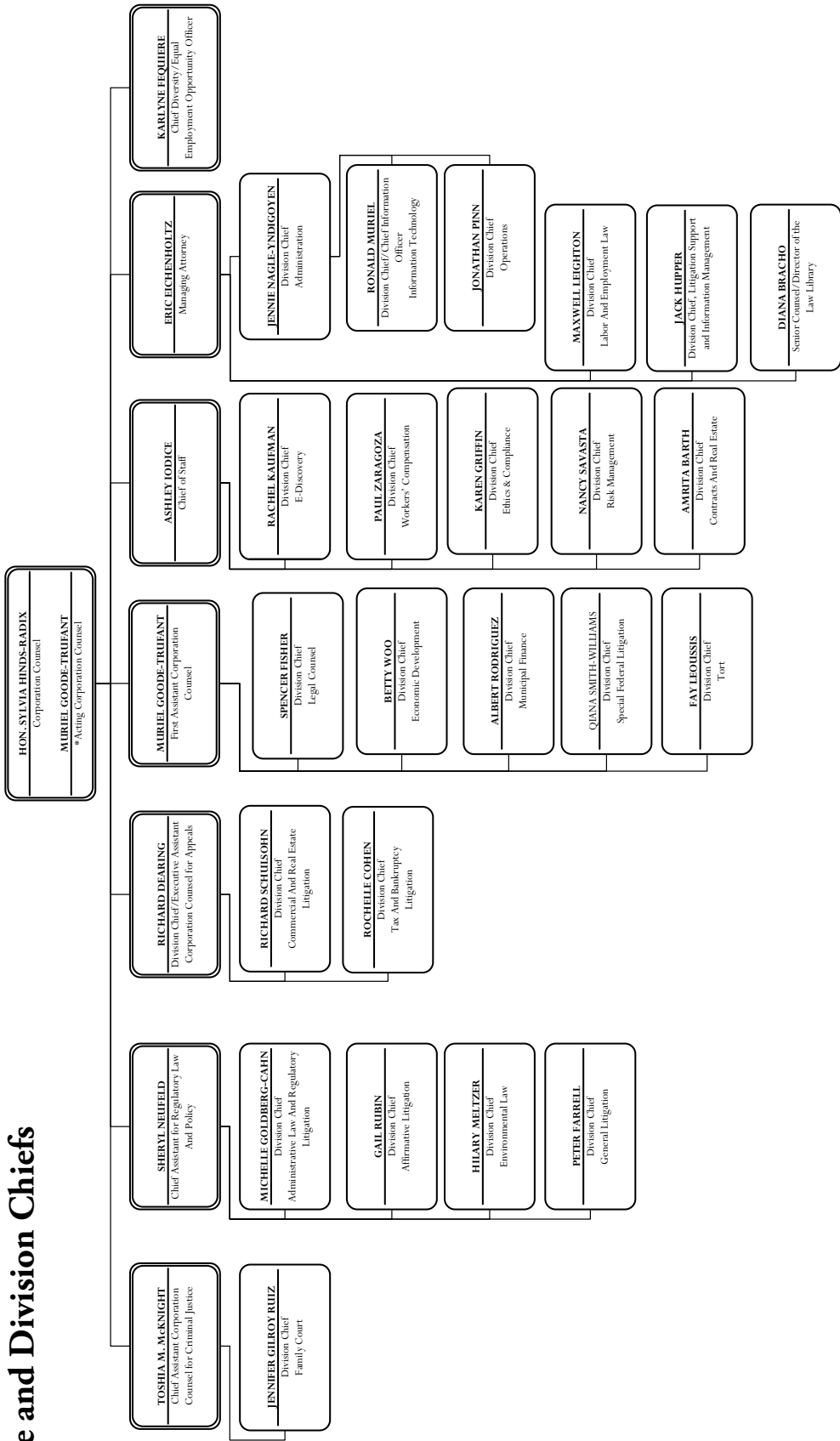
**Seated, L to R:** Chief Diversity & Equal Employment Opportunity (EEO) Officer Karlyne Fequiere, Corporation Counsel Muriel Goode-Trufant, Chief of Staff Ashley Iodice.

The New York City Law Department is responsible for all of New York City's legal affairs. The Corporation Counsel heads the Law Department and acts as legal counsel for the Mayor, elected officials, the City and its agencies. Attorneys represent New York City on affirmative and defensive civil litigation; legislative and legal issues; the prosecution of juvenile delinquency matters; and Administrative Code enforcement proceedings brought in Criminal Court. With offices in all five boroughs and Kingston, New York, the Law Department handles an active caseload of over 80,000 lawsuits and legal matters each year. In addition to litigation, attorneys draft and review local and state legislation; approve leases, contracts and financial instruments for the sale of municipal bonds; negotiate and structure business transactions; advise on ethics and compliance matters; assess risk management strategies to help make the City safer; and provide legal counsel to City officials on a wide range of issues, such as immigration, education, judicial selection reform, and environmental policy. The Law Department's Executive Staff oversees the various legal and support divisions and units, and provides key guidance on issues of agencywide importance.



# OFFICE ORGANIZATIONAL CHART

## Executive and Division Chiefs



\* Note: The Hon. Sylvia Hinds-Radix served as Corporation Counsel from February 28, 2022 to May 31, 2024. Thereafter, Muriel Goode-Trufant served as Acting Corporation Counsel until her official confirmation on December 5, 2024.



# IN THE NEWS

*The media frequently highlights our work. These press releases received media coverage in 2024:*

**City of New York Sues Texas Charter Bus Companies Over Transporting Migrants**

*January 4*

**New York City Leads Coalition Supreme Court to Safeguard Access to Medication Abortion**

*January 30*

**City of New York Sues Social Media Companies Fueling Youth Mental Health Crisis**

*February 14*

**Corporation Counsel Appoints New Division Chief of the Legal Counsel Division**

*February 20*

**Corporation Counsel Testifies to The City Council In Connection With The City Budget**

*March 5*

**Corporation Counsel Column: New York City Law Department Invests In Bar Retakers**

*April 29*

**City of New York Sues 11 Companies Illegally Distributing Flavored e-Cigarettes**

*April 4*

**New York City Urges U.S. Supreme Court To Uphold Commonsense Ghost Gun Rules**

*July 2*

**City Moves To Shut Down Sellers, Distributors Of Flavored Vapes**

*July 2*

**City of New York Sues Upper West Side Building Owners Over Repairs**

*July 22*

**City of New York Sues Major Online Distributor For Illegally Selling Flavored e-Cigarettes**

*November 7*



# LEGAL DIVISIONS

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Administrative Law & Regulatory  
Litigation

Affirmative Litigation

Appeals

Commercial & Real Estate Litigation

Contracts & Real Estate

Economic Development

Environmental Law

Ethics & Compliance

Family Court

General Litigation

Labor & Employment Law

Legal Counsel

Municipal Finance

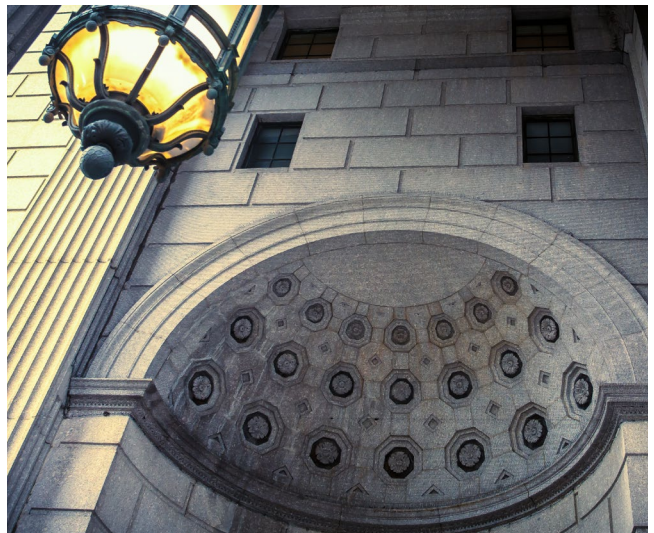
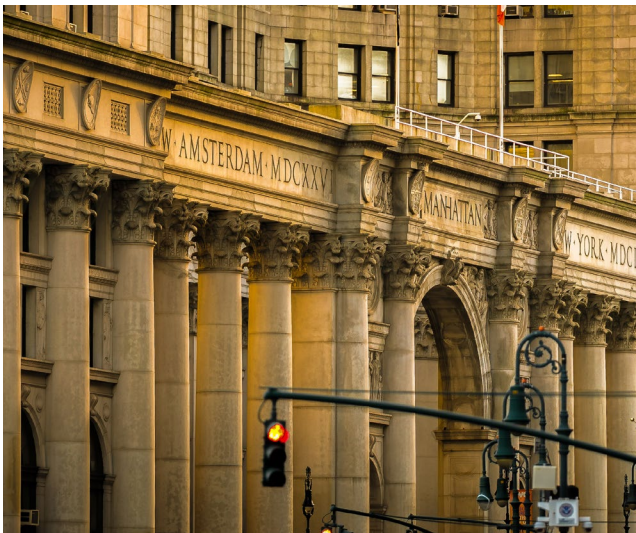
Risk Management

Special Federal Litigation

Tax & Bankruptcy Litigation

Tort

Workers' Compensation







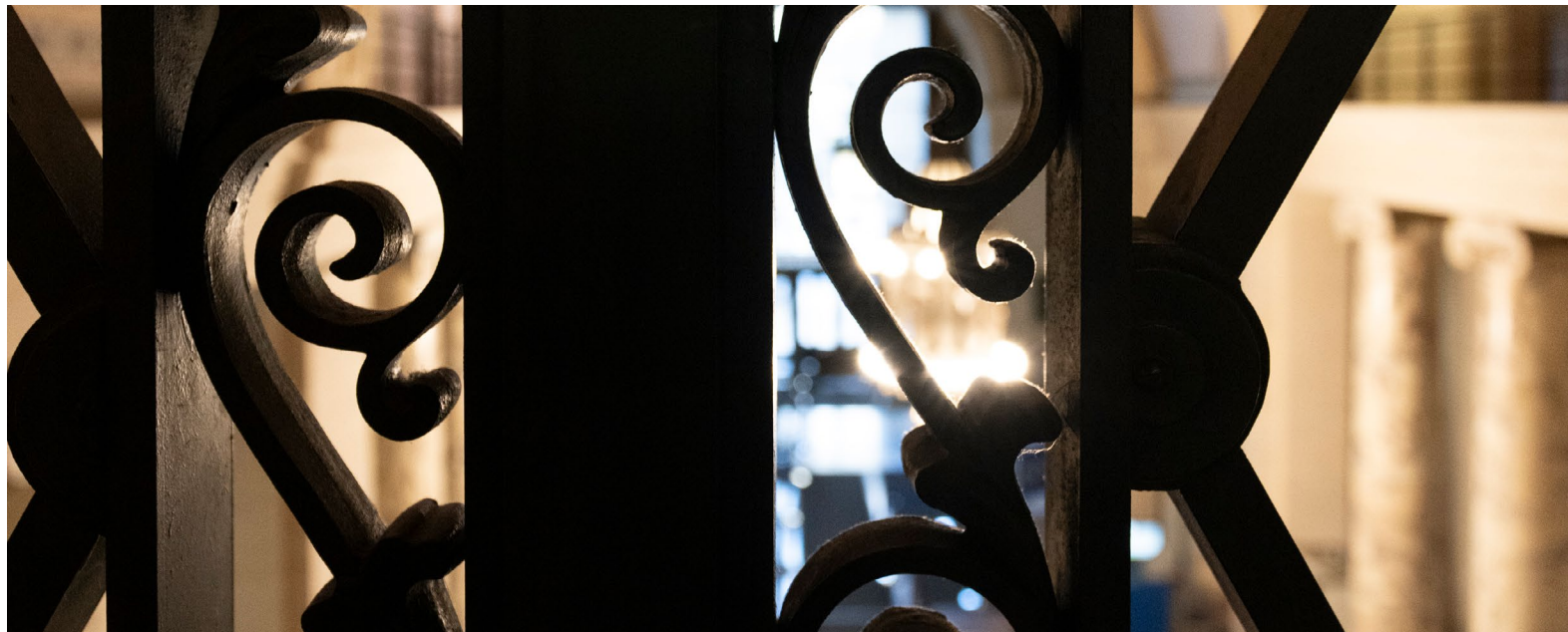
# ADMINISTRATIVE LAW & REGULATORY LITIGATION

Division Chief: Michelle Goldberg-Cahn | Deputy Chief: Karen Selvin

Attorneys in the Administrative Law Regulatory Litigation Division defend the City in lawsuits that challenge the validity of its regulatory laws and the policies and decisions of the administrative agencies charged with carrying them out. Division attorneys also bring civil actions and criminal proceedings against individuals and corporations that violate the City's regulatory requirement. In addition, the Division represents the City's five pension funds in litigation challenging individual benefit determinations.

- » **Protecting Gun Licensing Laws:** Successfully defended several cases commenced by individuals seeking to possess firearms in which myriad Second Amendment challenges to numerous City laws and rules were raised.
- » **Protecting City's Community Preference Housing Policies:** Resolved longstanding challenge to the City's Community Preference housing lottery policies after years of extensive discovery and summary judgment briefing.
- » **Taxi Medallions:** Obtained dismissal of federal Racketeer Influenced & Corrupt Organizations (RICO) Act putative class action case that sought to hold liable the City and numerous former high-ranking officials for the deteriorating values of taxi medallions.
- » **Illegal Cannabis Shops Closings:** Currently defending scores of cases challenging the sealings of illegal cannabis stores in the City, closed pursuant to Operation Padlock to Protect, and over 90 challenges in state court, along with constitutional challenges in federal court. Working on drafting procedures and counseling numerous agencies on the procedures for closures of illegal cannabis stores.
- » **Migrant Busses:** Also defending a constitutional challenge commenced in federal court by a Texas-based bus company contracted by the State of Texas to a Mayoral Emergency Executive Order setting forth requirements for charter bus companies carrying migrants seeking services and shelter from the City to notify the City in advance.
- » **Regulation of Delivery Apps:** Continue to defend against federal constitutional challenge to local law that caps fees that third-party food delivery services can charge restaurants, as well as multiple state court challenges to minimum pay rate applicable to food delivery workers.





# AFFIRMATIVE LITIGATION

Division Chief: Gail Rubin | Deputy Chiefs: Eric Proshansky & Melanie Ash

The Affirmative Litigation Division represents the City as a plaintiff on a wide range of issues, including civil racketeering, fraud, nuisance, restitution, antitrust, breach of contract, insurance, intellectual property, and state and federal funding matters. The Division protects the City's interests and advances its agenda by commencing claims and recovering monies owed to the City.

- » **Combatting Vape Sales:** Filed two novel suits under the federal Prevent All Cigarette Trafficking (PACT) Act against sellers of flavored electronic cigarettes or “vapes” – which are illegal under federal, state and City law – to enjoin sales in and into New York City.
- » **Protecting Youth Mental Health from Addictive Social Media:** Sued the major social media platforms, including Instagram, Facebook, TikTok, Snapchat and YouTube, for public nuisance and negligence to address the youth mental health crisis caused by the platforms' addictive design, operation and promotion, which require the City to provide costly youth mental health interventions and services in public schools and elsewhere to abate the nuisance.
- » **Asylum Seeker Lawsuits:** Defended against lawsuits by upstate communities to prevent the City from using available hotel rooms for temporary housing assistance for the massive influx of asylum seekers arriving the City during the statewide migrant crisis emergency; the Appellate Division, Second Department recently dismissed an upstate county suit for lack of standing.
- » **Focus on Tenant Protection:** Implemented comprehensive enforcement activities against bad landlords in 50-plus open matters and compelled remediation of thousands of code violations to improve living conditions for tenants in 250 residential buildings, including those with rat infestations, lead-based paint and longstanding sidewalk sheds.
- » **Insurance Project Savings:** Recorded taxpayer savings from our insurance project of over \$3 billion in defense and liability cost savings for lawsuits arising out of work done in connection with a City contract, permit, lease or license by compelling insurance companies to comply with policy obligations and cover the City as an insured



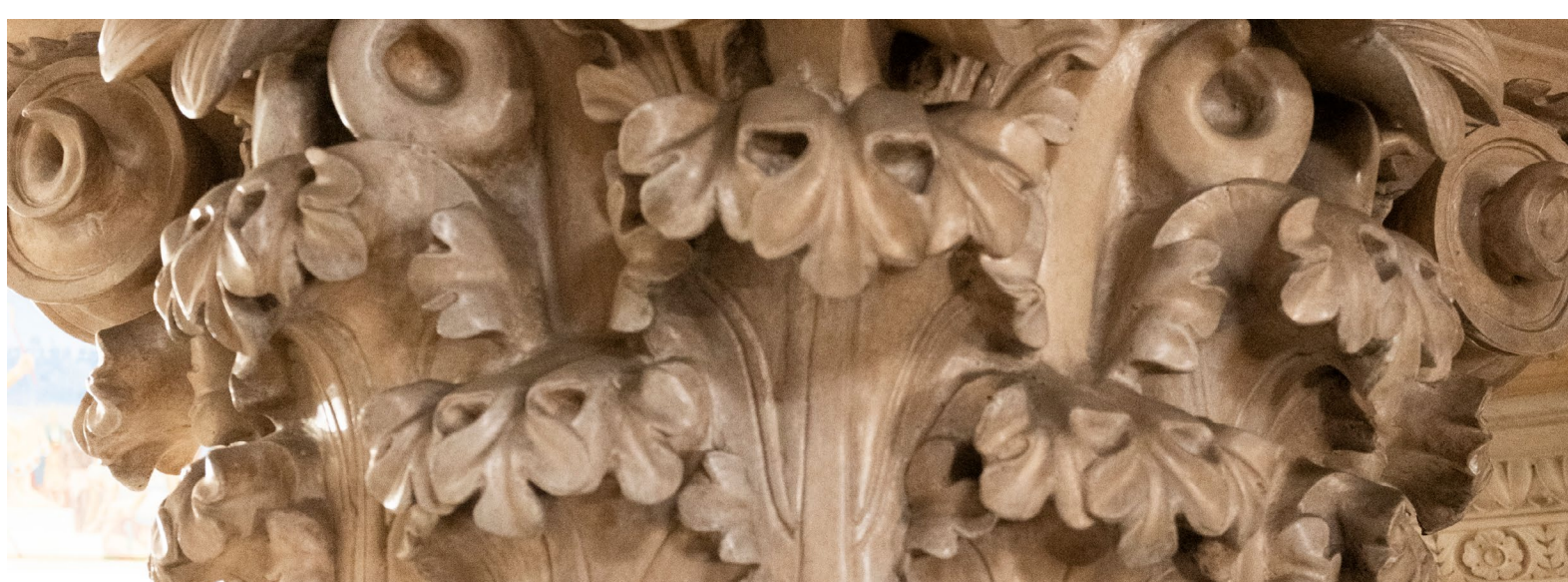
# APPEALS

**Division Chief:** Richard Dearing | **Deputy Chiefs:** Claude Platton & Devin Slack

The Appeals Division handles appeals originating from virtually all of the Law Department's litigating divisions and crafts amicus curiae briefs in cases implicating the City's interests. The division's attorneys appear before federal and state appellate courts and file hundreds of appellate briefs each year in an array of cases—from routine litigation arising out of the governance of a municipality with 8.5 million residents to complex appeals involving cutting-edge legal questions and critical public policy issues. The unparalleled breadth and depth of division's docket affords its attorneys a unique perspective on how the City works and an unrivaled opportunity to engage in high-caliber appellate practice and contribute to legal developments impacting the City's government and its residents.

- » **Pandemic-Related Litigation:** Continued the City's winning streak in pandemic-related litigation in the U.S. Court of Appeals for the Second Circuit, the New York Court of Appeals, and the Appellate Division, First Department, including in connection with constitutional, statutory and other challenges to employee vaccination requirements.
- » **Notice-of-Claim Requirements:** Secured two favorable rulings from the New York Court of Appeals correcting a trend of lower court decisions watering down the requirement that a plaintiff provide the City with an adequate notice of claim before bringing suit in tort.
- » **Fast-Food Worker Protections:** Prevailed in the U.S. Court of Appeals for the Second Circuit in a restaurant industry interest group's challenge to a local law that protects fast-food workers by prohibiting chains from discharging them without just cause or bona fide economic reasons.
- » **Special Duty Doctrine:** Obtained a favorable decision in an appeal before the Appellate Division, First Department that reaffirmed the burden of tort plaintiffs to plead the existence of a special duty in a sensitive case alleging abuse in foster care, and also filed an amicus brief in the New York Court of Appeals on the subject.
- » **Reproductive Freedom:** Carried on the City's long history of advocating for reproductive rights nationwide, filing an amicus brief in the U.S. Supreme Court on behalf of major municipal hospital systems addressing the importance of mifepristone in reproductive care.
- » **Redistricting:** Successfully defended against a race-based challenge before the Appellate Division, First Department to the Districting Commission's new district map for the City Council, drawing out the challenges of redistricting in a city as large and diverse as New York City.





# COMMERCIAL & REAL ESTATE LITIGATION

**Division Chief:** Richard Schulsohn | **Deputy Chiefs:** Robert Funkhouser & Amanda Papandrea

The Division's primary role is to represent the City and its related entities in disputes and litigation arising from their contract and real-estate relationships and transactions. The Division's cases include novel and complex contractual, statutory, and constitutional issues, and some cases seek tens of millions of dollars in damages or challenge critical government decisions. Division attorneys often engage in extensive discovery and sometimes retain expert consultants to address complex questions of accounting, construction, or other issues requiring specialized knowledge.

- » **Defeated Contractors' Attempts to Shift Liability for Labor Law Violations:** Obtained dismissal of a complaint by construction contractors seeking to shift liability to the City for more than \$30 million in prevailing wage violations.
- » **Upheld Termination for Cause:** In an Article 78 proceeding, successfully defended the termination for cause of a vendor that failed to adequately perform hotel contracting services during the COVID-19 pandemic. This victory also enabled resolution of the vendor's related claims for tortious interference with a recovery by the City.
- » **Advised on Procurement and Design Build Contracting:** Provided counsel to the Capital Process Reform Task Force on procurement reform and to City agencies on the use of design build construction contracting, including advising on potential contract provisions and changes to procurement rules.
- » **Obtained Dismissal of Untimely Delay Damages Claims:** Successfully moved to dismiss based on contractual limitation periods two separate construction delay damages cases seeking more than \$18 million aggregate damages.
- » **Recovered \$4.85 Million from Surety:** After a Department of Environmental Protection (DEP) contractor defaulted, pursued completion costs on the project against the surety, resulting in a \$4.85 million recovery for the City and allowing for the completion of the project at no additional cost.
- » **Defeated "Extra Work" Claims:** Obtained a favorable Contract Resolution Dispute Board decision, denying petition by contractor seeking \$1.6 million for claimed extra work on a bridge construction project.
- » **Obtained Dismissal of Data Breach Claims:** Successfully argued for dismissal on standing grounds of putative class action claims on behalf of employees of Department of Education (DOE) vendors, who alleged that a software upgrade to a DOE database had potentially exposed their personal data.



# CONTRACTS & REAL ESTATE

**Division Chief:** Amrita Prabhakar Barth | **Deputy Chief:** Isabel Galis-Menendez

The Contracts and Real Estate Division provides counseling services to City agencies and officials on transactional matters. Division attorneys evaluate and approve City agreements, leases, business documents, and contracts totaling approximately \$10 billion annually. They also structure, negotiate, and draft complex agreements entered into by City agencies. Business and land use restrictions and considerations that do not apply to the private sector can make their work even more complex—for example, the need to award, within certain limits, contracts to the lowest bidder to protect the public interest. Division lawyers are highly trained in regulations and statutes applicable to municipal contracts and real property transactions as well as administration, budget, and public policy concerns and general commercial law.

- » **Timely Registration Initiative:** Expedited the review of several hundred Human Services contracts. By working closely with the Mayor's Office of Contract Services and our Human Services agencies, the Division accelerated review of several hundred contracts and registered them prior to July 1, so that that prompt payments could be made.
- » **M/WBE Contracting & Subcontracting:** Worked on improving the City's contracting and subcontracting with Minority & Women-Owned Business Enterprises (M/WBEs). Joined by Commercial & Real Estate Litigation and Legal Counsel, the Mayor's Office of Contracts Services and the Mayor's Office of M/WBEs, the Division assisted several agencies on critical contract provisions as well as key changes to procurement rules and mentoring programs.
- » **Horizontal Design-Build Project Labor Agreement (PLA):** Continued our efforts to draft, negotiate, administer and interpret the City's Project Labor Agreements (PLAs). In particular, the City entered into a new Horizontal Design-Build PLA with the Building & Construction Trades Council of Greater New York (BCTC); this will apply to over \$800 million in planned infrastructure projects across the City. They will use the design-build method of project delivery and include green infrastructure improvements and repair of the City's sewers, roads and bridges. The Horizontal Design-Build PLA will also incorporate Community Hiring, a new initiative that will connect City vendors to talent and jobseekers to opportunities.
- » **Design-Build Documents:** With the passing of legislation authorizing the City to use the design-build method of project delivery, continued to work on drafting, advising on and interpreting documents to facilitate design-build projects, including the Department of Design and Construction's first Design-Build project. This garage and 25,000-square-foot community space in Kew Gardens, Queens, will be part of the City's Borough-Based Jails initiative.





# ECONOMIC DEVELOPMENT

Division Chief: Betty Woo | Deputy Chief: Kim Bryan

The Economic Development Division acts as the City's business and transactional counsel for a wide range of challenging and complex projects that are intended to enhance the City's economic base either by generating direct revenue for the City treasury or by strengthening the City's tax base and general economic health. Division attorneys work on all aspects of the transaction, helping to structure the deal from its inception, negotiating and drafting the documentation, following through to closing and administering the agreements after closing. In addition, the Division advises on corporate issues in connection with the formation of new not-for-profit entities and on corporation governance issues with existing entities such as Trust for Governors island. The Division also advises on all aspects of telecommunication matters.

- » **Sale of Hell's Kitchen:** Advised in relation to sale of this Manhattan site. Construction will involve a mixed-use building offered with 112 permanently affordable residential units (including units designated for the formerly homeless and survivors of HIV/AIDS), Metropolitan Transit Authority office space and ground floor retail.
- » **Lease of Brooklyn Marine Terminal from the Port Authority:** Worked on Brooklyn Marine Terminal project in furtherance of plans to acquire and transform the 120-plus acre site into a modern maritime port with community amenities and other uses that may include affordable housing.
- » **Acquisition of Unused Rail Line:** Provided key input on this Bronx development, which involves an extension to the Putnam Greenway trail and to enable "daylighting" of Tibbetts Brook to prevent flooding in the area.
- » **Lease of Willets Point:** Offered development expertise on this Queens parcel offered for construction of a 25,000-seat major league soccer stadium for the New York City Football Club, scheduled to open for the 2027 season.





# ENVIRONMENTAL LAW

Division Chief: Hilary Meltzer | Deputy Chief: Chris Reo

The Environmental Law Division represents the City and its agencies in an extensive range of environmental matters, including land use and environmental review of City projects and private development; wastewater and stormwater treatment and compliance; Clean Air Act compliance and enforcement; solid and hazardous waste management; parks and natural resources preservation (including public trust issues and wetlands protection and remediation); sustainability and resilience issues; energy development; and harbor navigation and dredging. The Division also works on numerous matters concerning the City's water supply system, relating to both system operations and protecting water quality. Division attorneys litigate in State and federal courts; represent the City in administrative and legislative hearings; and counsel agencies on their environmental programs, policies, and compliance with environmental laws and regulations.

- » **Green Buildings Laws:** Continued to defend challenges by building owners and construction contractors to laws designed to reduce greenhouse gas emissions from buildings and improve local air quality, the largest source of emissions in New York City.
- » **Renewable Energy Transmission Projects:** Worked with agencies to increase the transmission of electricity from wind and solar farms to the City, including via the Champlain Hudson Power Express, a project in construction that will deliver 1,250 megawatts (enough to power over 1 million homes) of clean energy from Quebec, and the Empire Wind project, which will deliver 810 megawatts of offshore wind power to the City.
- » **Supporting Environmental Justice:** Worked closely with the Mayor's Office of Climate & Environmental Justice on the EJNYC Report, issued in April 2024, which will be the basis for the City's forthcoming plan to advance environmental justice and embed equity into City decision-making.
- » **Advancing Affordable Housing:** Advised on the "City of Yes," a far-reaching update to the City's zoning code to facilitate clean energy, support economic growth and allow more housing.
- » **Cleanup of Hazardous Substances:** Continue to coordinate the City's compliance with federal clean-up procedures at numerous sites including the Gowanus Canal and Newtown Creek, as well as sites owned by the National Park Service that were formerly used as City landfills.





# ETHICS & COMPLIANCE

Division Chief: Karen Griffin | Deputy Chief: John Owens, Jr.

Ethics & Compliance counsels and trains office staff, New York City officials, and employees of all City agencies on legal ethics, privilege, representation and sanctions matters. It also counsels on a wide array of federal, state and local compliance matters. Moreover, it serves as the Conflict of Interest Board liaison, ensuring Law Department employees' compliance with Chapter 68 restrictions and filing requirements. Finally, it represents City attorneys in disciplinary proceedings before the Attorney Grievance Committees and represents the five District Attorneys' Offices and the Special Narcotics Prosecutor's Office before the newly formed New York State Commission on Prosecutorial Conduct.

- » **Client Advice & Counsel:** Advised, counseled and trained Law Department employees, elected officials and City agency employees on legal ethics, representation, privilege and sanctions matters. Provided counseling and training to employees on Chapter 68 issues, oversaw outside employment matters, handled whistleblower investigations, advised on and conducted investigations of employment disciplinary matters, made conflict counsel determinations and assignments, and conducted bill review. Represented City attorneys and Assistant District Attorneys before the attorney grievance committees, and worked on False Claims Act matters and other compliance-related issues.
- » **Medicare Compliance:** The Medicare Compliance & Recovery Unit (MCRU) coordinated Section 111 reporting of 716 Medicare claims with Litigation Support & Information Management, bringing the total number of claims reported to Medicare since 2011 to 8,532. The MCRU has facilitated the collection of more than \$31.8 million in conditional payment reimbursement to Medicare.
- » **Special Counsel for Information Law:** The Law Department created a new Special Counsel for Information Law position in Ethics & Compliance. The attorney in this role will be responsible for the Law Department's compliance with the New York State Freedom of Information Law (FOIL), and the New York City Identifying Information Law, and act as the agency's Records Access Officer.



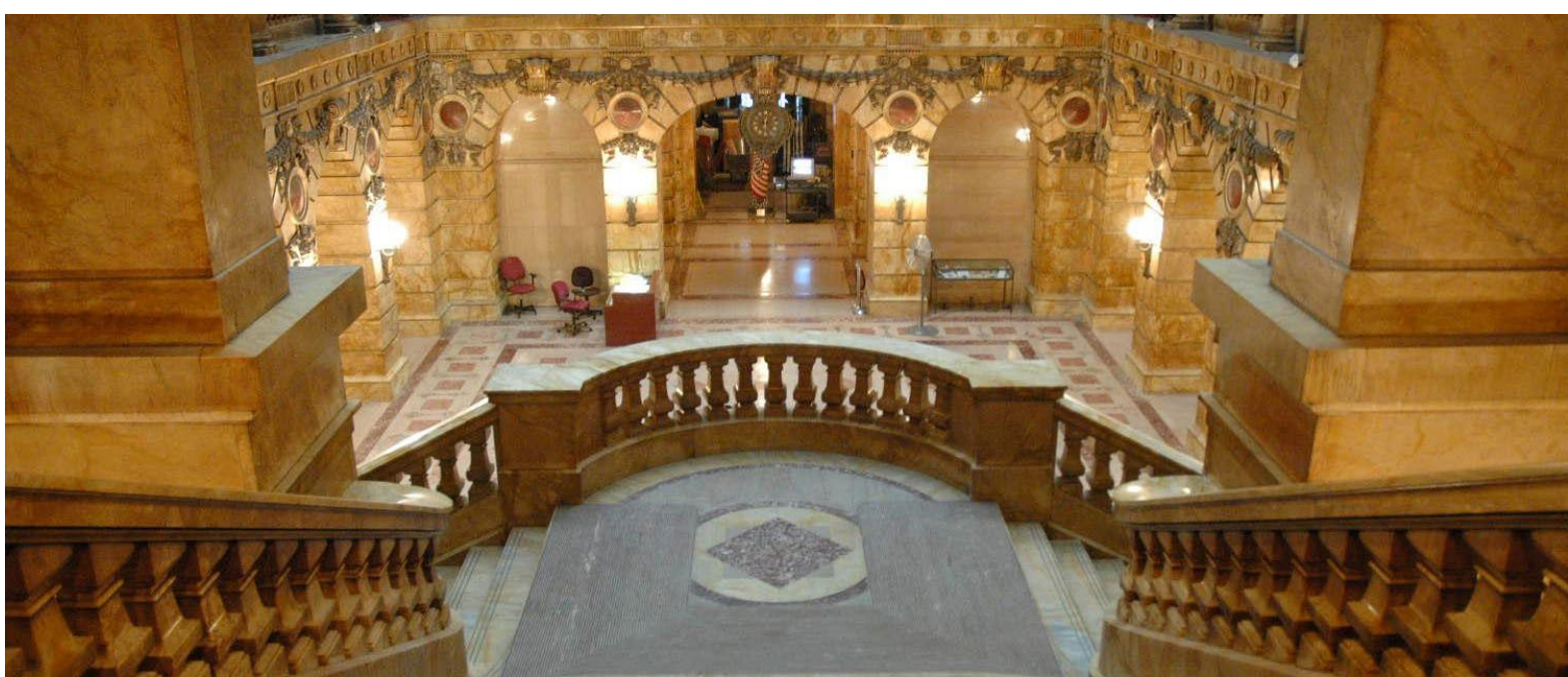
# FAMILY COURT

**Division Chief:** Jennifer Gilroy Ruiz | **Deputy Chiefs:** Jessica Latour, Rosemarie Peyton, Cecillia Shepard & Aimee Sklar-Calogero

The Family Court Division is divided into two subunits – Interstate Child Support and Juvenile Delinquency Prosecution. In prosecuting juvenile delinquency, the Family Court seeks to ensure that those youth who commit delinquent acts are held accountable for their misconduct and receive appropriate services. The Law Department seeks to balance the need for protection of the community with the needs and the best interests of the youth. The Division's work also includes providing information to victims of youth crime on available community-based services, including counseling, crisis intervention, and safety planning. Interstate Child Support appears on behalf of out-of-state custodial parent petitioners seeking to establish paternity and obtain child support from City residents. The Unit also assists City-based custodial parents who wish to file for child support from parents outside the State or country. The Division has offices in all five boroughs.

- » **Juvenile Delinquency and Interstate Child Support Cases:** Provided legal representation to the City of New York by delivering critical legal services to the City's children, families and communities within our two aforementioned practice areas. Handled approximately 8,700 new cases representing an increase of 8.75 percent since last year.
- » **Law Enforcement Collaboration:** Actively participated in major public safety and youth-serving initiatives, including daily meetings of the New York City Police Department's (NYPD's) Gun Violence Strategic Partnership, weekly NYPD CompStat meetings and the City's Interagency Workgroup to Prevent Subway Surfing.
- » **Firearm Case Processing:** Handled approximately 409 firearm cases. The Division's Firearm Task Force continued an intensive review of cases to ensure consistency in practice across the boroughs, reduce recidivism, promote community safety, provide an open forum to address social justice issues and reduce decision intervals from referral to filing decision.
- » **Rapid Robbery Response:** Instituted a Rapid Response to Robbery program to address to a rise of robberies involving juveniles. Dedicated attorneys in both the day and night shift teams respond and connect with victims of crime at the time of arrest.
- » **Community Outreach and Stakeholder Engagement:** Presented information about the juvenile justice and interstate child support practices. Attended approximately 140 events which included school presentations on bullying and social media, precinct council meetings, community board meetings, career day panels, Law Day presentations and external agency trainings.
- » **Services for Youth and Families:** Screened approximately 430 cases for consent referrals to Atlas, a community-based program partner offering youth and families voluntary evidence-based therapeutic services.
- » **Family Conflict Cases:** Addressed an increase in Family Conflict referrals by redirecting a family in crisis, making referrals to appropriate counseling and other services. Victim advocates and diversion coordinators met regularly to discuss each family conflict case and how the family may be assisted; they also ensured that at least one member of the case support team is working on the matter.
- » **Internet Safety and Cyber Sexual Abuse Prevention:** Led by the Special Victims Unit, joined forces with Day One, a not-for-profit organization, whose mission is to partner with youth to end dating abuse, and created presentations geared to both student and parent groups on preventing cyber sexual abuse and promoting internet safety.



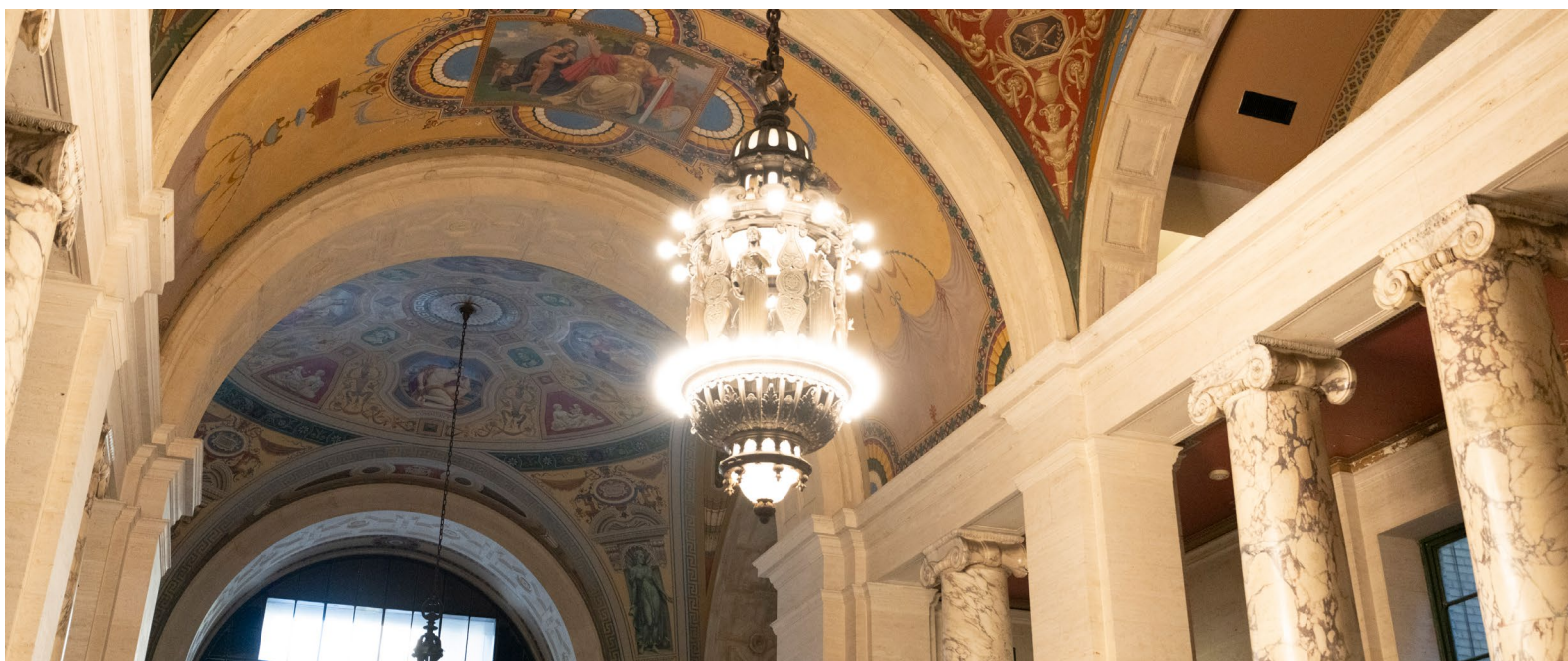


# GENERAL LITIGATION

**Division Chief:** Peter Farrell | **Deputy Chiefs:** Marilyn Richter, Jonathan Pines & Jeffery Dantowitz

The General Litigation Division defends the City and its agencies in lawsuits challenging policies and practices concerning important programs in such varied fields as education, health care, public assistance benefits, prison conditions, foster care and election law. This caseload offers Division lawyers unparalleled opportunities to develop and hone the full range of litigation skills while litigating vital, and often controversial, public policy issues that affect the lives of all New Yorkers. Division attorneys practice in both federal and State courts, arguing motions, participating in court conferences, taking and defending depositions, and trying cases. Cases handled by Division attorneys not only affect determinations made in the City's everyday governance and the manner in which legal mandates are met, but also can determine whether key City initiatives survive legal challenge. Many of these cases present issues at the forefront of developing legal theory.

- » **Child Safety:** Litigated various cases defending the agency and its caseworkers who seek to protect the safety of children from claims surrounding removal.
- » **Discrimination:** Prevailed against a claim alleging that City's failure to adopt traffic safety recommendations in predominantly minority area in Brooklyn was racially motivated.
- » **Benefit Rights:** Currently defending litigation and seeking to fashion compliance efforts for providing various needs-based benefits.
- » **Access Rights:** Also handling ongoing challenges brought under the Americans with Disabilities Act and working to improve accessibility of public buildings including courthouses, police stationhouses and libraries for those with limited mobility.
- » **Education Services:** Successfully defended a challenge to the Mayor's modifications to the City Financial Plan as it pertains to Department of Education. Also defending numerous class and individual actions surrounding the process by which parents challenge the adequacy of education services provided to children with special needs. Finally, obtained 10 decisions in federal court applying the "attorney fee cap" under the Individuals with Disabilities Education Act (this operates like a Fed. R. Civ. P. 68 offer of judgment), cutting off any fee recovery for motion practice.
- » **Prison Conditions Litigation:** Defending a multitude of cases asserting allegations of unconstitutional prison conditions at Rikers Island. In addition, defending against claims of alleged unconstitutional conditions of confinement at the five borough central booking facilities.



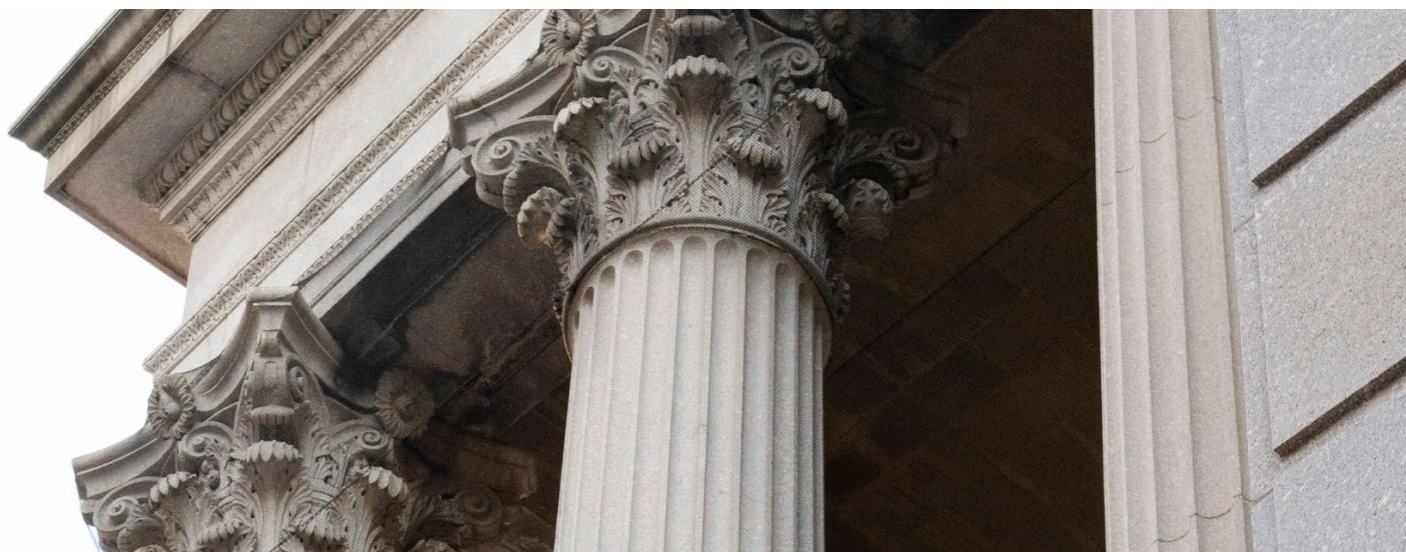
# LABOR & EMPLOYMENT LAW

**Division Chief:** Maxwell Leighton | **Deputy Chiefs:** Iván Méndez, Lawrence Profeta & Lora Minicucci

The Labor & Employment Law Division represents the City as employer of over a quarter-million workers. The Division handles a variety of matters, including the First Amendment free speech rights of municipal employees; claims of discrimination and retaliation under Title VII, the Americans With Disabilities Act, the Age Discrimination in Employment Act, and the State and City Human Rights Laws; allegations of violations of the Fair Labor Standards Act; claims under the Equal Pay Act; and claims brought by both individual City employees and unions based on collective bargaining agreements and the Civil Service Law.

- » **Litigation Defense:** Handled the Division's high-volume caseload of labor and employment law matters, brought under a host of federal, state and local laws, including Title VII of the Civil Rights Act, the New York State and City Human Rights Laws, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Family Medical Leave Act and the Fair Labor Standards Act.
- » **Client Counseling:** Provided City agencies with regular guidance and advice on a broad array of labor and employment law issues, including wage and hour compliance, reasonable accommodations, collective bargaining and civil service law, employee performance and discipline, and internal and administrative complaints.
- » **Trial Practice:** Obtained defense verdicts in all jury trials completed in 2024.





# LEGAL COUNSEL

**Division Chief:** Spencer Fisher | **Deputy Chiefs:** Martha Mann Alfaro & Brenda Cooke

The Legal Counsel Division provides advice to the Office of the Mayor, other elected officials and City agencies concerning virtually every area of municipal law. The Division provides the legal advice and crafts the legislative changes necessary to shape and implement policy initiatives. The Division is also responsible for drafting State and local legislation proposed by the Mayor and City agencies and for assisting in the drafting of administrative rules. Division attorneys often represent the Law Department on intergovernmental committees and task forces.

- » **Asylum Seekers and Migrants:** Assisted the Mayor's Office and various agencies in addressing the needs of thousands of new arrivals by drafting protocols and data handling agreements, advising on other efforts to help new arrivals and preparing for federal policy adjustments.
- » **Real Property Tax:** Worked closely with the Department of Finance, the Department of Housing Preservation and Development (HPD) and the City Council to enact legislation re-authorizing the tax lien sale program, a critical component of the City's real property tax collections. This legislation also established programs to provide relief to vulnerable homeowners whose tax liens are at risk of being sold.
- » **Affordable Housing:** Worked with the Mayor's Office, HPD, the Department of City Planning and the Department of Buildings on initiatives to bolster affordable housing in the City, including:
  - Drafting State legislation providing an exemption from the real property tax to buildings converted from commercial use to multiple dwellings with affordable units.
  - Preparing State legislation providing an exemption from the real property tax for development of rental housing with affordable units and affordable home ownership projects. This program – called “affordable neighborhoods for New Yorkers tax incentive” – replaces the § 421-a program.
  - Developing State and local legislation permitting occupancy in basement apartments in certain areas and allowing the creation of new separate ancillary dwelling units (ADUs) in the same structure or on the same lot as an existing one- or two-family home.
- » **Trash Containerization:** Worked with the Department of Sanitation on rules requiring that residential and commercial buildings set out their garbage in sealed containers to support efforts to improve the cleanliness of streets and reduce the rat population.
- » **Cannabis Policy & Regulation:** Worked extensively across agencies and with the Mayor's Office to implement and facilitate a legal cannabis market in New York City and to enforce against the illegal cannabis market. Efforts included drafting transformative legislation and rules facilitating a newly coordinated enforcement effort against illegal cannabis sellers and working with agencies and litigating colleagues on enforcement actions against illegal sellers. Also worked to create a cannabis loan fund for certain applicants.



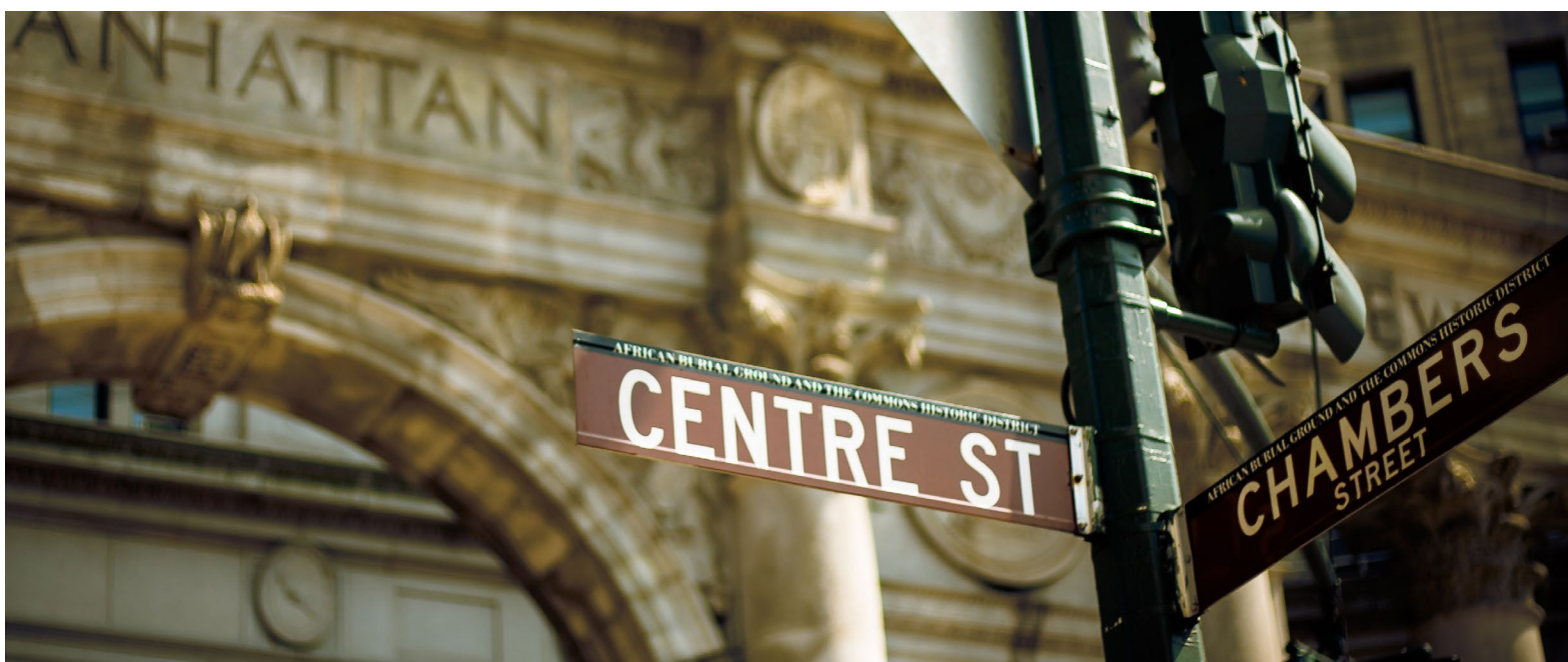
# MUNICIPAL FINANCE

**Division Chief:** Albert Rodriguez | **Deputy Chief:** Michael Moore

The Municipal Finance Division serves as counsel to the City on all bond transactions. New York City is one of the largest issuers of municipal bonds in the country. The proceeds of its debt issuances finance capital projects that impact virtually every aspect of City life. The City issues debt through its general obligation bonds and through authorities and local development corporations. Additionally, State agencies issue debt on behalf of the City. Each year, the Division oversees billions of dollars in financial transactions. The Division also performs corporate governance work for the City's debt issuing authorities and local development corporations.

- » **Bond Transactions:** Provided legal services on more than \$20 billion of City bond issues that financed City capital projects or refinanced previously issued bonds.
- » **Bond Refinancings:** Refinancing transactions resulted in debt service savings in excess of \$170 million for City bond issuers.
- » **PACE Program:** Managed contractual and legal issues for the City's Property Assessed Clean Energy (PACE) Program, including changes to the Program required by recent legislative amendments. The Program is expected to provide hundreds of loans for energy efficiency projects that will enable commercial buildings to comply with the City's Local Law 97.
- » **Alternative Financing Programs for City Initiatives.** Served as part of New York City's teams: (i) analyzing financing options for a projected \$60 billion capital program for City climate change-related capital projects, (ii) that negotiated the successful reauthorization of the City's tax lien sale program, (iii) that structured the City's Cannabis loan program and (iv) negotiating the terms for City financial support for the renovation of the United Nations buildings in UN Plaza.
- » **Taxi Medallion Loan Restructuring Program:** Advised and assisted the New York City Taxi & Limousine Commission and other City agencies in negotiating and structuring the City's Medallion Relief Program to reduce the debt burdens of distressed New York City taxi medallion owners. This resulted in more than 1,800 medallion loans being restructured, saving medallion owners in excess of \$400 million.





# RISK MANAGEMENT

Division Chief: Nancy Savasta | Deputy Chief: Fei Cheuk

Risk Management assists agency partners in identifying and mitigating risks to decrease the potential for harm to New York City's residents and visitors while protecting the City financially. The Division works with agency partners to evaluate existing procedures and operations based on risks identified in litigation. It counsels agencies on mitigating their legal risk through recommended program changes or, when applicable, waivers or indemnifications. The Division leverages available data to identify potential future risks with a goal of prevention. They work with other Law Department Divisions to understand the risks associated with their work and collaborate to mitigate those risks, and they analyze the impact of court appointed monitorships on related pending litigation across the Law Department. The Division also helps agencies create and maintain a proactive data management process.

- » **Agency Outreach:** Engaged proactively with approximately 40 agencies, both large and small, and provided risk management guidance regarding the identification, assessment and mitigation of risks associated with their respective operations, programs and litigation.
- » **Collaboration with the Comptroller's Office:** Established quarterly meetings with the Comptroller's Office to launch the Risk Retrospective Program as well as other key initiatives. The Risk Retrospective Program provides a post-incident analysis of relevant matters to identify opportunities for enhanced risk mitigation and process improvement.
- » **Federal Monitorships:** Maintain continuous engagement with agencies subject to Federal Monitorship alongside the litigating divisions; enhance overall compliance efforts and assist with meeting court-ordered deadlines and mandated operational changes.
- » **Knowledge Sharing:** Refine risk management within the City, including collaborating with Risk Management offices in other jurisdictions to exchange "best practices." This effort aims to improve the Division's knowledge and capabilities by adopting successful tools and strategies used elsewhere, ultimately strengthening the City's overall risk management framework.



# SPECIAL FEDERAL LITIGATION

Division Chief: Qiana Smith-Williams | Deputy Chiefs: Genevieve Nelson & Mary O'Flynn

The Special Federal Litigation Division defends 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 cases on which division attorneys work grow out of contact between citizens and law enforcement officers in three distinct contexts: police operations; criminal prosecutions; and detention of arrestees in the City's detention facilities. The facts on which the claims rest are frequently intricate, calling into play the fundamental problems faced by law enforcement officers in the field and society's perception of how those problems ought to be addressed. The law governing the resolution of these cases is the Constitution of the United States and the vastly complex area of federal law specific to 42 U.S.C. Section 1983, the post-Civil War statute which authorizes suit for violation of constitutional rights. The Division defends against individual damages actions and class actions seeking institutional reform.

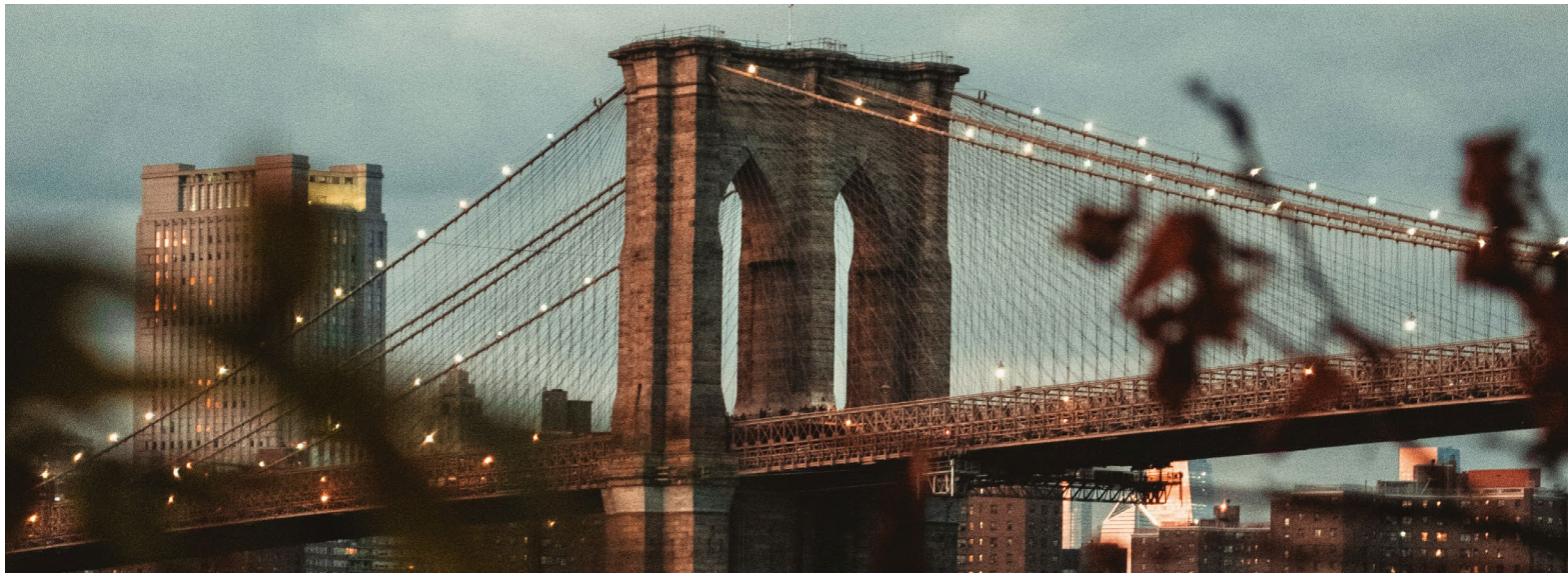
## » Monitorships:

- Continued to handle, in partnership with the Risk Management Division, a consent judgment and associated remedial orders pertaining to a class action alleging Department of Correction (DOC) officers routinely used excessive force against detainees and did not sufficiently address and/or investigate alleged instances of excessive force.
- Continued to handle a longstanding New York City Police Department (NYPD) monitoring matter, known as the Stop, Question & Frisk (SQF) Litigation, which consists of three consolidated class actions alleging similar constitutional violations by police officers conducting investigative encounters. The court ordered the parties to engage in a "Joint Remedial Process" in 2013 to address a series of necessary reforms to police policies, practices and training, and appointed a federal monitor. The Division, in partnership with Risk Management, continues to engage with the client agency, plaintiffs, community liaison and the monitor on reform tasks necessary for substantial compliance with the court's order.

» **Summer 2020 Protest Cases:** Continued to resolve the more than 100 federal lawsuits stemming from protests following the tragic 2020 death of George Floyd. In 2023, the Division settled 10 consolidated protest matters, including two class actions, pending in the Southern District of New York seeking monetary and equitable relief. There is a pending appeal of the settlements brought by the Police Benevolent Association. The parties are currently in the process of conferring on the finalization and implementation of changes to the NYPD's policies/practices concerning policing demonstrations.

» **Reverse Conviction Cases:** The Division continues to defend and/or favorably resolve federal litigation stemming from the vacatur of, oftentimes decade-old, criminal convictions.





# TAX & BANKRUPTCY

Division Chief: Rochelle Cohen | Deputy Chiefs: Andrea Chan & Emily Keyes

The Tax & Bankruptcy Litigation Division represents the City on a wide array of subjects and issues. Daily, the Division's attorneys work on matters such as acquiring property by eminent domain or negotiated acquisition, to keep pace with the City's infrastructure and economic development needs, litigating issues regarding tax matters in court and before administrative tribunals, and protecting the City's interests in bankruptcy courts in New York City and across the nation. Division attorneys handle real estate closings, including the review and clearance of title. Division attorneys also provide counsel to City agencies and officials. Real property tax assessments on New York City property are at the heart of the work that Division attorneys do in certiorari cases. This past year, attorneys worked on thousands of cases where challenges to the assessed value of property were made. Defending tax assessments is of critical importance to the City's fiscal health, as the real property tax provides a substantial source of revenue for vital City services.

- » **Eminent Domain:** Prevailed on the zoning portion of a bifurcated valuation trial in eminent domain proceeding for the construction of a waterfront park in the Lower Concourse section of The Bronx. The court agreed that the property should be valued at its pre-project manufacturing zoning, not as if it were rezoned to a higher zoning, since it was not reasonably probable that the property would have been rezoned absent the project.
- » **Bankruptcy:** Successfully defeated a debtor's motion to reopen its Chapter 7 bankruptcy case to sue the City for over \$20 million due to the City's alleged violation of the automatic stay when it took Debtor's real property in rem. After trial, the Court rejected the debtor's claim that it did not learn of the stay violation until years after it occurred. It found that debtor's delay resulted in the loss of evidence and witnesses with firsthand knowledge; the Court additionally held that laches barred the reopening of the bankruptcy case.
- » **Income & Excise Tax Ruling:** Prevailed in a large income and excise tax matter. Skidmore, Owings, & Merrill LLP, an unincorporated business taxpayer, challenged the disallowance of a deduction taken for commission payments made to a domestic international sale corporation, a shell corporation created to defer federal income taxes. The deduction was disallowed; the New York City Tax Appeals Tribunal agreed. The Appellate Division, First Department then affirmed the Tribunal, resulting in Skidmore owing approximately 8 million dollars in principal and interest.
- » **Real Property Tax Law:** The Department of Finance revoked a property's exemption under Real Property Tax Law 420-a on a building owned by a not-for-profit corporation but leased to a for-profit commercial enterprise, Brookdale Dialysis. Litigation went up to the Court of Appeals. The State Court upheld the revocation, reaffirming the longstanding principle that a not-for-profit exemption is to be strictly construed and is limited to property that is used exclusively for exempt purposes without financial gain.



# TORT

**Division Chief:** Fay Leoussis | **Deputy Chiefs:** Jenny Montana-O'Connor, Lavanya Pisupati, Andrew Potak & David Santoro | **Director of Personnel Management:** LaVonne Pridgen

Tort, the office's largest division, defends the City against over 7,000 new personal injury and property damage cases annually. The Division maintains offices in all five boroughs and has special units to address issues such as early settlement, catastrophic injuries and toxic torts (e.g., tort claims based on exposure to a toxic substance). The Division's cases span a wide range of issues, including complex questions of governmental and qualified immunity; matters involving the boundaries of duty and foreseeability; interpretation and application of the federal and State constitutions and civil statutes; the extent of property interests and potential recovery for violating those interests; and straightforward negligence cases, such as trip-and-falls, accidents in City-owned buildings, and injuries sustained from car accidents.

- » **Settlements:** The Division continued its successful innovative settlement initiatives from the past 5 years. In addition, the Division endorsed and participated in new Court-sponsored settlement programs. As a result, in Fiscal Year 2024, the Division was able to garner almost as many settlements as in the pre-COVID era. The Division continued monthly trainings of all attorneys in the art and skill of negotiation, which will continue enhancing the Division's and the Office's ability to resolve cases. Finally, the Division managers continued to work collaboratively with the courts to conference "legacy" cases, or those more than eight years old, for resolution.
- » **Trials:** Prevailed in 16 trials out of the 22 that went to verdict in FY 24 – a success rate of nearly 73%.
- » **Continued Efficient Workflow in Pleadings Production, Central Disposition and Insurance Units:** Produced over 9,300 answers to lawsuits via our Pleadings Unit within the Early Intervention Unit (EIU). The Central Disposition Unit, also housed in EIU, processed about 3,640 settlements for payment during the fiscal year. EIU's Insurance Group achieved 450 full insurance takeovers for a savings of over \$115 million in FY 2024. Since the Insurance Group started working together with the Law Department's Affirmative Litigation Division, it has helped achieve more than \$2.5 billion in savings.





# WORKERS' COMPENSATION

Division Chief: Paul Zaragoza | Deputy Chief: Levi Grosswald & Ashley Kim

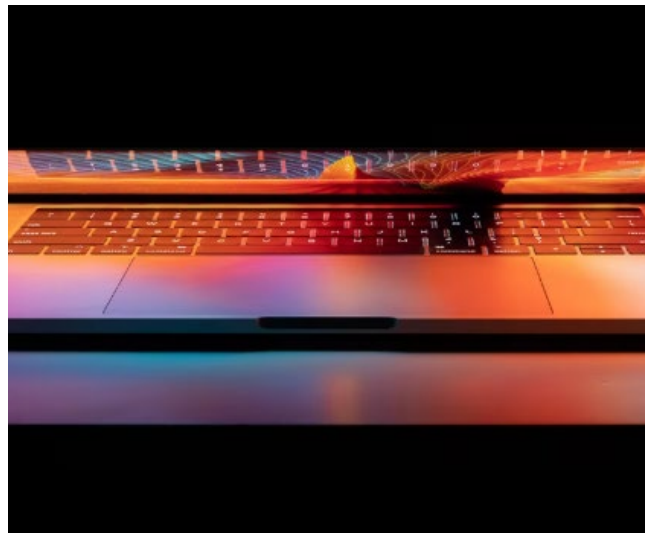
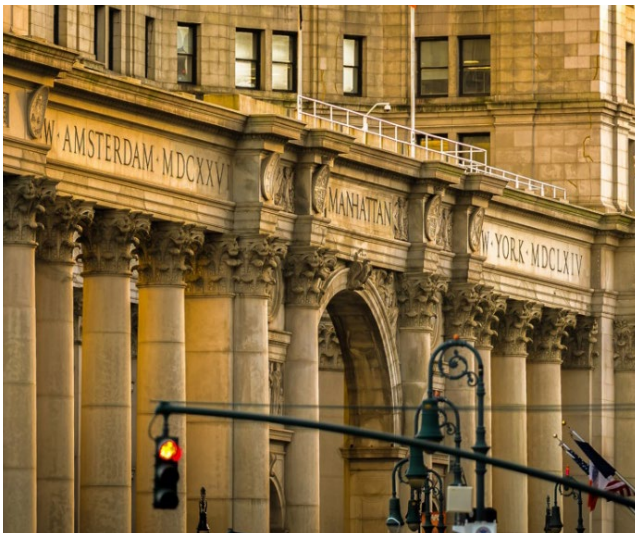
The Workers' Compensation Division represents the City and related entities at all hearings, trials and appeals before the New York State Workers' Compensation Board. The Division also administers all aspects of claims by covered employees who are injured on the job or who incur an occupational disease. Workers' Compensation strives to provide employees the medical and wage replacement benefits to which they are entitled, while objecting to and litigating unwarranted claims. The Division's work involves a wide range of medical issues, including work-related psychiatric diagnoses, respiratory ailments, heart conditions, orthopedic conditions and much more.

- » **Claims Administration:** Processed over 15,000 new workers' compensation claims in FY 2024, including assessing the compensability of claims and overseeing the administration of benefits, resulting in over \$650 million in wage replacement and medical care for injured municipal employees. Represented the City at over 15,500 administrative hearings before the Workers' Compensation Board.
- » **Revenue Recovery:** Recovered over \$9 million through New York State's Second Injury Fund and other means, including through intercompany reimbursement arbitration and third-party liens in FY 2024.
- » **Improved Claims Management:** Developed and implemented a new workflow management system which, in conjunction with the existing claims processing system, allows for the cloud based, fully paperless, management of claims.
- » **Agency Support and Timely Filing:** Continued to outreach to client agencies and emphasized the importance of timely filing and compliance with the requirements of the Workers' Compensation Board.

# SUPPORT DIVISIONS

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Administration  
E-Discovery  
Information Technology  
Litigation Support & Information  
Management  
Operations







# ADMINISTRATION

**Division Chief:** Jennie Nagle-Yndigoyen | **Deputy Chief:** Leon Breedon

The Administration Division provides a level of professional support comparable to that of any large company. The Division's components—Personnel, Payroll and Timekeeping, Facilities and Maintenance, Supplies, Fiscal Management, Internal Control, Cashier's Office, Encumbrance Control Unit, Procurement Services Unit, and the Budget Section—are responsible for all expenditures of funds, collection of revenue and fees, procurement rules compliance, and personnel processing. They provide general administrative oversight and development of internal policies, rules, and regulations. Each year, Administration handles over 35,000 paychecks, personnel actions, payments for expert witnesses, requests for court reporters and depositions, deposits of money recovered in lawsuits on behalf of the City, hundreds of individual procurements, and the enrollment of employees in the health benefits/managerial benefits program. Administration is also responsible for ensuring the physical maintenance of 12 Citywide offices in addition to the Kingston, New York office. The Division's objectives are to save time and money for the Law Department and the City while ensuring first-rate service. Administration's efforts continue to focus on expansion and renovation of the agency's facilities, speedy responses to staff changes, and automation of systems and processes. The Division also provides oversight and advice to other agency enterprises such as litigation support, information technology initiatives, equipment upgrades, and management evaluations, and continuously evaluates how it can utilize technology to increase the agency's efficiency.

- » **Divisionwide Training Initiative:** Sent over 100 support professionals to training while keeping the cost affordable (under \$30,000). Trainings varied in topics from software-specific classes (e.g., Office 365) to more general professional development (e.g., Business Writing) to supervisory trainings (e.g., for current and prospective supervisors).
- » **Encumbrance Control Unit:** Recorded over 18,200 payment records for budget purposes, which were later uploaded to the LawManager case management system representing nearly \$40 million in spending. Additionally, the Encumbrance Control Unit also tracks expenses processed by the Law Department for other City agencies; during this period, the Unit recorded over 10,000 such records, totaling approximately \$36 million in spending.
- » **Personnel:** Achieved the hiring and processing of more than 150 paid and unpaid legal and support staff for 2024; also implemented more than 4,500 collective bargaining adjustments agencywide.
- » **Payroll/Timekeeping:** Processed and audited over 39,400 direct deposits and distributed or mailed over 1,100 checks in 2024.



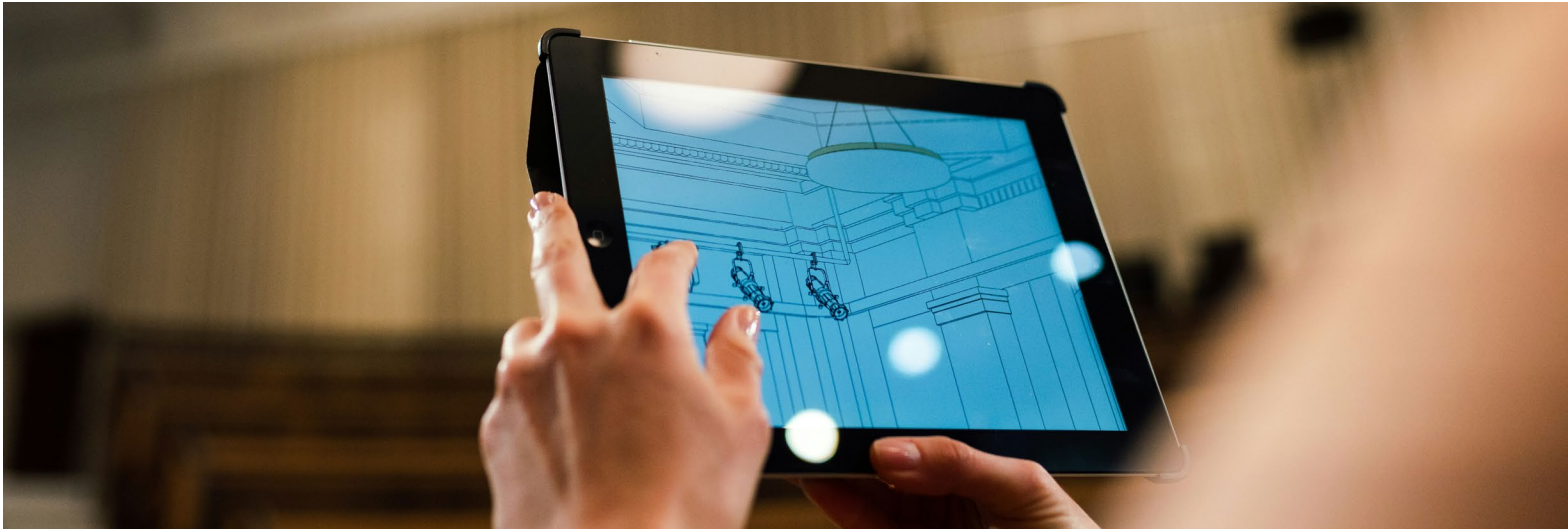
# E-DISCOVERY

Division Chief: Rachel Kaufman | Deputy Chief: Anthony DiSenso

The E-Discovery Division consists of attorneys, project managers and e-discovery analysts who work with case teams and agency counsel to meet the Law Department's e-discovery needs. Its members provide legal and technical guidance and services to assist in all aspects of e-discovery – helping to develop strategy, implement legal holds, collect and process electronic data, set up document reviews, apply advanced analytical tools and run document productions. They also help during negotiations with opposing counsel, at court conferences, drafting papers, and wherever their expertise in e-discovery and the governing law and rules may be helpful.

- » **E-Discovery Services:** Provided comprehensive legal guidance and technical support to Law Department attorneys in all aspects of the e-discovery process in connection with litigation, governmental investigations, subpoenas and Freedom of Information Law requests.
- » **Empowering Attorneys:** Ensured that office lawyers had the support and resources necessary to successfully comply with the City's e-discovery obligations in hundreds of active matters.
- » **Defensible Workflows:** Developed and implemented standardized workflows to streamline complex processes and address new and challenging data types.
- » **Leveraging Technology:** Leveraged advanced tools and technologies such as email threading and technology assisted review to reduce the burden on Law Department attorneys and increase both efficiency and defensibility.





# INFORMATION TECHNOLOGY

Chief Information Officer: Ronald Muriel | Deputy Chiefs: Ray Scandale & Pervez Ahmed

The Information Technology (IT) Division is responsible for all aspects of computing and technology use, including network infrastructure, network security, connectivity, data management, information security, application support, database administration, software administration, technical support and much more. The Division's mission is to provide quality IT services and solutions—effectively aligning the agency's business and technology objectives to provide cost-effective, innovative, and quality solutions that facilitate and improve the Law Department's business conduct. The Division is comprised of four sub-units: Application Services, Network Services, Technical Support and Information Security.

- » **Domain Migration:** Information Technology successfully completed a domain migration project for all domain assets. This was an expansive, large-scale infrastructure project to improve security, performance and efficiency.
- » **Wi-Fi Implementation:** Upgraded the Wi-Fi systems at our headquarters, 100 Church Street. The new configuration will provide everyone there with secure Wi-Fi access.
- » **Enterprise Encryption:** Implemented encryption in our hyper-converged infrastructure solution.
- » **Workflow Management System:** Launched an innovative system using a new platform for Workers' Compensation, helping to streamline their workflow for case assignments.
- » **Application Services Development:** Successfully managed application development projects across several Law Department divisions. The overarching approach involved automation to assist with agency workflow and enhance efficiency.
- » **Network Connectivity & Network Upgrades:** Established network connectivity for our 60 Bay Street location. IT also refreshed legacy switches across 15 sites.
- » **New HelpDesk Ticketing System:** Launched a new HelpDesk ticketing management system to manage IT services more effectively for our users.
- » **Network Drive Migration:** Migrated data assets at file storage to a new virtual storage cluster.
- » **Print Server:** Implemented a solution that consolidates all printing functionality hosted on premises.
- » **HelpDesk and Technical Support:** Successfully managed over 18,600 Service Now incidents and request tickets in the past 12 months.



# LITIGATION SUPPORT & INFORMATION MANAGEMENT

**Division Chief:** John Hupper | **Deputy Chief:** Beth Nedow | **Director:** Patricia DeLisa

The Litigation Support Division oversees various technologies focused on the practice of law at the Law Department, advises on a diversity of techno-legal topics, and assists high-volume clients in responding to discovery. As such, a wide variety of people work in Litigation Support: lawyers; application and database administrators and other experts; project and contract managers; and paralegals, claim specialists, and public records aides. They are basically broken out into two teams. First, the agency-based discovery team primarily works on-site at the client agencies to streamline the discovery response process by creating repeatable, defensible and efficient workflows. Second, the practice management team oversees the agency's matter management system.

- » **Practice Management:** Launched new document management system servers with a useful indexer to improve searching and continued behind-the-scenes work for migration to our updated matter management system. Continued to generate 1,000 production reports on regular schedules and over 3,600 civil lawsuit checks for various City, State and Federal prosecutor and/or investigative offices from this new system. Continued to publish case-related data about our civil litigation dating back to 1960 pursuant to the City's Open Data Law and about Alleged Misconduct Actions commenced and disposed against the Police Department & Department of Correction pursuant to the City's Administrative Code.
- » **On-Site, Agency-Based Discovery Staff:** Continued to provide support by conducting searches in response to discovery requests at the Department of Transportation (DOT) and the Parks Department. Conducted testing, training and searching in DOT's new Universal Legal Search tool, which automates most components of standard roadway and sidewalk record searches. Continued to provide support to the Department of Environmental Protection to facilitate discovery requests and to the Department of Education to conduct searches in response to discovery requests. Continued training and management of temporary staff assisting with searches in response to discovery requests.
- » **Information Governance:** Continued to give wide-ranging, techno-legal advice, including on electronic retention policies.





# OPERATIONS

Division Chief: Jonathan Pinn | Deputy Chief: Omer Soykan

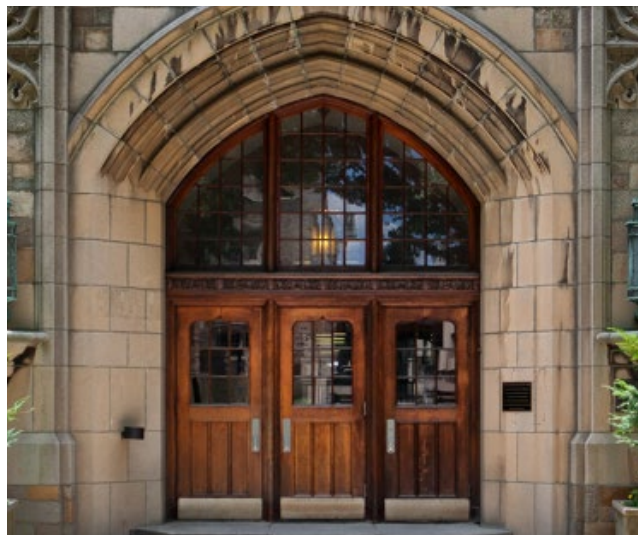
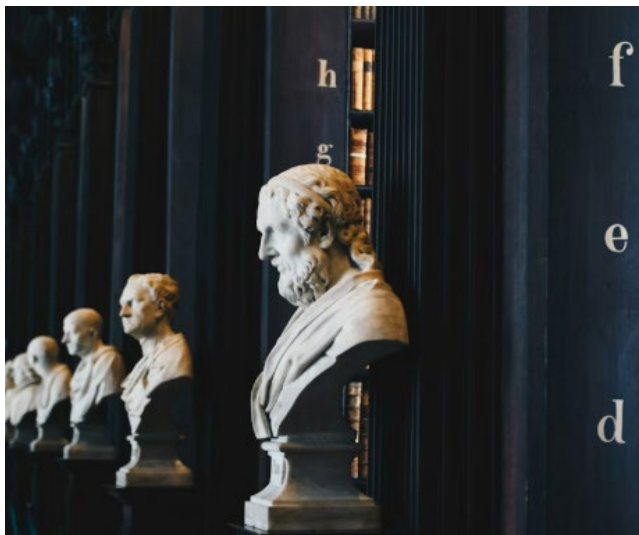
Operations' mission is twofold. First, to provide centralized document production support for Law Department employees, including but not limited to legal processing, case docketing, electronic editing, courier services, composition and duplication of hundreds of documents daily, and the serving and filing of legal papers. Second, the Division seeks out methods to streamline operational protocols and produces specialized reports, including the Mayor's Management Report and governmental audits

- » **Division Office:** Facilitated maintenance of well over 2,000 contacts across multiple lists and reports, including the detailed Annual Report of Workers' Compensation Claims. Assisted by other teams, realized over \$80,000 in savings by identifying and correcting over 1,600 invoices, a 29-percent increase. Replaced antiquated workflow management solutions using the HighGear technology platform, which was built out – and is maintained and improved – by Operations. With help from various Units and teams, assisted various City entities, most notably the Charter Revision Commission and 27 transactional requests requiring detailed planning.
- » **Communications & Docketing:** Successfully processed and distributed over 2,100 buckets of mail (an 11-percent increase) and nearly 10,000 critical documents. Accepted, logged and routed well over 21,500 personal services. Leveraged cross-training efforts and extra staff efforts to meet our deadlines.
- » **Electronic Information Group:** Reviewed nearly 300,000 e-mails, many containing multiple legal documents, and processed nearly 2,500 requests for agency legal representation. Tort requested 9,000 answers. Also logged nearly 5,000 overtime hours to address demand – a 25-percent increase. Worked with Operations "ex-pats" agencywide, leveraged institutional knowledge.
- » **Process & Couriers:** Managed nearly 6,300 requests to serve, file, deliver and pick up items. Scanned approximately 7,050 notice of claim packages to Law Department personnel and the Comptroller's Office.
- » **Bronx and Brooklyn:** Processed nearly 4,200 requests (a three-percent increase) across various services, including for mail services, process service and reprographics.
- » **Duplication & Finishing:** Completed nearly 3,000 requests – over 1.5 million pages printed and well over 564,000 original pages scanned.
- » **Document & Data Processing:** Successfully completed a 10-percent increase in the overall number of requests. Video service requests also increased over 25% and team members facilitated over 4,000 language services queries.
- » **Training Unit:** Continued offering remote learning opportunities to large groups on multiple applications. Facilitated 10-plus group training sessions and multiple one-on-one sessions. Works closely with Information Technology on application issues and our Career Counselors on training materials.

# SUPPORT UNITS

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Communications  
Diversity & Equal Employment  
Opportunity (EEO)  
Law Library  
Legal Recruitment  
Professional & Organizational  
Development







# COMMUNICATIONS

Communications Director: Lucian Chalfen | Press Secretary & Public Affairs Director: Nick Paolucci  
| Internal Comms & Strategic Initiatives Director: Kate O'Brien Ahlers

The Communications Office is the Law Department's link to the media and the public, updating them about important legal matters affecting New York City. In addition, the office provides employees with key news on agency-wide happenings and offers insight on strategic projects.

- » **Streamlining Efforts:** Brought all communications functions under one concise, focused umbrella.
- » **City Hall & Agency Support:** Offered daily, nuanced legal discussions with the Administration and our client agencies. Advised City Hall on end-of-year legal accomplishments.
- » **Media Coordination:** Spearheaded reporter calls and releases; tag-teamed on City Hall press conferences.
- » **Information Sharing:** Launched officewide sharing of daily news clips.
- » **Office Newsletter:** Continued monthly production of "Sidebar," our internal newsletter, looking at in-depth agency topics.
- » **Television Updates:** Moved to biweekly production of trending office and related updates via "Spotlight," our television lobby screens.
- » **Intranet:** Kicked off a long-term reimagining of the intranet with other divisions.
- » **Strategic Projects:** Worked on office initiatives, including coordinating with Law Department Committees and spearheading major charity projects.
- » **Agency Branding:** Initiated agency-branded promotional materials for sale to the staff.



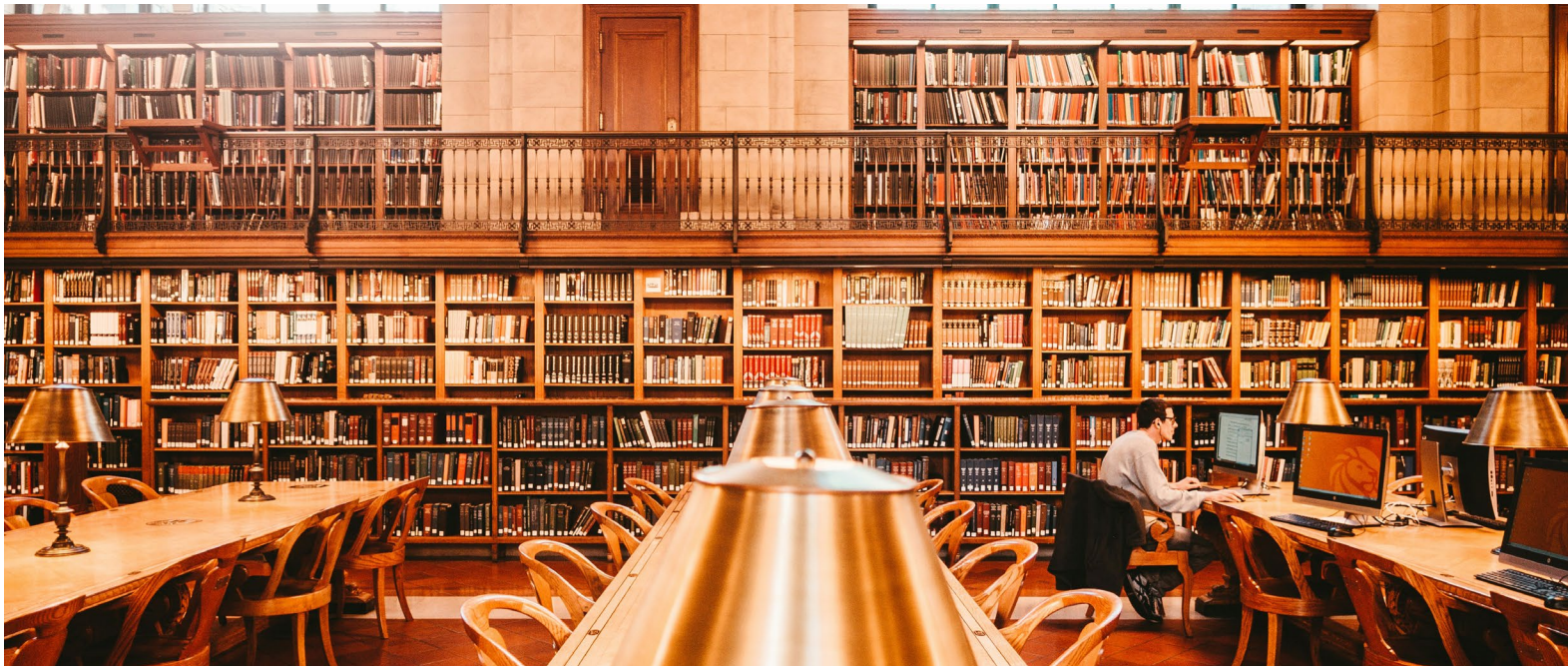
# DIVERSITY & EQUAL EMPLOYMENT OPPORTUNITY

**Director:** Karlyne Fequiere | **Deputies:** Shanel Spence & Leon Breeden

The Diversity & Equal Employment Opportunity (EEO) Office is tasked with maintaining a work environment that is consistent with federal, state and local employment laws and New York City's EEO policy. This ensures that our workplace is an inclusive environment where diversity is met with respect. The office works closely and cooperatively with Citywide and Law Department leadership to foster an environment of respect, diversity and inclusivity throughout the agency and ensure that EEO processes are accessible to all. They provide guidance, and assistance to agency managers and supervisors in addressing issues related to equal employment opportunity and will work to achieve all EEO-related training objectives.

- » **Diversity, Equity & Inclusion (DEI):** Nurtured an environment of respect throughout the agency by promoting DEI practices.
- » **EEO & Reasonable Accommodations:** Ensured that fair EEO processes are available throughout the Law Department. Investigated EEO complaints and processed requests for reasonable accommodations.
- » **Fair Workplace:** Ensured that our office complies with employment laws across the federal, state and local spectrum.
- » **Diversity Plan:** Prepared and implemented a comprehensive annual "Diversity & EEO" Plan to help further ongoing DEI goals in recruitment, retention and promotional opportunities.
- » **Other Accomplishments:** Delivered Continuing Legal Education-accredited DEI and EEO courses; drafted a five-year Accessibility Plan (for those with disabilities) and racial equity program; supported wellness initiatives; revised language access plans and services; streamlined administrative procedures; and provided high school internship opportunities.





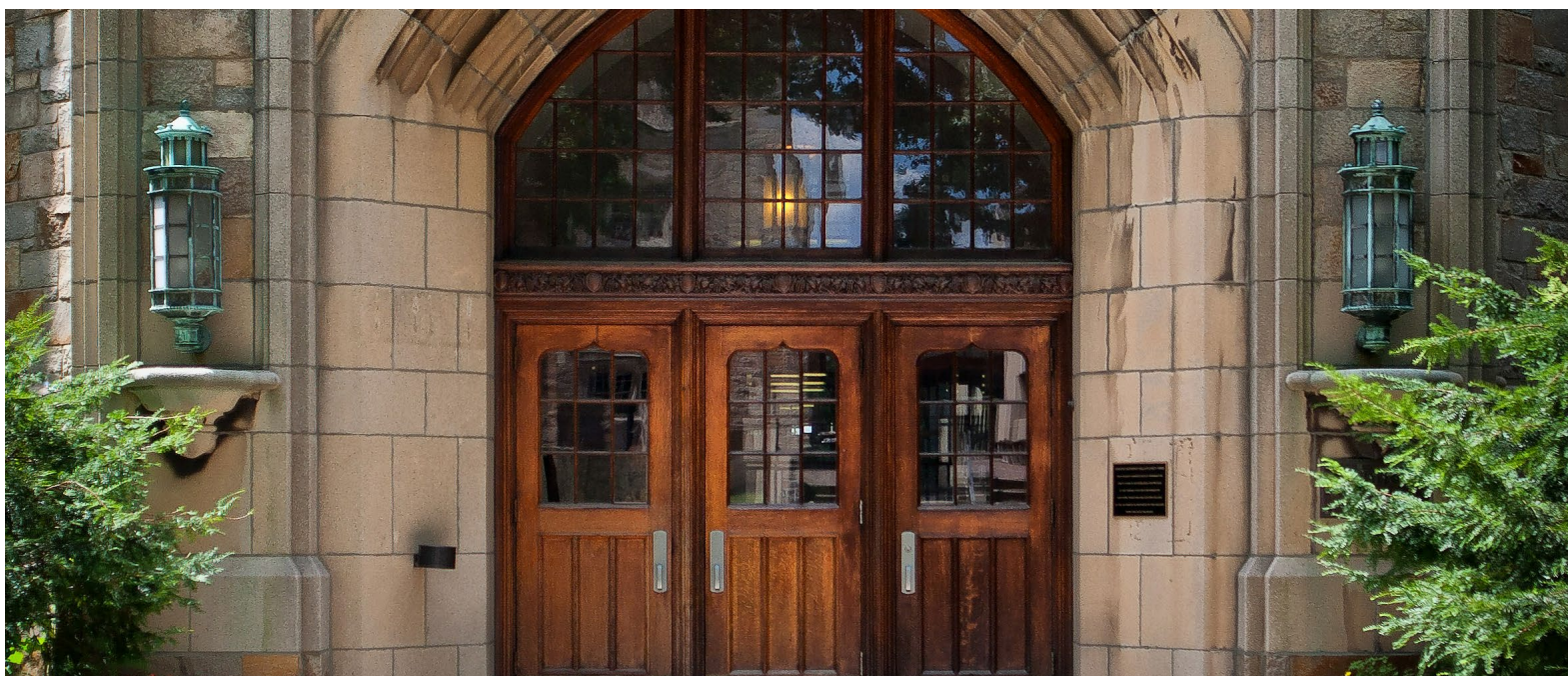
# LAW LIBRARY

Director: Diana Bracho

The Law Library is responsible for all Law Department research support, and its services are also available to other City agencies and the Mayor's Office. A Library staff of six provides expert assistance with online and print resources, and handles all issues relating to reference materials. It houses over 900 print titles, including current subscriptions and historical resources. Lending agreements enable access to other key legal materials. The Library also maintains a hardcopy collection of Department appellate records and briefs, and librarians coordinate access to legal volumes and historical material. It also works on online investigations and helps with a myriad of other library and research duties.

- » **Research:** Conducted in-depth explorations of emerging trends in legal research Artificial Intelligence technology; also identified potential tools and strategies to enhance efficiency and accuracy.
- » **Social Media & Background Investigations:** Worked collaboratively with colleagues to streamline investigative processes, leveraging insights from past analyses to improve accuracy and outcomes.
- » **Information Resources:** Assessed the effectiveness of current legal resources, ensuring alignment with user requirements. Negotiated with vendors to secure more favorable subscription terms, maximizing value for the organization.
- » **Training:** Designed and delivered comprehensive training sessions on the newest features and functionalities of electronic legal databases, empowering users to navigate and leverage these tools effectively.





# LEGAL RECRUITMENT

Director: John Campbell | Assistant Directors: Nicolette Pellegrino & Laurae Caruth

The Legal Recruitment Office seeks to hire attorneys and support professionals who are committed to pursuing justice and promoting the public good by providing New York City with the highest quality representation. The office offers numerous internship opportunities for students to learn more about the Law Department's practice. In its work, the office seeks to be guided by its core values: Dedication, Diversity, Excellence, Integrity, Justice, Professional Development, Respect, a Supportive Work Environment and Teamwork.

- » **Experienced Attorney Hiring:** Recruited 25 experienced attorneys to work in 15 different divisions.
- » **Entry-Level Hiring:** Hired 53 recent law school graduates from 25 law schools to work in multiple divisions.
- » **Summer Program:** Hosted 28 law student interns for a paid nine-week Summer Honors Internship Program.





# PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

**Director:** June Witterschein | **Assistant Directors:** Londyn Graham & Katrina Vetrano Perez

Professional and Organizational Development is a small unit within the Executive Division, which provides guidance on, and implementation of, programs designed to enhance employee effectiveness, engagement, and commitment to the Law Department culture, values, and clients. Guided by the Law Department's values, the Unit creates cost-effective legal and other trainings that enable the Law Department to provide excellent legal representation to the City. They work collaboratively with all of the Law Department's Divisions, and consult with client agencies to address their professional development needs.

- » **Training Developments/Supervisory Cohort:** Continued to develop our core mission of providing welcoming, interactive and high-quality professional skills and legal training for new and lateral attorneys to enable them to effectively represent New York City.
- » **Diversity/EEO:** Worked collaboratively with Diversity & Equal Employment Opportunity (EEO) and Legal Recruitment colleagues to continue to strengthen the Law Department's diverse, inclusive environment.
- » **Division Training Opportunities:** Liaised closely with our Division partners to expand individual Division's training offerings.
- » **Agency Continuing Legal Educations (CLEs):** Delivered monthly CLE courses for all agency General Counsels to ensure our clients remain current with significant legal issues.

# CLASS OF 2024



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