



## Finance Division The Council of the City of New York

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Report to the Committees on Finance and Health  
on the Fiscal Year 2016 Executive Budget for the

### Office of the Chief Medical Examiner

May 20, 2015

#### Executive Budget Summary

- **Expense Budget:** The Office of the Chief Medical Examiner's (OCME or the Office) Fiscal 2016 Executive Budget totals \$64 million, \$413,000 on more than the Fiscal 2015 Adopted Budget of \$63.6 million.
- **Headcount:** The Executive Budget supports a workforce of 641 positions, 15 positions more than the Fiscal 2015 Adopted Budget.
- **Executive Budget Changes:** The Fiscal 2016 Executive Budget introduces only technical adjustments to the Office's budget; no programmatic changes are included.
  - Heat, Light and Power re-estimates lowers the budget by \$114,000.
  - Collective Bargaining Agreements add \$56,000.
- **Capital Program:** The Fiscal 2016 Executive Capital Commitment Plan includes \$52 million in Fiscal 2015-2019 for the Office (including City and Non-City funds).
- **Efficiencies:** OCME's citywide savings program totals \$776,000 in City funds for Fiscal 2017 and the outyears. Below are more details on these savings.
  - OCME Facilities: Rent & Maintenance Savings. The Fiscal 2016 Executive Budget includes proposed savings of \$639,000 in Fiscal 2017 and in the outyears on rent and maintenance resulting from mortuary efficiencies.
  - OCME Trades Overtime. The Fiscal 2016 Executive Budget includes proposed savings of \$137,000 in Fiscal 2017 and in the outyears for trades overtime due to mortuary efficiencies.

## OCME Overview

This report presents a review of OCME's Fiscal 2016 Executive Budget. Structurally, the OCME is housed within the Department of Health and Mental Hygiene (DOHMH). The section below presents an overview of the Office's budget and how it has changed during the course of Fiscal 2015, followed by a review of the significant budget actions introduced in the Fiscal 2016 Executive Budget. Major issues related to OCME's budget are then discussed. Analysis and highlights of the Capital Commitment Plan for the Fiscal 2016 Executive Budget follow the discussion of the expense budget. Appendices 1 and 2 report the changes made to the Fiscal 2015 and Fiscal 2016 Budgets since Adoption of the Fiscal 2015 Budget. For additional information on the Office's budget and its various programs, please refer to the Fiscal 2016 Preliminary Budget Report for the Office of Chief Medical Examiner at: [www.council.nyc.gov/html/budget/2016/Pre/ocme.pdf](http://www.council.nyc.gov/html/budget/2016/Pre/ocme.pdf)

OCME Financial Summary						
	2013	2014	2015	Executive Plan		*Difference
<i>Dollars in Thousands</i>	Actual	Actual	Adopted	2015	2016	2015 - 2016
<b>Spending</b>						
<b>Personal Services</b>	<b>\$44,427</b>	<b>\$43,891</b>	<b>\$45,858</b>	<b>\$51,612</b>	<b>\$48,633</b>	<b>\$2,775</b>
Full-Time Salaried - Civilian	39,001	38,482	41,897	44,492	43,399	1,501
Additional Gross Pay	2,091	2,305	556	1,781	256	(300)
Amounts to Be Scheduled	0	0	0	1,490	1,671	1,671
Fringe Benefits	34	162	91	566	18	(73)
Overtime - Civilian	2,974	2,776	1,976	2,101	1,952	(25)
<b>Other Than Personal Services</b>	<b>\$20,379</b>	<b>\$21,916</b>	<b>\$17,781</b>	<b>\$24,687</b>	<b>\$15,419</b>	<b>(\$2,362)</b>
Contractual Services	3,919	5,432	4,599	6,477	3,689	(911)
Other Services & Charges	7,746	8,037	6,940	8,211	7,888	948
Property & Equipment	3,852	2,722	1,401	2,908	246	(1,154)
Supplies & Materials	4,856	5,698	4,833	7,080	3,588	(1,245)
Fixed & Misc. Charges	5	27	8	11	8	0
<b>TOTAL</b>	<b>\$60,949</b>	<b>\$65,806</b>	<b>\$63,639</b>	<b>\$76,299</b>	<b>\$64,052</b>	<b>\$413</b>
<b>Funding</b>						
City Funds			\$59,796	\$63,214	\$64,052	\$4,256
Federal- Other			3,838	11,415	0	(3,838)
Intra City			0	26	0	0
State			5	1,645	0	0
<b>TOTAL</b>	<b>\$60,949</b>	<b>\$65,806</b>	<b>\$63,639</b>	<b>\$76,299</b>	<b>\$64,052</b>	<b>\$413</b>
<b>Headcount (full-time salaried, civilian)</b>	<b>589</b>	<b>554</b>	<b>626</b>	<b>648</b>	<b>641</b>	<b>15</b>

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

The City's Fiscal 2016 Executive Budget totals \$78.3 billion, \$3.3 billion more than the Fiscal 2015 Adopted Budget of \$75 billion. City funds (City tax-levy and non-tax revenues) total \$57.8 billion, compared to the Fiscal 2015 Adopted Budget amount of \$54.8 billion. For the OCME, the Fiscal 2016 Executive Budget totals \$64 million, all City funds.

The OCME's Fiscal 2016 Executive Budget of \$64 million is \$413,000 more than its Fiscal 2015 Adopted Budget of \$63.6 million. The \$413,000 increase is due to growth in the Personal Services (PS) budget by \$2.8 million, offset by a reduction of \$2.4 million in the Other Than Personal Services (OTPS).

Since the adoption of the Fiscal 2015 Budget, several initiatives have impacted both the agency's budget and headcount for Fiscal 2015 and Fiscal 2016. For Fiscal 2015 these include \$1.2 million in new needs, \$12 million in other adjustments, and a headcount change of 22. For Fiscal 2016 these include \$2.5 million in new needs, \$4.5 million in other adjustments, and a headcount change of 15. Combined, the above actions reconcile the agency to its current budget of \$76 million for Fiscal 2015 and \$64 million for Fiscal 2016. See Appendix 2 for a list of all budget actions since adoption.

The OCME's Executive Budget for Fiscal 2016 shows a \$413,000 increase from Fiscal 2015 at Adoption to Fiscal 2016, but a \$12 million decrease when compared to the current Fiscal 2015 budget. See Appendix 1 for a list of all Executive Budget changes.

- **Personal Services.** For Fiscal 2016, the PS budget totals \$48.6 million, reflecting an increase of \$2.78 million or six percent since Adoption.
- **Other than Personal Services.** For Fiscal 2016, OTPS totals \$15.4 million, reflecting a decrease of \$2.36 million or 15 percent since Adoption.
- **Non-City Funding.** For Fiscal 2016, non-city revenue increased by \$29 million when compared to the Fiscal 2015 Adopted Budget, while the current modified budget for Fiscal 2015 shows growth of approximately \$114,000. Over the past few years, the OCME has sought to diversify its funding portfolio and better protect itself against cuts in City and State funding by aggressively pursuing federal grants and other outside funding opportunities.
- **Efficiencies.** The Fiscal 2016 Executive Budget introduced a Citywide Savings Program. In total, the Executive Budget recognizes over \$2.5 billion in savings across Fiscal 2015 and Fiscal 2016. OCME's citywide savings program total \$776,000 for Fiscal 2017 and in the outyears. Below are more details on these savings.
  - OCME Facilities: Rent & Maintenance Savings. The Fiscal 2016 Executive Budget includes proposed savings of \$639,000 in Fiscal 2017 and in the outyears in City savings on rent and maintenance resulting from mortuary efficiencies.
  - OCME Savings on Trades Overtime. The Fiscal 2016 Executive Budget includes proposed savings of \$137,000 in Fiscal 2017 and in the outyears in City savings for Trades Overtime due to mortuary efficiencies.
- **Collective Bargaining.** The Fiscal 2016 Executive Budget includes \$66,000 in Fiscal 2016 to fund collective bargaining agreements.

## OCME Budget Highlights

**Mortuary Services Division.** In the beginning of Fiscal 2015, several mishandling incidents of decedents occurred, which included the cremation of the wrong body and the misplacement of a body, which highlighted the need for change in mortuary services. Contributing factors include misdirected priorities so the agency focused on time; lack of proper supervision; ratio of

workload and staffing; and OCME's unique structure of providing mortuary services, which started in 2003. To rectify many of the structural issues that led to these incidents, OCME has replaced leadership staff and developed a strong middle management; introduced new oversight by the evidence unit; instituted a reconciliation process and new rigorous protocols.

## OCME Capital Program

### Capital Commitment Plan

The Fiscal 2016 Executive Capital Commitment Plan includes \$52 million in Fiscal 2015-2019 for the Office of Chief Medical Examiner (including City and Non-City funds). This represents approximately 14 percent of DOHMH's total capital program of \$383 million. DOHMH's budget comprises less than one percent of the City's total \$57.4 billion Executive Plan for Fiscal 2015-2018. Please note that there is a separate report covering the DOHMH's Ten-Year capital budget.

OCME 2015-2019 Capital Commitment Plan						
<i>Dollars in Thousands</i>	2015	2016	2017	2018	2019	Total
<b>Preliminary Plan</b>	\$30,916	\$8,110	\$11,101	\$6,474	\$1,874	<b>\$58,475</b>
<b>Executive Plan</b>	2,003	17,134	13,981	13,854	5,403	<b>52,375</b>
<b>Change</b>	(28,913)	9,024	2,880	7,380	3,529	<b>(6,100)</b>
<b>Percentage Change</b>	(94%)	111%	26%	114%	188%	<b>(10%)</b>

Source: OMB Fiscal 2016 Executive Capital Commitment Plan

## Executive Budget Highlights

Project Description	Fiscal Year				
	2015	2016	2017	2018	2019
Borough Security Installation	\$0	\$2	\$0	\$0	\$0
Bronx County New Medical Examiner Facility	\$0	\$8,280	\$8,280	\$8,280	\$0
City Council Fund for Toxicology Equipment	\$253	\$2,602	\$0	\$0	\$0
Consolidation	(\$315)	\$0	\$0	\$0	\$0
Equipment	\$0	\$659	\$500	\$0	\$0
Fire Alarm System Upgrade at 520 First Avenue	\$153	\$1,081	\$0	\$0	\$0
Forensic Biology Laboratory Equipment	\$0	\$1,782	\$2,549	\$2,718	\$2,579
Local Law Remedial Compliance	\$0	\$0	\$0	\$0	\$0
Molecular Genetics Equipment Replacement	\$697	\$0	\$0	\$0	\$0
Purchase of It Equipment & Services	\$0	\$1,860	\$2,024	\$2,211	\$2,161
Purchase of Robotics and Sequencing Systems	\$0	\$255	\$0	\$0	\$0
Replacement of Forensic Lab Cyclers and Spectrometers	\$841	\$0	\$0	\$0	\$0
Replacement of Sandy Damaged IT Equipment	\$374	\$0	\$0	\$0	\$0
Vehicles	\$0	\$613	\$628	\$645	\$663
<b>Total</b>	<b>\$2,003</b>	<b>\$17,134</b>	<b>\$13,981</b>	<b>\$13,854</b>	<b>\$5,403</b>

**Toxicology Equipment.** In Fiscal 2014, the Council allocated \$2.8 million in Capital funding to upgrade the toxicology equipment at OCME. The OCME has obtained an approved Certificate to Proceed (CP) for \$252,000 in capital funding for forensic substance testing instruments (Headspace Samplers). This item is in the procurement process, and OCME anticipates

purchase and delivery in Fiscal 2016. Additionally, another CP is in development for a Triple Quadrupole LC/MS System, Nitrogen Generators and workstations totaling approximately \$890,000. This equipment (approximately \$1.14 million in total) is also expected to be procured in Fiscal 2016.

OCME will determine what additional equipment will need to be purchased for the Forensic Toxicology Laboratory after the completion of an upcoming in-depth analysis to be conducted by outside consultants contracted with the support of funding from the District Attorney of New York County (DANY). These consultants will evaluate the Toxicology and Histology laboratories to identify improvements with respect to technology, workflow/process, efficiency and management. Their findings will be instrumental in acquiring equipment that is best suited to the needs of those labs.

The consultants will start work in June 2015 and are expected to take approximately three months to complete their work and provide their recommendations. Subsequently, CP development, submission and approval may take another three months. Following approval of CPs, procurement of the necessary equipment could take up to one year, depending on the procurement method selected.

**OCME Vehicles.** OCME currently has 46 vehicles in its combined fleet, comprised of 29 non-exempt (CTL or capital-funded) vehicles and 17 exempt (grant-funded) vehicles. The average mileage on these vehicles is 80,000-100,000, and the vehicles are all in dire need of replacement; however, OCME did not have adequate funding to achieve this critical need until OMB's recent approval of its new needs request.

In the Executive Budget, OCME obtained capital funding from OMB to replace all 46 vehicles as well as to obtain several additional vehicles to support enhanced transportation and investigative operations over the next ten years.

The types of vehicles to be replaced or added to support additional capabilities include:

- Medical Examiner Transport Trucks (METT) - vehicles used to transport decedents;
- Investigations Response Vehicles - SUV s or pick-up trucks used to move;
- Investigative teams and equipment to death scenes throughout the City 24 hours a day, seven days a week;
- Trucks to move equipment; and
- Evidence delivery vans.

## Appendix 1: OCME Fiscal 2016 Executive Budget Actions

<i>Dollars in Thousands</i>	Fiscal 2015			Fiscal 2016		
	City	Non-City	Total	City	Non-City	Total
<b>OCME Budget as of the Fiscal 2016 Preliminary Plan</b>	<b>\$62,804</b>	<b>\$13,037</b>	<b>\$75,840</b>	<b>\$64,084</b>	<b>\$0</b>	<b>\$64,084</b>
<b>Other Adjustments</b>						
Collective Bargaining CSBA	\$6	\$0	\$6	\$8	\$0	\$8
Collective Bargaining CWA 1180	56	0	56	58	0	58
Heat, Light and Power	348	0	349	(114)	0	(114)
Intra City	0	26	26	0	0	0
Other Adjustments	0	22	22	17	0	17
<b>Subtotal Other Adjustments</b>	<b>\$410</b>	<b>\$48</b>	<b>\$459</b>	<b>(\$32)</b>	<b>\$0</b>	<b>(\$32)</b>
<b>TOTAL All Changes</b>	<b>\$410</b>	<b>\$48</b>	<b>\$459</b>	<b>(\$32)</b>	<b>\$0</b>	<b>(\$32)</b>
<b>OCME Budget as of the Fiscal 2016 Executive Plan</b>	<b>\$63,214</b>	<b>\$13,085</b>	<b>\$76,299</b>	<b>\$64,052</b>	<b>\$0</b>	<b>\$64,052</b>

## Appendix 2: OCME Budget Actions since Fiscal 2015 Adoption

<i>Dollars in Thousands</i>	Fiscal 2015			Fiscal 2016		
	City	Non-City	Total	City	Non-City	Total
<b>OCME Budget as of the Fiscal 2015 Adopted Plan</b>	<b>\$59,796</b>	<b>\$3,843</b>	<b>\$63,639</b>	<b>\$59,617</b>	<b>\$5</b>	<b>\$59,621</b>
<b>New Needs</b>						
Forensic Operations	\$306	(\$5)	\$301	\$607	(\$5)	\$602
OCME Administration	788	0	788	1,108	0	1,108
OCME Forensic Operations	196	0	196	782	0	782
<b>Subtotal New Needs</b>	<b>\$1,289</b>	<b>(\$5)</b>	<b>\$1,284</b>	<b>\$2,497</b>	<b>(\$5)</b>	<b>\$2,492</b>
<b>Other Adjustments</b>						
Aid to Lab DNA Grant	\$0	\$1,240	\$1,240	\$0	\$0	\$0
Animal Control	50	0	50	66	0	66
Collective Bargaining 1199	15	0	15	19	0	19
Collective Bargaining CSBA	\$6	\$0	6	\$8	\$0	8
Collective Bargaining CWA 1180	56	0	56	58	0	58
Collective Bargaining DC37	1,243	0	1,243	1,418	0	1,418
Collective Bargaining L237	143	0	143	149	0	149
Collective Bargaining L300	88	0	88	85	0	85
DNA Backlog Grant	0	1,500	1,500	0	0	0
FY15 District Attorney NY - Forfeiture Asset Funds	0	1,700	1,700	0	0	0
Heat, Light and Power	348	0	349	(114)	0	(114)
Homeland Security Grant Program	0	1,689	1,689	0	0	0
Intra City	0	26	26	0	0	0
Local Government Records Management Grant	0	75	75	0	0	0
Other Adjustments	178	2,995	3,173	250	0	250
Paul Coverdell DNA Grant	0	22	22	0	0	0
<b>Subtotal Other Adjustments</b>	<b>\$2,128</b>	<b>\$9,247</b>	<b>\$11,375</b>	<b>\$1,939</b>	<b>\$0</b>	<b>\$1,939</b>
<b>TOTAL All Changes</b>	<b>\$3,417</b>	<b>\$9,242</b>	<b>\$12,660</b>	<b>\$4,435</b>	<b>(\$5)</b>	<b>\$4,430</b>
<b>OCME Budget as of the Fiscal 2016 Executive Plan</b>	<b>\$63,214</b>	<b>\$13,086</b>	<b>\$76,299</b>	<b>\$64,052</b>	<b>\$0</b>	<b>\$64,052</b>