

Office of the City Attorney Performance Assessment & Financial Review

City of Riverside
May 2026

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Purpose & Scope

Organizational Assessment: Evaluate the organizational structure, staffing and workload levels, staff development practices, strategic and succession planning, project management systems, legal compliance/risk management, and client communication/satisfaction

Financial Review: Review compliance with City policies and procedures for non-personnel financial transactions (i.e., procurement card expenses, litigation disbursements, professional services, and settlement payments)

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Approach



16 STAFF INTERVIEWS; 18 CLIENT/STAKEHOLDER INTERVIEWS



PEER BENCHMARKING (ANAHEIM, SAN DIEGO, SANTA ANA)



DOCUMENT AND KEY PERFORMANCE INDICATOR REVIEW



SAMPLING OF FINANCIAL EXPENDITURES (FY23-FY25)

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Key Findings:
Operational
Assessment

Strong leadership and effective organizational structure

Efficient staff development programs

High client satisfaction rates throughout the City

Strong data collection and evaluation processes

Challenge: Limited opportunities for advancement especially for para-professional and administrative staff

Challenge: Adequate staffing to meet caseload demands without using outside counsel

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Opportunities: Operational Assessment

Develop training for staff on the effective and responsible use of AI to increase efficiency; evaluate investing in more comprehensive AI tools (e.g., Harvey, etc.).

Re-evaluate caseloads within Litigation and Public Safety with the potential to increase staffing

Evaluate the opportunity to expand position classifications for para-professionals and administrative staff to provide greater advancement and retain institutional knowledge

Continue to proactively engage with clients

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Review of Financial Transactions

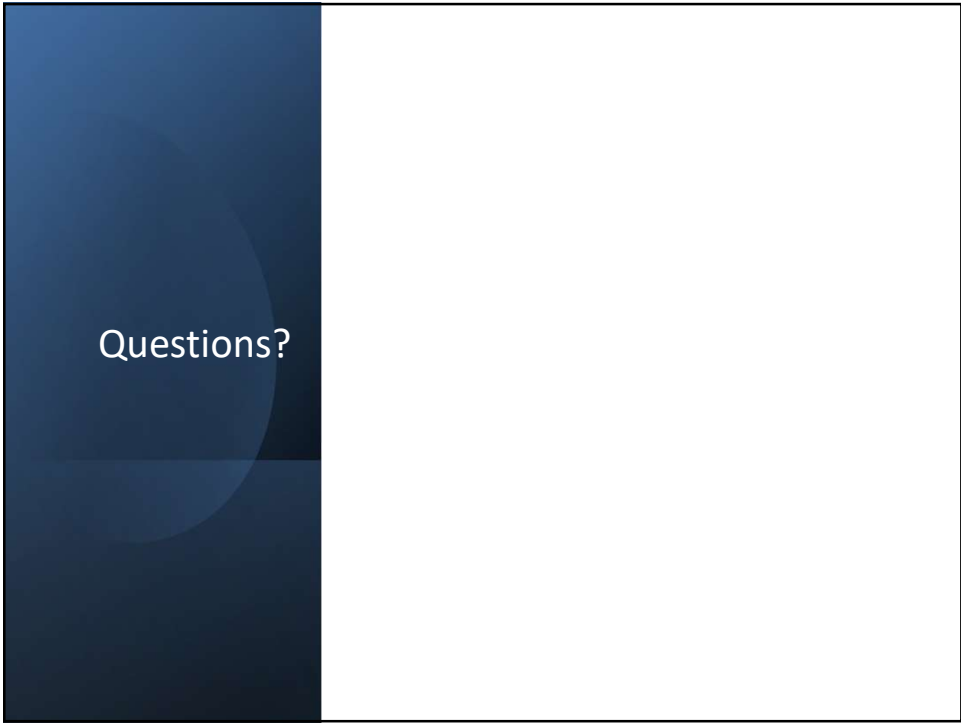
Expenditures appropriate and compliant

Effective internal controls

Minor documentation issues (not material)

No misuse of funds identified

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