

DEPARTMENT UPDATE AND EMPLOYEE RECOGNITION

City Attorney's Office

City Council
October 25, 2022

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MISSION STATEMENT

The Riverside City Attorney's Office is dedicated to providing professional, ethical, high-quality legal services to the City Council, Boards and Commissions, and City staff for the benefit of all. Working as a team with individual strengths and collaborative efforts, we strive to achieve our united goal of serving our community and making the City of Riverside a better place to live, work and play.



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VISION STATEMENT



Our vision is to be the preeminent City Attorney's Office in the region with a talented team committed to public service and an engaged office environment.



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OUR VALUES: TACT & PRIDE

TEAMWORK

We work effectively and efficiently as a group using our collaborative efforts to achieve our common goals and tasks as established by the City Council, the City, or the Office of the City Attorney.

ACCOUNTABILITY

We accept responsibility for and account for our individual action(s).

COLLABORATION

We work together to complete the tasks and achieve the goals of the City Council, the City, and the Office of the City Attorney.

TRUST

We believe in the character and strength of and place confidence in one another.

PROFESSIONALISM

We do our job with skill, competence, ethics, and courtesy.

RESPECT

We care how our words and actions impact others. We are committed to modeling dignity, respect, and civility in all our interactions.

INTEGRITY

We align our conduct with a principled commitment and dedication to doing what is right regardless of the personal consequence.

DEDICATION

We are wholly committed to our Charter purpose and to the goals of the City Council, the City, and the Office of the City Attorney.

ETHICS

We honor, promote, and uphold the highest ethical standards of our respective professions and the expectations of those we serve.



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DEPARTMENT OVERVIEW

The City Attorney's Office is comprised of three divisions:

- **Litigation Division**
Includes Civil Litigation, Workers Compensation Defense, and Liability Tort Claims Processing
- **Public Safety Division**
Includes Public Safety Department Representation, Measure Z and Community Livability Programs
- **Municipal Services Division**
Representation of all Departments except Public Safety Departments

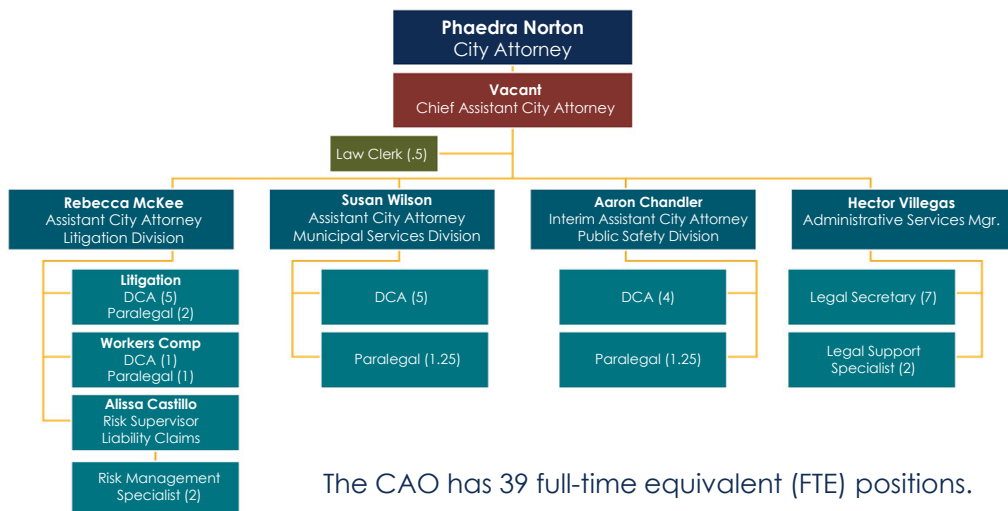


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ORGANIZATIONAL CHART



The CAO has 39 full-time equivalent (FTE) positions.



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RECENT ACCOMPLISHMENTS



\$1.2 Million

Saved in Outside Counsel
Fees Compared to FY
2020/21 **(38% Reduction)**



90%

Of Lawsuits Received
During FY 2021/22
Handled In-House



20

Lawsuits Resolved for \$0
Total Potential Exposure
\$152,691,955.83



Completed
Officewide **Strategic
Planning** Seminar



\$287,000

Cost Recovery
In Quality-of-Life
Program



2,779

No. of Requests for
Legal Services
Completed



92%

Of Tort Claims
Reported During FY
2021/22 Resolved
with **Zero Payout**



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DEPARTMENT SUCCESSES



Housing Element - Staff provided legal advice and prepared 12 ordinances and resolutions as well as environmental documents to ensure that the City acted to meet its state housing obligations by the State's deadlines.



New Sidewalk Vendor Ordinance – After months-long legal research and drafting a new ordinance, it is now easier for people to sell food and other items on sidewalks in their city, while limiting how late they may operate and restricting operations near large community events.



Seirafi v. City – High exposure federal court case; the City successfully moved for summary judgment and dismissal of the lawsuit.



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KEY STATISTICS

MUNICIPAL & PUBLIC SAFETY SERVICES



63

Covenants



208

Formal Legal
Opinions

250

Ordinances and
Resolutions

1,127

Contracts
Prepared

\$412,866.49

Recovery From Subrogation /
Collections / Breach of
Contract Cases

CLAIMS & LITIGATION SERVICES



493

Tort Claims
Processed

43

Lawsuits
Served

65

Open Litigation
Cases

89

Open Workers
Comp. Cases

10

Litigation Cases Scheduled
for Trial From Oct 2022
Through Jan 2023

ADVISORY SERVICES



17

City Departments
Advised

139

Volunteer Board and
Commission Meetings Attended

18

Boards, Commissions,
and Committees Advised

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GOALS FOR FY 2022/23

- Acquire the **physical and technological resources** necessary to provide exceptional, effective, efficient in-house legal services.
- Appropriately resource our office from a **personnel** perspective.
- **Succession Planning** to ensure that we have an engaged and cross-trained workforce.
- Strategic Planning **Goal Setting** - Formulate action plan to serve our mission, realize our vision, and accomplish our goals.
- Launch RFP to create a **panel of outside counsel** service providers.



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COMING SOON...

FY 2021/22 City Attorney's Office Annual Report



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MEET OUR NEWEST TEAM MEMBERS

— CAO Employees Hired Since 2021 —

- Sean Murphy
- Cecilia Rojas
- Layla Sarwari
- Judith Gallardo
- Maggie Wilkerson
- Christina Perez-Cota



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EMPLOYEE RECOGNITION

Celebrating Milestones Reached in 2021

- Brandon Mercer (15)
- Aaron Chandler (5)
- Chris Houk (5)
- Ruthann Salera (5)
- Anelle Snowball (5)



Employees Promoted Since 2021

- Tom Chisum
- Chris Houk
- Hector Villegas
- Aaron Chandler
- Debra Cook
- Michael Verska
- Alissa Castillo



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CITY ATTORNEY'S OFFICE 2021 EMPLOYEE OF THE YEAR

Tiffany Burton Legal Support Specialist



Tiffany is a stellar employee and is an essential part of the City Attorney's Office. She takes initiative in her work and does a great job to make sure that our office is fully stocked with supplies, that our bills are paid on time, and that there is always someone available to help at the front desk. She is a team player who is always willing to lend a helping hand. Her tremendous contribution to the office is recognized and appreciated. It is with great pride that we announce Tiffany Burton as the 2021 City Attorney's Office Employee of the Year.



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CONCLUSION

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**Discussion, Questions,
& Answers**

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