



Office of the City Attorney

13 FEB -7 PM 2:18

OAKLAND CITY COUNCIL

Resolution No. _____ C.M.S.

**RESOLUTION COMMENDING MARY MILES FOR OVER 28 YEARS OF
OUTSTANDING AND DEDICATED SERVICE AND CONGRATULATING
HER ON THE OCCASION OF HER RETIREMENT**

WHEREAS, Mary Miles began her career as a Legal Secretary in the Office of the City Attorney on March 4, 1984; and

WHEREAS, in June of 1984, Mary Miles was promoted to the position of Executive Assistant to the two Chief Assistant City Attorneys for the Advisory and Litigation Divisions, a position she helped to create in the City Attorney's Office; and

WHEREAS, Ms. Miles simultaneously served as the Executive Assistant to both Joyce Hicks, the Chief Assistant City Attorney for the Advisory Division, and Randolph Hall, the Chief Assistant City Attorney for the Litigation Division, for over twelve years; and

WHEREAS, due to the overwhelming workload, the City subsequently created a second Executive Assistant position to support the two Chief Assistant City Attorneys, and Ms. Miles was assigned thereafter to work solely for the Chief Assistant City Attorney for the Advisory Division; and

WHEREAS, Ms. Miles ably performed her executive duties for Chief Assistant City Attorneys Joyce Hicks, Barbara J. Parker, and Doryanna Moreno for decades and served in the administrations of four City Attorneys, Richard Winnie, Jayne Williams, John Russo and Barbara J. Parker, regularly stepping in to support these City Attorneys during absences, illnesses, vacations of their Executive Assistant; and

WHEREAS, in addition to her day-to-day duties, Ms. Miles oversaw the preparation and delivery of closed session packets, managed the summer law clerk program and the volunteer attorney program, including the assignment of mentors for the law clerks, supervised the finalization and archiving of legal opinions, attended post-agenda meetings to review City Council actions, and served as the liaison to the Office of the City Clerk regarding agenda items; and

WHEREAS, Ms. Miles completed her Bachelor of Arts during her tenure in the City Attorney's Office with the support of the Office, her supervisors and the City's policy which encourages ongoing education; and

WHEREAS, Ms. Miies' professionalism, judgment, dedication and discretion were exemplary; and

WHEREAS, all who interfaced with Ms. Miles enjoyed her bright smile, her cheerful disposition, her diplomacy, charm and discretion, as well as her work ethic and her keen fashion sense; and

WHEREAS, Ms. Miles' knowledge of the City's rules, procedures and the agenda process and her ability to work effectively with all members of the City Attorney's Office, City Councilmembers, City Administrators and Mayors and staff throughout the City were invaluable to the City Attorney's Office in particular and to the City in general; and

WHEREAS, after dedicating 28 years to the City of Oakland, Ms. Miles decided to retire to spend more time with her family, pursue bowling competitions and travel; now therefore, be it

RESOLVED: that the City Council and the City Attorney, on behalf of the City of Oakland and the City staff, particularly the members of the City Attorney's Office, recognize Mary Miles for her contributions and dedication to the public good, and congratulate her on her retirement, thank her for her service and wish her happiness, fulfillment and success in retirement and any new endeavors that she chooses to pursue; and be it

FURTHER RESOLVED: that a copy of this resolution, suitably inscribed, shall be presented to Mary Miles with the compliments of the Mayor, City Council, City Attorney and the City Administrator, as a token of their appreciation and highest esteem.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2013

PASSED BY THE FOLLOWING VOTE:

BROOKS, GALLO, GIBSON MCELHANEY, KALB, KAPLAN, REID, SCHAAF and PRESIDENT KERNIGHAN

AYES-

NOES -

ABSENT -

ABSTENTIONS -

ATTEST: _____
LATONDA SIMMONS
City Clerk and Clerk of the Council
of the City of Oakland, California