



City of Arts & Innovation

City Council Memorandum

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TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: NOVEMBER 5, 2019**

FROM: GENERAL SERVICES DEPARTMENT **WARDS: ALL**

SUBJECT: GENERAL SERVICES DEPARTMENT EMPLOYEE RECOGNITION

ISSUE:

Receive an overview of the General Services Department and special recognition of the Building Services Division HVAC Crew.

RECOMMENDATIONS:

That the City Council receive and file this overview report of the General Services Department and recognition of the Building Services Division HVAC Crew.

BACKGROUND:

General Services Department provides internal support to City departments, and manages the Riverside Municipal Airport (Airport), a general aviation airport. General Services Department's goals are to ensure the City's facilities are safe, functional and comfortable, to provide outstanding customer service, to develop a clean fleet and fuel strategy for City vehicles and the public, to provide cost-effective and efficient services, and to increase economic activity at the Airport.

DISCUSSION:

General Services Department staff provide a variety of services to support City departments. In addition to managing the Riverside Municipal Airport, General Services Department's primary internal service functions are maintenance of the City's fleet and buildings, management of new construction, and repair of City facilities, and operation of the City's mail distribution and publishing functions.

General Services Department believes that providing opportunities for growth is important for staff motivation and outstanding customer service. The attached presentation highlights the department's core functions, and accomplishments of our employees throughout the year with special recognition of the Building Services Division HVAC Crew.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Carl Carey, General Services Director

Certified as to

availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer

Approved by: Moises Lopez, Deputy City Manager

Approved as to form: Gary G. Geuss, City Attorney

Attachment: Presentation