



Department Employee Recognition

City Manager's Office

City Council
February 12, 2019

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DEPARTMENT OVERVIEW

The City Manager's Office carries out the policies and goals formulated by the City Council through the strategic and financial leadership of the entire city organization. The Office works in collaboration with all city departments as well as outside parties to develop and implement solutions to various internal and external challenges, identify and carry out new and innovative efforts, facilitate local economic development, and ensure organizational compliance with laws and policies throughout the City.



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ORGANIZATIONAL CHART



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CITY ORGANIZATIONAL CHART



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CITY MANAGER'S OFFICE TEAM



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STRATEGIC GOALS

1. Lead citywide customer service initiative;
2. Conduct Biennial Quality of Life survey;
3. Facilitate a culture of continuous improvement and innovation;
4. Conduct feasibility reviews of proposed community facilities;
5. Develop performance measures;
6. Strengthen external media communications;

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STRATEGIC GOALS (CONT.)

7. Grow our audience through marketing;
8. Strengthen and unify marketing efforts through citywide calendar;
9. Coordinate legislative and intergovernmental efforts;
10. Develop unique video content for RiversideTV;
11. Develop a Biennial Report of citywide accomplishments; and
12. Establish Grants Administration Program.



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DEPARTMENT RECOGNITION

Gurjot Singh (JT) - Employee of the Year



1. Started with the City in July 2017 as a Web Designer
2. Became Innovation and Technology Analyst I to better fit his duties within the division
3. Technical knowledge and expertise has helped the Office of Communications division accomplish many goals and tackle new efforts
4. Continues to maintain progress and strives to produce the best product
5. Consistently goes above and beyond for the City



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DEPARTMENT RECOGNITION

Gurjot Singh (JT) - Employee of the Year

1. Major accomplishments completed in 2018:
 - a. On-going transition of City websites and applications from SharePoint to Drupal CMS
 - b. Transition of PDF Organization Chart to a fully responsive HTML webpage
 - c. Development of two applications for the TV monitors located in the Lobby and 4th Floor



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**Please join us in recognizing the
outstanding accomplishments of:
Gurjot Singh**



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RECOMMENDATION

That the City Council receive a presentation providing an overview of the City Manager's Office and recognizing Web Designer, Gurjot Singh with the Office of Communications, as the department's Employee of the Year.



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