



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 15, 2022
FROM: GENERAL SERVICES DEPARTMENT WARDS: ALL
SUBJECT: GENERAL SERVICES DEPARTMENT UPDATES AND ACCOMPLISHMENTS

ISSUE:

Receive a presentation of the General Services Department core functions and staff accomplishments.

RECOMMENDATION:

That the City Council receive and file a presentation of the General Services Department core functions and staff accomplishments.

DISCUSSION:

General Services provides internal support to City departments and manages the Riverside Municipal Airport, a general aviation airport. The department's goals are to ensure the City's facilities are safe, functional and comfortable; to provide outstanding customer service; to coordinate the City's printing needs; to develop a clean fleet and fuel strategy for City vehicles and the public; and to actively support economic development through business-friendly leasing strategies at City owned properties and the Riverside Municipal Airport.

General Services 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 recent staff accomplishments, with special recognition of Employees of the Year for Fiscal Years 2019/20 and 2020/21.

STRATEGIC PLAN ALIGNMENT:

The General Services Department contributes to **Strategic Priority No. 6 – Infrastructure, Mobility & Connectivity** and Goal No. 6.2 – Maintain, protect and improve assets and infrastructure within the City's built environment to ensure and enhance reliability, resiliency, sustainability and facilitate connectivity.

This item aligns with *EACH of the five Cross-Cutting Threads* as follows:

1. **Community Trust** – General Services projects are discussed and considered in a public forum at a City Council, Board or Commission meeting.
2. **Equity** – The General Services Department provides equitable support services to all City departments.
3. **Fiscal Responsibility** – Competitive procurements are used to secure lowest cost for materials/services, and in-house management of the City's capital projects provides a budget savings.
4. **Innovation** – General Services works collaboratively with City departments to leverage resources.
5. **Sustainability & Resiliency** – General Services is nationally recognized as a Green Fleet leader, as recognized by the National Association of Fleet Administrators.

FISCAL IMPACT:

There is no fiscal impact associated with this presentation.

Prepared by:	Carl Carey, General Services Director
Certified as to availability of funds:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/Treasurer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments: Presentation