



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: NOVEMBER 1, 2016**
FROM: GENERAL SERVICES DEPARTMENT **WARDS: ALL**
SUBJECT: GENERAL SERVICES DEPARTMENT EMPLOYEE RECOGNITION

ISSUE:

Receive an overview of the General Services Department and recognition of the Publishing Services Division.

RECOMMENDATION:

That the City Council receive and file this report.

BACKGROUND:

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 develop a clean fleet and fuel strategy for City vehicles and the public; and to actively support economic development throughout the City through business friendly leasing strategies at City properties and the Airport.

DISCUSSION:

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

Providing outstanding customer service is a department priority and the attached presentation highlights the accomplishments of the City's publishing division.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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Certified as to
availability of funds: Scott G. Miller, Ph.D., Chief Financial Officer/ City Treasurer
Approved by: Marianna Marysheva, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Presentation