



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: DECEMBER 6, 2016**
FROM: CITY MANAGER'S OFFICE **WARDS: ALL**
SUBJECT: DEPARTMENT EMPLOYEE RECOGNITION – OFFICE OF THE CITY MANAGER

ISSUES:

The issue for City Council consideration is to receive a presentation providing an overview of the City Manager's Office and recognizing one of the unit's employees: Carlie Myers.

RECOMMENDATIONS:

That the City Council receive and file this report.

BACKGROUND:

The City Manager is appointed by the City Council to provide policy support and recommendations, including the City's budget, administrative and financial policies. Furthermore, as chief executive officer, the City Manager provides the leadership and direction for the operation and management of all City departments, and ensures alignment with the Mayor's City Council's goals and City-wide priorities. This includes applying policy consistently, identifying key issues that need Council direction, keeping abreast of the changing needs of the community, and planning the services, programs and projects to help preserve and enhance Riverside as a great community to live, work and play.

The Office of the City Manager includes an analyst, executive assistants, Internal Audit, Community Police Review, Communications, Intergovernmental Relations, and Assistant City Managers. A brief presentation will be delivered at the December 6, 2016, City Council meeting highlighting responsibilities and activities of the Office, and recognizing the work of its employees. Special recognition will be shared with the City Council for Carlie Myers, Principal Management Analyst, who is performing a wide range of duties previously conducted by three analysts and has improved the quality of outputs and the efficiency of processes during her tenure with the City Manager's Office – all in an effort to improve customer service and maximize public benefit.

FISCAL IMPACT:

There is no fiscal impact to the General Fund associated with this report.

Prepared by: Al Zelinka, FAICP, Assistant City Manager
Approved by: John A. Russo, City Manager
Certified as to
availability of funds: Scott Miller, Chief Financial Officer/Treasurer
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Presentation