



Department Employee Recognition

City Manager's Office

City Council
December 6, 2016

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CITY MANAGER'S OFFICE

The City Manager is appointed by the City Council to provide policy support and recommendations, including the City's budget, administrative and financial policies.

As chief executive officer, the City Manager provides leadership and direction for the operation and management of all City departments, and ensures compliance with the Mayor's City Council's goals and City-wide priorities.

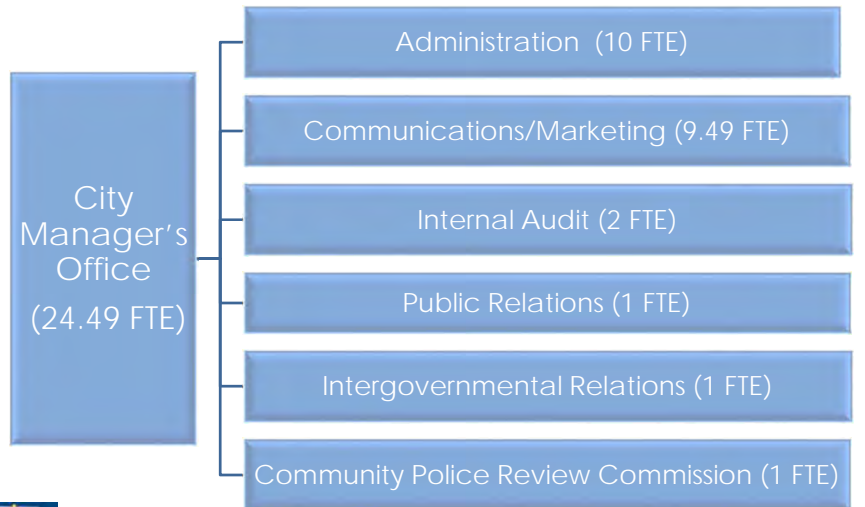
This includes applying policy consistently, identifying key issues that need Council direction, keeping abreast of the changing needs of the community, and planning the services, programs and projects to preserve and enhance Riverside as a great community to live, work and play.



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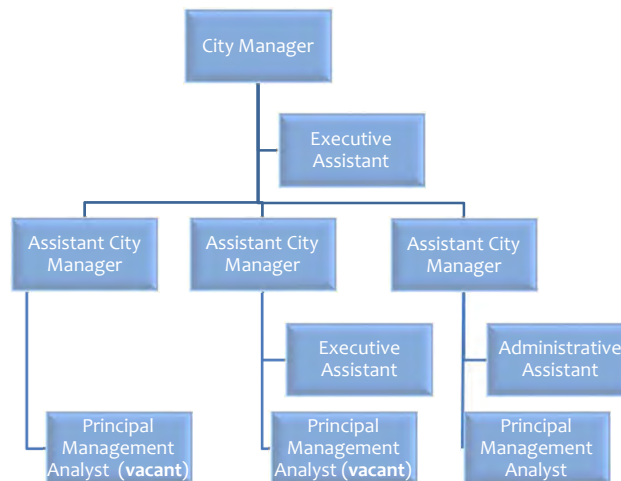
ORGANIZATION CHART



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CITY MANAGER'S OFFICE - ADMINISTRATION TEAM



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DEPARTMENT RECOGNITION

The City Manager's Office would like to recognize Carlie Myers, Principal Management Analyst.

1. In February 2015 - started in the City Manager's Office as 1 of 3 Analysts
2. In September 2015 - the Analyst staff was reduced to 2 (one position vacant for most of the fiscal year) with part time help from other staff
3. In July 2016 – the Analyst staff was reduced to 1 and the part time help was reassigned



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CM ANALYST RESPONSIBILITIES

1. Review of City Council, Council Committee, and several board reports and presentations for:
 - a. Compliance with law/charter/policy
 - b. Subject clarity/transparency
 - c. Accuracy
 - d. Interdepartmental concurrence
 - e. Format



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CM ANALYST REPOSIBILITIES CONT.

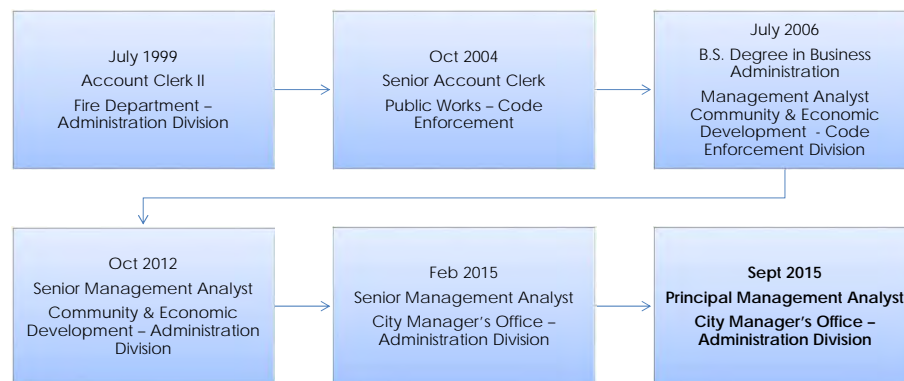
2. Department budget management, maintenance and reporting
3. Department contract management
4. Policy amendments
5. Report and presentation training
6. Special projects and research



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18 YEARS WITH THE CITY



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WHY

Her goal for the Analyst role in the City Manager's Office is to provide excellent customer service to all departments through:

- A. Supporting all of her colleagues;
- B. Her combined years experience from previous City positions and departments and responsibilities;
- C. An understanding and appreciation for the scope and scale of work department staff members dedicate to projects; and,
- D. Focused efforts on providing accurate, transparent, concise, and readable reports to assist departments with communicating information to the Mayor, City Council, and the public.



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RECOMMENDATIONS

That the City Council receive and file this report.



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