



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: NOVEMBER 6, 2018**
FROM: GENERAL SERVICES DEPARTMENT **WARD: ALL**
SUBJECT: GENERAL SERVICES DEPARTMENT EMPLOYEE RECOGNITION

ISSUE:

Receive an overview of the General Services Department and recognition of the increased Fleet services for Fire and Police vehicles

RECOMMENDATIONS:

That the City Council receive and file this overview report of the General Services Department and recognition of the increased Fleet services for Fire and Police vehicles.

BACKGROUND:

General Services provides internal support to City departments and manages the Riverside Municipal Airport, a general aviation airport. General Services' 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; to provide cost-effective and efficient services, and to increase economic activity at 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 new construction and repair of City facilities and operate the City's mail distribution and publishing functions.

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, accomplishments of our employees throughout the year with special recognition of the in-house maintenance of all Fire and Police vehicles.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Carl Carey, General Services Director
Certified as to
availability of funds: Edward Enriquez, Interim Chief Financial Officer/ City Treasurer
Approved by: Moises Lopez, Deputy City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Presentation