



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: FEBRUARY 12, 2019**

FROM: CITY MANAGER'S OFFICE **WARDS: ALL**

SUBJECT: DEPARTMENT EMPLOYEE RECOGNITION – OFFICE OF THE CITY MANAGER

ISSUE:

Receive a presentation providing an overview of the City Manager's Office and recognizing Web Designer, Gurjot Singh with the Office of Communications, as Employee of the Year.

RECOMMENDATION:

That the City Council receive a presentation providing an overview of the City Manager's Office and recognizing Web Designer, Gurjot Singh with the Office of Communications, as the department's Employee of the Year.

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 goals of the Mayor and City Council and citywide 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.

DISCUSSION:

The City Manager's Office consists of five (5) key sections including Administration, Community Police Review Commission, Office of Communications, Internal Audit, and the Office of Homeless Solutions.

The administrative team consists of a City Manager, two (2) Assistant City Managers, two (2) Deputy City Managers, two (2) principle Management Analysts, one (1) Senior Administrative Assistant, two (2) Executive Administrative Assistants, and one (1) Public Relations Officer.

A brief presentation is attached highlighting the responsibilities and activities of the City Manager's Office and recognizing the work of its employees. Special recognition is provided for Web Designer,

Gurjot Singh, with the Office of Communications, for his outstanding accomplishments in 2018 and recognizing him as the department's Employee of the Year.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Al Zelinka, FAICP, City Manager
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Lea Deesing, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments: Presentation