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November 12, 2008

To: Elk Grove Mayor and Council
From: Laura S. Gill, City Manager *Laura S. Gill*
Subject: **City Manager's General Administrative Report for November 12, 2008**

This is a report by the City Manager to the Elk Grove City Council. This report provides information on issues affecting the City and the progress of City activities.

FY 09/10 Budget Kick-off

On Monday, November 10, I held the official budget kick-off meeting for FY 09/10 with all City staff involved in the budget process. Let me reiterate to you the message I conveyed at that meeting - that this will be a difficult budget year for the City of Elk Grove, the State of California, and the entire nation. Everyone and all jurisdictions are facing the same struggles, so we are not alone. More than in past years, we are going to have to work harder to create a budget that meets our goals while continuing to provide excellent customer service and attain high service standards; all while maintaining a balanced budget.

Since the last Council meeting on October 22, I've taken a few actions to ensure we remain in good fiscal health. First, I have put the three vacant General Fund positions we currently have on hold for the time being. Additionally, I have asked all departments to look deep into their budgets and find cost savings that can be transferred into a savings specific line in the budget. Lastly, I have asked Managers to review all "non-essential" travel and training for appropriateness. I will continue to keep the Council updated on all budget and fiscal issues.

Federal Highway Administration and Caltrans Best Practice Recognition

I am excited to announce that both Federal Highway Administration and Caltrans agencies performed an audit for a federally-funded project, Old Town Elk Grove Blvd; and the City passed with flying colors. In the report, the City was commended for a "best practice" in the financial approval process. The report outlined that the City of Elk Grove has an effective system of internal controls and segregation of duties as five levels of review and approval are required before payments are issued.

Grand Opening Celebration of the new Elk Grove Library

Please mark your calendars for Saturday, December 6, for the grand opening celebration of the new Elk Grove Library. The 10 a.m. to 5 p.m. festivities will include formal dedication remarks, a ribbon cutting ceremony, live music, children's activities, family entertainers, balloons, food from Old Town restaurants, and more. Visitors will discover a group study room, a teen space, a community meeting room with an 80-seat capacity, 52 public access computers, and more than 50,000 books, periodicals, DVDs, CDs, and other materials.

Economic Development Coordinator

As part of the City's ongoing effort to improve customer service to the business community, the City is designating new roles at City Hall to support businesses and residents.

The Development Services Assessment Report recommends that the City designate a staff person to serve as an economic development coordinator. Given the considerable overlap with development services, I will be designating Assistant City Manager Pat Blacklock to fulfill that responsibility. Heather Ross will support Pat in this important endeavor serving as the City's Development Services Ombudsman. In this capacity, Heather will be a single point of contact for individuals seeking assistance in navigating the application process, seeking assistance with an existing project and coordinating with key staff. Together Pat and Heather will work closely with the Elk Grove Economic Development Corporation and Chamber of Commerce to support ongoing economic and job development related goals.

We will be communicating this information to all interested stakeholders in the development community, at the Elk Grove Chamber of Commerce and Economic Development Corporation.

2008 Elk Grove Police/Cosumnes Fire Toy Project

For the 14th year in a row, the Police Department is partnering with Cosumnes CSD Fire to provide less fortunate families with toys for their children during the holidays. Last year, more than 250 families benefited from this project. Referral letters will be distributed to local elementary schools this week and are due no later than December 12, 2008. Toy drop-off sites will be at all local fire stations as well as the Elk Grove Police Department and City Hall. All toys will be delivered to local families on December 20, 2008.

I am available to answer any questions you may have.

