

Information/Action Items - Council Directions to Staff

Date	Directive/Action Required	Dept	Due Date	Completed
5/8/18	Provide information report to Council on the findings when the speed survey for Caribbean is complete.	DPW	Mar 2019	
5/25/18	Bring back the sales tax chart by City when the Council considers the El Camino Real Precise Plan update	CDD	Fall 2019	
7/17/18	Staff to work with the Chamber of Commerce in gathering information or making a recommendation on what options may be available to the hotels to encourage occupancy on the weekend.	OCM	Apr 2019	
8/28/18	Staff to provide quarterly updates to Council on ERP implementation progress	OCM	Apr 2019	
12/18/18	Conduct a special audit of the Capital Improvement Project reserves and bring findings back	FIN	May 2019	
2/7/19	Produce quarterly report on staff vacancies and include, actual staff total numbers for each department, including part-time positions.	HRD	Apr 2019	
2/7/19	More data on employee commuting information, can staff provide a map based on employee home addresses.	HRD	Apr 2019	
2/7/19	Once more data is available, would be helpful for Council to receive periodically the Hiring Manager Satisfaction Survey results mentioned on slide 24.	HRD	Jul 2019	
2/7/19	Council to receive annual report on new and closed business	OCM	Mar 2019	
3/5/19	Provide any documentation, that the City already has developed, on the criteria used for green paint for bike lanes.	DPW	Apr 2019	
3/5/19	Provide any data the City has in place on traffic flow on Mary Avenue to identify traffic and bicycle usage both before and after the addition of the bike lanes.	DPW	Apr 2019	

New Study/Budget Issues Sponsored by Council

Date Requested	Study/Budget Issue Topic	Requested By	Dept	Approved by City Manager
N/A	No Items Proposed			