

Information/Action Items - Council Directions to Staff

Date Requested	Directive/Action Required	Dept	Due Date	Completed
2/7/19	Produce quarterly report on staff vacancies and include, actual staff total numbers for each department, including part-time positions.	HRD	Oct 2020	
3/31/20	Provide updates on staffing as the City Manager makes modifications on staffing or recruitment efforts in the next few months based on the state of the economy	OCM	Oct 2020	
5/21/20	Provide a quarterly status report of vacant positions that were frozen	OCM	Oct 2020	
5/21/20	Review the First Quarter Budget Update	FIN	Oct 2020	
7/28/20	Conduct a review and analysis of the Neighborhood Preservation Program, to include the fee schedule	DPS	TBD	

New Study/Budget Issues Sponsored by Council

Date Requested	Study/Budget Issue Topic	Requested By	Dept	Approved by City Manager
n/a				

Initial Sponsor in **Bold**.

Following approval by the City Manager, study issues papers are posted to:

<https://sunnyvale.ca.gov/government/council/study/studyissues.htm>

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