

DATE: May 2, 2023

TO: Downtown Committee

FROM: John Lang, Economic Vitality Manager

SUBJECT: **Downtown Committee Work Plan—Fiscal Year 2023-24**

BACKGROUND AND ANALYSIS

City Council Policy A-23, Work Item Referral Process for Council Advisory Bodies and Councilmember Committees, requires all Council advisory bodies to annually prepare work plans for City Council review and approval. Based on the direction provided by the City Manager’s Office, the format of the Downtown Committee’s proposed work plan requires identification of key milestones and dates to plan and monitor the Downtown Committee’s process in achieving its ongoing work items and the specific fiscal year tasks and responsibilities assigned to the Downtown Committee by the City Council.

The draft Downtown Committee work plan for Fiscal Year 2023-24 is attached (Attachment 1). The proposed work plan integrates the role and responsibilities of the Downtown Committee and includes ongoing work items the Downtown Committee oversees on an annual basis, upcoming projects and programs which require review and discussion by the Committee, and specific work items for the new fiscal year.

NEXT STEPS

Staff requests the Downtown Committee provide input regarding items to be added to or deleted from the draft Fiscal Year 2023-24 Work Plan. Staff will make the revised edits and bring back to the Downtown Committee at the June 2023 monthly meeting for adoption; therefore, the work plan can be presented, along with the other draft advisory work plans, to the City Council in fall 2023 for review and approval.

JL/6/CDD
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- Attachments:
1. Draft Downtown Committee Work Plan—Fiscal Year 2023-24
 2. Downtown Committee Work Plan—Fiscal Year 2022-23