

**MEMORANDUM**

Community Development Department

DATE: June 3, 2025

TO: Downtown Committee

FROM: Amanda Rotella, Acting Economic Vitality Manager

VIA: Christian Murdock, Community Development Director

SUBJECT: **Downtown Committee Work Plan—Fiscal Year 2025-26**

RECOMMENDATION

Per City Council Policy A-23, adopt the Fiscal Year 2025-26 Downtown Committee Work Plan.

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.

A draft Downtown Committee work plan for Fiscal Year 2025-26 was discussed at the May 6, 2025 Downtown Committee meeting. The Committee proposed some minor edits which have been incorporated and 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.

AR/1/CDD
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Attachment: 1. Draft Downtown Committee Work Plan—Fiscal Year 2025-26