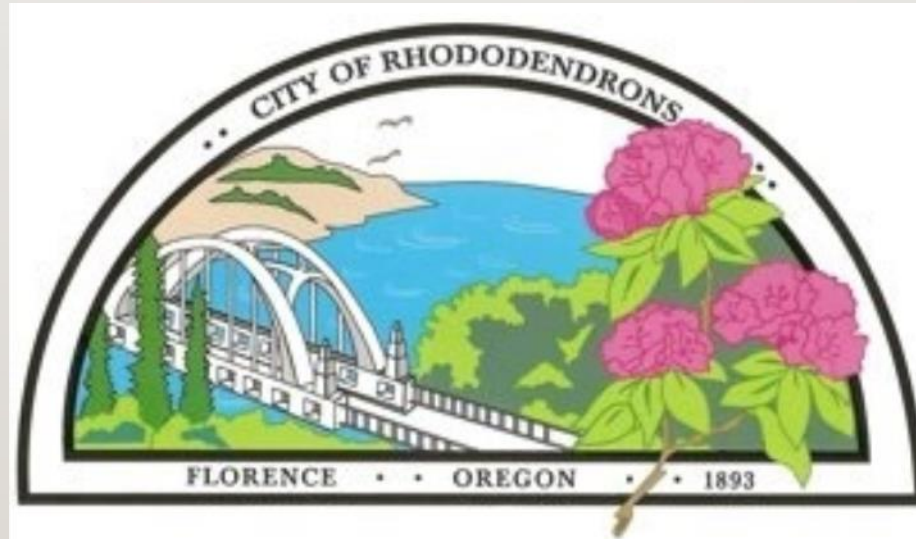


COMMITTEE INPUT INTO CITY WORK PLAN

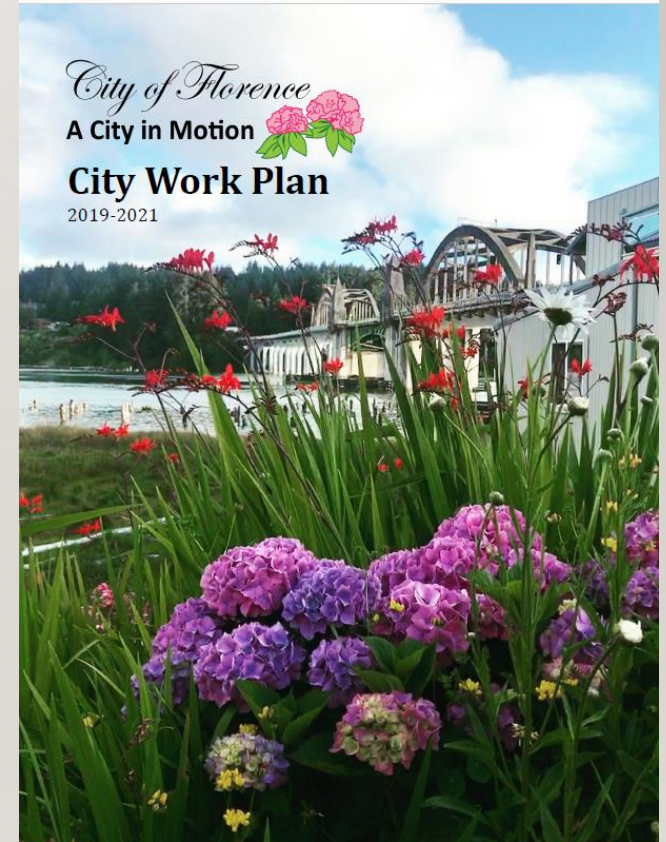


City of Florence
A City in Motion

2021-2023 CITY OF FLORENCE WORK PLAN CREATION

In late 2020 / early 2021 the Florence City Council will begin work to develop it's work plan for the 2021-2023 years.

- The City's work plan outlines the main priorities developed by the City Council and contains project the City intends to undertake during the 2021-2023 years.
- It serves as the foundation for the City's biennial budget.



COMMITTEE / COMMISSION INPUT INTO CITY WORK PLAN

- The City Council seeks Committee / Commission input on their work plan creation!
 - Work Session set for **November 16th at 10:30 a.m.**
- Opportunity for each committee / commission to provide Council with feedback on...
 - Committee work programs & issues
 - Potential programs, projects, and updates for inclusion in the 2021-2023 City Work Plan
- Council will take Committee feedback into consideration when creating it's goals and work plan for the coming year

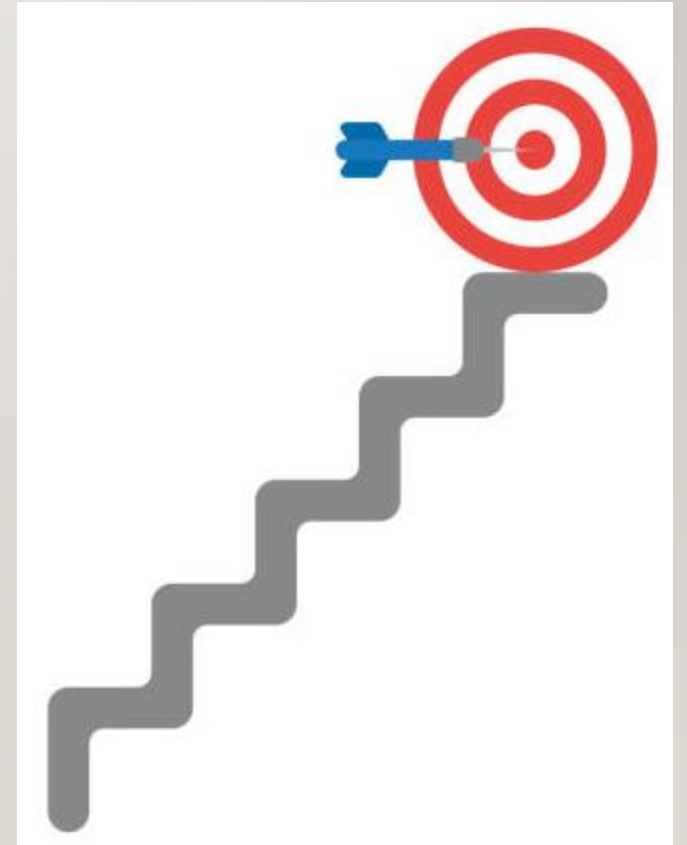
GOALS & WORK PLANS

General Commission & Committee Yearly Schedule

Approximate Date(s)	Action
February <i>(1st Committee meeting of service year)</i>	<ul style="list-style-type: none">• Welcome new members• Appoint Chairperson / Vice-Chairperson / Secretary (optional)
Spring	<ul style="list-style-type: none">• Review Council goals & work plan• Begin creation of committee work plan & prior year activities report
Spring	<ul style="list-style-type: none">• Committee approval of proposed work plan & prior year activities report• Committee work plan & prior year activities report submitted to City Manager & City Council for approval
Fall	<ul style="list-style-type: none">• Work session with City Council to:<ul style="list-style-type: none">• Review work performed thus far• Receive committee recommendations for overall City work plan & budget

PREPARATION FOR CITY COUNCIL WORK SESSION

- Memo: Creation of a memo discussing the items Committee wishes to bring up with Council
 - DUE to City Recorder by 5pm on Thursday November 5th
- Work Session Format:
 - Each Committee has 5-10 minutes to provide overview (generally led by Chair)
 - Then Council / Committee will have 5-10 minutes for questions & discussion
- NOTE: Participation in work session optional, but strongly encouraged.



NEXT STEPS

- September Committee Meeting:
 - Discuss potential participation in work session, and if so..What input the committee would like to provide
- October Committee Meeting:
 - Determine if the committee will participate in the work session on November 16th, and if so either...
 - Approve a memo detailing the feedback the committee wishes to share with the City Council for their consideration in creating the 2021-2023 City of Florence work plan, or
 - Direct the Committee Chair and/or subcommittee(s) to prepare a memo and detail the feedback to the City Council to be included.

QUESTIONS?

