

Memorandum

To: Mayor Lott and City Council
From: Jessie Baker, City Manager
Leadership Team
Date: May 21, 2019
Re: 2019-2020 Policy Priorities and Strategies

On June 1, 2019 from 9:00 am to 1:00 pm, we will meet at the O'Brien Community Center to discuss the City's Strategic Vision, set priorities, and outline a shared workplan for FY20. In advance of this discussion, staff spent a half day reviewing the past Policy Priorities and Strategies workplan (adopted in June 2018) and developing recommendations. This memo and the attached matrix outline our recommendations for your consideration. Additionally, we've included a report out on our efforts to achieve our 2018-2019 Policy Priorities and Strategies as well. We appreciate the opportunity to have this discussion, align our priorities, and ensure that we have a shared set of expectations in order to provide the best service to the Winooski community.

These recommendations also reflect the priorities from the last two years. Given the significant votes the past Council took, you have taken, and the public has approved, we have oriented these proposals around three key "buckets":

- **Must Continue:** Priorities that have received affirmative community or Council votes and are ongoing.
- **Recommended:** Priorities that we have identified based on new regulations or emerging issues.
- **New Ideas:** Priorities that we've heard you, Commissions, or others discuss that are worth considering.

We welcome your input during these discussions.

June 1st Agenda

- 9:00 to 9:30 – Welcome, Discussion of Day, Orientation to materials and roles (Kristine and Jessie)
- 9:30 to 10:45 – Strategic Vision Review by Focus Area
- 10:45 to 11:00 – Prioritization exercise if needed
- 11:00 to 11:15 – Break
- 11:15 to 11:45 – Key Question: Realignment of Commission structure to support work



- 11:45 to 12:15 – Key Question: Guidance to Planning Commission on updates to the Zoning Code
- 12:15 to 12:45 – Revisit Priorities by Strategic Vision area
- 12:45 to 1:00 – Next Steps: Council Process, Accountability, Thank you!

Staff Recommendations

In our form of government, staff are the administrative experts. It is our responsibility to implement the policy vision established by the Council. In this spreadsheet you will see many initiatives and special projects listed. It's important to note that these are in addition to the core municipal services we will continue to provide (for example public safety response, street, sidewalk, and water/wastewater line maintenance, code enforcement, and community programming.) We ask you to consider our resource constraints as we discuss the Strategic Vision and prioritized strategies. Our hope is to come to a shared workplan that is achievable.

Realignment of Commission Structure

Last year at the Council and Leadership Team's retreat, we discussed the possibility of realigning the City's Commission structure to our Strategic Vision areas. The decision was made to hold off on this until the Master Plan was completed. With that work behind us, we recommend that the Council and Leadership Team continue this discussion. In the past we have proposed the following:

Current Commission	Strategic Vision Area	New Commission
Finance (not meeting)	Economic Vitality	Finance
Public Works	Municipal Infrastructure	Infrastructure
Housing	Housing	Housing
Public Safety	Safe, Healthy, Connected People	Safe, Healthy, Connected People
Community Services		

Additionally, there are other regulatory bodies and advisory boards supporting the City's work:

Regulatory Body	Advisory Boards
Planning Commission	Library Committee (appointed)
Development Review Board	Pool Committee
	Senior Committee
	Small Business Loan Committee (appointed)
	Tree Committee



There has been discussion of adding/activating the following Commissions:

- Charter Commission
- Finance Commission
- Tree Committee
- Historic Preservation Commission

We'd respectfully request that you keep in mind that there are seven of us who staff all boards and commissions in addition to our regular work.

The key questions for discussion are:

- What new commissions should be added?
- Should some Commissions be realigned to the Strategic Visions areas?
- With realignment, shall we advertise and recruit for all positions?

Guidance to Planning Commission on updates to the Zoning Code

The Planning Commission is discussing updates to the Unified Land Use and Development Regulations as a result of the Master Plan adoption and in reaction to public comment. At their meeting on May 23rd, they will develop a list of changes under discussion. We will provide that list to the Council after that meeting. We'd welcome your input on these priorities as they may impact the Strategies for 2019-2020.

Attachments

- Government Model Image
- Proposal for 2019-2020 Strategies and Priorities
- Report out on 2018-2019 Strategies and Priorities. In this document we have used the following key:

	= complete
	= in progress/ongoing
	= delayed
	= deprioritized

