



Memorandum

To: Mayor Lott and Councilors
From: Angela Aldieri, Finance Director Date: September 19, 2022
Re: FY24 Budget Planning

We recommend that the FY24 budget process follow the methodology established in previous years. An overall proposed budget will be presented with all individual budgets (general fund, enterprise funds, special revenue funds, and the capital budget) included. This will provide the most comprehensive picture of the City's finances and operations. Additionally, we will follow a similar schedule in which the proposed budget will be presented at the beginning of December with presentations on operational areas following over the next several meetings.

Groupings: Operational areas will be presented as follows:

- General Government: Administration, TIF, Parking, Community & Economic Development, and Planning & Zoning
- Public Safety: Police, Fire, Code Enforcement, and Rental Registry
- Public Works: Public Works, Water, Wastewater, Stormwater, and overall CIP
- Community Services: Library, Parks and Recreation, Thrive, Senior Center, and O'Brien Community Center

Materials: To ensure that information is clearly presented in advance of decision making, staff will present the following:

- A complete budget book including overall information, departmental templates, and all roll- up budgets included
- Uniform presentations for each grouping that outlines alignment to Strategic Vision, organizational chart, accomplishments and goals, budget roll-ups, and significant budget changes
- A leveraged funds report outlining other funding sources than property taxes being used to conduct business in the City.

Proposed Council Schedule

Date	Meeting Content	Materials Provided
October 17, 2021	Council Budget Planning & Budget Goal Setting Session	Baseline history and comparison data
December 5, 2022	Overall Budget Presentation & General Government	Full Budget Book provided
December 12, 2022	Community Services	PowerPoint

Date	Meeting Content	Materials Provided
January 3, 2023 (Tuesday)	Public Works & Overall CIP	PowerPoint
January 9, 2023	Public Safety	PowerPoint
January 17, 2023 (Tuesday)	Overall Budget Discussion	PowerPoint
January 23, 2023	Budget Approval Vote & Set Warning	Warning
February 2023	Community Event	Overview Presentation
February 27, 2023	Town Meeting Day Meeting & Presentation	Overview Presentation
March 7, 2023	Town Meeting Day	

Proposed Staff Schedule

To achieve this schedule, staff will take the following steps.

Date	Meeting	Content/Task
September 6, 2022		FY24 budget worksheets to Staff
October 5, 2022	Leadership Team	Review budget process & labor distribution
Week of October 3 rd	NOTE: Auditors here	Angela may be unavailable
Weeks of September 12, 19, 26, October 3, 10 and 17		Leadership Team meet with their staff to build their budgets. Meet with Angela as needed.
October 17, 2022	COUNCIL: Budget Goal Setting Session	Council goals to Staff
Mid October	Meeting with Assessor, Planning & Zoning Manager, and Fire Chief	Estimate Grand List growth
October 28, 2022		Leadership Team submits budget(s) to Angela
November 2, 2022	Budget Congress: Leadership Team	
November 9, 2022	Budget Congress: Leadership Team	Final Budget Book templates due
November 16, 2022	Budget Congress: Leadership Team	
November 23, 2022 (if needed)	Budget Congress: Leadership Team	Finalize staff recommendation
November 28, 2022		Budget Book complete for distribution to Council



City of Winooski

Vermont's Opportunity City

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Date	Meeting	Content/Task
Week of November 28, 2022	All Staff Meeting	Proposed budget presented to entire staff
December 5, 2022	COUNCIL: Overall Budget Presentation & General Government	Full Budget Book provided
December 12, 2022	COUNCIL: Community Services	PowerPoint – by prior Friday
January 3, 2023 (Tuesday)	COUNCIL: Public Works & CIP	PowerPoint – by prior Friday
January 9, 2023	COUNCIL: Public Safety	PowerPoint – by prior Friday
January 17, 2023 (Tuesday)	COUNCIL: Overall Budget Discussion	PowerPoint – by prior Friday
January 23, 2023	COUNCIL: Budget Approval Vote & Set Warning	Warning
January 26, 2023 (40 days before town meeting)		Final Town Meeting Warning must be posted.