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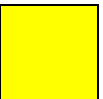
**Date:** March 20, 2023  
**From:** Elaine Wang  
**To:** City Council  
**Subject:** 2022-2023 Policy Priorities and Strategies Update: All

Per the Council adopted 2022-2023 Policy Priorities and Strategies and the accompanying monitoring plan, we present the next goal update on All. Below you will find a chart of the adopted strategies, a narrative of the updates.

### Key

 = proceeding as planned  
 = proceeding but slower than planned  
 = started but not proceeding well  
 = not started yet

POLICY	ADMINISTRATION		Status
Policy Goal	Priority	Strategies	
Winooski will continue to be a livable, diverse, and affordable community where the role of government will be to foster and guide: Economic Vitality, Municipal infrastructure, Housing, and Safe, Healthy, Connected People.	<b>Must Do</b>	Planning for TIF expiration (including public process) - ongoing***	
		Develop and adopt access policy/plan, including language and information access policy***	
		Launch and support Inclusion and Belonging Commission***	
		Continue ARPA funding allocation discussions and next steps. - ongoing**	
		Expand systems capacity and assess necessary resources for expanded and integrated Diversity, Equity, and Inclusion work Citywide - Work on Audit Recommendations**	
		City Manager on-boarding*	
		Assess Administrative Structure and Systems Efficiency (including Public Safety in preparation for Regional Dispatch - See SHCP Section)*	
		IT Services Bid - Winter 2022	
		Update Employment Policies (Human Resources) - ongoing	
		Orient new Treasurer	
	<b>Recommended</b>	Improve structure and access for Commission system (Equity Audit findings; Additional resources needed; Commission supports/trainings? Better representation	
		Phone System, Door Access System upgrades	
		Update Financial Procedures - ongoing	
		Procedures Manual to address Fraud Risk Assessment Items - ongoing	
	Conduct staffing audit (including skills matrix) to assess current capacity, including Yasamin's staffing analysis		



## **Must Dos**

### **Planning for TIF expiration (including public process) - ongoing\*\*\***

The voter-approved fiscal year 2023-2024 budget allocates most of the anticipated fiscal year 2024-2025 revenue from the expiring Tax Increment Finance District. Until and unless the revenue changes significantly, this activity is complete.

### **Develop and adopt access policy/plan, including language and information access policy\*\*\***

Staff have begun strategizing initial steps for developing the plan. The State Office of Racial Equity's Language Access Report released in February will help inform Winooski's plan.

### **Launch and support Inclusion and Belonging Commission\*\*\***

The Commission continues to have productive meetings, and has provided input on several items, including a stipend policy to increase access to serving on Commissions, increasing access to budget information, the Just Cause Eviction information sheet, and the Council's equity assessment tool.

### **Continue ARPA funding allocation discussions and next steps. - ongoing\*\***

The Communications Director and City Manager presented the results and findings of the ARPA survey and listening sessions to Council at their January 9 meeting; the report-out is [online in that meeting's materials](#). Staff have recommended Council pause further allocations until the Main Street Revitalization Project construction bids come in.

### **Expand systems capacity and assess necessary resources for expanded and integrated Diversity, Equity, and Inclusion work Citywide - Work on Audit Recommendations\*\***

The Human Resources Director is vetting and developing trainings and orientations to increase understanding among some departments for diversity, equity and inclusion work. The City Manager received their individualized Intercultural Development Inventory report as part of the Vermont Office of Racial Equity's IDEAL program and expects it to be useful for their own capacity, and potentially could be useful to more staff.

Regarding the housing-specific audit recommendations, more resources and capacity is needed, which the housing position is expected to partly address. A candidate is expected to attend an informal second round of interviews on Tuesday March 21.

The community engagement effort around the Equity Audit findings is paused until more funds can be raised. It could come from the Working Communities Challenge; that would require concurrence from a new Core Team, which is pending bidding out for a contractor to cultivate potential members.

### **City Manager on-boarding\***

Ongoing. The City Manager continues to have a goal of at least meeting everyone in the city and/or who has a stake in the city (residents, business owners, and workers, past, present, and potential future; with an emphasis on those who historically have not accessed local government officials).

### **Assess Administrative Structure and Systems Efficiency (including Public Safety in preparation for Regional Dispatch - See SHCP Section)\***

Some front-line positions were reviewed. Changes were not recommended at this time.

### **IT Services Bid - Winter 2022**

As noted in the January 17, 2023 update, this is still planned for the current year in advance of the current contract expiration in June of 2024. Staff have reviewed the time that will likely be required should we need to change vendors and plan to have a request for proposal document posted by early December 2023 with responses due March of 2024.

**Update Employment Policies (Human Resources) - ongoing**

The Human Resources Director continues to make progress on the Personnel Policy Manual.

**Orient new Treasurer**

Complete.

**Recommended****Improve structure and access for Commission system (Equity Audit findings; Additional resources needed; Commission supports/trainings? Better representation**

No change from the [January 17, 2023 update](#).

**Phone System, Door Access System upgrades**

This has been deprioritized given time constraints.

**Update Financial Procedures - ongoing**

No change from the [September 9 update](#).

**Procedures Manual to address Fraud Risk Assessment Items - ongoing**

No change from the [September 9 update](#).

**Conduct staffing audit (including skills matrix) to assess current capacity, including Yasamin's staffing analysis**

In response to the equity audit finding that we have disproportionately filled our lower paid caretaker positions with people of color, a review and update of the non-union pay scale was completed. A new level was added to the Leadership Responsibility area to credit those who do not directly supervise other coworkers, but provides oversight for volunteers and childcare services. However, this did not result in a change in pay for current employees.

**New Ideas (Pending Additional Resources)****All-Commission summit**

See [September 9, 2022 update](#).