



## Memorandum

**Date:** September 5, 2023  
**From:** Elaine Wang, Paul Sarne, Angela Aldieri  
**To:** City Council  
**Subject:** 2023-2024 Policy Priorities and Strategies Update: All

Per the Council adopted 2023-2024 Policy Priorities and Strategies and the accompanying monitoring plan, we present the next goal update on strategies that impact more than one goal ("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	Ref.	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>	A-1	Continue integrating equity considerations into all aspects of staffing and operations, including revisiting scope of Equity Director role.*****		
		A-2	Develop and implement inclusive community engagement plan for staff.*		
		A-3	Continue work on a Language Access process, starting with a request for proposals for a specialist contractor****		
	<b>Recommended</b>	A-4	Consider investing temporarily funds formerly known as American Rescue Plan Act (ARPA)*		
		A-5	Community engagement effort to tackle Equity Audit findings, in partnership with Winooski School District***		
		A-6	Conduct staffing audit (including skills matrix) to assess current capacity*		

### Must Dos

**A-1: Continue integrating equity considerations into all aspects of staffing and operations\*, including revisiting scope of Equity Director role.\*\*\*\*\***

See attached memo.

**A-2: Develop and implement inclusive community engagement plan for staff.\***

The City Manager is drafting a process based on input from a community member with expertise (lived and professional experience). It will be discussed during the next Leadership Team meeting.

**A-3: Continue work on a Language Access process, starting with a request for proposals for a specialist contractor\*\*\*\***

Staff drafted a project scope for an outside expert to help us develop a) a language needs and resource assessment, b) a language access policy informed by that assessment, and c) a related best practices and procedures document. City staff would then build on these documents to develop a language access plan. The Vermont Office of Racial Equity informed us on Friday, September 1, that they would support this effort at no charge, because Winooski is a participant in its IDEAL (municipal learning cohort) program. Next steps are pending.

**A-4: Consider investing temporarily funds formerly known as American Rescue Plan Act (ARPA)\***

Main Street bids were received on Thursday, August 25. More financial analysis is needed before we can determine how much fund balance is available to temporarily invest.

**A-5: Community engagement effort to tackle Equity Audit findings, in partnership with Winooski School District\*\*\***

A request for proposals has been posted for a contractor (individual or a team) to help organize the community to take action on the findings and recommendations from the Winooski Equity Audit that the City and/or School District cannot resolve on our own. Bids are due September 5, 2023.

The request for proposals can be viewed here: <https://www.winooski.vt.gov/bids.aspx?bidID=73>

**A-6: Conduct staffing audit (including skills matrix) to assess current capacity\***

Staff have begun soliciting information to inform a Request for Proposals for a firm to conduct a staffing audit.