



## Memorandum

**Date:** 2/21/2023  
**From:** Mayor Kristine Lott  
**To:** Winooski City Council  
**Subject:** Master Plan Progress Check

### Overview

The City of Winooski adopted a [Master Plan](#) in 2019 to guide City policy and operations towards our community vision. The Master Plan sets many goals for an ambitious vision for our community. An annual strategic prioritization process helps us prioritize resources (money, staff time, Council and community capacity) towards a subset of goals and projects each year to move us forward on the path towards the vision, since we cannot tackle every goal at once. We should regularly revisit this plan and check in our progress, to keep our priorities aligned to and grounded in the community vision. Since 2020, we have asked our policy advisory commissions to participate in a Master Plan progress check.

### Recommended Process

At a regular commission meeting, commissioners review the goals in their section of the Master Plan and discuss progress to date, and potential priorities to focus on in the upcoming year. These questions have been used to frame discussions:

- Have past and current initiatives been aligned to the policy goals in the Master Plan?
- Do we feel like we're making progress towards goals?
- Are current efforts supporting multiple goals?
- Are there goals we are not currently moving forward on at all?
- Which 2-3 priorities should future policy focus on in the next year or two?
- Do we as a commission have what we need to succeed? Are we able to make policy advisory decisions that keep us on track towards our master plan and community vision?

Council Liaisons should act as note taker during the discussion, then draft a summary to submit to the Mayor. Summaries will be combined and shared with Council and staff.

### Timing

Ideally, these discussions occur in March or April in advance of the annual Strategy and Priorities session in May/June.

Thank you,  
Mayor Kristine Lott