

Town of Windsor

Memorandum

November 9, 2021

TO: The Honorable Mayor and Town Council

FROM: William G. Saunders, IV, Town Manager WGS IV

SUBJECT: Residential Beautification Committee / Award - Staff Impacts

Following discussion on the proposed Residential Beautification Committee / Award at the October 12th Town Council meeting, I was directed to itemize the impacts to town staff should the committee be created.

The draft bylaws outline much of the required activity, but there are some unknowns at this time, which could change the listed impacts, such as:

1. How many awards will be granted per year?
2. What is the nomination procedure? Will the committee members seek out nominees? Will nominations come from the citizenry?
3. What is the award procedure? Does it include a sign, a resolution, a presentation, etc.?

Based upon the bylaws as written, the following activities would be required of town staff:

1. The Town Manager, or a designee, shall serve as staff to the committee.
2. Attendance/hosting of the quarterly meetings and any special meetings
3. Track members' terms and necessary appointments/reappointments
 - a. Create staff reports to Council to notify of necessary appointments
 - b. Create follow up staff reports for receipt of potential member nominations
 - c. One appointment or reappointment will be required every year
4. Budget for, and facilitate procurement of, award materials
5. Create staff reports for award presentations
6. Posting committee information on the town website and social media
7. Archive committee papers and other materials

For your information