


2

Memorandum

To: Mike Geisel, City Administrator
From: Tom McCarthy 
Director of Parks, Recreation and Arts
Date: 7/22/2021
Re: Policy Update for CCEAC & PRACAC



Attached is the updated Policy 6 & 7 for the Parks, Recreation & Arts Citizens Advisory Committee and the Chesterfield Citizens Environmental Advisory Committee. The two changes that were made were the removal of the term limits, and the procedure in which voting would be handled for the Chair, Vice Chair and Secretary positions on a yearly basis to enhance the privacy of the voting process. This was discussed and direction given at our Last Parks, Recreation & Arts Committee of Council meeting and then brought back to the PRACAC with a small change in the voting process. I would like to bring these two policies back to the Parks, Recreation and Arts Committee of Council, and with their approval on to the full council for review and adoption.

Please forward to the PR&A for further review and recommendation.

Mike Geisel

2021-7-22

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PARKS, RECREATION AND ARTS

NO. 6

SUBJECT Chesterfield Citizens Environmental Advisory Committee

Index PRA

DATE February 15, 2018
ISSUED

DATE
REVISED

POLICY

I. Purpose:

This policy is to establish the identity, composition, mission, method of operation, and oversight of the **Chesterfield Citizens Environmental Advisory Committee**.

II. Description:

The Chesterfield Citizens Environmental Advisory Committee (CCEAC) will be a non-statutory committee set up to serve as an advisory committee for the Parks, Recreation and Arts Department on recommendations for implementation, recommendations on recycling, environmental and nature-oriented issues and concerns for the residents of Chesterfield.

III. Reports to:

The Chesterfield Citizens Environmental Advisory Committee (CCEAC) will be under the direct supervision and control of the Parks, Recreation and Arts Department and the Parks, Recreation and Arts Director. The Parks, Recreation and Arts Director will be the department liaison to the Committee and attend a majority of the meetings. If the director is not available to attend a meeting they will send the Assistant Director or a Superintendent to take their place. Staff will work in concert with the members of the group to ensure that the goals of both entities are being met within the best interest of the City of Chesterfield.

IV. Membership:

"Chesterfield Citizens Environmental Advisory Committee" (CCEAC) is comprised of up to 17 Chesterfield residents. Membership shall consist of not more than four residents from each of the four wards plus one additional member "at large". Membership at any given time may fluctuate due to the resident's interest to serve.

V. Leadership:

The committee Chair, Vice Chair and Secretary shall be voted on annually in January or at the first meeting of the year by the committee. Voting will be done for the three positions by each individual member and the voting process will be handled by the Parks, Recreation & Arts Director. Individuals that would like to be considered for one of the three positions can send their name in for nomination or a committee member can nominate a member in November or December by e-mail to the Parks, Recreation & Arts Director. The Parks, Recreation & Arts Director will send out the nomination list one week prior to the first meeting of the new year. Each committee member in attendance will

receive one ballot which will have the three positions open and members names alongside the position to vote on. Committee members will fill in their ballot and the Parks, Recreation & Arts Director will tally the ballots and acknowledge who has been voted into the new positions after the vote

VI. Appointment:

Appointments to the Chesterfields Citizens Environmental Advisory Committee require that the individual be a resident of the City of Chesterfield. Appointments are made by the Mayor, with the confirmation from both councilmembers of the ward in which the appointee resides.

VII. Funding:

The City may provide funding to the CCEAC to enable them to accomplish their mission. Those funds are included as a line item expense in the Parks, Recreation and Arts Annual Budget. Tracking and approval of all expenditures is the responsibility of the Parks, Recreation and Arts Department. All proposed programs and expenditures of any funds by CCEAC must be previously approved by the Director of Parks, Recreation and Arts.

VIII. Mission:

- Research and recommend implementation, improvements, and extensions of all recycling issues relevant to the City.
- Investigate and identify environmental issues to enhance the quality of life for the residents of the City.
- Provide material and discussion for education in the areas of recycling, conservation, and control of our environment.
- Serve as a source of feedback to the Parks, Recreation and Arts Department for citizens' recommendations and concerns for recycling and environmental issues.

RECOMMENDED BY:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PARKS, RECREATION AND ARTS

NO. 7

SUBJECT Updating the Parks & Recreation
 Citizens Advisory Committee

Index PRA

DATE February 6, 2018
ISSUED

DATE
REVISED

POLICY

I. Purpose:

This policy is to be used to describe the identity, composition, mission, method of operation, and oversight of the **Parks, Recreations & Arts Citizens Advisory Committee**.

II. Description:

The Parks, Recreation & Arts Citizens Advisory Committee (PRACAC) is a non-statutory Committee set up to serve as an advisory committee for the Parks, Recreation & Arts Department on recommendations for parks, arts, entertainment, green spaces, sports, recreation, aquatics, sports and wellness, older adult activities, outdoor education, special events, overall recreation and leisure activities implementation along with concerns and insight from the residents of Chesterfield.

III. Reports to:

The Parks, Recreation and Arts Citizens Advisory Committee will be under the direct supervision and control of the Parks, Recreation & Arts Department and the Parks Recreation & Arts Director. The Parks, Recreation & Arts Director will be the department liaison to the committee, attend all meetings, and work in concert with the members of the group to ensure that the goals of the committee are being met within the best interest of the City of Chesterfield.

IV. Membership:

The Parks, Recreation and Arts Citizens Advisory Committee is comprised of up to 17 Chesterfield residents. Membership shall consist of not more than four residents representing each of the four wards plus one additional member "at large".

V. Leadership:

The committee Chair, Vice Chair and Secretary shall be voted on annually in January or at the first meeting of the year by the committee. Voting will be done for the three positions by each individual member and the voting process will be handled by the Parks, Recreation & Arts Director. Individuals that would like to be considered for one of the three positions can send their name in for nomination or a committee member can nominate a member in November or December by e-mail to the Parks, Recreation & Arts Director. The Parks, Recreation & Arts Director will send out the nomination list one week prior to the first meeting of the new year. Each committee member in attendance will receive one ballot which will have the three positions open and members names alongside the position to vote

on. Committee members will fill in their ballot and the Parks, Recreation & Arts Director will tally the ballots and acknowledge who has been voted into the new positions after the vote

VI. Appointment:

Appointments to the Parks, Recreation & Arts Citizens Advisory Committee require that the individual be a resident of the City of Chesterfield. Appointments are made by the Mayor, with the confirmation from both councilmembers of the ward in which the appointee resides.

VII. Funding:

The City provides annual funding to PRACAC to enable them to accomplish their mission. The funds are included in the Parks, Recreation and Arts Department's Expense Budget which comes from the Parks Fund and the tracking and approval of all expenditures is the responsibility of the Parks, Recreation and Arts Department. All proposed programs and expenditures of any funds by PRACAC must be approved by the Director of Parks, Recreation & Arts prior to expenditures being allowed.

VIII. Mission:

The Parks, Recreation & Arts Citizens Advisory Committee is an advisory committee to the Parks, Recreation & Arts Committee of Council. This committee's purpose is to enhance the quality of life for all citizens of the City through the development of parks, recreation & arts. In doing so, it shall be the Committee's responsibility to address the following as directed by City Council:

Objectives:

- Maintain a symbiotic partnership between its own mission statement and the mission statement of City Council and Chesterfield Parks, Recreation & Arts Department.
- Identify park, recreation, art and entertainment attitudes of individuals and organizations in the community.
- Advise on basic policies that guide the parks, recreation, arts, sports and wellness and older adult activities.
- Review and advise on park development plans, conservation, art and green space opportunities.
- Serve as an information/education resource for our senior population.
- Recommend sites for park expansion and advocate for improvements, operations and maintenance standards consistent with NRPA, CAPRA, NWF accreditation.
- Submit ideas for both passive and active park areas that enhance the environment.
- Recommend new programs and activities for the inclusion of all age groups and assist with events as needed.
- Consider conceptualized funding mechanisms for the development of a comprehensive Parks, Recreation and Arts Master Plan at the direction of the Parks, Recreation and Arts Committee of Council.
- Submit all formal recommendations in writing to the Parks, Recreation and Arts Committee of City Council and the City Council to facilitate better communication.

RECOMMENDED BY:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date

DRAFT