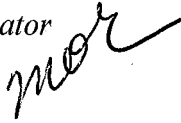


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OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
Date: January 23rd, 2019
RE: CITIZEN OF THE YEAR PROCEDURE

As you are aware, the City recognizes a Citizen of the Year, for the prior calendar year. While City Staff coordinates and facilitates the process, the review and selection recommendations are wholly completed by a designated citizen selection committee. I've attached the written procedure describing the entire process.

In order to avoid confusion and to ensure that Council's directives are met, I am requesting an affirmation or alternative clarification regarding the approval process, specifically as it relates to the involvement of City Council in the approval.

As noted in the attached procedure:

- Once the Committee has made a selection, prepare an e-mail to the Mayor and Council and copy the Management Team and City Clerk listing those who were nominated and some brief information about the award recipient. Attach their nomination form as well. (see previous e-mails in file).
- Once the nomination is approved by the Mayor and City Council, notify the winning candidate by phone and let them know when the award will be presented and encourage them to invite family and friends. Advise them there will be a reception in the Multi-Purpose room following the presentation. Additionally, notify the person who nominated them and encourage them to spread the word about the reception & presentation.

The Selection Committee makes their selection for the individual to be recognized as the Citizen of the Year. Staff forwards this name to City Council via e mail. Since the inception of the award, City Council has delegated this selection process to the Citizen's committee. However, it is entirely possible that an individual or group of elected officials may not concur with the selection and could indicate same by responding to the e mail notification. While that has never happened, it conceivably could. It should be noted that

no vote is sought and no vote has ever occurred by Council via e mail as this would violate the sunshine law provisions. Further, Council has delegated this process to the selection committee, because any discussion of the nominee before a Council committee would require necessarily require public advertising and notice as this process is not appropriate for closed session.

While the attached procedure states "Once the nomination is approved by the Mayor and City Council", that is not and has not actually been the process. For obvious reasons, a vote cannot be taken outside of an advertised public meeting. As you may recall, there was substantial discussion associated with the process last year and we would endeavor to avoid such a recurrence. Staff desires to fully comply with Council's expectations and conduct this process in accordance with Council's direction.

Accordingly, I request that the Finance and Administration affirm the current process whereby Council is notified of the selection committee's nomination via e mail and provided an opportunity to respond\object, but no vote or official consent of the Council is sought, or provide an alternative direction if so desired.

Although it has never occurred, should an individual councilmember object to the selection committee's nominee, I would suggest that the Citizen of the Year nomination be placed on the next available standing committee of Council agenda, regardless of discipline, and the selection process be delayed until Council resolves said concern or provides alternative direction to the selection committee.

I request clarification and direction from the F&A Committee.

Procedures for Citizen of the Year Award

Updated 3-7-2016

- Place article in the December issue of the Chesterfield Citizen requesting nominations to be due by the first Friday in February.
- Make sure on-line nomination and handout form has been updated with current dates due.
- E-mail application and guidelines to all Citizen Committee Chairs for distribution.
- Use List Serve List for Trustees and send out a notice to them, linking it back to the Web Site.
- Prepare media release in early January requesting nominations.
- Secure Selection Committee. Selection Committee is comprised of 10 members: *Nominators* can not sit on the committee.
 - One resident member from each ward, as suggested by Council members (4)
 - The immediate past winner (1)
 - Citizen Committee representation (4) –rotating basis from each council subcommittee. If there is a co-chair, only one may participate.
 - Citizens Committee for the Environment
 - Older Adult Task Force
 - Parks, Rec & Arts and other citizen committee, including Police Personnel Board
 - Civic/Community Representation (1) Chamber Board or Rotary or Kiwanis's, etc.
- Contact previous year's Ward representatives to see if they are interested in serving. If not, e-mail City Council Members by ward to see if they can suggest someone. Jerry Right, typically representing the Chamber Board, has served as the Chairperson for many years. If he isn't available, contact Chamber of Commerce to obtain a Board Member representative. Try to find new representatives from the citizen committees.
- When Selection Committee members are secured, schedule the meeting for mid-February at City Hall at 5:30, so there's time to reschedule if inclement weather occurs. The goal is to present the award at the last March Council meeting.
- In PDF format (combined in one document), e-mail the nominations to the Committee with information about the upcoming meeting. Let them know you will have copies at the meeting so they don't have to print it.
- For the selection committee meeting, prepare copies of the nominations and the selection criteria for them to have at the meeting. The staff liaison should plan to attend this meeting and take notes of actions taken for the file. Do not contribute to the discussion if you should know the nominees. Mr. Right will lead the committee or should he not attend, a chairperson should be nominated. Make sure everyone introduces themselves.
- Once the Committee has made a selection, prepare an e-mail to the Mayor and Council and copy the Management Team and City Clerk listing those who were nominated and some brief information about the award recipient. Attach their nomination form as well. (see previous e-mails in file).

- Once the nomination is approved by the Mayor and City Council, notify the winning candidate by phone and let them know when the award will be presented and encourage them to invite family and friends. Advise them there will be a reception in the Multi-Purpose room following the presentation. Additionally, notify the person who nominated them and encourage them to spread the word about the reception & presentation.
- ORDER THE AWARD for Citizen of the Year from Ideas Promotions (Dianne Gibbs dgibbs@ideasrecognition.com 636-733-8225) and from Crown Trophy have their name added to the running list of names on the plaque kept in the first floor display case. Also prepare a bag of Chesterfield promo items and a flower bouquet if a female.
- Prepare a PROCLAMATION
- Reserve the Multi-Purpose Room for the Reception
- As a courtesy, notify by e-mail each of those who were nominated and attach only their nomination form, telling them the selection committee met, the recipient chosen, recognition date, etc.
- Notify by e-mail each of those who nominated someone that a recipient was selected, the person's name, and when they will be recognized.
- Prepare a media release in advance of the presentation so their friends, family & community can attend the reception. Make sure it's done enough in advance for West News to publish. You may need to get certain information from the recipient such as their address (for Ward purposes), work history, volunteer history, if they've served as a trustee, family info, etc. to help with writing the press release and the proclamation.
- Obtain table coverings, decorations, snacks and drinks for the reception.
- Ensure someone is at the meeting with a good camera for photos.
- Prepare a media release for the day following the Council Meeting, announcing the winner and include a photo of the Mayor presenting award to the recipient. Post this on web site in Media Releases and post on social media outlets as well.
- Prepare an article for the June issue of the Chesterfield Citizen about the award recipient with photo.