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OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor & City Council (for review by the F&A Committee)

Date: November 13th, 2019

RE: Citizen of the Year

As you are aware, since 1998, the City of Chesterfield has annually recognized the Chesterfield "Citizen of the Year". The procedures and policies related to this process have been reviewed and updated over the last few years. The current selection committee has been active throughout 2019 in reviewing the nominations, webpage presence, forms, language, and other materials related to the Citizen of the Year recognition. They take it quite seriously!

City Policy FA-25 describes the selection criteria, procedure, recognition process, as well as the composition of the selection committee. It should be noted that the sole purpose of this selection committee is to review nominations and make the recommendation for award, for the Citizen of the Year. Specifically, the policy indicates that the selection committee was to be made up of ten members as follows:

- 1) Previous Citizen of the Year Award recipient
- 2) Four Citizen Committee chairpersons
- 3) One representative from each ward, selected by the Councilmember of that ward
- 4) A representative from an area civic or community group such as the Chamber of Commerce, Rotary Club, or Kiwanis

Similarly, there exists an internal procedure, describing how the nomination and selection process occurs and how it is to be managed on an annual basis. While we have previously addressed and updated both the procedure and policy, there appears to be irreconcilable differences that have evolved with regard to the composition of the selection committee. The current procedure describes the selection committee composition as follows:

- 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.

Finally, the actual composition of the current selection committee is comprised of the following individuals:

Gerry Right	Ward 2	Chair, since 2004	Represents Chamber
Mike Whelan	Ward 3	Represented PRACAC	
Earl Barge	Ward 3	Represented CAPY	
John Walters	Ward 3	Represents the Police Personnel Board	
Janna Byington Smith	Ward 3	Represented Chesterfield Arts	
Elaine Finn	Ward 1	Represents Ward 1	
Laura Hauck	Ward 3	Represents Ward 3	
Carol LeBerg	Ward 4	Represents Ward 4	

I have met with this selection committee on multiple occasions. They take this task and their responsibility, very seriously. They have done a commendable job.

However, I have multiple concerns with the current procedure and am not comfortable that it represents Council's expectations.

- 1) While the Council Policy described the composition of the original selection committee, it also assigned the responsibility for four of the ten positions by ward, to the "Councilmember" (notice the reference to single, not plural Councilmember). In practice, the composition of the committee has evolved from the prior year members and been supplemented as necessary by the committee chairs. It should be noted, that this "evolution" has been beneficial to some degree in providing continuity and in creating institutional knowledge to enhance the process. However, I have checked with our City Clerk who has confirmed that she also has no history, recollection, or documentation that Council has made any appointments to the selection committee during her time as City Clerk.
- 2) The current **procedure** assigns the responsibility for "securing" the selection committee to the assigned staff.
- 3) The current committee has two current vacancies.
- 4) The members who represent committee chairs, did so at the time they were recruited to serve on the selection committee. They may, or may not currently be the chair of their respective advisory committees.

- 5) There is no procedure or process to ensure that the selection committee composition reflects the current City Council.

It is clear that the current City Council has had very minimal, if any, participation in nominating this selection committee. It is Council's right and responsibility to nominate the membership of this committee. I am unable to reconcile the policy requirement that four individuals, one from each ward, are actually representatives of the current council. Finally, because of the past participation, the current members have developed the desired "ownership" of their responsibilities and should Council desire to re-constitute the membership, several of these current members would necessarily be offered the City's sincere thanks and advised that their services on the committee were no longer required.

The purpose of this communication is to bring the composition of the current selection committee to your attention. They are prepared to act in this capacity for the upcoming Citizen of the year selection. However, I would be remiss if I did not ask council to consider and provide staff with direction for one or more of the following:

- 1) Affirm the current composition of the committee for the 2019-2020 selection year.
- 2) Identify new selection committee members for the 2019-2020 selection year.
- 3) Direct staff to review and revise the policy, reconsidering the selection committee membership for 2020-2021 selection year, requesting Council direction as to their desired involvement in the selection committee nomination process.
- 4) Affirm or provide a recommendation for the future desired committee composition of
 - a. Prior recipient
 - b. Four Citizen Committee Chairs, (rotated on a rigid, pre-defined basis going forward)
 - c. Four individuals, each representing a council ward (clarification to be provided as to which councilmember selects their representative – junior\senior, or councilmember most recently elected.
 - d. Identify who selects member from the service organization (perhaps Mayor).

In any event, it is necessary for staff to bring this to your attention and provide Council an opportunity to re-direct should you so choose.. Recognition of the Citizen of the Year is an important honor and should be afforded the attention and respect it commands.

I look forward to discussing this with you on Monday evening. If you have any questions or require additional information, please advise.

attachments



Citizen of the Year Guidelines

The City of Chesterfield is enriched by citizens who contribute to the quality of life in our community without reward or recognition. These are people who distinguished themselves through community accomplishments or volunteerism. To show the City's appreciation and recognition of their work, the Chesterfield Citizen of the Year is selected by a Committee comprised of appointees from each ward, various civic organizations in Chesterfield, and prior year's recipient.

Selection Criteria

Citizens to be selected for recognition should note the following criteria:

- Individuals nominated must be a resident of the City of Chesterfield.
- Actions recognized should benefit the community of the City of Chesterfield and its residents through volunteerism, work performed on community projects, and civic contributions to the community.
- Preference is given to the recency of nominee's activities and community contributions.

Nomination Guidelines

- Only one nominee per household. (Nominee may be an individual or a couple)
- The nominee(s) must be 18 years of age.
- Previously nominated individuals are eligible to be renominated.
- City employees as well as elected officials will not be considered for the award while in their position. However, after retiring, former city employees and elected officials who become service-minded volunteers in a capacity other than their previous position, may be considered.

Nomination Form Completion

- Nomination information must be limited to the nomination form, front and back. Attachments are not permitted and will not be considered by the selection committee. The nomination form must be used for all nominations.
- The following questions must be addressed for the nominee to be considered:
 1. What did your nominee do to benefit the City of Chesterfield?
 2. For each activity, please include:
 - A. Years of service
 - B. The name(s) of the organization they/she/he served.
 - C. Role(s) the volunteer served in each organization along with a description of the role

Narrative

- The narrative of this nomination must be in paragraph form and fit into this space. The font should be no smaller than 10 pt. Materials attached to this entry will not be considered.
- Question: What impact has the volunteer made on the City of Chesterfield and its residents via the activities listed above?
- Description of accomplishments or actions and why you believe this individual merits this award.
- All nominations are due on or before the first Friday in February. Nominations will not be accepted after that day.
- The on-line nomination form is available on the City's website www.chesterfield.mo.us or call 636-537-4000, for assistance.

Recognition Process

- Once The Citizen of the Year has been selected, the recommendation will be forwarded to the City Council for the final approval.
- The Citizen of the Year will be recognized at a City Council meeting in March, with a reception following at the City Hall to celebrate with friends and family.

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION	NO.	11	
SUBJECT	Citizen of the Year Award	INDEX	FA
DATE		DATE	6/17/15
ISSUED	2/18/98	REVISED	1/29/18

POLICY:

Selection Criteria

Citizens to be selected for recognition should meet the following criteria:

- o Actions being recognized should benefit the overall community of the City of Chesterfield and its residents in some manner through volunteerism, work performed on community projects, and overall civic contributions to the community.
- o Individuals nominated shall be a resident of the City of Chesterfield

Nomination Guidelines

- o One nomination per person per household (spouses can be nominated jointly).
- o Previously nominated individuals can be re-nominated.
- o A nominee cannot serve on the Selection Committee.
- o The person nominating an individual cannot serve on the Selection Committee.
- o City Employees will not be considered for the award.
- o Elected officials serving in any office within Chesterfield's boundaries are not eligible.
- o The nominee cannot work in a paid position for which their efforts are being recognized.

Public Notification

The public will be notified of the "Call for Nominations" by information being posted on the City's website, a press release being sent to local news and community publications, social media, and by an article in the December Citizen Newsletter. A "Call for Nomination" e-mail notice will also be sent in early January to City Council, Citizen Committee Chairpersons, and various community leaders in order to gain awareness.

Selection Process

An online nomination form will be available on the City's website at www.chesterfield.mo.us or call 636-537-4000 for assistance. This nomination form must be used for all nominations. No attachments or enclosures are permitted.

All nominations are due the first Friday in February. Nominations will not be accepted after this date. All nominations will then be forwarded to the Selection Committee for their review. The Selection Committee will consist of the previous Citizen of the Year Award recipient, four Citizen Committee chairpersons, one representative from each ward selected by the Councilmember of that ward and a representative from an area civic or community group such as the Chamber of Commerce, Rotary Club, or Kiwanis. A meeting of this Committee will be scheduled in mid- February to review the nominations submitted and to select the Citizen of the Year. Once a candidate has been chosen, the nomination will be forwarded via-email to the Mayor and City Council for final approval. The Mayor and City Council are not obligated to approve the Selection Committee's recommendation.

Recognition Process

The presentation of this award will take place at the second City Council meeting in March, wherein the Mayor will present a recognition award plaque. A reception will follow at City Hall for the recipient to celebrate with friends and family.

The award recipient will have their photo taken. A press release will accompany the photo in a media release and be placed on the City's website. An article will also be published in the June Citizen Newsletter.

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

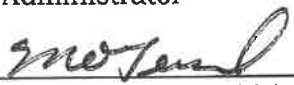
APPROVED BY:



City Administrator

6/3/2019

Date



City Council (if applicable)

6/3/2019

Date

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 d.gibbs@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.