

Mike Geisel
City Administrator



690 Chesterfield Pkwy W
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Phone 636-537-4711
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OFFICE OF THE CITY ADMINISTRATOR

TO: Members of the F&A Committee of Council

Date: 11/23/2020

RE: Citizen of the Year selection committee

As you may recall, the Finance and Administration directed staff to prepare recommendations for updating the Citizen of the Year selection committee. Please refer to the enclosed materials from the 11/18/2019 F&A Committee meeting as well as the meeting minutes. The primary problem with the originally defined composition of this committee, was while it reflected appointments from the Council originally, there was not a mechanism to ensure that the membership was reflective of the elected officials on an ongoing basis. There was not any mechanism to keep the membership up to date and current. Further, the members of this committee were given very limited, singular direction and purpose. There was no ongoing purpose, engagement or interactivity with the City. Accordingly, the connection with the City, in awarding the annual Citizen of the Year, could become tenuous and disjointed.

In order to create a committee that is continuously involved, engaged, and is perpetually refreshed, I recommend that the selection committee be reconstituted primarily with members of active City Committees, as an adjunct assignment for the chair or their designee on an annual basis.

As we approach the end of each year, the Chair of following committees would be asked to serve, or to designate a committee member to serve on the Citizen of the Year Selection Committee to determine the annual award.

- Planning Commission
- Parks, Recreation and Arts Citizen Committee
- Board of Adjustment
- Architectural Review Board
- Finance and Administration Citizens Advisory Group
- Police Personnel Board

In addition, to broaden the scope of potential nominees and encourage community involvement, the Mayor would nominate a member at large to the

Citizen of the Year selection Committee

November 23rd, 2020

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selection committee. Finally, the two, most recent available prior recipients of the Citizen of the Year Award would complete the committee, for a total of 9 members.

The sole purpose and function for this selection committee is to review submitted nominations and to determine the annual recipient, subject to final approval by the City Council. As is currently the case, City Staff would provide administrative support, as well as media and web solicitations of nominees.

I look forward to discussing this recommendation with the F&A Committee members.



Finance and Administration Committee Record of Proceeding November 18, 2019

The Finance and Administration Committee met on Monday, November 18, 2019. Those in attendance included: Chairperson Michael Moore, Ward III; Council Committee Member Barb McGuinness, Ward I; Council Committee Member Ben Keathley, Ward II; Council Committee Member Michelle Ohley, Ward IV; and Finance Director Jeannette Kelly. Those also in attendance included: Mayor Bob Nation, Councilmember Dan Hurt, City Administrator Mike Geisel, Administrative Assistant to the City Administrator/Deputy City Clerk Amanda Miller, City Clerk Vickie McGownd, Director of Public Works Jim Eckrich, Planning and Development Services Director Justin Wyse, Information Technology Director Matt Haug and Assistant Finance Director John Hughes.

Chairperson Michael Moore called the meeting to order at 5:30 p.m.

Approval of Minutes

The minutes of the October 29, 2019 Finance and Administration Committee of the Whole Meeting were submitted for approval. Councilmember McGuinness made a motion, seconded by Councilmember Keathley to approve the October 29, 2019 Finance and Administration Committee of the Whole Meeting minutes. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

Clarkson Valley Court – Contract for Services

The City of Chesterfield was contacted by Mayor Scott Douglass of Clarkson Valley (CV), regarding a contract to provide court clerk services for the City of Clarkson Valley. The CV Court Clerk intends to retire at the end of the year and Clarkson Valley was exploring their options regarding court staffing. Over the course of the last few months, we have communicated on a routine basis and we've mutually agreed that it was undesirable and likely not cost efficient for the City of Chesterfield to simply provide Court Clerk staffing if Clarkson Valley desired to continue to maintain their court location, Prosecutor and Judge courts implementation. The City of Chesterfield and Clarkson Valley have come to a tentative configuration where the City of Chesterfield would provide court administration services to Clarkson Valley, concurrent with the City of Chesterfield's court activities. Clarkson Valley would abandon their own physical court, and would conduct their court concurrent with the Chesterfield Court. Clarkson Valley would appoint Chesterfield's Prosecutor (Engelmeyer) and Municipal Judge (Brunk) tandem as their appointees. Existing Chesterfield Court staff would then assume responsibilities for administration of the

Clarkson Valley docket. There are many internal details and coordination issues that we have considered and are working through, including the transfer of records, legacy systems, and show me courts implementation. Please recognize that this is NOT a consolidation of the courts, but simply a contract service proposal at this time. The contract for services would involve compensation increases to the Judge, Prosecutor, and Court staff, which Mr. Geisel had provided to Council under separate cover.

Councilmember Moore made a motion, seconded by Councilmember Keathley to forward the Clarkson Valley Court – Contract Services to City Council. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

Affirmation of Contract – Retirement Plan Advisors

The City of Chesterfield contracts with Retirement Plan Advisors (RPA) for administration of our employee retirement plan. RPA's engagement with the City resulted from a comprehensive review and analysis conducted by the City and an HR consultant in 2005. The other significant change in the City retirement plan structure, shifting from a seven-year incremental vesting to a five year cliff vesting schedule, also occurred as a result of the City's 2005 review. Retirement Plan Advisors has continuously acted in this capacity since they were named as the City's fiduciary retirement advisor and plan administrator since 2005 as authorized by City Council. Over the course of the last several months, as the Retirement Board of Trustees held their regularly scheduled meeting and as we have consulted with RPA with regard to other administrative plan issues, City Administrator Mike Geisel was unable to retrieve the executed version of the contract which was approved by Council in 2005 (minutes attached). They concurrently searched their records and also could not find the executed agreement of engagement. All of that being the case and understanding their long and successful performance with the City, Mr. Geisel is seeking Council's concurrence to affirm their prior approval and to authorize him, as City Administrator, to execute the account services agreement such that we have a fully executed agreement for our files and to ensure both parties remain accountable.

Councilmember Ohley made a motion, seconded by Councilmember Moore to recommend to City Council, authorizing the City Administrator to execute the account services agreement and to prepare a request for proposals for other retirement plan administrators. Councilmember Ohley made a motion to amend the original motion to authorizing the City Administrator to execute the account services agreement and have staff investigate the plan administrator alternatives (in lieu of proceeding directly to an RFP process), seconded by Councilmember Moore. A vote was taken on the amendment to the motion with an affirmative result (4, 0) and the motion was declared passed. A vote was taken on the original motion, as amended, with an affirmative result (4,0) and the motion, as amended, was declared1 passed.

Citizen of the Year Selection Committee

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. 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 City Administrator Mike Geisel presented a current financial update.

Councilmember Moore made a motion, seconded by Councilmember Keathley to immediately nominate three new members for wards I, II, & IV to the selection committee and that expanded committee will conduct the current Citizen of the Year selection process, and direct staff to develop recommendations for the future composition of the Committee as well as term limits, and bring those recommendations back to the F&A Committee. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

City Website

Chairperson Moore stated himself and IT Director Matt Haug have been working together to make the City's Website more user friendly. The home page on the City's Website has many repetitions and items that can be removed.

Councilmember McGuinness made a motion, seconded by Councilmember Keathley to clean up the home page on the City's website in an attempt to make our website more user friendly. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

Financial Update

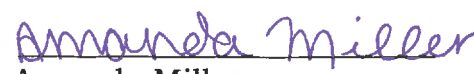
Finance Director Jeannette Kelly presented a current financial update.

Adjournment

The meeting was adjourned at 6:26 p.m.

Respectfully submitted:


Jeannette Kelly
Finance Director


Amanda Miller
Deputy City Clerk

Approved: 3/3/2020

Mike Geisel *mon*
City Administrator



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Chesterfield MO 63017
Phone 636-537-4711
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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
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- 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:

- 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.
- Individuals nominated shall be a resident of the City of Chesterfield

Nomination Guidelines

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

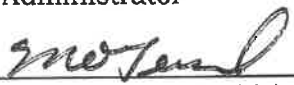
APPROVED BY:



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.