

# Memorandum

## Department of Planning

**To:** Planning and Public Works Committee  
**From:** Justin Wyse, Director of Planning <sup>JW</sup>  
**Date:** October 18, 2021  
**RE:** Lifetime Achievement Award



### **Summary**

In August of 2021, the Planning and Public Works Committee (P&PW) directed Staff to create a policy instituting a Lifetime Achievement Award. This award is intended to be the highest honor that the City utilizes to recognize contributions to the community. The Planning and Public Works Committee recommended approval of the attached policy, which was subsequently forwarded to City Council. At the October 4<sup>th</sup>, 2021 City Council meeting, the item was forwarded to the Finance and Administration Committee.

### **Recommendation**

As directed by City Council, the policy is being forwarded to the Finance and Administration Committee for their review and consideration.

Additionally, the topic of the Lifetime Achievement Award was generated following a request to honor Rev. Carl Norton. If City Council ultimately concurs with this award for Rev. Norton, a separate motion for the expenditure (anticipated to be ~\$2,500) would be necessary.

# Memorandum

## Department of Planning

**To:** Planning and Public Works Committee  
**From:** Justin Wyse, Director of Planning **JW**  
**Date:** September 23, 2021  
**RE:** Lifetime Achievement Award



### Summary

In August of 2021, the Planning and Public Works Committee (P&PW) directed Staff to create a policy instituting a Lifetime Achievement Award. This award is intended to be the highest honor that the City utilizes to recognize contributions to the community. This award would be in addition to other programs the City of Chesterfield currently employs to recognize individuals (Living Legacy Program, Mayoral proclamations, Citizen of the Year).

As proposed, the attached policy would create an award to recognize individuals who have contributed a lifetime of service for the betterment of Chesterfield. The consideration of awarding such an honor must be deliberate and rare so as to maintain the integrity and prestige of the Citizen of the Year award. It is envisioned that this award would be infrequent and only awarded in those exceptional circumstances warranting recognition for a lifetime of selfless, charitable and humane contributions to the community. In fact, we recommend that one of the primary criteria for consideration is that the individual has previously been a Citizen of the Year recipient. Given the stature of this honor, it is only appropriate that it be limited to those individuals who have previously been recognized as Citizen of the Year. It would be inappropriate to grant a lifetime Achievement Award allowing an individual to “skip over” a citizen of the year process. It would simply diminish the Citizen of the Year recognition.

Given the infrequency and prestige of this award, it is recommended that the award be given during the bi-annual Citizen Volunteer dinner where the recipient would be given a personal award and proclamation for their contributions. In addition, the recognition is proposed to include a permanent park amenity such as a tree, bench, or other similar recognition in the current Living Legacy program, subject to funding approved by City Council. The City would also include an article in the Chesterfield Citizen Newsletter and provide media releases to promote awareness of the individual’s contributions.

### Recommendation

This draft policy should be forwarded to the Planning and Public Works Committee for their review and consideration. If a positive recommendation is received, the item would be forwarded to the City Council for approval of the policy.

Additionally, the topic of the Lifetime Achievement Award was generated following a request to honor Rev. Carl Norton. If P&PW concurs with this award for Rev. Norton, Staff would recommend that a standalone ceremony at a City Council meeting be arranged to present the award to Rev. Norton given the unique circumstances. As this is currently an unbudgeted expense, a separate motion approving the expenditure (anticipated to be ~\$2,500) would be necessary.

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PLANNING</b>		<b>NO.</b>	04
<b>SUBJECT</b>	Chesterfield Lifetime Achievement Award	<b>INDEX</b>	P
<b>DATE ISSUED</b>		<b>DATE REVISED</b>	

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**POLICY**

Certain individuals have and continue to devote a lifetime of service to the Chesterfield Community. In recognition of these efforts, the City of Chesterfield establishes a Chesterfield Lifetime Achievement Award.

Selection Criteria

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

- Be a prior recipient of the Citizen of the Year Award (or predecessor to this award);
- Demonstrated long-term, consistent contributions to the larger community;
- Performed charitable and / or volunteer work, including humanitarian contributions;
- Displayed selfless dedication to this work; and
- Exhibited the highest level of integrity and character.

Selection Process

Nominations for the Chesterfield Lifetime Achievement Award can be made at any time using the attached nomination form. Given the nature of the award, it may not be awarded on a regular basis. When a nomination is received, the nomination form will be submitted to the Selection Committee (same committee utilized for the Citizen of the Year Award). After receiving a recommendation from the Selection Committee, the information will be forwarded to the Mayor and City Council for final approval.

Recognition Process

The presentation of this award will take place at the bi-annual citizen volunteer dinner, wherein the Mayor will present the recognition award plaque and proclamation. The recipient will have their photo taken and a media release will be completed and placed on the City's website. An article will be published in the Citizen Newsletter following the award presentation. Additionally, a permanent park amenity such as a tree, bench, or other similar recognition in the current Living Legacy program will be provided, subject to funding approved by City Council.

**Chesterfield Lifetime Achievement Award Nomination Form**

**Date:** \_\_\_\_\_  
**Name of Nominee:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

Each nomination for the Lifetime Achievement Award should be accompanied with information to address how the nominee has met or exceeded the criteria for the award. Provide a response to each of the following criteria. Additional sheets may be attached.

Date nominee received the Citizen of the Year Award (or predecessor to this award): \_\_\_\_\_

Explanation of the long-term, consistent contributions to the larger community: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of charitable and / or volunteer work, including humanitarian contributions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Narrative to demonstrate selfless dedication to this work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accounting of the highest level of integrity and character: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECOMMENDED BY:**

\_\_\_\_\_  
**Department Head/Council Committee (if applicable)**

\_\_\_\_\_  
**Date**

**APPROVED BY:**

\_\_\_\_\_  
**City Administrator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Council (if applicable)**

\_\_\_\_\_  
**Date**