



Memorandum

Department of Planning

To: Finance and Administration Committee
From: Justin Wyse, Director of Planning *JW*
Date: March 1, 2022
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. A draft policy was presented to the City Council on October 4th, 2021 where they referred the policy to the Finance and Administration Committee. The Committee reviewed the policy on October 18th, 2021 and a motion was passed to “postpone further discussion and modification of this recognition award policy until the next non-budget Finance and Administration Committee meeting.” As such, the policy is being brought back to the Planning and Public Works Committee.

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).

Recommendation

As directed by the F&A Committee, this policy should be forwarded to the next non-budget F&A Committee meeting for final disposition.

One of the concerns raised during discussion on the creation of a new award was ensuring the integrity of the Current Citizen of the Year Award. As you are aware, the nomination cycle recently closed and no nominations for Citizen of the Year were received. It is my opinion that adoption of a new award policy would diminish the current award program that honors citizens of the City of Chesterfield who have made significant contributions to the community.

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PLANNING		NO.	04
SUBJECT	Chesterfield Lifetime Achievement Award	INDEX	P
DATE ISSUED		DATE REVISED	

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