



Committee Charter ARPA Oversight Committee

I. Purpose

- A. The ARPA Oversight Committee is appointed by the Director of Accounts and Finance and the Receiver to assist the City of Chester in:
 - 1. Provide community transparency for the City's ARPA funded projects as it relates to the Community.
 - 2. Ensure the portion of the ARPA budget designated for the Community is in line with the community's priorities.

II. Authority

- A. The ARPA Oversight Committee is a standing committee of the City of Chester Municipality established under Article VI § 11.6-604 of the Home Charter.
- B. The ARPA Oversight Committee is a recommending body and not an approval body.
- C. The ARPA Oversight Committee supports only the community-related budget of the ARPA budget, and not the ARPA Budget as a whole.
- D. The Receiver for the City of Chester has overall authority for this Committee.

III. Membership

- A. The Director of Accounts and Finance is the Committee Chair.
- B. Committee must consist of City of Chester Employees, City of Chester Residents and/or Business Owners, and members from the Receiver Team.
- C. Committee must consist of an odd number of members with a minimum of 5 and a maximum of 9.
- D. Member candidates are evaluated and selected by the ARPA Budget Development Team.
- E. Community volunteers must sign and adhere to the Volunteer Agreement and Commitment to Excellence.
- F. The Director of Finance and Receiver may fill vacancies on the Committee.
- G. The Director of Finance and The Receiver may remove a Committee member from the Committee at any time, with or without cause.

IV. Responsibilities

- A. Understand the breadth and depth of the ARPA Projects designated for the



Committee Charter ARPA Oversight Committee

City of Chester.

- B. Read, review and provide written evaluations relative to vendor proposals from those items requiring public bid.
- C. Present ARPA project status updates at Community meetings where applicable.
- D. Point of contact for the community relative to those ARPA projects impacting the community.
- E. Be present and be seen by the community as a collaborative working committee.

V. Knowledge

- A. Committee Members residing on the ARPA Oversight Committee should possess the following awareness/knowledge/skills/abilities:
 - 1. American Rescue Plan Act (ARPA)
 - 2. The ARPA content presented to-date at Community meetings including but not limited to the ARPA cycle, the use of ARPA funds, the suggestions already provided by the community. This information can be gathered from recorded sessions and postings on the [City of Chester website](#).
 - 3. Business-minded and/or financially prudent individuals with a passion to enhance the community.
 - 4. Team-oriented with a consensus approach.
 - 5. Access to a computer and the ability to email, ZOOM, use Microsoft Word (or similar) at a minimum.

VI. Operations

- A. The Committee will meet with such frequency as it may determine.
- B. The Chair of the Committee will preside over Committee meetings.
- C. A majority of Committee members will constitute a quorum.
- D. The Committee will report its activities at Community meetings where applicable to City Council in a public Meeting.
- E. The Committee may invite any director, officer, employee, outside advisor or other individual who is not a Committee member to attend Committee meetings or meet with Committee members.
- F. The Director of Finance and Accounts will serve as the Committee's City employee liaison.
- G. Meeting minutes must be taken and retained for the City's records.



Committee Charter ARPA Oversight Committee

H. Appointment letters confirming Committee membership will serve as official notification for Committee involvement.

VII. Deliverables

- A. Written evaluations/scoring of proposals received from public bidding exercises using ARPA funds.
- B. Written recommendations for selection of contractors/vendors using ARPA funds.
- C. Written content for Public Meeting updates relative to ARPA projects.
- D. ARPA Project Update Presentations at Community Meetings where applicable.

VIII. Reporting

- A. The Committee shall report no less than quarterly to the Community at a Community Meeting.
- B. Committee shall report any recommendations regarding selection and changes of advisors, committee members, etc. no less than annually.

IX. Indemnification of Committee and Committee Members

- A. The City of Chester shall indemnify and hold harmless the Committee and each Committee Volunteer thereof from any and all loss, liability, expense, claim, or demand asserted against any of them with respect to their acts in their official capacity under any assets for which they are responsible, with respect to any action taken or allegedly, or any failure or alleged failure, unless such action or failure to act is the result of fraud or acting in bad faith.