

**CITY OF SHOREVIEW  
AGENDA  
CITY COUNCIL WORKSHOP  
January 17, 2012  
IMMEDIATELY FOLLOWING REGULAR MEETING**

1. ROLL CALL
2. DISCUSSION REGARDING CITIZENS ACADEMY
3. OTHER ISSUES
4. ADJOURNMENT

**TO: MAYOR AND CITY COUNCIL**

**FROM: TESSIA MELVIN  
ASSISTANT TO CITY MANAGER**

**DATE: TUESDAY, JANUARY 17**

**SUBJECT: SHOREVIEW CITIZENS ACADEMY PROGRAM**

**INTRODUCTION**

City staff has researched the idea of creating Citizens Academy Program (CAP). The purpose of the program is to improve understanding, communication and cooperation between local government and those it serves. The goal of the academy is to give residents an up close look at how the City functions, including Administration and Finances, Community Development, Police and Fire, Public Works and Parks and Recreation.

**BACKGROUND**

Twelve of the 15 community benchmark cities (Apple Valley, Burnsville, Eagan, Eden Prairie, Edina, Hopkins, Maple Grove, Maplewood, Minnetonka, Minnetrista, Minneapolis, Plymouth, Roseville, St. Louis Park and Woodbury) currently host Police Academies. While, there are only three of these cities currently hosting citizen academies at the municipal level: Minnetonka, Hopkins and Woodbury. Both Minnetonka and Hopkins are sponsored by the City, whereas, Woodbury is held by the Woodbury Community Foundation. See the table below to see examples of each City’s curriculum:

<b>Minnetonka</b>	<b>Hopkins</b>	<b>Woodbury</b>
Police	Police	General Government
Fire	Fire	History of the City
Development Issues	Planning/Development	City Services
Public Works	Public Works	Public Safety
Recreation	Council Recognition	Culture
Council Recognition		Media
		Business
		Volunteerism
		Graduation

With the direction of Council, staff would like to host a mock CAP during the spring of 2012, during which employees could enroll and evaluate the program and materials. After the first mock session, staff would host a CAP for residents and Shoreview business owners the fall of 2012. Each year following the CAP would be held in the spring.

The proposed curriculum includes six 2- hour sessions and would include the following topics:  
(see attachment for specific details)

1. Administration and Finance: City Overview and History, Governance Model, Administration and Finance Practices
2. Parks and Recreation: Parks, Recreation Programs and Community Center
3. Public Safety: Ramsey County Sheriff's Department and Lake Johanna Fire Department
4. Public Works: Infrastructure, Utility System and Environmental Services
5. Community Development: Planning and Zoning, Development and Redevelopment
6. Graduation: Reception prior to Council meeting followed by the recognition of graduations at the City Council Meeting

It is the goal of the program to educate citizens about their local government and hopefully develop and cultivate new community leaders and to help move those new leaders into volunteer positions within the community. Department Directors, City Manager and the Assistant to City Manager will help organize and deliver the curriculum. The cost of the CAP should be minimal and will likely include light refreshments for the participants, copying costs, certificates for the graduates and a bus for touring of sites.

### **RECOMMENDATION**

Staff is seeking Council feedback on the potential creation of a Shoreview Citizens Academy Program. It is suggested by staff that a mock CAP be held in the spring of 2012 for employees to help evaluate the program and materials. The CAP would be open to Shoreview residents and business owners in the fall of 2012. In the future, staff would like to host the CAP each Spring.

## **Shoreview Citizens Academy Program**

The City of Shoreview will host a Citizens Academy Program (CAP) in the 2012 Spring. The purpose of the program is to improve understanding, communication and cooperation between local government and those it serves. The goal of each session is to provide a “toolbox” of information to help citizens and business owners navigate the complex system of government operations and services.

The program is designed to provide an overview of city government, keeping in mind that providing minute detail is impossible within the established two-hour time constraints. Interested participants should be willing to become acquainted with the city and its programs and services, learning about the policies and procedures of city government, meeting new people or finding ways to volunteer within the City or community. Participants will likely represent a cross-section of the community – new and life-long residents, business owners and civic group leaders whom share an interest in becoming better informed about how a city operates.

Specifically, the goals of CAP are to provide individuals with a better understanding of the city’s services, the form of government and the challenges local governments face. The program will help teach and cultivate new community leaders and hopefully get them to volunteer on City committees/commissions and other positions within the community or become a community booster.

Interested participants will submit an application and be selected on a first-come, first-served basis. Class size will be limited to 20 participants. When class capacity has been met, the excess applications will be carried over to the next academy.

There is no cost to individuals to attend the sessions, but the city strongly encourages participants to commit the time to attend each program. The program will consist of 6 evening meetings, which will include lecture, question and answer sessions, interactive participation and potentially tour site visits. Light refreshments will be provided.

## Shoreview Citizens Academy Program Curriculum

### **Week One: The Big Picture**

#### **Location: City Council Chambers**

City Manager, Finance Director and staff

- Course outline is reviewed
- Participants are given 1 minute each to tell where they are from, why they enrolled and one memorable bit of information about themselves
- Major City Projects
- List of Responsibilities for Administrative Department
- City Manager will discuss brief history of Shoreview, form of government and the role of Council
- Major Finance Department Projects
- List of Finance Department Responsibilities
- Finance Director will discuss tax assessment, debt and borrowing and financial accounting and auditing

### **Week Two: Parks and Recreation**

#### **Location: City Council Chambers**

City Manager, Community Center Manager and Parks and Recreation Manager

- Overview of Parks
- Major Parks and Recreation Projects
- Role of Advisory committees/commissions
- List of Parks and Recreation Department Responsibilities
- Parks and Recreation Operation
- Community Center Operation

### **Week Three: Public Safety**

#### **Location: City Council Chambers with a tour of Fire Station and Ramsey County Sheriff's Department**

Fire Chief and City Manager

- Contractual Services vs. City Services (Responsibilities and Administrative Fines)
- Major Lake Johanna Fire Department Projects
- Fire Equipment Exhibits
- Emergency Operations Plan
- Major Ramsey County Sheriff's Department Projects
- Police Operations

**Week Four: Infrastructure – Public Works (Water, Sewer, Garbage, Streets, Utilities, Sidewalks and Recycling)**

**Location: Maintenance Center**

Public Works Director

- Major Public Works Projects
- List of Public Works Department Responsibilities
- Water and wastewater operations
- Garbage and Recycling
- Environmental Services
- Tour of Maintenance Center
- City-owned streets
- Street Projects (CIP)
- Trails

**Week Five: Community Development**

**Location: Council Chambers with Tour of Major Development**

Community Development Director/Assistant City Manager, City Planner

- List of Community Development Department Responsibilities
- Mock Planning Commission Meeting
- Comprehensive Planning
- Land Use
- Major Community Development and Redevelopment Projects
- Code Enforcement
- Variances/Zoning Ordinance and Amendments
- EDA

**Week Six: Graduation**

**Location: City Council Chambers**

**\*Date change to Monday Night before Council Meeting**

- Meet the Council
- Questions and Answers
- Program Evaluation
- Graduation during City Council Meeting