**City Of Ocean Shores**

**Citizen’s Academy**

**Course Schedule and Department Overviews 2023**

**10:00am – noon**

**March 17- Welcome – Course Overview**

**Jon Martin - Mayor**

As the Chief Executive and Administrator officer of the City, the Mayor is in

charge of the day-to-day operation of the city, including the supervision, hiring,

and firing of all appointed officers and employees, subject to civil laws. The

Mayor also carries out the policies set by the council, seeing that local laws are

enforced.

The mayor also has the authority to:

1. Enforce contracts.

2. Bring lawsuits, with Council approval.

3. Preside over Council meetings, exercise tie-breaking authority on some council votes, and exercise right of veto on ordinances.

4. Call special meetings of the Council.

5. Prepare a proposed budget.

6. Report to the Council on the financial and other affairs and needs of the City.

7. Perform as ceremonial head of the City.

8. Approve or disapprove all official bonds and contractor's bonds.

9. Work with legislation

10. Community outreach

**Scott Andersen- City Administrator**

As City Administrator, I supervise the daily administrative affairs of the City of Ocean Shores and oversee the city’s numerous departments. The City Administrator represents the City in interactions with state and government agencies, local businesses, non-profit civic institutions and of course, our citizens. The City Administrator is responsible for carrying-out the requirements of local municipal ordinances, ensuring compliance with state and federal regulations, and oversees the City’s insurance obligations in cooperation the Mayor and the Office of the City Attorney.

**City Clerk – Sara Logan**

The City Clerk's Department provides a variety of services that support the City Council, City Departments, and City residents.

The City Clerk is responsible for management of the City's official records, public disclosure, City Council support, legal noticing, electronic records access and donations.

Services Provided

Agendas and minutes

Coordinate appointments to advisory boards, committees, and commissions

Claims for Damages

Legal notices

Maintaining inter-local agreements, policies and contracts

Ordinances and Resolutions

Ocean Shores Municipal Code

Public Records Officer

Records Management and Records Retention

Website and Social Media

**March 24 Neccie Logan- Chief of Police**

Police/ Code Enforcement/Animal Control will present what officers have to go through when someone calls for assistance, and what is the difference between situations they can take action on and situations they can’t. Also, co-present with the fire chief, the current situation the Emergency Dispatch Center (E911) is in and how it will affect the community and response times.

 **Mike Thuirer- Fire Chief**

Ocean Shores Fire Department will present the structure of the fire

department, staffing levels, and the difference in medical service (ALS) Advanced Life Support vs (BLS) Basic Life Support. Learn how these services effect response to 911 emergencies. Also, volunteer requirements and the training required to become a volunteer for the fire department.

**March 31 No Class**

**April 7 Roy Simmons – Building Official**

Permits and inspections discussions. The importance of the Building Department and how it relates to public safety. I will discuss what things require permits. The process for submittal, plan review and inspections.

 **Marshall Read – City Planner**

Learn about the four basic codes the Planning Department is responsible

to enforce. Title 17 of the OSMC, Title 19, the Shoreline Master Program, Critical Areas Regulations Appendix to the SMP.

**April 14 Kim Ward – Court Administrator**

Learn the basic functions of the court and the difference between a Municipal court and a Superior court. Learn the process from the issuance of a citation to Judgment, or Plea and Sentence.

**Keitha Owen – Library Director**

Learn about the three independent boards that support the library.

The library webpage and Libby have much to offer, learn how to access that information.

**April 21 Kristin Meta Jones – Human Resources Director**

Implements and manages labor relations, training, negotiating CBA’s for the Cities Union positions and a wide array of other activities.

 **George Lee – General Manager Convention Center**

We will go over the client contract process. We will also go over the steps

that have to be completed before we add a group to our website. We will also discuss the public events calendar vs the private event calendar.

**April 28 Scott Andersen – Public Works Director**

As Public Works Director, I review and approve major service contracts,

capital equipment purchases, and personnel decisions within Public Works.

**May 5 Sarah Bisson- Grant Coordinator**

Learn about the City’s grant process, what drives the search for funding and what governs funding.

 **Angie Folkers- Finance Director**

For the Finance Department you will learn about three of the city’s

essential functions: biennial budgets, monthly and annual financial reporting, and audits.

**May 12 Reception – Mayor Jon Martin, City Administrator Scott Andersen**