

## **UPON COMPLETION OF THE ACADEMY**

Participants who complete the ACADEMY will attend a reception, receive a graduation certificate, and be recognized by the San Mateo City Council.

## **THE INSTRUCTORS**

City staff will instruct ACADEMY sessions. City Council members will also participate in the ACADEMY. Participants will learn from and interact with department heads, such as the Chief of Police, Fire Chief, City Manager, and other City staff.

## **MEETING DATES and TIMES**

The ACADEMY will begin on Wednesday, September 1 and continue Wednesday nights through November 17.

Most ACADEMY meetings will be held Wednesday evenings from 6:00 p.m. to 9:00 p.m. with one Saturday session from 8:00 a.m. to 12 noon. Some hours and days may vary from this schedule.

The ACADEMY will be held at several different City facilities throughout the course of the program. A meeting schedule and materials will be supplied to participants at the first meeting.

## **WHERE CAN I GET MORE INFORMATION?**

For more information on the Fall 2010 City Services Academy, please call Laurie in the City Manager's Office at 522-7000, or Vicki in Parks and Recreation at 522-7419.

**San Mateo City Services Academy  
c/o Office of the City Manager  
330 West 20<sup>th</sup> Avenue  
San Mateo, CA 94403**

## **CITY DEPARTMENTS INVOLVED**

- ◆ *City Attorney*
- ◆ *City Clerk*
- ◆ *City Council*
- ◆ *City Manager*
- ◆ *Community Development*
- ◆ *Finance*
- ◆ *Fire*
- ◆ *Human Resources*
- ◆ *Information Technology*
- ◆ *Library*
- ◆ *Parks and Recreation*
- ◆ *Police*
- ◆ *Public Works*

# **City of San Mateo -Fall 2010-**

## **City Services Academy**



**An Intensive Academy**

**For Interested People**

**Who Live or Work in**

**The City of San Mateo**

*If you work or reside in the City of San Mateo and would like to learn more about your municipal government, we have a special opportunity for you!*

## **THE CITY OF SAN MATEO CITY SERVICES ACADEMY**

The CITY SERVICES ACADEMY is a comprehensive hands-on learning experience that gives participants an opportunity to interact with City staff and learn about the challenges facing municipal government today.

Interactive activities will give ACADEMY participants a better understanding of the evolving principles of San Mateo's Council/City Manager form of government:

- ◆ Cutting red tape
- ◆ Better customer service
- ◆ Creativity
- ◆ Shared decision making with community groups
- ◆ Increased connectivity with other government agencies

### **PURPOSE OF THE ACADEMY**

The ACADEMY is designed to provide those who work or live in the City with an opportunity to learn firsthand how the City of San Mateo is managed and operated.

Taught by City staff, the ACADEMY will provide an interactive learning experience in which the instructors and students can learn from each other through case studies, site tours, class discussions, and hands-on experience. Participants will learn about challenges that the City is facing and investigate how creative management and budgetary solutions have been used to address these challenges.

Academy participants will interact with department heads and City Council members to learn how new programs or ideas are implemented. City staff will discuss project challenges, budget and resource limitations, and how City Council policy decisions are implemented by staff in the community. Day-to-day operations will also be explored.

### **WHO CAN PARTICIPATE?**

The ACADEMY is open to anyone eighteen or older, who works or resides in the city of San Mateo, and has an interest in City government. Participants must be willing to devote one night per week (plus one Saturday morning), for 12 weeks, in an interactive instructional setting.

### **COST**

The ACADEMY is free to all participants.

### **APPLICATION PROCESS**

To receive an application by mail or fax, please call 522-7000 or 522-7419.

(Applications are due by August 23, 2010)

Return your completed application to:

San Mateo City Services Academy  
c/o Office of the City Manager  
330 West 20<sup>th</sup> Avenue  
San Mateo, CA 94403

### **SELECTION PROCESS**

To ensure the quality of instruction and interaction with participants, the ACADEMY class size is limited. Applications will be reviewed with the intent of creating a diverse representation of the City's community. Those not selected for the current ACADEMY will be considered for subsequent academies.