

## APPENDIX A – CITY OVERVIEW

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### FORM OF GOVERNMENT

Shoreview is a statutory city that operates under the Plan B council/manager form of government. This means that all policy and legislative decisions are the responsibility of the city council. The city council delegates administrative responsibilities to a city manager.

Shoreview residents are represented by one mayor and four city council members. They each have one vote apiece.

### CITY COUNCIL

The city council is the governing body of the city. It has the following powers and responsibilities:

- Appoints the city manager
- Legislates and sets policy for the city
- Establishes and approves budget, tax levy, and capital improvement program
- Reviews and approves development projects
- Adopts ordinances and land use regulations
- Appoints committee and commission members
- Develops multi-year goals
- Participates in intergovernmental relations

City council members are elected “at large” and serve four-year staggered terms. The mayor is elected for a two-year term. Elections take place in November of even numbered years.

### CITY MANAGER AND DEPARTMENTS

The city manager is responsible for the day-to-day management of the city. The city council and citizens rely on them to provide unbiased and objective information while presenting both sides of an issue and possible long-term consequences. The city manager supervises the organization through department directors. The city has five departments:

- Administration
- Community development
- Finance
- Parks and recreation



- Public works

The city contracts with Ramsey County Sheriff's Department for its police services and Lake Johanna Fire Department for its fire service.

## STAFF

City staff, under the direction of the city manager, are responsible for:

- Carrying out the policies and actions of the city council.
- Implementing programs and services set out in the budget and council goals.

The city manager and city attorney are appointed by the city council. Department heads and staff members are hired by and report to the city manager.

Advisory groups work closely with staff liaisons. However, they do not have the authority to supervise or direct the work of staff. Special assignments to staff are made through the city manager.

## COMMISSIONS

Commissions are created by city ordinance to provide ongoing input on major policy areas. Their responsibilities are advisory and include:

- Providing recommendations to the city council and staff regarding special program areas.
- Identifying issues that should be addressed by the city council or staff.
- Providing education and awareness opportunities for residents on policy issues and concerns.

## COMMITTEES

Committees are created to provide input in specific areas. Their responsibilities are advisory and include:

- Providing recommendations to the city council, commissions, and staff regarding special program areas.
- Identifying issues that should be addressed by the city council, commissions, or staff.
- Providing education and awareness opportunities for residents on issues and concerns.

