





UF/Brevard Extension Service

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Inter-Office Memo

TO: Frank Abbate, County Manager

THRU: Jim Liesenfelt, Assistant County Manager 

FROM: Elizabeth Shephard, County Extension Director 

SUBJ: CEER# 2024009 - Expand Class Size for 2024 County Citizens Academy

DATE: April 1, 2024

CEER# 2024009 was received by the County from Kristin Lortie.

Citizen Statement:

This year I took the County Citizens Academy. It was an excellent program introducing attendees to numerous county departments and department heads. It's a valuable opportunity to let citizens know more about all the great work the county does on behalf of residents and to get to know our local department heads.

The class size was relatively small and there was some attrition. The spots that were available were over half filled with county staff and there were lots of empty seats in the large meeting space that could have been used for additional resident attendance.

Citizen Recommendation:

Please expand class size to allow more residents to participate. Given attrition and the large classroom size extra spaces should be allowed for residents. Once the limit has been reached instead of closing enrollment a back up list could be created in case people do not show up so that these people can be contacted early on in the course.

The benefits of allowing more participation are that more residents would become knowledgeable about county services and can become ambassadors for the same to other residents. This costs no money and helps the county deliver the programming more efficiently. Greater participation may reduce unnecessary staff time helping residents get familiar with county offerings and programs, and to better understand where our local tax dollars are going.

Staff Analysis:

The 2023 Citizen's Academy class did not fill, nor was the class closed to additional participants. Additional attendees were welcome to join in any class. Classes are promoted through press releases and social media.

In the event a class exceeds capacity limits, the procedure is to have a waiting list and add people in as soon as openings occur. Since Extension started hosting this event, no one has been denied the opportunity to participate. We have always been able to make space for anyone wanting to participate.

The 2024 class began on February 8, 2024. We have always been able, and will continue, to make space available to those who would like to participate.

Staff Recommended Action:

It is recommended that CEER# 2024009 be rejected by the Board of County Commissioners, as class sizes are not limited.

Recommendation Details

Contact Information

Full Name: Kristin Lortie **Email Address:** kristin.lortie@gmail.com
Mailing Address: 5524 Brilliance Circle
Cocoa fl 32926 **Alt Email Address:**
Phone Number 720-935-8780

Group/Organization

N/A

Recommendation Information

Recommendation Title: Expand Class Size for 2024 County Citizens Academy
Areas Affected: Citizens Academy

Department:

COUNTY MANAGERS OFFICE

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Problem Description:

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Recommendation Description

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Attachments

There are no attachments for this recommendation.

Administrative Action

Evaluation

Recommendation Timeline

| User | Status | Date | Remarks |
|-----------------|------------------------|--------------|------------------------------------------------------------|
| CEER WebUser | Citizen Submitted | Dec 15, 2023 | |
| Karen Conde | Department Assigned | Dec 20, 2023 | UF/BREVARD COUNTY EXTENSION SERVICES OFFICE Assigned |

Awaiting action from department director