

# Buda Citizens Academy

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- Eligibility:
  - Residents of the City of Buda
  - Registered Voter
  - Age: 18 or older
- Class Size:
  - 20 Students Maximum
  - 10 Students Minimum to have classes
- Venue:
  - Council Chambers unless otherwise specified
  - Department Conference Rooms or facility if possible
- Time:
  - 6:30 PM – 8:30 PM (unless otherwise specified) with a 10 minute brake
- Duration:
  - 12 Weeks
    - City Manager and City Departments (some departments are combined into one class)
    - Fire Department
    - Wrap-up and Graduation Reception
- Meals:
  - Snacks & drinks
- Training Materials:
  - Each department responsible for handouts for class
  - PowerPoint Presentations
  - No confidential/sensitive materials
- Advertising:
  - City Website
  - Utility Bills
  - Email blast to people on “Notify Me” database
  - Chamber Newsletter
  - LED Sign
  - Social Media (Facebook & Tweeter)

- Curriculum:
  - Each department will prepare and present a class explaining their departmental functions and responsibilities. Class must include handouts for the students to have as reference.
  - Activities – involve participants
  - Class should include a Q & A session
  - A tour of the city's facilities and parks – depending on the number of participants, we could use the senior van on a Saturday.
- Graduation:
  - Participants must attend a minimum of 10 classes and at least 1 Council Meeting to graduate.
  - Student must attend a board, commission, or council meeting to replace one of the missed classes
  - Graduation Banquet (Attended by Mayor and Council Members, staff)
    - Cake, punch and fruit.
  - Certificates signed by Mayor and City Manager
    - Will design and print in-house
    - Framed or in certificate holder

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- Budget:
  - Snacks & drinks                    \$200
  - Graduation Reception                \$500
  - Printing & Supplies                 \$300
    - Flyers (to be included in utility bills)
    - Class Rules & Schedule
    - Evaluation Sheets
    - Graduation Certificates & frames
    - Pads and pens

# Schedule

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## 1<sup>st</sup> Session – September 12<sup>th</sup>, 2013

- Orientation
- Welcome and presentation by City Manager
- Introduction of Council Members
- Goals and Objectives for the City of Buda
- Tour of City Hall

## 2<sup>nd</sup> Session – September 19<sup>th</sup>, 2013

- Finance Department & Municipal Court
  - Budget process
  - Utilities
  - Taxes and what they pay for – where does the money go?
  - Court fees

## 3<sup>rd</sup> Session – September 26<sup>th</sup>, 2013 6:30 PM at Parks and Recreation Stagecoach House

- Parks & Recreation
  - Usage permits
  - Special Events
  - Park Maintenance
  - Parks Commission
  - Parks Tour

## 4<sup>th</sup> Session - October 3<sup>rd</sup>, 2013 6:30 PM at Buda Library

- Library
  - Library Cards
  - Activities
  - Services
  - Long term plans
  - Library Commission
  - Library Tour

5<sup>th</sup> Session – October 10<sup>th</sup>, 2013

- Planning & Engineering
  - The Permitting & Land Development Process
  - CIP
  - Code Enforcement
  - Commissions and Boards
  - Long Range Planning (Comprehensive, Transportation, etc.)
  - Annexations & growth management

6<sup>th</sup> Session – October 17<sup>th</sup>, 2013

- City Secretary and Human Resources
  - Elections
  - Open Records Requests
  - Archives
  - Alcohol and Sales Permits
  - Hiring Process
  - Employee Relations

7<sup>th</sup> Session – October 24<sup>th</sup>, 2013

- Police Department
  - Public Safety
  - Animal Control
  - Traffic
  - Tour of Police Department

8<sup>th</sup> Session – Saturday, November 2<sup>nd</sup>, 2013 9:00 AM at Public Works Facility

- Public Works
  - Water Issues
  - Wastewater
  - Maintenance: Streets, utilities, grounds
  - Emergency Management
  - Tour of facility and Wastewater Plant

9<sup>th</sup> Session – November 7<sup>th</sup>, 2013 6:30 PM at Buda Fire Station

- Fire Department
  - Public Safety
  - Tour of station

10<sup>th</sup> Session - November 14<sup>th</sup> 6:30 PM at Stagecoach House

- Tourism & EDC
  - Community Services
  - Public Relations
  - Promotions
  - Development Plans

11<sup>th</sup> Session – Saturday, November 16<sup>th</sup> 9:00 AM – 12:00 PM

- Public Safety

12<sup>th</sup> Session - November 21<sup>st</sup>, 2013

- Wrap-up & Graduation
  - Q& A - subjects students want more information on
  - Course evaluation – feedback from students on what worked & what did not
  - Presentation of Certificates
  - Reception (Cake, punch, fruit tray)



# Citizens Academy

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The City of Buda invites you to register and participate in its first Citizens Academy. This is your opportunity to get to know how your city government works.

This is a 12 week program starting on Thursday, September 12<sup>th</sup>, at City Hall from 6:30 PM to 8:30 PM in the evening. A different department will present each week, giving you an inside look at how they work, what services they provide to the citizens of Buda, and how they are funded. At the end of the course, you will receive a certificate of completion during our Graduation Ceremony on November 21, 2013.

We need a minimum of 10 citizens to register in order to have the classes, so come join us and learn about your city and have some fun too.

The following is a sample of the subjects and activities that will be included:

- Meet the Mayor, Council Members and the City Manager
- Planning and Engineering: growth management, Capital Improvement Projects, Historic Preservation
- Learn about the different boards and commission you can join
- Parks and Recreation special events, recreation facilities, park tours and rules and regulations
- What you can find and learn at the Buda Public Library
- How does the city keep you and your loved ones safe
- Fire and EMS Services
- Emergency Management
- Where does the money come from? Where does the money go?
- What are we doing to help our city grow without losing our small town feeling

**COME JOIN THE FUN AND FIND OUT WHY YOU CAN**

