



## **CITIZENS ACADEMY PROGRAM**

### **Become an Aberdeen Ambassador**

Beginning on October 11, 2016, the Town of Aberdeen will host its tenth annual Citizens Academy Program (CAP). The purpose of the program is to improve understanding, communication, and cooperation between local government and those it serves. The sessions will provide a “toolbox” of information to help citizens navigate the complex system of government operations and services. The program is designed to provide an overview of town government, keeping in mind that providing minute detail is impossible within the established two-hour time constraints. Citizens will be interested in attending for many reasons including an expectation to become better acquainted with the town and its programs and services, learning about the policies and procedures of town government, meeting new people, or finding ways to volunteer in the community. Participants may be representatives from a cross-section of citizens - New and life-long residents; professionals, homemakers, business owners, retirees, civic group leaders, and high school students - all of whom share an interest in becoming better informed about how a town operates.

Specifically, the goals of the Academy are to provide individuals with a better understanding of the town’s municipal services, the council-manager form of government, and the challenges local governments face. The program will help teach and cultivate new community leaders and to help move those new leaders into important positions within the community. The curriculum enables participants to develop leadership capabilities and build strong relationships, and encourage citizen involvement to effect positive change in the community.

Interested participants will submit an application and be selected on a first-come, first-served basis. Class size will be limited to 15 participants. When class capacity has been met, the excess applications are carried over to the next academy. Applications request the standard information, such as name, address, phone number, e-mail address, and employer name and address, but they also ask for the applicant’s birthplace, length of time living in Aberdeen and Moore County, interests and accomplishments, and expectations from the program.

There is no cost to individuals who attend the sessions, but the Town strongly encourages participants to commit the time to attend each program. The sessions begin on Tuesday, October 11, 2016 and will be held each following Tuesday evening from 5:30 to 7:30 p.m. for a total of seven (7) weeks at various town locations. Site visits will include trips to the public works, police, and fire departments, and parks and recreational areas. Since many participants will arrive directly from work without eating, a light dinner will also be provided each week.

**APPLICATION**

**Civics 101 - Aberdeen Citizens Academy  
October - November 2015 Class**

The Town of Aberdeen’s Citizens Academy Program (CAP) is a unique opportunity for citizens to learn about Aberdeen Municipal Government in order to foster a better understanding and working relationship between the two. The Citizens Academy requires a time commitment of one evening each week from 5:30 p.m. to 7:30 p.m. for seven (7) weeks. Participants will be selected in a first-come, first-served basis. The class may be limited to 15 participants.

Full Name: Mr./Mrs./Ms. \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Employer Name & Address \_\_\_\_\_

Birth Place \_\_\_\_\_ Years Living in Aberdeen \_\_\_\_\_

Personal History - Please tell us about yourself, i.e. interest, accomplishments, community involvement, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a member (or past member) of any Town Advisory Board? \_\_\_ No \_\_\_ Yes If “yes”, which board(s)? \_\_\_\_\_

Years of Service \_\_\_\_\_

Please list any civic, professional, business, religious, social, or other organizations in which you are a member. If new to Aberdeen, you may include activities in your prior location.

<u>Organization</u>	<u>Years as Member</u>	<u>Position Held</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Briefly discuss what you hope to learn as a participant in the Citizens Academy Program and how you anticipate using the information:

\_\_\_\_\_  
\_\_\_\_\_

Are you planning to attend all sessions? \_\_\_ Yes \_\_\_ No If no, please explain:

Do you have any food allergies? \_\_\_ Yes \_\_\_ No If so, please explain:

\_\_\_\_\_

Please return to: Jamie Dockery  
Town of Aberdeen  
P.O. Box 785  
Aberdeen, NC 28315

Phone: (910) 944-4509

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CITIZENS ACADEMY PROGRAM Course Syllabus

### Week One: Tuesday, October 11, 2016

- \* **Subject:** “The Big Picture” (Orientation Night)
- \* **Location:** Town Hall
- \* Manager, Clerk and Staff greet class; course outline is reviewed, general information about the town is provided, and housekeeping rules are discussed. Participants are given one minute in which to state their name and tell where they are from, why they enrolled, and one memorable bit of information about themselves (e.g., Olympic swimmer, teacher of the year). Introduce Department Heads.
- \* **Speakers:** Town Manager, HR Director/Town Clerk and all Department Heads
- \* **Topics:** Review Municipal Quiz, Aberdeen History, Council-Manager Form of Government, Council of Government, North Carolina League of Municipalities, Role of Advisory Boards, Functions of Various Departments (including Town Attorney), Open Meetings Law, Record Keeping, Employment Process for the Town, Website, and local TV Station.

### Week Two: Tuesday, October 18, 2016

- \* **Subject:** “Planning & Zoning”
- \* **Location:** Town Hall
- \* **Speakers:** Planning Director, Planner, and Town Manager
- \* **Topics:** Land Use Plan, Planning Board duties/responsibilities, zoning/building permits, sign ordinance/permit, code enforcement, Board of Adjustment/variances/zoning ordinance amendments, etc.

### Week Three: Tuesday, October 25, 2016

- \* **Subject:** Police Department
- \* **Location:** Police Station
- \* **Speakers:** Police Chief, Deputy Chiefs, Captains, Patrol Officers, Town Manager
- \* **Topics:** Police operations (Drug Prevention, Special Response Team).

### Week Four: Tuesday, November 1, 2016

- \* **Subject:** “HELP!!!” Who Should I Call?
- \* **Location:** Aberdeen Fire Department
- \* **Speakers:** Fire Chief, Deputy Chiefs, Town Manager
- \* **Special Events:** Fire Equipment Exhibits (including vehicles)
- \* **Topics:** Emergency Operations Plan, Development/Recruitment, Fire operations.

### Week Five: Tuesday, November 8, 2016

- \* **Subject:** Finance and Purchasing
- \* **Location:** Town Hall
- \* **Speakers:** Finance Officer, Purchasing Agent, Town Manager
- \* **Topics:** Tax Assessment, Revaluation, Budget Preparation Calendar, Revenues/Expenses (fund collection and distribution), Debt Service and Financing, Capital Improvement Plan, Grant Funding.



## CITIZENS ACADEMY PROGRAM

Week Six: Tuesday, November 15, 2016

- \* **Subject: Parks and Recreation**
- \* **Location: Aberdeen Recreation Station**
- \* **Speakers:** Parks and Recreation Director and Staff
- \* **Topics:** Overview of Parks (Lake Park, Sharpe Park, Colonial Heights, Ray's Mill Pond, and Berkley Park), Parks and Recreation Operations (budget, personnel, programs), Sardine Festival, Lake Park Master Plan.

Week Seven: Tuesday, November 22, 2016

- \* **Subject: Infrastructure - Public Works (Water, Sewer, Garbage, Streets, Sidewalks, Recycling)**
- \* **Location: Public Works Garage**
- \* **Speakers:** Public Works Director, Assistant Public Works Director, Town Manager
- \* **Topics:** Water and wastewater operations, recent water/sewer line extension projects, water tank maintenance program (Utility Services, Inc.), sewer jet exhibit/operation, sewer camera exhibit, garbage collection issues (routes, solid waste ordinance, inclement weather, bulky items), leaf/limb pick-up, Powell Bill, list town-owned streets, street paving projects/procedures, NCDOT relations, sidewalk extension policy, street light policy, debris management plan, water shortage/drought preparation.

**Graduation: November 28, 2015 (Monday) Town Board Meeting**

**\*Location: Town Hall - Monthly Board Meeting at 6:00 p.m.**