



TOWN OF MELBOURNE BEACH

TOWN COMMISSION WORKSHOP

AUGUST 7, 2024

AGENDA PACKET

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Town of Melbourne Beach

PUBLIC NOTICE

AGENDA

TOWN COMMISSION WORKSHOP

WEDNESDAY, AUGUST 7, 2024 at 6:00 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

Commission Members:

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker
Commissioner Adam Meyer

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Amber Brown

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so. In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance and Moment of Silence

IV. New Business

- A. Discussion on creating a municipal citizens academy – Mayor Alison Dennington
- B. Discussion on creating a Citizen Advisory Board – Mayor Alison Dennington

V. Public Comment

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda. Please remember to sign the sign-in sheet provided if you will be speaking at the meeting.

VI. Adjournment

Citizens Advisory Board Creation

Section: New Business

Meeting Date: Regular Town Commission Meeting, to be held Wednesday, March 20, 2024

Submitted by/From: Mayor, Alison Dennington

Topic/Subject: The creation of a Citizens Advisory Board (CAC)

Further Detail and Mayor Dennington's Proposed Outline and Options for the Creation of Such a Board:

I would like to propose the creation of new advisory board, to be called the Citizens Advisory Board. This Board would function like other volunteers boards. There are a number of cities and towns, large and small in Florida and elsewhere that have various types of Citizens Advisory Boards. The Town of Melbourne Beach has several boards including the BOA, and the Planning and Zoning Board, as well as the Parks Board and 2 History Boards. These boards are helpful in many ways, including providing citizens and residents a chance to be involved in various phases of planning and discussion on various issues related to the nature of the Board itself, and are also additional means of getting the public engaged and disseminating information about the potential future changes in Town, and these boards are also cost effective in many ways. There are numerous benefits and very few if any downsides to the creation of such a board.

Proposed Potential Structure, Size, Districts, Quorum, Number of Minimum Meetings, and General Purpose and Mission of the Board

Overall Size and Established, Distinct Geographical District for each Seat (to be determined)

I am proposing the creation of a Voluntary Citizen Advisory Board with at least 9 and up to a maximum of 15 members, and that the seats be restricted by designated districts, which taken together, encompass all the areas of the Town.

I would propose that these spots on the Board be determined based on a yet to be determined delineation of specific districts/areas. For example, you would not be able to have 2 or 3 seats held by someone on the same street or in the very close area, but rather areas would be determined and there would be 1 seat for each of those areas so that the Town as a whole is fairly represented on the board, or at close as is possible.

Even though the Town is small and none of the other boards in Town, nor the Town Commission itself is by "district" - I do propose a "district" type manner of seats for this board. There are many issues in town that affect all of the residents to a certain extent, however, there are in various areas of Town certain issues which affect one area more than another, and/or to a greater extent, by virtue of their location. For example, some of the issues that might affect those who live along Riverside or Oak Street, are different than those who live along the interior streets. Likewise, there are issues which may differ in the Tree Streets from those in the North End of Town; and there are issues that affect those who live close to Ocean Ave, or that border Ocean Ave, and these issues may be different from the things that affect those along Pine Street, or along the further areas farther away from the Central/Commercial areas. Thus, I propose a Citizens Advisory Board that has enough seats to account for enough "particular" areas, and yet that is not so small nor so large as to be ineffectual. I do think that 9 is a minimum number for a couple of reasons. First, if the board is too small some areas will feel left out, and the concentration in a smaller number of people will be or could be unjust, or result in a failure of the purpose of the Board. I think anything over 13 or 15 would be too large. The board probably needs an odd number for voting purposes.

Quorum

I would propose a much smaller number be required to meet the "quorum" requirements, so that people will be willing to volunteer and there will be enough persons who will likely attend each meeting in order to have a meeting and make advisory opinions and recommendations. Therefore, I would propose that if the Board has 9 members, then 5 are required for a quorum; or if there are 11-15 members then there must be at least 7 members present for a quorum. It is also possible that there could be an additional non-voting, or voting member, that could be drawn from a Commercial Business interest located in the Town. That is for the TC to decide and I take no position, but that is an option for consideration in order to also include their thoughts, opinions, expertise as to matters that come up and as part of the Advisory deliberative process.

Requirements, Terms and Number of Meetings

I would propose terms of 1-2 years, or 2 years for all at the outset, to be decided by application and appointment to the Town Commission in accordance with all other provisions and requirements in line with our town charter and code as is done for all of the Town's other boards. We could add additional requirements for application and appointment to this board, which can be discussed. For example, we could require that anyone seeking appointment to the board for their District must in addition get the signature of a certain number of residents within their district. I do not think that this signature requirement should be too onerous,

however, but having such a requirement or something similar, such as a certain established number of support letters, or something similar would ensure that the person is interested in the position enough to reach out to those in their district and that those in that particular district from which they come are supported by at least a certain number of residents therein.

Minimum of 4-6 times per year, or more as needed or desired on a case by case basis.

I would propose that this CAC board be required to meet at least 4 to 6 times per year, rather than every month. However, I would propose that they can if they choose to have monthly meetings. I would propose that their mission is to public vet and discuss "hot bottom" issues as they come up. For example, if the Town Management is aware that an issue is likely to be a hot button issue, or might be, they can voluntarily submit the issue to the CAC for a public meeting which will allow a greater chance at public discussion and debate at the CAC meeting, and which will benefit all in the Town as well as the Town Commission. Thereafter, the CAC can write a short report and recommendation as to the public discussions that take place and whether there is overwhelming support for one issue or another, or not, or whether additional ideas and options are discovered, and at the very least this will be an additional opportunity for various persons to discuss and raise pros and cons, and other considerations and concerns about important topic which can be detailed in a report to the Town Commission at the next meeting.

Advisory Only, with Written Reporting and Recommendations

The CAC will be advisory only will not have any final decision-making authority, and it will prepare its own Agenda, Packets, and Meeting Minutes which will be published by the Town Clerk just as all the other Volunteer Boards do, and the CAC will also when requested or when they deem it advisable, will prepare in addition Summaries on specific issues and/or reports and recommendation on specific issues that are vetted and discussed at those board meetings. Those will then be presented to the Commission, or sent to the Clerk as a report which will be included in the Town Commission packets. The Town Commission and citizens will then be able to have a second opportunity to discuss and debate those issues. This may seem duplicative, but in fact, I believe that the extra time is in fact useful in the sense of making sure the residents are included in the process and have additional opportunity and time to learn and discuss important matters. Further, I believe there is in fact the possibility that this process will in fact shorten some of the Town Commission meetings, and thus SAVE staff time and money.

Because of the State and Town laws and policy of Open Government and Sunshine, the Town Commission meetings are the only time the Town Commissioners are allowed to discuss Town issue and matters, and at those

meetings there is often a great deal of things that must be reviewed and discussed, and not all of that is necessarily interesting to residents. Yet when there is an issue of interest, and when residents do attend Town Commission meetings, they do often have to wait a while until that issue comes up.

Shorter Town Commission Meetings, Fiscally Cheaper, but with Greater Opportunity and More Time for Public Participation

Town residents might prefer to go a shorter, more specific, and (less contentious) public CAC meeting where a particular topic of interest is to be discussed and to make their opinions known there, and hopefully trust that the CAC will report those various viewpoints back to the Town Commission. This might result in shorter and more peaceful discussions at Town meetings, and might make those meetings not as long, which in turn, saves the Town money on Staff and legal time. Further, these boards cost very little for the Town. The Town need only publish the agendas, meetings, packets, and minutes - all of which are prepared by volunteers and simply posted online by the Clerk. And the minutes of these meetings and reports are also prepared by the Boards themselves and not the Clerk, thus it will not place any additional strain or requirements on the Town Clerk or front office. The only other issue is scheduling a time and place each month for the meetings, but there are many places and time where this could be done, such as at the Community Building which is not in use many nights throughout the month, as well as the Masney room, etc.

Sub-Groups or Workshop Committees on Discrete Topics that need or desire to meet on specific issues, or long-term issues

Finally, I would also propose the authority for this board to create sub-groups/issue committees as needed. For example, the issue of Short Term Rentals is an important issue for some residents but may not be for others. Thus, I would propose the authority for the Board to determine and designate sub-committees for research and workshops on particular issues which would need to be public meetings, but which would not require the full board.

Conclusions and Benefits:

A CAC as proposed above has the potential for:

Cost and time Savings

Greater Information Dissemination and Resident Inclusion in Important Discussions about Potential Decisions and/or Changes

Additional Vetting of issues by those who it will impact in a fair, open, transparent way.

A means of promoting more communication and harmony and staying ahead of issues and concern. A means conducting surveys on future ideas and yearly

Vision Planning

A means of promoting greater interest and access to Town Government and volunteering that may encourage more citizens to run for Town Commission office if they gain some knowledge and experience and enjoy the process.

Recommendation:

Vote to instruct the Town Attorney to draft a Resolution and/or Ordinance (if required) for the Creation of a Citizens Advisory Board upon general guidelines as will be discussed at the March 20, 2023, and thereafter, for the Town Attorney consult with Management, and with the Town Commission as needed at future meetings to revise the same, and eventually prepare a final version for passage in accordance with statutes and local law for notice, publication, and public hearings.

Materials submitted (or to be pulled for Submission by the Town Clerk)

Will the Clerk please pull the following 2 items:

- The Town Charter and Code provisions related to the TC's authority to create Advisory Boards, and
- The provisions related to the Parks Board itself a potential introductory model, but with variation as discussed above.

I do have a large number of example cities who have created these and have previously given those to the clerk, but I don't feel that those are necessary to present at this time. Once this issue is decided as to whether to move forward or not, I can provide these as various representative examples either to the Management and/or Town Attorney, or at a future meetings as examples of types of model language used in other places. At this time, I believe the Town Provisions establishing the authority to create such a board, as well as the outline and discussion I laid out above is sufficient of itself. The Districting of the Seats and the Sizes will need to be determined, and if this is something the Commission would like to proceed with, I would envision another meeting on that precise issue might be in order and therefore, I would propose providing some concrete examples from other towns at that juncture would be in order.

Sec. 3.12. ADVISORY BOARDS.

The Commission may establish advisory boards to make recommendations concerning economic development, recreation, parks, playgrounds, and their facilities and activities as well as planning and zoning and such other municipal functions as the Commission deems advisable. Such boards shall be composed of a representative membership of registered electors of the Town.

(Adopted by electorate 11-6-73)

ARTICLE VII. TOWN PARKS BOARD

§ 11-90. ESTABLISHMENT; APPOINTED MEMBERS.

There is hereby created the Melbourne Beach Parks Board, which shall consist of five members plus two alternate members established by the Town Commission. The alternate members will have a voice but not a vote in all Town Parks Board deliberations, unless one or more regular members are absent, in which case the alternate members are authorized to vote in accordance with their designation as alternate member No. 1 and alternate member No. 2, in that order. Each member and alternate member shall be at all times a resident and registered voter of the Town.

(Ord. 87-17, passed 12-8-87; Am. Ord. 90-3, passed 3-14-90)

§ 11-91. TERMS.

The members and the alternate members of the town Parks Board shall be appointed for two-year terms. Successor members and alternate members shall be appointed for a period of two years whether for a new term or to replace a member whose term expired prematurely.

(Ord. 87-17, passed 12-8-87; Am. Ord. 90-3, passed 3-14-90)

§ 11-92. OFFICERS; RULES AND PROCEDURES.

Members of the Parks Board shall annually appoint one of the members as Chairperson. The presence of three members shall constitute a quorum. The Board shall formulate its own rules, policies, and procedures as needed.

(Ord. 87-17, passed 12-8-87)

§ 11-93. POWER AND AUTHORITY.

The Park Board is created and shall have the power and authority to research and study all resources and assets available to the town in an effort to furnish recommendations and suggestions to the Town Commission and Town Manager to improve, enhance, and manage existing parks and to create and develop new parks and park facilities. In addition, said Board shall give its recommendations to the Town Manager as to approval or denial of each special events permit request.

(Ord. 87-17, passed 12-8-87)

Cross-reference:

Special events, see Chapter 52

§ 11-94. PARKS AND PARK FACILITIES.

Parks and park facilities shall include the town pier, parks and beach accesses, community center building and recreational facilities, and any other facilities which may in the future be used for museums, zoological gardens, observatories or such other facilities utilized for cultural events.

(Ord. 87-17, passed 12-8-87)

§§ 11-95. – 11-99. RESERVED.

Town Commission Meeting Agenda Items Coversheet

Section: New Business
 TC Date: June 18, 2024
 From: Mayor, Alison Dennington
 Re: Municipal Citizens Academy

Background Information: Creation of a Citizens Academy Program. The Police Chief has express a desire to create something similar which is a volunteer group of citizens who help out with the Police Department. I am proposing a broader notion, which are not uncommon in Brevard and elsewhere - its called a Municipal Citizen Academy. A Municipal Citizen Academy is an Educational/Outreach Training Program that also tends to and can operate as a "feeder" program helping to encourage more citizens to apply for Volunteer Boards by teaching citizens more about their own Town Government as well as the roles and requirements of its various Departments and Boards. These programs are usually conducted in groups of persons, not individually, over a few days for a total number of hours.

Many residents here have expressed a desire to be more involved on boards, and yet they are often unsure or intimidated about their current knowledge or ability TO participate/volunteer on those boards, particularly the more technical ones such as PZ and BOA. I have provided 5 documents to reference and there is more out there. One of those documents is a 2018 FLC survey of Florida Cities and Towns that DO have Citizens Academies and its discusses in brief facts and figures as to the many variables and variations of these programs from which Cities and Towns can choose from if and when implement their own. Should the Town Commission decide to vote create a program the FLC will provide much more information as to the various options free of charge from which the Town can choose from to develop its own program according our needs, wants, and staff time, etc.

There are numerous such Citizens Academies Programs in cities and town large and small all over Florida and elsewhere. Cocoa Beach has such a program and I have spoken with the Mayor of Cocoa Beach who has said that it has been very helpful and successful. I also met a Cocoa Beach resident at a TPO meeting Rockledge. He was at the TPO meeting to keep informed as to transportation issues that affect his town (of CB) after having gone through CB's Citizen Academy. I have provided a copy of Cocoa Beach website Citizen Advisory FAQs and its application process in pdf attachment. And for further information you may go to: <https://www.cityofcocoabeach.com/777/Citizens-Academy>

Here is an Excerpt from Cocoa Beach's Website regarding this program and its purposes:

"The City of Cocoa Citizens Academy is a 10-week program designed to inform residents and community stakeholders about the operations of city government and what is involved in delivering and maintaining services to the citizens of Cocoa. The program is designed for residents and Cocoa business owners that are 18 years and older who are interested in learning more about their local government and how they

can get involved in their community. Class size is limited to the first fifteen (15) Cocoa residents or business owners that apply. At the end of the program, participants should have an increased understanding of the organizational structure and operations of the various departments that impact the quality of life in the City of Cocoa. Graduates of the Citizens Academy will be prepared to have a role in the future of their neighborhoods and the City overall through government/citizen engagement. Graduates are encouraged to participate in their local government by joining one of the many boards and committees the City has established to help make decisions regarding your local government. Each participant will be encouraged to apply for a board or committee once they have completed the program."

I would also like to say that having such a program is also a helpful and objective measure of training and ensuring interest and some base level of training for board positions for those who choose to apply, particularly for those more technical Board such as PZ and BOA. A better informed, educated, involved, and interested Citizenry is always good and could lead to less confusion and greater understanding in many respects, and also, potentially less strife now and in the future. The Florida League of Cities also provides help and assistance in creating and implementing these programs and there is a full Handbook available, which I have also provided that discusses these more and the benefits that are derived to the Town and the Town residents. Please see attachment and FLC website links regarding Municipal Citizens Academy <https://www.floridaleagueofcities.com/citizens'-academy>. Please see FLC Municipal Citizens Academy Handbook on the FLC website and as attached here.

Recommendation/Requested Action: Discuss and Vote on taking steps to Create a Citizens Academy for the Town and its Residents, using the free resources and assistance of the FLC.

And, to that end I will assist and volunteer my own time to help do so in any way, including researching further and gathering information, coordinating between the FLC and the Clerk and/or Manager to gather records or information to help draft and implement the initial program and parameters. I will also volunteer my time and coordinate with and between Cocoa Beach and the Clerk and/or Manager to assist in getting any necessary information the Clerk, the Manager, would like or desire as a useful reference or example or template including seeking any Resolutions or Policies or Procedures, Waivers, Forms, etc that our Town might need in creating our own particular program patterns off the Cocoa Beach Program.

Attachments/Additional Information:

1. Cocoa Beach website FAQs pdf
2. Cocoa Beach Citizens Academy Application
3. FLC website information regarding Municipal Citizens Academy
4. FLC Municipal on Municipal Citizens Academy
5. FLC Report and Survey on Municipal Citizens Academy



City of Cocoa Beach Citizen's Academy

What is a Citizen's Academy?

The Citizen's Academy is a look into the internal values, philosophy, and operations of the City of Cocoa Beach. Designed for City residents, the academy educates citizens on the "how and why" of City departments.

What is the purpose?

Information! Participants are provided information facilitating informed judgments about City government. The program is designed to cultivate understanding through the educational process, dispelling suspicion, and improving community rapport. Additionally, the academy affords City staff an opportunity to receive community feedback.

What can I expect to learn?

Academy staff will cover a variety of topics and issues pertaining to the City of Cocoa Beach, including information about seldom seen City functions. Participants will gain knowledge and insight through discussions, demonstrations, and site visits. Citizens learn how they can play a role in the future of Cocoa Beach.

How much time will I invest?

The Academy runs for fourteen (14) weeks. Sessions last three (3) hours, on Tuesday evening each week, 5:30 - 8:30 PM. (There will be one (1) Saturday session, 8 AM - 12 PM).

How do I apply?

Return completed application and "Authorization for Release of Information" in person to Cocoa Beach Police Department, Police Records Division.

Questions? Call (321) 868-3271 or e-mail police@cityofcocoabeach.com



City of Cocoa Beach Citizen's Academy

STANDARDS FOR ADMISSION

Class size will be limited to 25 participants. Considerations for admission will be made on a first come first serve basis. The Academy staff will select applicants. If necessary, a waiting list of five (5) alternates will be created from the accepted applications. If an opening should occur prior to the beginning of the class, the next person on the waiting list will be contacted. Once the class has been filled, to include alternates, applications will no longer be accepted.

APPLICANTS WHO MAY NOT BE CONSIDERED FOR ADMISSION ARE:

- Persons with arrest histories - some of the information shared during the Citizen's Academy is sensitive in nature. It is the position of the Citizen's Academy not to share such information with persons who have shown a propensity for criminal activity. The Citizen's Academy reserves the right to exclude persons for past criminal acts.
- Persons who cannot attend at least 80% of the classes. If three or more classes are missed, the participant may not receive a certificate of completion.
- Non-residents of the City of Cocoa Beach, unless applicant is a business owner within Cocoa Beach proper.

Local records and criminal histories will be checked. Outstanding warrants will be checked.



City of Cocoa Beach Citizen's Academy

APPLICATION FOR ENROLLMENT

Applicant must be at least 18 years of age to apply. Incomplete or unsigned applications will not be considered. *Please print.

Name: _____
Last First Middle

Home Address: _____

Email Address: _____

Home Phone: _____

Cell Phone: _____

Employer: _____

Occupation: _____

Driver License Number: _____ State: _____

T-Shirt Size: _____

Have you ever been convicted of an offense?: _____

If yes, please explain in detail (include date, charge, and court disposition).



City of Cocoa Beach Citizen's Academy

Resident of Cocoa Beach for _____ years

Business owner in Cocoa Beach for _____ years (if applicable)

Name of business _____

Originally a native of _____

Moved to Cocoa Beach from _____

Please list your community organizations and activities:

Briefly explain why you wish to be enrolled in the City of Cocoa Beach Citizen's Academy:

PHOTO DISCLAIMER

Signing this application grants the Cocoa Beach Police Department permission to use photographs and video of you taken during the academy. These images may be used in publications, our city website, online, news releases and in other communications related to our department.

PLEASE READ THE STATEMENT BELOW, BEFORE SIGNING THIS APPLICATION.

I hereby certify that there are no willful falsifications, omissions, or misrepresentations in the foregoing statements and answers to questions. I understand that any omission or false statement on this application shall be sufficient cause for rejection for enrollment or dismissal from the Cocoa Beach Citizen's Academy.

Signature: _____

Date: _____



City of Cocoa Beach Citizen's Academy

Authorization for Release of Information

I, _____ do hereby authorize a review of and full disclosure of all records concerning myself to any authorized agent of the City of Cocoa Beach, whether the said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of any and all records concerning any criminal activity. This may include, but is not limited to: criminal histories, driving records, arrest reports, offense reports, or any official document.

I understand that any information obtained by a background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for attendance to the Citizen's Academy. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I hereby release said person(s) from any liability which may be incurred as a result of furnishing such information.

I also authorize the release of my name and full disclosure of all records concerning myself to verify past and future applications with other law enforcement agencies.

A photocopy of this release form will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

Signature: _____ Date: _____

STATE OF FLORIDA, COUNTY OF BREVARD

This affidavit was acknowledged before me this _____ day of _____,
20_____.

Notary Public: _____

Driver's License: _____ Date of Birth: _____

**Notary Service for this application is available at the Cocoa Beach Police Department, Police Records Division, at no cost.*

Citizens' academies are an excellent way to educate residents, build positive relationships and increase communication between city government officials and citizens, as well as inspire future municipal leaders.

Statistics show that 30 percent of Floridians are natives, while 70 percent moved here from somewhere else. This can greatly affect a Floridian's understanding of city government in the Sunshine State.

That's why the League developed its "[Guide to Creating a Citizens' Academy](#)" with real-world examples of Citizens' Academy programs from cities across Florida.

The League's Center for Municipal Research conducted a mini-survey on Citizens' Academies in 2018. Click [here](#) to view the survey report.

To the right is an example of a promo video from one of our member cities. The City of Sanford created this video to provide a taste of what participation in a Citizen's Academy can be like.



A Guide for Creating a Citizens' Academy

Compiled by the Florida League of Cities, Inc.

P.O. Box 1757, Tallahassee, FL 32302 • (850) 222-9684 • floridaleagueofcities.com

Citizens' academies are an excellent way to educate residents, build positive relationships and increase communication between city government officials and citizens, as well as inspire future municipal leaders.

Statistics show that 35 percent of Floridians are natives, while 65 percent moved here from somewhere else. This situation can greatly affect a Floridian's understanding of city government in the Sunshine State.

For most people, their civics lessons were given in middle and/or high school. Upon moving here, there aren't always opportunities for new residents, especially adults who are out of school, to quickly learn how their governments function and about the many services cities offer.

Through citizens' academies, Floridians can learn about their cities, how cities improve the quality of their daily lives and their cities' commitment to their citizens. This is an excellent public outreach program and a way to encourage future city leaders.

There are many successful citizens' academies held throughout Florida. Beginning on page 3, we've included a brief review of just a few Florida programs – Delray Beach, Gainesville, Lakeland, Lauderdale Lakes, Port Orange and Sanford.

While most of these programs are for adults, see page 5 for information about the City of Weston's program, which is for high school students.

Also, beginning on 6, view the Florida League of Cities "Planning Guide," which provides a variety of material that you can use as you develop your program. Thank you to Flagler Beach, Kissimmee, Live Oak, Port Orange, Punta Gorda and Sanford for providing resources.

We appreciate the assistance of each of these cities for providing information about their programs. We hope you find this material helpful in developing a Citizens' Academy in your city.

For information about civic education projects developed by the Florida League of Cities, visit flcities.com/resources/civic-education or call Sharon Berrian at (850) 222-9684.

Does your citizens' academy teach about Home Rule?

When learning about the various facets of their city government, it is important for residents to understand what Home Rule is and what it means to their city. If your city has a citizens' academy or is planning to start one, you are encouraged to incorporate local self-government, Home Rule, into the curriculum, especially during sessions that review governing the city and the role of the commission/council. Contact Sharon Berrian at the number below if you have questions or need resources.

PROGRAMS FOR ADULTS

CITY OF DELRAY BEACH RESIDENTS ACADEMY

Number and Frequency of Sessions: Six three-hour sessions. Sessions are held weekly. The program is held twice a year (spring and fall).

Cost to Participate: None

Maximum Class Size: 25. Registration is on a first-come basis.

The academy provides residents with the information, resources and tools to become knowledgeable community members and effective neighborhood leaders. At the end of the six-week semester, participants should have an increased understanding of the organizational structure and operations of the various city departments that impact the quality of life in the City of Delray Beach. Graduates of the Residents Academy will be prepared to take a positive role in the future of their neighborhoods and the city overall through government/citizen interaction. The academy is open to City of Delray Beach residents who are 18 years or older.

The schedule is: Session 1: At the Helm – City Manager, City Commission, City Attorney, City Clerk and Human Resources; Session 2: Who Ya Gonna Call – Fire Department; Session 3: Serving with Pride – Police Department; Session 4: Basic Necessities – Environmental Services, Public Works, Parks and Recreation, Risk Management and Finance/MIS/Utility Customer Service; Session 5: Building for Tomorrow – Community Improvement, Planning and Zoning, and Community Redevelopment Agency; Session 6: Graduation held during a City Commission meeting.

CITY OF GAINESVILLE'S CITIZENS' ACADEMY: GAINESVILLE 101

Number and Frequency of Sessions: Six three-hour sessions. Sessions are held weekly.

Cost to Participate: None

Maximum Class Size: 40. Registration is on a first-come basis.

At Gainesville 101, citizens go behind the scenes of city government to experience firsthand the diverse operation of the departments that provide roads, utility service, parks, emergency response services and a host of other services.

The six sessions include: Governing the City; Quality of Life; Building a Vibrant Community; Infrastructure and Communication; Budget and Energy; and Public Safety.

CITY OF LAKELAND CITIZENS' ACADEMY: GOVERNMENTOLOGY 101

Number and Frequency of Sessions: Six two-hour sessions. Sessions are held monthly.

Cost to Participate: None

Maximum Class Size: 30. Registration is on a first-come basis.

Lakeland's Citizens Academy is a public information program that gives citizens insight into city services and the functions of city departments. The program includes the function of city departments, explains the relationship between the City Commission and city administration, gives an overview of the budgetary process and provides an outlet for citizen input.

The schedule is: Governing the City, History and Finance; Lakeland Police Department; Lakeland Fire Department; Growth – Community Development and Public Works; Electric and Water Utilities; and Parks and Recreation – Graduation. The class will graduate with a certificate in "Governmentology" and a key to the city at the end of the last session.

CITY OF LAUDERDALE LAKES CITIZENS' ACADEMY

Number and Frequency of Sessions: Six one-and-a-half-hour sessions. Sessions are held weekly.

Cost to Participate: None

Maximum Class Size: 20. Registration is on a first-come basis.

The Lauderdale Lakes Citizens' Academy is for residents who want to increase their knowledge about local government operations and have a desire to become more involved in the shaping and development of their community. The course is designed to provide a firsthand look at how the city's many services and programs work to create a livable community.

The schedule is: Week 1 – City Government 101: City History and Organization; Week 2 – Dollars and Sense: Budget and Funding, and Other City Functions; Week 3 – Developing and Maintaining the Community: Community and Economic Development; Week 4 – We Build This City: Public Works, Engineering and Construction; Week 5 – Keeping Citizens Safe: BSO Police and Fire Rescue; and Week 6 – Something for Everyone: Parks, Leisure and Social Services.

CITY OF PORT ORANGE'S CITIZENS ACADEMY: PORT ORANGE UNIVERSITY

Number and Frequencies of Sessions: Nine two-hour sessions. Sessions are held weekly. This course is held once a year (starting in August).

Cost to Participate: None

Maximum Class Size: 30. Registration is on a first-come basis.

City of Port Orange's citizens' academy, "Port Orange University," is offered for citizens of Port Orange to gain a better understanding of the various services and functions provided by city departments. The goal is to make the citizens aware of everything that goes into providing services they receive in the city, and it's another way to further the relationships between citizens and the city.

The schedule is: Session 1: City Council/Local Government 101 (City Clerk, City Attorney, City Manager); Session 2: Parks & Recreation; Session 3-4: Public Utilities; Session 5: Public Works; Session 6: Fire & Rescue; Session 7: Community Development; Session 8: Finance/Customer Service and Session 9: Police.

CITY OF SANFORD CITIZENS ACADEMY

Number and Frequency of Sessions: 10 two-hour sessions. Sessions are held weekly. This course is held twice a year (in February and September). Cold refreshments and dinner are provided.

Cost to Participate: None

Maximum Class Size: 40

The 10-week City of Sanford Citizen Academy provides an opportunity for citizens to learn about city government through firsthand experience and gain exposure to the wide range of local government functions, services and activities. (This is a free public information program).

The schedule is: Session 1: Getting to Know Your City Government Mayor, City Manager, Deputy City Manager, City Clerk, HR/Risk Management, Communications; Session 2: Planning & Development Services/Land Regulations; Session 3: Fire Department; Session 4: Parks & Recreation Department; Session 5: Utilities; Session 6: Public Works; Session 7: Community Improvement, Community Development Block Grant Program and Neighborhood Stabilization Program; Session 8: Police Department; Session 9: Economic Development and Session 10: Finance/IT/Purchasing.

PROGRAM FOR HIGH SCHOOL STUDENTS

CITY OF WESTON: WESTON UNIVERSITY PROGRAM

Number and Frequency of Sessions: Begins in October and meets monthly for seven months.

Cost to Participate: None

Maximum Class Size: 18-22

The Weston University Program class commences each October during Florida City Government Week. Students spend one school day each month with city staff. Monthly program days include instruction, conversations, observations and hands-on activities, exposing students to the variety of city services that are provided to residents. The program provides a comprehensive look into state and local government and the intergovernmental and public/private partnerships that Weston has developed.

At the conclusion of the program, students are required to participate in a simulated city commission meeting and utilize the knowledge they have gained throughout the program year to present and/or defend their side of several agenda issues. Lastly, students are honored with a graduation ceremony at a City Commission meeting in May and receive awards and a memory book for their successful completion of the program.

The Weston University Program has been highly successful. Staff and students alike enjoy the interaction and examination of Weston's unique form of government. Who says government can't be fun? The Weston University Program proves you can combine learning and fun into one enjoyable program.

GOALS

- ▶ To create a unique educational and personal experience for high school students through open communication with government officials and departments.
- ▶ To expose students to the multiple layers of government and various career possibilities.
- ▶ To provide a civic education on government in Florida.
- ▶ To enable students to understand procedures for making their opinions and concerns known to local government.
- ▶ Students will learn problem-solving procedures used by city government, recognizing the positions taken by city officials and the reasons behind them.
- ▶ Students will effectively participate in a City Commission simulation.

OBJECTIVES

- ▶ Students will develop an appreciation for and an understanding of local government through instruction, conversations, observation of daily activities and hands-on experiences.
- ▶ Students will gain an understanding of Weston's governmental structure and the role of residents in the decision-making process.

PROGRAM DAYS

8:00 a.m. - 3:00 p.m.

Introduction of Class at City Commission Meeting

Class 1: Local and State Government

Class 2: Law Enforcement Services

Class 3: Community Services

Class 4: Fire and EMS Services and Fire Marshal

Class 5: Development Services: Planning & Zoning/Engineering

Class 6: More Local Government and Finance, Commission Simulation Preparation

Class 7: City Commission Simulation – Mandatory Attendance

Graduation Honors at City Commission Meeting

FLORIDA LEAGUE OF CITIES CITIZENS' ACADEMY PLANNING GUIDE

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2. Room Setup
3. Decorations/Theme

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2. Photos/Video

VIII. APPENDICES

I. GENERAL

1. Duration of program

Duration of the program is up to the city. Sometimes citizens academies hold one class per week in the evening for two to three hours. Others meet less frequently but have longer classes. If you are not sure what your residents want, take a poll.

See Appendix A: Port Orange's Citizen Survey

2. Program Requirements

Most citizens academies require participants to live in or own a business inside the city limit.

Once an application is submitted, the applicant's address should be verified to determine if it falls within the city limits. If the residency is confirmed, the citizen's name is added to a registration list in the order the form was received. If the applicant is not a city resident, a letter is sent notifying them that he or she is not eligible to participate in the program.

See Appendix B: Live Oak's Application Form

See Appendix C: Kissimmee's Non-resident Letter

3. Selection of Participants

In Kissimmee, the city's inaugural class was selected by the City Commission and administration. The participants were chosen because they were already involved in the community or were frequent visitors to City Hall.

Most often, selection of participants is first-come, first-served. If the participant does not respond or does not meet the program requirements, the next participant is selected.

4. Fees and Attendance

Generally, citizen academies are offered free of charge. For this reason, cities often implement an attendance requirement. You can require participants to sign in at the beginning of each session or take a head count. This system can help keep track of each participant's attendance record throughout the program.

II. MATERIALS

Many cities provide each student with a polo-style shirt embroidered with the municipal logo or the academy logo. This shirt is meant to be worn for each class session.

Class members should be given name tags and a welcome folder containing the schedule and itinerary for the program. Feel free to include a list of answers to the frequently asked questions, brochures or other helpful information.

Some municipalities provide dinner at each session.

For graduation, each participant is presented with a framed certificate.

III. BUDGET

See Appendix D: Kissimmee's and Flagler Beach's Budget

IV. SCHEDULE AND ITINERARY

A full itinerary should be provided to the participants in the welcome folders they receive upon signing in at the first session.

See Appendix E: Sanford's Curriculum

V. SESSION DETAILS

1. General

Each department provides the agenda for its individual session.

The sessions should focus on being as interactive and hands-on as possible. Usually, city employees make the presentations and/or demonstrate equipment. The residents enjoy seeing the pride that employees take in their daily tasks, their equipment and work areas. However, it is also impressive to the residents when commissioners and top administrators attend the sessions each week.

See Appendix F: Punta Gorda's Police Department Agenda

2. Meeting Locations and Transportation

The participants meet at the session locations unless otherwise specified. For sessions located at a greater distance, transportation may need to be provided.

3. Graduation

The graduation ceremony should take place. Each class member is encouraged to bring one guest, and each city department is invited to send one representative. The mayor and commissioners should also attend.

Encourage residents to apply for city advisory boards and volunteer committees. Applications should be distributed to graduates prior to their departure.

Call students up one by one to receive their graduation certificate signed by the city council or city manager.

See Appendix G: Port Orange's Completion Certificate

4. Evaluations

Evaluations should be given to the residents at the beginning of each class. This evaluation is an opportunity for them to rate their experiences and provide comments. Evaluations are turned in at the end of each class, offering the city feedback on everything from food, if applicable, to the level of interest in the presentations.

See Appendix H: Port Orange's Evaluation Form

VI. LOGISTICS

1. Catering

If dinner is provided, pre-plan logistics on cost, setup and locations.

2. Room Setup

Tables and chairs will need to be set up for each session. If dinner is provided, the staff is encouraged to sit with the participants to engage in conversation.

3. Decorations/Theme

It is not necessary to have a theme for the program. However, a theme does help the program to become more fun and allows for creativity from the departments.

If a theme is applied, try to carry it throughout all the elements of the program from decorations to activities and even the catering.

VII. MEDIA

1. Promotion

Promotion for the program can be done through local newspapers, radio stations, news stations or posters throughout town. The city should also advertise through the city's website and social media platforms.

See Appendix I: Flagler Beach's Flyer

2. Photos/Video

Include a waiver statement in the registration form.

Take photos during each session. Post on the city's website and social media platforms, and use them to promote the program.

If possible, take videos of the sessions to be featured on local news channels or to use for promotion.

Videos and pictures can also be given to graduates as a gift.

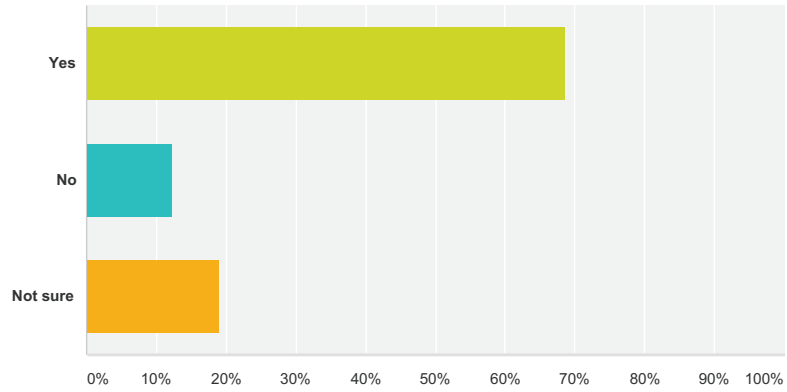
VIII. APPENDICES

APPENDIX A

"Port Orange University"

Q1 Would you be interested in attending these interactive sessions to learn about the various functions and services provided by the City?

Answered: 352 Skipped: 0

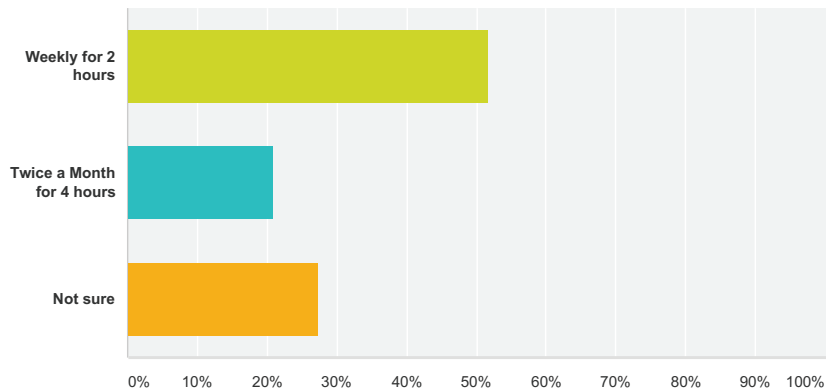


Answer Choices	Responses	Count
Yes	68.75%	242
No	12.22%	43
Not sure	19.03%	67
Total		352

"Port Orange University"

Q2 If answered yes above, how often would you like these classes to be offered?

Answered: 286 Skipped: 66



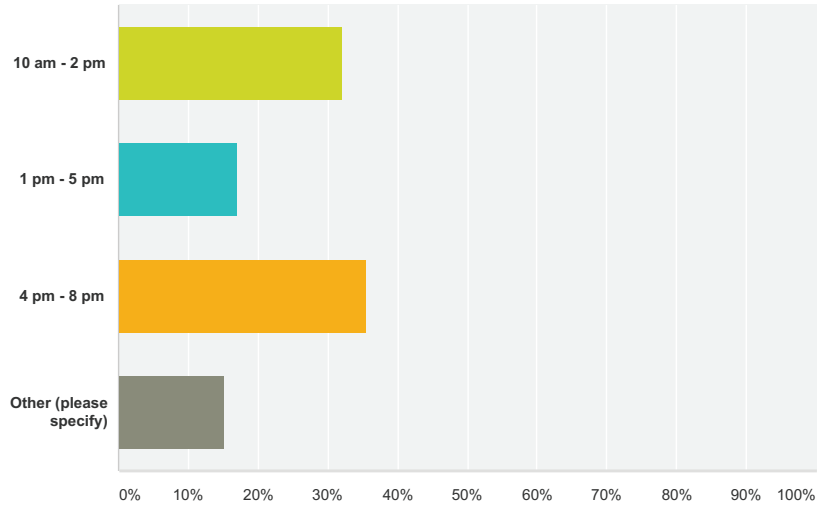
Answer Choices	Responses	Count
Weekly for 2 hours	51.75%	148
Twice a Month for 4 hours	20.98%	60
Not sure	27.27%	78
Total		286

APPENDIX A CONTINUED

"Port Orange University"

Q3 What timeframe is best for these classes to be offered?

Answered: 308 Skipped: 44



Answer Choices	Responses	Count
10 am - 2 pm	32.14%	99
1 pm - 5 pm	17.21%	53
4 pm - 8 pm	35.39%	109
Other (please specify)	15.26%	47
Total		308

APPENDIX B

LIVE OAK POLICE DEPARTMENT



CITIZENS POLICE ACADEMY

INFORMATION PACKET
AND
APPLICATION

APPENDIX B CONTINUED

LIVE OAK CITIZENS POLICE ACADEMY

What is it?

The Citizens Police Academy is a ten session program designed to provide a working knowledge and background of the Live Oak Police Department and the Criminal Justice System. This program has been developed to foster a closer relationship between our agency and the community. It provides an avenue for community involvement and firsthand experience of policing.

Purpose

The Citizens Police Academy is intended to enhance a harmonious working relationship between community members and law enforcement while opening a mutually supportive avenue for communication.

It is an opportunity for citizens to learn more about their local law enforcement, ask questions, and gain a more thorough understanding of the inner workings of the Live Oak Police Department. The Academy is also a means for participants and police personnel to share information and ideas about the police profession. The Academy also provides for improved community/police relationships, enhanced cooperation, and reduced stereotyping.

Academy Topic and Courses

Some of the topics and activities attendees will participate in include:

- Welcome to Live Oak Citizens Police Academy by Chief of Police
- Legal Update
- City Government Overview
- State & Federal Law Enforcement Agency Presentations
- K-9 Demonstrations
- Shooting Range
- Interactive Demonstrations and Exercises
- Citizens Police Academy Graduation
- And Much, Much More

SEE CURRICULUM FOR DETAILS

APPENDIX B CONTINUED

Application recv'd & fee paid.

Date: _____

**APPLICATION
LIVE OAK CITIZENS POLICE ACADEMY**

Applications & \$20.00 registration fee must be received at least one week prior to the start of Academy. PAGE # 9 MUST BE NOTARIZED

PERSONAL INFORMATION (PLEASE PRINT)

Name: _____ Date of Birth _____
(Last) (First) (Middle)

Home Address: _____
(No P.O. Boxes) (Number) (Street) (City) (Zip)

Email Address: _____ Home Phone: _____

Drivers License #: _____ State: _____
OR Social Security Number _____

Are you a Concealed Handgun Licensee? Yes _____ What State: _____ No _____

How did you learn of the citizens Police Academy? _____

Why are you interested in attending the Citizens Police Academy? _____

Will you commit to attend all 9 class sessions? Yes _____ No _____

EMPLOYMENT INFORMATION

Occupation: _____ Length of Employment: _____

Company Name: _____ Email: _____

Employers Address: _____
(Number) (Street) (City) (Zip)

Work Phone: _____ Supervisor's Name: _____

EDUCATION:

Are you a high school graduate? Yes _____ No _____

Name and city/state of high school: _____

Circle last grade completed: 10 11 12

APPENDIX B CONTINUED

Are you a college graduate? Yes _____ No _____

Name and city/state of college: _____

Circle degrees received: AA BS/BA MS/MA Ph.D M.D.

SIGNATURE: _____ DATE _____

Page 5 of 9

**APPLICATION
LIVE OAK CITIZENS POLICE ACADEMY**

Briefly explain why you wish to be enrolled in the Live Oak Citizens Police Academy:

COMMUNITY ACTIVITIES

List all community organizations in which you have been or are currently involved. Include leadership positions: _____

LAW ENFORCEMENT CONTACT

Have you ever been arrested: Yes _____ No _____

If yes, give details, including offense, date of arrest, and disposition of your case(s).

REFERENCES

List two personal references other than family members:

Name: _____

Address: _____

Phone: _____ Cell phone: _____

Name: _____

Address: _____

Phone: _____ Cell phone: _____

SIGNATURE: _____ DATE: _____

APPENDIX C

Dear Sir or Madam:

Thank you for your interest in the City of Kissimmee School of Government. However, in order to be eligible for the program, you must be a resident of the City of Kissimmee.

The address you provided for pre-registration into the program has been carefully reviewed. Regretfully, your address does not fall within the city limits, which means you do not currently receive services from the City of Kissimmee.

While your address does not fall within the City of Kissimmee, you are considered as a county resident. Osceola County offers a similar Citizen's Academy program, which you would be eligible to register for. For more information, please call the Osceola County Public Information Office at (407) 742-0100.

Again, thank you for your interest in the City of Kissimmee School of Government.

Sincerely,

APPENDIX D

Kissimmee School of Government Budget

Item Description	Estimated Cost
Department give-away items	\$5,000.00
2 – Mini Busses (Fire Department)	\$900.00
2 – Mini Busses (KUA)	\$900.00
2 – Mini Busses (Toho)	\$900.00
Catering for 9 sessions (\$500 each)	\$4,500.00
Catering for City Hall Session	\$750.00
Catering for Graduation	\$750.00
Certificate Plaques	\$400.00
Shirts	\$500.00
Miscellaneous (folders, name badges, etc.)	\$200.00
TOTAL	\$15,700.00

Flagler Beach Citizens Academy

Item Description	Estimated Cost
Transportation	\$850.00
Materials (thumb drives, certificates, folders, etc.)	\$350.00
Graduation Party	\$200.00
TOTAL	\$1,400.00

APPENDIX E



CITY OF
SANFORD
FLORIDA

Citizens Academy

Curriculum

Class #12

Wednesday, September 5 - Wednesday, November 7, 2018

6:00 pm – 8:00 pm (class location varies and may be subject to change)

**September 5 – Getting To know Your City Government @
City of Sanford, City Hall, Main Lobby, 300 N. Park Ave.**

- Introductions
- Meet the Mayor
- City Manager/Overview of Government Organization
- Deputy City Manager
- Clerk's office/Agendas and Public Records
- Role of Human Resources/Risk Management
- Tour City Hall

**September 12 – Planning & Development Services @ Historic
Sanford Welcome Center, 230 E. 1st St. Downtown Sanford**

- Land Use Planning/Zoning Regulations
- Historic Preservation
- Legal aspects of land use decision making - City Attorney

APPENDIX E CONTINUED

**September 19 – Fire Department @ Public Safety Complex,
(Emergency Operations Center 2nd Floor) 815 Historic
Goldsboro Blvd., Sanford**

- Fire Operations and EMS Services
- Emergency Preparedness
- Fire Prevention

**September 26 – Parks & Recreation Department @ Historic
Sanford Memorial Stadium, 1201 S. Mellonville Ave. Sanford**

- Events/Recreation Programs: Youth, Adults, Seniors
- Recreation Facilities
- Parks and Grounds Division

**October 3 - Utilities @ City Hall, 300 N. Park Ave. Utility
Training Room 1st Floor, Sanford/Bus Tour**

- Overview of the Utility Department
- Regulations/Rules Governing the Utility Operation
- Customer Service/Obtaining Service
- Water Production, Treatment and Transmission
- Wastewater Collection, Treatment and Reuse
- Equipment demonstration (outside City Hall)

**October 10 – Public Works @ Public Works Complex, 800
Fulton St., Sanford**

- Street Maintenance
- Fleet Maintenance
- Building Maintenance
- Stormwater Division

APPENDIX E CONTINUED

October 17 – Community Improvement, Community Development Block Grant Program (CDBG), NSP (Neighborhood Stabilization Program) Building Department @ Harvest Time International, 225 N. Kennel Rd. Sanford

- CDBG/NSP Program
- Community Improvement
- Building Department

October 24 – Police Department @ Public Safety Complex, 815 Historic Goldsboro Blvd., Sanford (Community Room 1st Floor)

- Police Programs and Operations

October 31- Economic Development Bus Tour

- Bus Tour/ Economic Development overview

November 7 – Finance @ City Hall, Utility Training Room, 1st Floor, 300 N. Park Ave., Sanford

- Overview of the City's Operating Budget/Budget Process
- Financial Services
- City's Comprehensive Annual Financial Report (CAFR)
- Grant Management
- Accounts Payables/Receivables
- Purchasing
- Information Technology (IT)

Graduation Ceremony - Monday, November 12, 2018 @ City Commission Meeting 7pm, City Hall, 300 N. Park Ave., Sanford

APPENDIX F



CITY OF PUNTA GORDA

POLICE

A Florida Accredited **EXCELSIOR AGENCY**

1410 Tamiami Trail
 Punta Gorda, FL 33950
 941-639-4111
www.puntagordapolice.com

City of Punta Gorda Citizen Academy March 20, 2018

5:00 p.m. – 5:30 p.m. Introduction – Public Safety Training Room

Police Chief Pamela Davis will provide an introduction to participants and introduce agency staff members who are present. Chief Davis will provide a department overview via PowerPoint presentation.

5:30 p.m. – 6:10 p.m. Police Department Tours

Participants will be divided up into three or four groups. They will be taken on a guided tour of the facility by an agency staff member. Tour areas include Communications, Records, Criminal Investigations, Patrol Operations and the Armory. Participants will spend about 7 minutes in each area.

6:10 p.m. – 6:50 p.m. Canine Demonstration – East Parking Lot of Public Safety Complex

Participants will be introduced to our police canines Skye and Chase. An overview will be presented on these narcotic detector dogs and how they are used. A vehicle sniff demonstration for narcotics will be performed.

6:50 p.m. – 7:30 p.m. Static Display – North Parking Lot of Public Safety Complex

Representatives from our Marine Patrol, Uniform Patrol and Bicycle Unit will be on hand to show participants their vehicle and equipment. Participants will have an opportunity to talk one on one with the members.

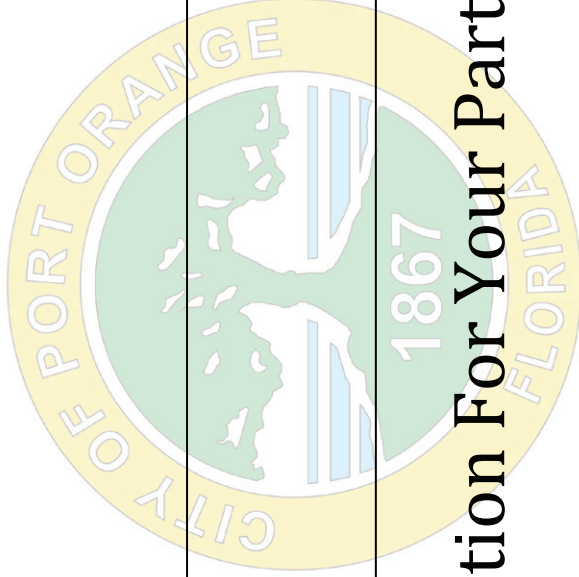
7:30 p.m. – 7:40 p.m. Bike Team Demonstration – West Parking Lot of Public Safety Complex

Bike Team members receive advanced training in bicycle operations. Representatives from our Bike Team Unit will provide a short demonstration on some of the usages of the police bicycle.

7:40 p.m. – 8:00 p.m. Questions and Answers – Public Safety Training Room

Certificate of Completion
Presented to:

[Empty rectangular box for recipient name]



In Appreciation For Your Participation In
Port Orange University 2017

Signature: _____ Dated: _____

Mayor Donald O. Burnette

APPENDIX H

Port Orange University 2017 Evaluation

Thank you for taking the time to give us your honest feedback. Your input will assist us when planning for future citizen academies.



1). How did you hear about Port Orange University?

2). What was your purpose to attend Port Orange University?

3). Did Port Orange University meet your expectations?

Did not meet expectations

Met expectations

Exceeded expectations

4). Do you feel you now have a better understanding how the City operates and the services it provides?

Yes

No

APPENDIX H CONTINUED

5). Do you have a better idea how to get involved with our City government if you desire to get more involved?

- Yes
- No

6). What were the strong points of Port Orange University?

7). What were the weak points of Port Orange University?

8). What additional information would you have liked to receive or have covered more thoroughly?

9). What was the highlight of Port Orange University?

APPENDIX H CONTINUED

10). In considering the number of sessions that Port Orange University met, would you say that 9 sessions was:

- Too many
- Too few
- Just right

11). In considering the starting time of 6:00 pm, would you say the starting time was:

- Too early
- Too late
- Just right

12). What suggestions would you make for improvement?

13) Please rate the following items listed below:

Poor Satisfactory Good Excellent

Organization

Presentation Content

Presenter(s)

Meeting Facilities

APPENDIX H CONTINUED

14). Would you recommend Port Orange University be held again?

Yes

No

15). In considering the size of the class, do you think that the number of participants in Port Orange University (approximately 30):

Could increase to _____

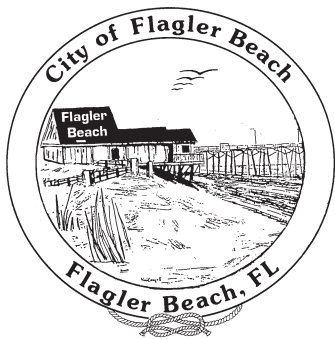
Was too large

Was just right

COMMENTS:

Thank you for your input — it is greatly appreciated!

APPENDIX I



Coming Soon!

FLAGLER BEACH CITIZENS ACADEMY

Eight consecutive Wednesdays beginning on March 7, 2018, running through April 25, 2018, from 2:00—5:00 PM.

Learn all there is to know about the history of your city, how your government works and is financed, and the responsibilities of staff and elected officials. Tour your city's recreational, first responder, library, and public works facilities. Discover plans for the city's future and opportunities for resident involvement.

These sessions are open to anyone residing within the City of Flagler Beach. There will be a limit of 20 participants. Registration applications are available at City Hall, Police Department, Fire Department and on our City's website (www.cityofflaglerbeach.com). All applications must be received by February 23, 2018.

Jane Mealy, Commissioner
 City of Flagler Beach
 PO Box 70
 Flagler Beach, FL 32136

You will then receive a detailed schedule of the sessions and where each will be held.

If you have any questions, contact Jane Mealy at:

439-4811

jmealy@cityofflaglerbeach.com



Florida League of Cities Center for Municipal Research & Innovation

Quick Survey – Citizens’ Academies

The Center for Municipal Research & Innovation conducted a survey of the 412 municipalities in Florida regarding citizens’ academies and how they are structured. The survey was conducted electronically from June 5 - June 22, 2018, with a response rate of 48% or 196 cities.

Key Take-Aways

Of municipalities who responded:

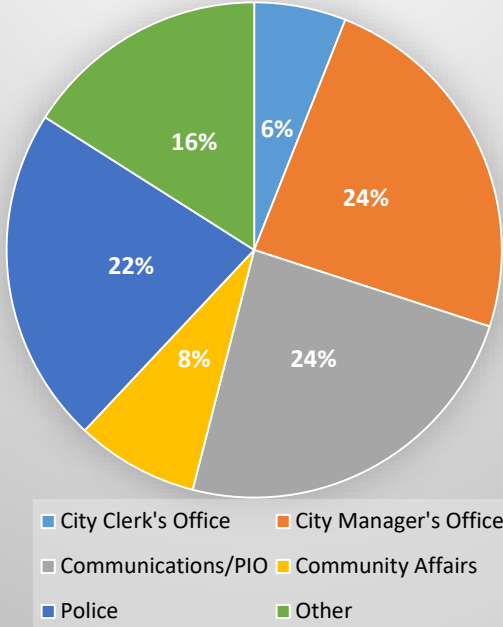
- **25% of the cities that responded hold a citizens’ academy.**
 - Most citizens’ academies are coordinated/facilitated by the city manager’s office (24%) or the communications/public information office (24%)
- **More than ¾ of cities that hold citizens’ academies teach topics in the areas of law enforcement (80%) and general municipal operations (80%).**
- **The most common academy duration is 5 – 8 weeks (43%) with cities holding one session per week for several hours.**
 - Nearly ⅓ of cities (31%) have academies that last from 9 – 12 weeks.
- **The target audience for the vast majority of municipal citizens’ academies is individual residents (96%).**
 - Other target audiences include the business community (59%) and citizens’ groups/associations (49%).
 - 94% of cities holding citizens’ academies have an application process.

Page 2 of this report contains additional graphs of the data collected. Contact Research Analyst Liane Schrader at lschrader@flcities.com for the survey questions or additional information.

The FLC Center for Municipal Research & Innovation is the primary source of local government research and resources at the Florida League of Cities. The Center serves as a link between Florida’s public policy researchers and municipal governments, bridging the gap between academics and public policy makers and administrators. More information on the Center can be found at [www.floridaleagueofcities.com/Research Material.aspx](http://www.floridaleagueofcities.com/Research%20Material.aspx).

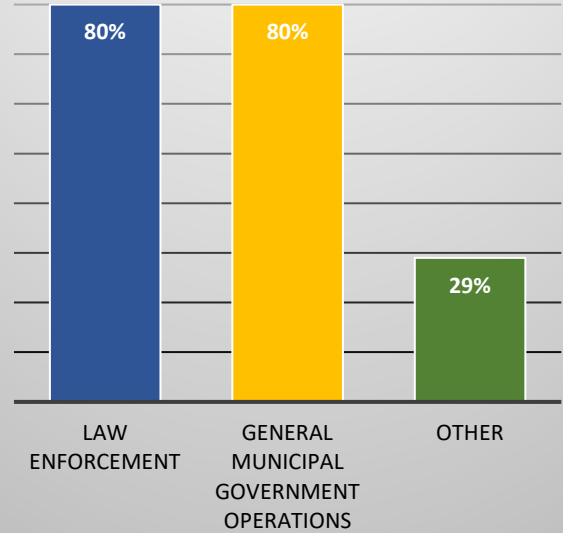
**Surveys are completed by members of each individual municipality and the FLC staff does not verify or cross-reference responses with other sources.*

Which department coordinates/facilitates your citizens' academy?



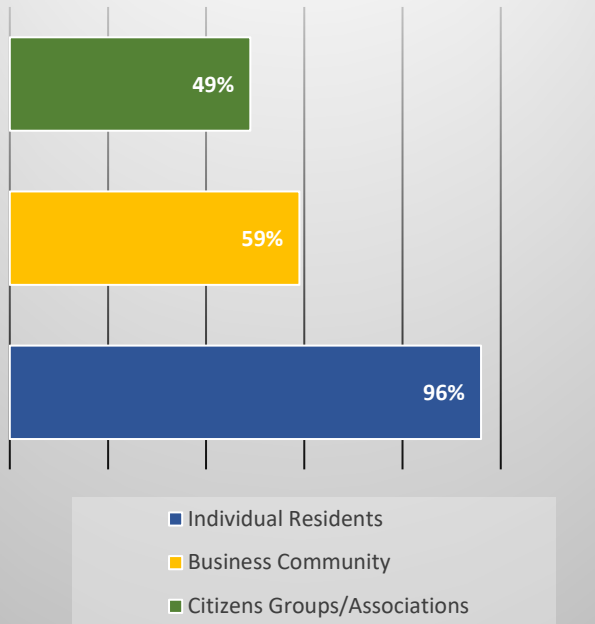
What topics does your city cover in your citizens' academy?

**cities could select more than one option*

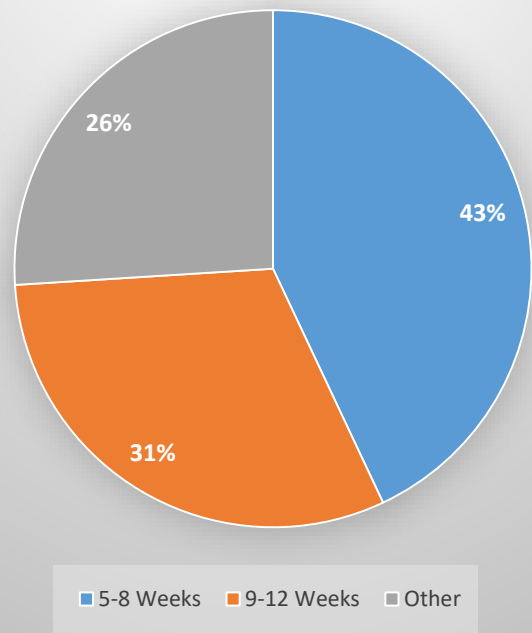


What is the target audience of your citizens' academy?

**cities could select more than one option*



What is the duration of your citizens' academy?



Websites and listings of Florida Citizens Academies and Additional Resources

FLC

<https://flcities.com/citizens'-academy>

FLC Handbook

<https://flcities.com/citizens'-academy>

https://members.flcities.com/FLC/Events/Event_Display.aspx?EventKey=FLCU1701B

Brevard and Closeby by

Cocoa Beach

<https://www.cityofcocoabeach.com/777/Citizens-Academy>

Sebastian

<https://www.cityofsebastian.org/198/Citizens-Academy>

West Melbourne

<https://www.westmelbourne.org/622/Leadership-Academy>

Other Cities, Towns and Villages throughout Florida

Cape Coral

https://www.capecoral.gov/government/city_government/city_manager/citizen_s_academy.php

<https://www.facebook.com/CityofCapeCoral/videos/2022-cape-coral-citizens-academy/1040523739990919/>

Clearwater

<https://www.myclearwater.com/My-Neighborhood-and-Community-Programs/Get-Involved-in-City-Government/Clearwater-Citizens-Academy-Program>

Clermont

<https://www.clermontfl.gov/367/Clermont-Citizens-Academy>

Daytona Beach

<https://www.codb.us/93/Citizens-Academy>

Delray beach - **VIRTUAL CITIZENS ACADEMY

<https://www.delraybeachfl.gov/government/city-manager/virtual-citizen-s-academy>

Dunedin

<https://www.dunedingov.com/Your-Government/Learn-and-Engage/Citizens-Academy>

Haines City -

<https://hainescity.com/492/Citizens-Academy>

Lakeland

https://www.midfloridanewspapers.com/polk_news_sun/community/lakeland-citizens-academy-taking-applicants/article_e3bc3b34-aa55-11ee-9033-7b5f6d7a820c.html

Largo

https://largo.com/connect/city_manager_s_office/city_clerk_records_custodian/citizens_academy/index.php

Leesburg

https://www.leesburgflorida.gov/my_city/departments/police/citizens_police_academy.php

Longboat Key, town of

<https://www.youobserver.com/news/2023/dec/09/citizens-academy-teaches-longboat-government/>

Miami Shores

<https://www.msvfl.gov/CitizensAcademyPage>

Ocala

<https://www.ocalafl.gov/government/city-departments-i-z/strategic-engagement/citizens-academy>

Ormond Beach

<https://www.ormondbeach.org/1048/Citizens-Academy>

Pinellas Park

<https://www.pinellas-park.com/1907/Citizens-Academy>

Punta Gorda city of

<https://www.ci.punta-gorda.fl.us/i-want-to-/register-for/citizens-academy>

Sanford

<https://jacksoncountyfl.gov/projects/jackson-county-citizens-academy/>

Sarasota

<https://www.sarasotafl.gov/Home/Components/News/News/1701/16>

St. Cloud

<https://www.stcloudfl.gov/2156/Citizens-Academy>
<https://sanfordfl.gov/citizen-engagement/>

Venice

https://www.capecoral.gov/government/city_government/city_manager/citizen_s_academy.php

The Villages Mini-Academy

<https://www.villages-news.com/2024/06/11/mini-academy-will-give-residents-behind-the-scenes-look-at-sheriffs-office/>

https://www.thevillagesdailysun.com/news/in_todays_daily_sun/scso-kicks-off-2024-citizens-academy-session/article_562ad0ac-b368-11ee-b906-874fd70e89f0.html

City Citizens Police Academy

St. Pete

<https://police.stpete.org/citizenPoliceAcademy/index.html#gsc.tab=0>

Winter Springs

<https://www.winterspringsfl.org/police/page/citizens-police-academy>

County and Sherriff's

Brevard County Sherriff

<https://www.ci.punta-gorda.fl.us/i-want-to-/register-for/citizens-academy>

Citrus County

https://www.citrusbocc.com/departments/community_services/citizens__academy/index.php

Collier County Sherriff

<https://www.colliersheriff.org/how-do-i/attend-the-citizens-academy>

Jackson County, Fla

<https://jacksoncountyfl.gov/projects/jackson-county-citizens-academy/>

Youth programs too - Outreach - https://dothaneagle.com/news/local/jackson-county-offers-citizens-academy/article_94cedb82-7fa8-11ec-808a-235518903fbb.html

Pasco County

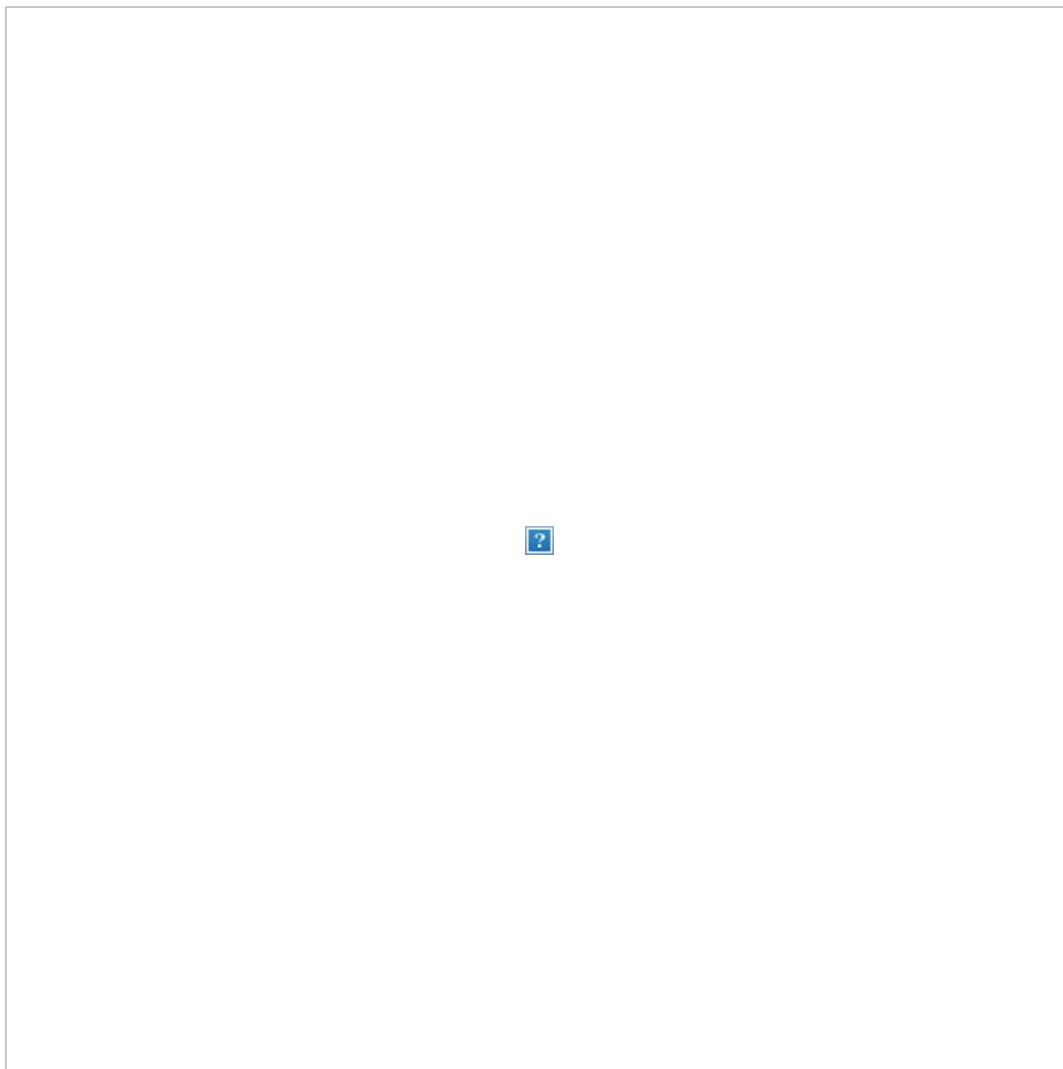
https://www.pascocountyfl.net/government/citizens_academy.php

Sumter County

<https://sumtercountyfl.gov/citizensacademy>

MANY MORE....

From: [Florida League of Cities](#)
To: [Alison Dennington](#)
Subject: FLC Newsletter: Updated Civics Education Resources, Annual Conference, Committee Sign-Up and More
Date: Tuesday, July 16, 2024 5:26:33 PM



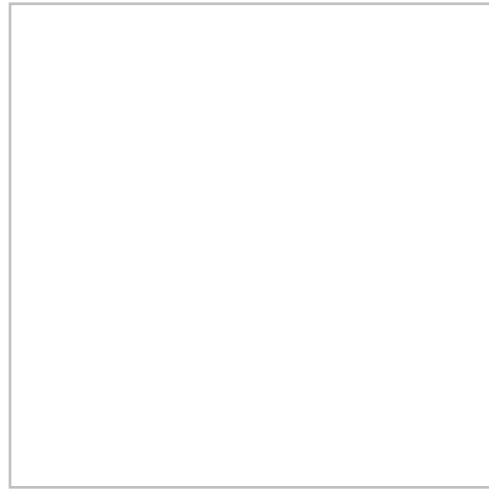
Updated Civics Education Resources Available

Our newly updated civics education resources are tailored for both adults and youth to help residents understand municipal governance and encourage informed and active participation in your communities.

Resources are available for:

- Adults
- 9th – 12th Grade Students
- 6th – 8th Grade Students
- 3rd – 5th Grade Students

- Pre-K – 2nd Grade Students



These tools are invaluable for promoting civics education and encouraging citizens to engage with local government and community affairs. To explore and utilize these resources, please visit our dedicated civics education webpage below. [View Now](#)

Thank you for fostering informed and engaged communities. We would love to hear how you connected with your community to promote civics education. [Share Your Story](#)

Secure Your Spot for the 2024 FLC Annual Conference in Hollywood on August 15-17



Registration is open for the **Florida League of Cities 2024 Annual Conference**, taking place from **August 15-17** in **Hollywood**. This premier event brings together local government leaders to share innovative ideas, network with peers and explore solutions to common challenges.

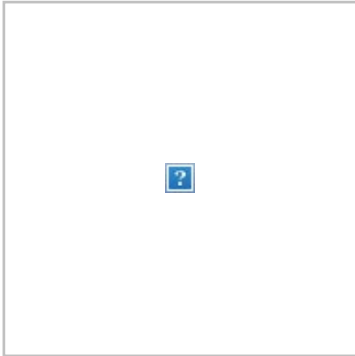
This year's conference features inspiring keynote speakers, including **Richard Florida**, the world's leading urbanist and author of "The Rise of the Creative Class," and **Erica Dhawan**, an authority on 21st-century teamwork and collaboration. Don't miss out on engaging sessions, insightful speakers and invaluable opportunities to connect with fellow municipal officials.

Secure your spot today and be part of the conversation shaping the future of Florida's communities. [Register Now](#) | [View Announcement](#)

And make sure you join us on **August 7 at 2:00 p.m. ET** for the [2024 Know Before You Go Webinar!](#)

Calling All Advocates: Sign up to Serve on FLC

Committees!



Sign up to serve on a Legislative Policy Committee

Each year, municipal officials from across the state volunteer to serve on the **Florida League of Cities'** five Legislative Policy Committees. The Legislative Policy Committees set the legislative platform for the League and Florida's 411 municipalities.

New for 2024-2025: Changes have been made to most of the policy committee names, and some issues have shifted among the committees. Before signing up for a committee, carefully review each of the committee descriptions found in the [2024-2025 FLC Legislative Policy Committee Process and Frequently Asked Questions document](#).

The Committees include:

- Finance and Taxation
- Development, Code Compliance, and Redevelopment
- Intergovernmental Relations, Mobility, and Emergency Management
- Municipal Operations
- Utilities, Natural Resources, and Public Works

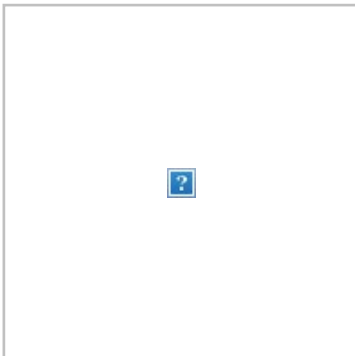
Click [here](#) to sign up to serve on a 2024-2025 Legislative Policy Committee.



Sign up to Serve on the 2024-25 FAST Committee

The **Florida League of Cities** is accepting applications to serve on the **Federal Action Strike Team** (FAST). The FAST committee was created to strengthen its relations between Florida's municipalities and members of our congressional delegation and federal executive agencies. The committee will take its policy positions and direction from the League's resolutions and the **National League of Cities** policy priorities, as well as from

the officers and FLC Board. Click [here](#) to apply for the 2024-25 FAST committee. **The deadline to apply is August 19.**



Sign up to Serve on the 2024-25 Advocacy Committee

The **Florida League of Cities** is accepting applications to serve on its **2024-25 Advocacy Committee**. This committee is responsible for building support among the League membership and the Legislature for the legislative priorities adopted by the membership of the Florida League of Cities. Additionally, the Advocacy Committee is responsible for serving as a key

contact for state elected officials to advocate the FLC Legislative Platform and other key issues. Advocacy Committee members will also be asked to provide strategic direction on the Leagues' lobbying initiatives. Please note: Only one elected official per city can be appointed to the Advocacy Committee. **The deadline to apply is August 19. [Sign Up Now](#)**

Events & Education

August 7

2:00 p.m. - 3:00 p.m.

[FLC Annual Conference Know Before You Go Webinar](#)

August 15-17

Diplomat Beach Resort – Hollywood

[FLC Annual Conference](#)

September 17

2:00 p.m. - 3:00 p.m.

[FLC Quarterly Ethics Webinar](#)

October 4

10:00 a.m. - 2:00 p.m.

Hilton Orlando

FLC Legislative Policy Committee Meetings

October 4-5

Embassy Suites Airport Westshore – Tampa

[Institute for Elected Municipal Officials I](#)

October 21-27

[Florida City Government Week](#)

October 25-26

Embassy Suites Orlando North – Altamonte Springs

[Institute for Elected Municipal Officials II](#)

**All times Eastern unless otherwise noted.*



Research & Resources

Request Stickers for 2024 Florida City Government Week by September 3



Mark your calendars for **Florida City Government Week** from **October 21-27, 2024**. This annual celebration is an excellent opportunity for municipalities to engage citizens and showcase the essential services provided by local government. Start planning your activities now to highlight the importance of civic engagement and demonstrate the impact of municipal services on everyday life.

Whether it's hosting open houses, organizing community cleanups or launching educational campaigns, your efforts can make a difference. Let's come together to promote understanding and appreciation of city government. Save the dates, and get ready to

participate in this exciting week! Visit flcityweek.com to learn more and download our [Toolkit for Celebrating What Makes Your City Great](#). Click [here](#) to request stickers.

Resource for Elected Officials: Best Practices for Natural Disasters

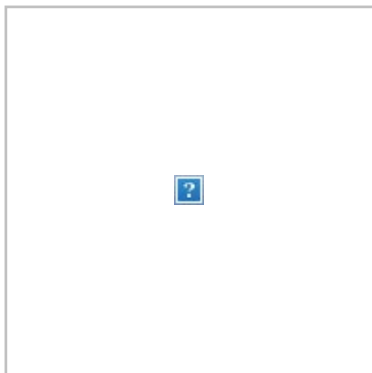


The **Florida League of Cities** has introduced a new resource, "Best Practices for Natural Disasters: A Guide for Elected Officials." This comprehensive guide is designed specifically for elected officials and provides practical strategies and actionable steps in the event of a natural disaster.

The observations and recommendations were gathered from elected municipal officials, city managers and municipal communicators who generously gave their time and experience as the guide came together.

[View the Guide](#)

Free Men's Health Hometown Health Webinar on July 31 at 10:00 a.m. ET



This year's **Hometown Health** summer webinar continues on July 31 at 10:00 a.m. ET with "Understanding Men's Health." This session will focus on preventative health measures and well-being strategies for men, including prostate cancer screenings. Pre-register now to receive the recording, even if you cannot attend the live events. Don't miss this opportunity to enhance your understanding of women's and men's health! [Register Online](#)

Florida Cities in the News

WorldAtlas names 8 of the best downtowns in Florida. One is in Alachua County

[The Gainesville Sun](#)

'A renaissance for agriculture': Newberry AgFoodTech Park to boost town's future

[Mainstreet Gainesville](#)

Mount Dora greenlights pilot program for parking shuttles

[News 6 WKMG](#)

QC Online Spotlight



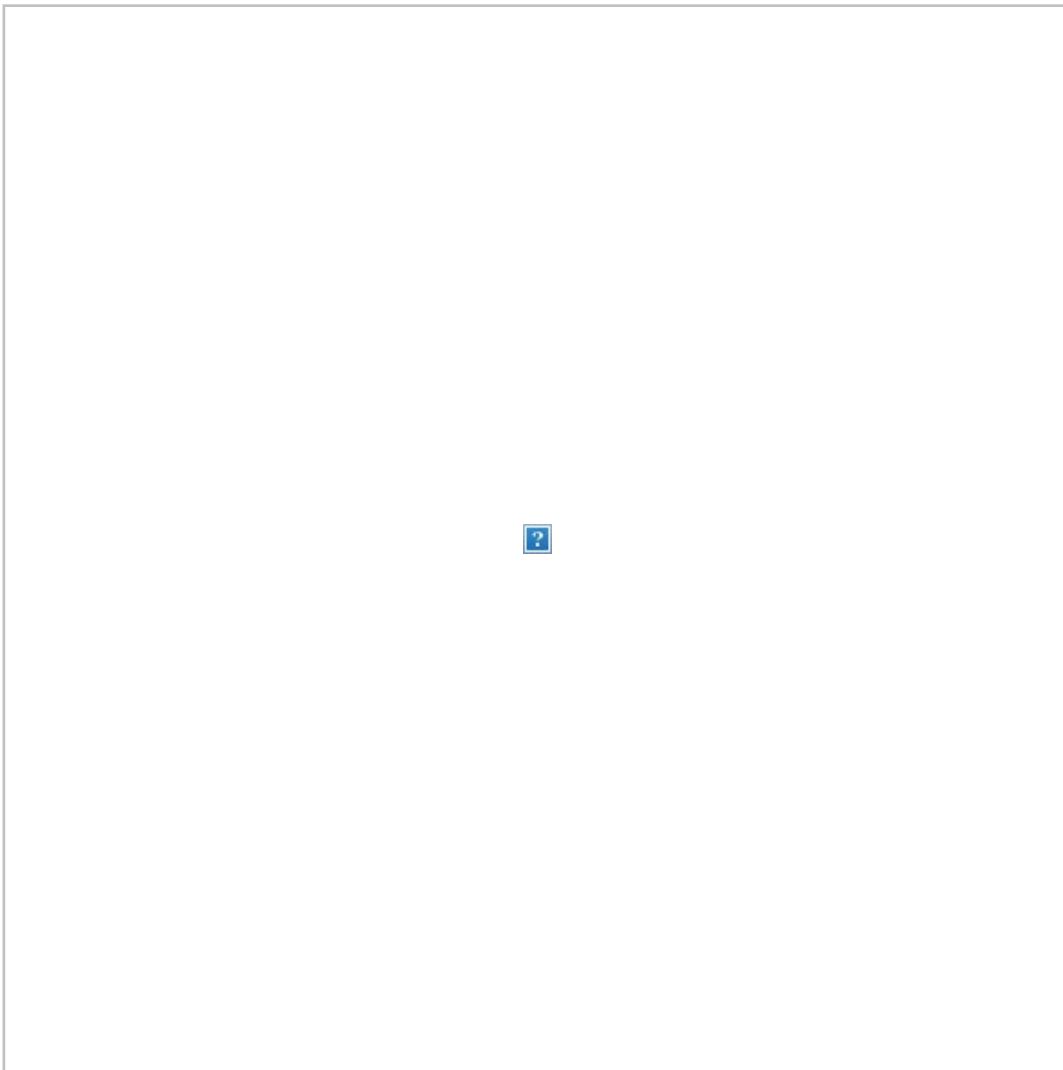
**Bartow Banner Project
Honors Former Fort
Meade Leader**



**Cities Hold Juneteenth
Celebrations**



**Coral Springs
Participates in Panthers
Stanley Cup Parade**



Partner Events

July 31

10:00 a.m. - 11:00 a.m.

Hometown Health Webinar: Men's Health

August 14

2:30 p.m. - 4:00 p.m.

Diplomat Beach Resort – Hollywood

FLM Forum: Practical Tools for Dealing with Veterans' Issues, Mental Health and Community Well-Being

September 4-6

Tampa Marriott Water Street

Florida Autonomous Vehicle Summit

November 13-16

Tampa Bay

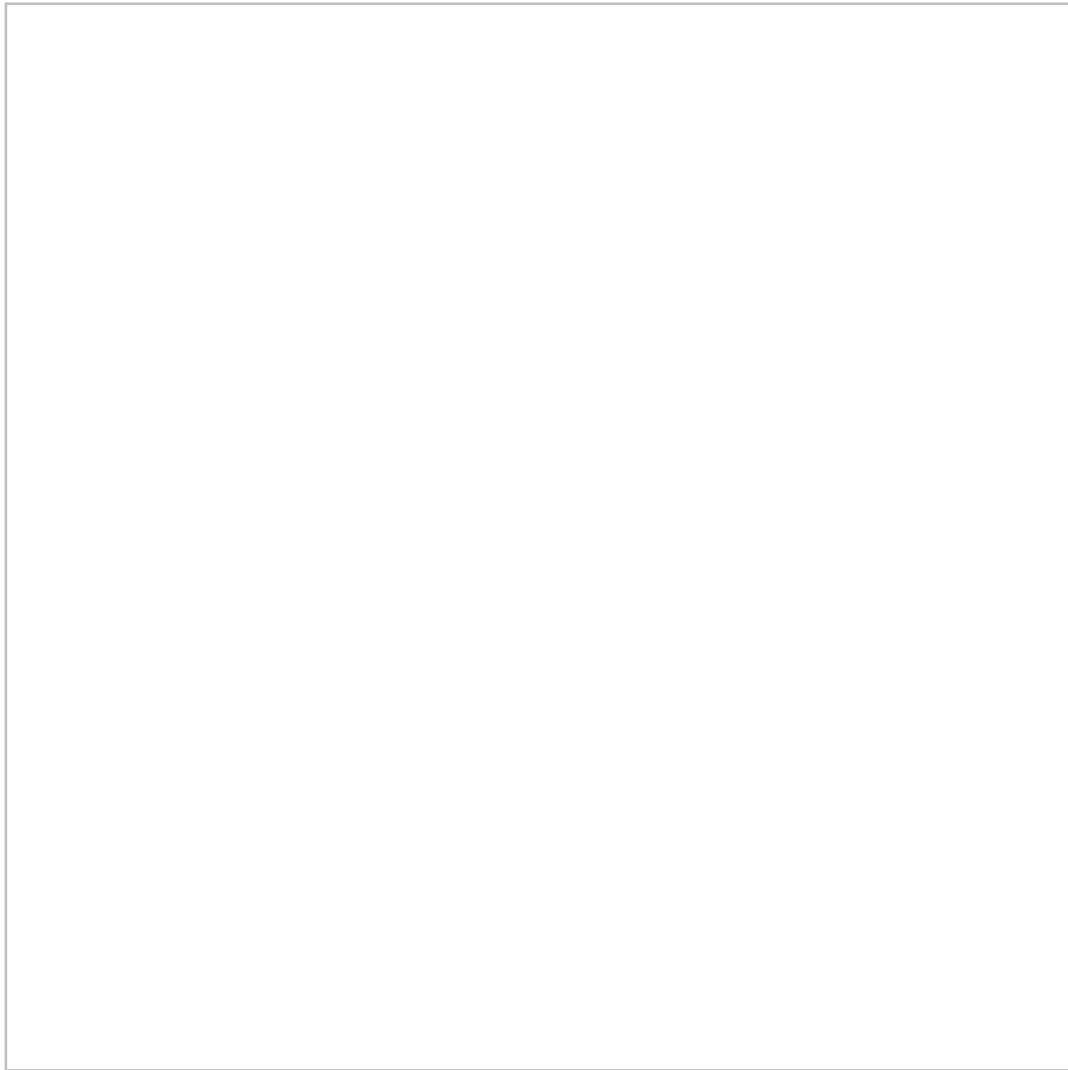
NLC City Summit

November 20-22

World Equestrian Center, Ocala

2024 Florida Rural Economic Development Summit

**All times Eastern unless otherwise noted.*



Funding & Technical Assistance

FEMA Regional Catastrophic Preparedness Grant Program
[Application Cycle Closes July 25](#)

FDEP TRAIL-GO Local Trail Management Grant
[Application Cycle Opens August 1](#)

SS4A Planning and Demonstration Grants
[Application Cycle Closes August 29](#)

Florida Housing Finance Corporation Hometown Heroes Housing Program

EPA Cybersecurity and Technical Assistance for Water Utilities
[Continuous Application Cycle](#)

Florida Clean Vessel Act Grant Program
[Continuous Application Cycle](#)

Water Infrastructure Finance and Innovation Act (WIFIA) Funding
[Continuous Application Cycle](#)

Continuous Application Cycle

Visit our [Grants Program](#) page for resources on grants and other types of funding programs for cities.

Calendar of Events

**Open Local
Government
Positions**

Learning Library



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