

## CITIZENS ACADEMY PROGRAM

### Become a Town of Hope Mills Ambassador

The Town of Hope Mills will soon be launching another 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 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 shall 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 Hope Mills, 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 April 3, 2018 and will be held each Tuesday evening from 6:00 to 8:00 p.m. for eight (8) weeks, with the last week on a Thursday, 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 from a variety of local restaurants.

**APPLICATION**

**Civics 101 – Hope Mills Citizens Academy  
APRIL 2018 Class Session**

The Town of Hope Mills’s Citizens Academy Program (CAP) is a unique opportunity for citizens to learn about Hope Mills Municipal Government in order to foster a better understanding and working relationship between the two. The Citizens Academy requires a time commitment on Tuesday evenings from 6:00 p.m. to 8:00 p.m. for eight (8) weeks. Participants will be selected in a first-come, first-served basis. The class shall be limited to 15 participants.

**(Please print or type)**

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

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

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

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

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

Birth Place \_\_\_\_\_ Years Living in Hope Mills \_\_\_\_\_

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 \_\_\_\_\_ Do you have any dietary restrictions? \_\_\_\_\_

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

Organization

Years as Member

Position Held

\_\_\_\_\_

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 dietary restrictions?  Yes  No If yes, please list:

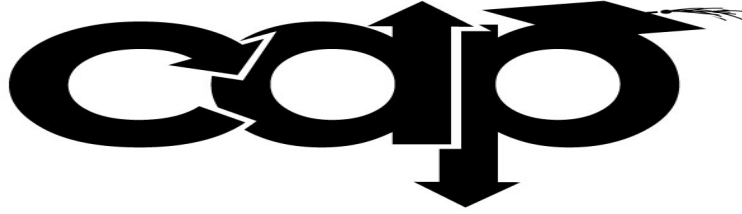
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Please return to: Deborah Holland, Interim Town Clerk  
Town of Hope Mills  
5770 Rockfish Road  
Hope Mills, NC 28348

Phone: (910) 426-4113

Signature \_\_\_\_\_

Date \_\_\_\_\_



## CITIZENS ACADEMY PROGRAM Course Syllabus

### Week One: April 3, 2018

- \* **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 time in which to state their name, tell where they are from and why they enrolled in CAP. There will be introductions of Department Heads.
- \* **Speakers:** Town Manager, Town Clerk, Human Resources Administrator
- \* **Topics:** Brief Hope Mills History, Council-Manager Form of Government, North Carolina League of Municipalities, Role of Advisory Boards, Functions of Town Attorney, Open Meetings Law, Record Keeping and Highlights of the Human Resources Department.

### Week Two: April 10, 2018

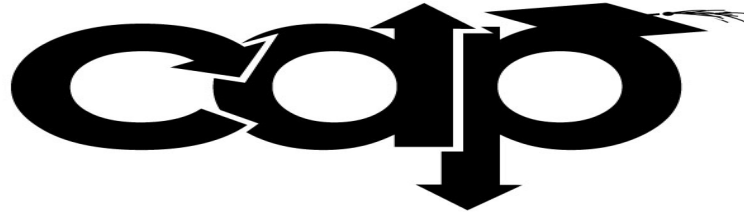
- \* **Subject:** “**Planning & Zoning and Inspections**”
- \* **Location:** **Town Hall**
- \* **Speakers:** Inspections Director, and Development & Planning Administrator
- \* **Special Exercise:** Planning Session
- \* **Topics:** Land Use Plan, Zoning Board duties/responsibilities, building permits,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

### Week Three: April 17, 2018

- \* **Subject:** **Parks and Recreation**
- \* **Location:** **Parks and Recreation Building**
- \* **Speakers:** Parks and Recreation Director and Staff
- \* **Topics:** Overview of Parks (Hope Mills Lake Park, Municipal Parks & Ballfields) Parks and Recreation Operations (budget, personnel, programs), 4<sup>th</sup> of July and Ole Mills Day Festivals. Heritage Park Master Plan, Golf Course Master Plan.

### Week Four: April 24, 2018

- \* **Subject:** **Infrastructure - Public Works (Garbage, Streets, Sidewalks, Recycling)**
- \* **Location:** **Public Works Building**
- \* **Speakers:** Public Works Director and Deputy Public Works Director
- \* **Special Events:** TBA
- \* **Topics:** 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 projects.



## CITIZENS ACADEMY PROGRAM

Week Five: May 1, 2018

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

Week Six: May 8, 2018

- \* **Subject: Police Department**
- \* **Location: Town Hall with tour of Police Department**
- \* **Speakers:** Police Chief, Captains, and Patrol Officers
- \* **Special Exercise:** TBA
- \* **Topics:** Police operations (Drug Prevention & Crime Prevention), Canine Unit.

Week Seven: May 15, 2018

- \* **Subject: Stormwater**
- \* **Location: Town Hall**
- \* **Speakers:** Stormwater Administrator, Stormwater Technician
- \* **Special Events:** TBA
- \* **Topics:** Overview of Stormwater Program Illicit Discharges,

Week Eight: May 24, 2018 (THURSDAY)

- \* **Subject: "HELP!!!" Who Should I Call?**
- \* **Location: Fire Department**
- \* **Speakers:** Fire Chief and Deputy Chief
- \* **Special Events:** Fire Equipment Exhibits (including vehicles)
- \* **Topics:** 911- How It Works, Development/Recruitment, Fire operations, Special Operations.

**Graduation: June 4, 2018 (Monday) Town Board Meeting**

**\*Location: Town Hall – 1<sup>st</sup> Monthly Board Meeting at 7:00 p.m.**