

Proposal Citizens' Academy for Bellbrook (CAB)

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Objective

Engage community members and improve communication between the City and those who live and work here.

Mission

The Academy will be a fun program, inspiring residents to get involved by highlighting many opportunities. The Academy will offer a hands-on overview of City government, and participants will learn how decisions are made, how funds are allocated, and how departments interface.

Concept

- Applications of candidates vetted by a selection committee.
- A cohort of 12-20 commits to meeting weekly, for 8 weeks, to learn about City departments.
- Each meeting would consist of a group meal, an icebreaker exercise, presentation by a City department, and hands-on activity.
- Departments: Police, Fire, Service, Community Development, Administration, Library, Museum (additional possibilities: Civic organizations, Parks, BOE).
- Culminates at City Council meeting with presentation of Certificates of Completion, followed by a reception.
- Outcome metrics gathered with pre- and post-program survey of participants.

Planning

4 months before CAB begins

First - decide who owns this program, and also who manages it.

Create a committee of 4-6 (community, City Manager, Council) to make decisions, develop program, and plan logistics and content

- Choose dates, day of week and time
- Decide on criteria for applicants
- Create application form, set deadline for submission
- Determine number of attendees and alternates
- Research similar programs
- Create logo
- Design publicity content and strategy
- Outline program
- Create fact sheet for applicants including expectations
- Get buy-in from City Departments
- Discuss budget and donations

- Assign responsibilities to committee members
- Designate what items can be done internally by City and what needs to be outsourced

3 months

- Begin publicity
- Create selection committee and begin to accept applications
- Give-aways - notebook, tote bag? What can be done electronically?
- Meet with departments to begin creating content with uniformity - handouts, hands-on activity
- Create pre- and post-program surveys for participants
- Meal donations or budget and selections

2 months

- Continue publicity
- If attendee goal not reached, contact community leaders for nominations
- Create icebreaker activities and structure for each session
- Plan hospitality - transportation if needed, finalize meals including paper goods and location
- Create graduation certificates
- Plan reception and final

1 month

- Finalize attendees and alternates
- Ensure waivers are signed
- Circle back with departments, their session should be completely planned
- Put together attendee binder (table of contents, city map, list of all City officials and departments, City budget, etc)

Post-CAB wrap-up

- Metrics - report back on pre- and post- Academy surveys
- Gather feedback on program from City departments
- What went well? How could we do better?
- Publicity
- Planning future CAB?