

## **Horseshoe Bay Citizens' Academy: HSB 101**

There are nine sessions in HSB 101/2016: eight classes with speakers with the ninth and final class being a roundtable discussion led by the Mayor and City Council members followed by a graduation ceremony. The session topics are outlined below. The City Manager typically attends each session to introduce speakers and has an informal question and answer period before and after each session. While session topics may change, the following is a proposed schedule for the inaugural Citizens' Academy during the fall of 2016.

- **Session 1**

***Title – City Government – Big Picture View***

Presenters – Mayor--City Council--City Attorney--City Secretary--City Manager

Session covers the responsibilities of the City, City Councilmembers, the City Attorney and Manager, and the relationship between the City Council and the City Manager. The City as a Home Rule City and its Charter are covered too.

The City Secretary will address issues such as: Texas Open Meeting Act; the City's Records Management; election duties for all City elections; preparation of City Council meeting agendas and the posting and publication of all public notices; monitoring of terms and records of attendance for all Boards, Committees and Commissions; coordinates the annual appointment process; compliance with Public Information Act; City website; and compliance with City Charter & Government Code.

- **Session 2**

***Title - Show Me the Money***

Presenters - Finance Director & Utility Billing Staff

The session provides a general overview of the entire City budget and explains how the citizens' utility bills are calculated and what you can learn from them. The Finance Department is responsible for all financial and accounting functions for the City of Horseshoe Bay. Duties include the collection, deposit and accounting for City revenues; disbursement and accounting for City expenditures; maintenance of the City's general ledger and accounting records; oversight of the budget preparation process and ensuring compliance with the approved budget; oversight of City debt issuance; personnel and payroll functions; and preparation of financial information and reports.

- **Session 3**

***Title - Life, Safety and Pursuit of Happiness***

Presenters – Development Services Director & Staff

Session covers the responsibilities of the Development Services Department such as: planning & zoning; subdivision and replat applications; administration of building plan reviews; building plan reviews & inspections; and floodplain administration.

- **Session 4 (Police Dept. Training Room)**

***Title – Law & Code Enforcement***

Presenters - Municipal Court Judge & Code Enforcement Officer

The Municipal Court Judge will address the role and function of the Municipal Court and the role of the Court for code enforcement matters and substandard building cases.

- **Session 5 (Central Water Treatment Plant Training Room)**

***Title – The Things We Take For Granted--Water & Wastewater***

Presenters - Utility Director

This session addresses water treatment and the wastewater treatment facilities. The Community Services Department of the City of Horseshoe Bay provides public health through the cost effective management of: Water Treatment and Distribution; Wastewater Collection, Environmentally Safe Treatment and Disposal; and Water Conservation and Environmental Programs. The mission of this department is to ensure quick reliable core services that promote our communities public health, wealth and happiness.

- **Session 6**

***Title - Keeping Citizens Safe***

Presenters – Police Chief & Staff

The Police Chief details the activities of the Police Department which has the responsibility of enforcing all state and local laws of Horseshoe Bay. The Police Department responds to all crimes and/or law enforcement emergency 911 calls within the city. The Police Department enforces City Code violations, animal control matters, and provides service and assistance in the event of a manmade or natural emergency.

- **Session 7**

***Title – Helping Citizens***

Presenters - Fire Chief & Staff

The Fire Chief addresses the history of the fire, types of fires and their response as well as fire prevention and emergency medical responses. Non-emergency duties include fire safety inspections, pre-fire plans for target hazards, public fire safety education, and Fire Marshall duties. The Chief serves as the City's Emergency Management Coordinator and interfaces with city, county, state, and federal officials in the development of emergency plans, training exercises, and disaster response and recovery efforts.

- **Session 8**

***Title - Keeping Things Looking Appealing***

Presenters – City Manager & Street Project Manager

The recent street upgrade program will be described as well as the policy moving forward. Also, all the beautification responsibilities the City conducts almost daily will be detailed such as street signs; right-of-way maintenance, FM 2147 mowing & litter pick-up, curbside collection of solid waste; brush disposal; recycling services; and Martin Park. In addition, the lot mowing and clearing programs will be discussed. Deer Management process and history will be shared too.

- **Session 9**

***Title - Round Table Discussion***

The Mayor and Council attend this session along with all the speakers from the previous sessions. Students ask questions of the speakers and give opinions concerning the program.

The sessions are held consecutive **Thursdays from 3:00 to 5:30 p.m.** in the City Council chambers. Field trips to City facilities will be common during sessions.

Schedule for fall 2016:

October 6	Session 1
October 13	Session 2
October 20	Session 3
October 27	Session 4

November 3	Session 5
November 10	Session 6
November 17	Session 7
Thanksgiving Week	(No Meeting)
December 1	Session 8
December 8	Session 9

Each speaker is usually a department head and is asked to prepare a presentation, whether it is a Power Point presentation, short video that pertains to their subject or just handouts for the students. Participants respond very well to receiving handouts to include in their binder. Many students have said they reference handouts after the class is over. Each speaker is given 45 minutes to an hour to speak, with time for questions at the end of their topic.

Attendees are limited to the first 15 that submit an application. All others will be given first preference for the next Citizens' Academy. Applicants must be a City of Horseshoe Bay resident with preference given to full-time residents. If there are remaining seats available non-Horseshoe Bay residents may be considered.

We have an attendance policy for the class to ensure we always have a full and dedicated class. Participants missing two or more classes do not graduate from HSB 101. They have the option to make up the classes they missed when the next HSB 101 class takes place. If they make up the sessions, they may graduate with the next class.

During the graduation ceremony, each student is presented with a certificate of completion signed by the Mayor, and a HSB 101 polo shirt embroidered with the City logo. Their pictures are taken with the Mayor and classmates to be sent to the local newspaper and media outlets.

## **Evaluations**

In the binders provided to participants, there are speaker evaluations for each session. We ask the participants to fill out individual speaker evaluations and turn them in to a staff member at the end of each session. Each speaker receives a summary of their evaluation so they can adjust their presentation accordingly. During the last session, participants are given a course evaluation that covers the entire program and asks broad questions about how to improve the course. We also take notes during the discussion to make sure we get as many comments, suggestions, complaints, and praises recorded in case they do not put those thoughts on their evaluation form.