



CITIZENS ACADEMY

2024

PROGRAM AGENDA

(10-Week Course)

Date: March 7, 2024 through May 16, 2024

(Except the week of 3/25 for AASD Spring Break)

Time: Thursday evenings starting at 6 pm

Duration: 45 mins to 3 hours (May vary with each session)



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7

SESSION 1

APPLETON PUBLIC LIBRARY - 1 HR

- What is a library?
- APL's mission, vision, and values
- Public libraries in Wisconsin
- APL Budget: An overview
- Spotlight on library initiatives
- Virtual Tour: New Library

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SESSION 2

(TOTAL: 1.5 HOURS TO 2.5 HOURS)

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

The Community & Economic Development Department is a multifaceted department. In this session, the participants will learn about three citizen-facing topics:

- City development project highlights
- How assessed value is calculated
- The basics of code compliance

DEPARTMENT OF HEALTH:

- Brief History/Timeline of the City of Appleton Health Department
- Brief summary of Public Health structure in the State of Wisconsin
- Structure of the Appleton Health Dept and brief discussion about public health
- Discussion of divisions/service areas
- Q&A

DEPARTMENT OF PUBLIC WORKS- ENGINEERING

Engineering Division: Overview

- Engineering Division Staff
- Division responsibilities

Project Planning

- 5-Year Capital Improvement Plan
- Preliminary Field Work/Survey Equipment

Survey Equipment on Display/Demo

- Engineering Design

Hand out Smart Streets Swag

- Advertising, Contractor Prequal & Public Bidding

Construction Phase

- Construction Staking
- Utility Locates (Digger's Hotline)

Example Utility Lines

- Construction Inspection/Daily Record

Post-Construction Record Keeping

- Project Record Drawings
- GIS Records

- Infrastructure Adjustments Forms/GASB

Questions

DEPT. OF LEGAL AND ADMINISTRATIVE SERVICES

Introduction and Overview of the session's objective

- Ferris Wheel proposal as the central discussion topic
- Preparation

Session Execution

- Conducting a simulated council meeting.
- Active participation from academy members in their assigned roles.
- Facilitation of discussion by Darrin on parliamentary procedures.

Feedback & Conclusion

- Soliciting feedback from participants on the activity
- Closing remarks and summary of key takeaways

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SESSION 3

(TOTAL: 1.5 HOURS TO 2 HOURS)

OFFICE OF THE MAYOR

- Introduction: The Mayor's role and the day-to-day function of his team

DEPARTMENT OF FINANCE

- Simple presentation on the role of Finance

DEPARTMENT OF HUMAN RESOURCES

- A PowerPoint presentation on their role, team, responsibilities, and recruiting process

DEPARTMENT OF INFORMATION TECHNOLOGY

Introduction (PowerPoint Presentation) -

- Team and role
- Department Certifications
- Use of ITIL for IT governance
- Use of Agile/Scrum methodology for project management

Helpdesk

- Ticket system to solve IT issues and track projects on day-to-day basis

Operations

Development

- Explain the importance of the IT development team and their role in migrating to the Legacy systems to Cloud software

Q&A and Conclusion

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SESSION 4

DEPARTMENT OF UTILITIES: WATER TREATMENT PLANT (1.5 HOURS - 2 HOURS)

- Welcome/Introductions/Overview
- Powerpoint presentation of Water Treatment at the AWTF
- Walking Tour of: Pretreatment, Softening, Filtration, Disinfection (both ultraviolet light and chlorination) Fluoride and Phosphate
- Pressure Zones, Wholesale Customers and Towers

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SESSION 5

VALLEY TRANSIT OUTLINE - 1 HOURS

- Tour of the Whitman Ave construction project and an overview of the regional services provided, mobility management, and travel training opportunities

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SESSION 6

PUBLIC WORKS OPERATIONS - 1.5 HOURS

Welcome/Introductions/Overview of evening activities

Break-Out Groups

Station1 – Sign Shop 6:10 – 6:30

- Discuss the number and types of signs in City
- Sign-making demonstration

Station 2 - Arborist Truck

- Discuss tree inventory
- Discuss the pruning cycle
- Ride in a bucket truck for lucky winners

Station 3 - MSB Garage

- Discuss size of fleet, various divisions at MSB
- Show them different vehicles and explain multiple uses
- Fleet technology
- Take picture with vehicles

Salt Shed with entire group

- Group picture
- History of shed, capacity, etc.
- Discuss why and when we use salt; reduction strategies

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SESSION 7

DEPARTMENT OF PARKS, RECREATION, AND FACILITIES MANAGEMENT (7 PART TOUR)- 1.5 HOURS

Introduction by Deputy Director

- Divisions
- Video showcasing divisions
- Mission/Strategic Plan

Overview by Project and Resiliency Manager

- Mission and Sustainability and resiliency initiatives
- Incorporating sustainability and resiliency into the Capital Development plan
- Sustainability and resiliency highlights

Presentation by Recreation Manager

- Mission of recreation div and community impact
- Staff/Volunteers
- Facilities - pools, Scheig
- Community Partnerships/Outreach
- Initiatives - strategic plan/marketing

Presentation by Grounds Manager

- Park/Trails: touch on projects and developments as well
- as amenities like pavilions, playgrounds, etc
- Athletic facilities
- Projects/Involvement in Special Events and Staffing

DEPARTMENT OF PARKS, RECREATION, AND FACILITIES MANAGEMENT (CONTD.)

Presentation by Facilities Manager

- Mission
- Components of facilities management division
- Overview of building systems maintained
- Staffing

Introduction by Reid Gold Course Superintendent

- Overview of course operations
- Course Rounds/History
- Course Maintenance/Technology
- FAQs

End with a tour of the building

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SESSION 8

APPLETON POLICE DEPARTMENT - 3 HOURS

- Welcome- Brief overview of the Department
- Rotating stations: K9, Forensics, Traffic Officer
- Case Study- Sgt. Kuether
- Wrap-Up

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SESSION 9

APPLETON FIRE DEPARTMENT - 2 TO 3 HOURS

Rotating Stations:

- Hoseline Advancement - move the charged hose into a structure and flow water (gear optional)
- Aerial Bucket Ride - see Appleton from a higher perspective on the 100-foot ladder truck
- Vehicle Extrication - use tools to perform patient extrication from a vehicle

Group Activities:

- Overview of HazMat/Tech Rescue/Swift Water Operations - talk through and Q&A
- Station 6 Tour

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SESSION 10

WRAP UP & GRADUATION DAY - 45 MINS