


City of 
Auburndale

Citizens Academy

2025





City of Auburndale
AUBURNDALE, FLORIDA 33823

Dear Resident,

The City of Auburndale is excited to announce that now through January 31st, 2025, the City is accepting applications for the 2025 Auburndale Citizens Academy. This program is designed to provide residents with a first-hand look at their City government.

This free program is open to residents 18 years-of-age or older who live within the City of Auburndale city limits. Each week, participants will learn about different City departments through a series of hands-on activities, demonstrations, and interactive tours.

The Auburndale Citizens Academy runs for seven (7) consecutive Tuesday evenings from 6:00 p.m. to 8:00 p.m. beginning February 18th through April 1st, and ending with a graduation ceremony at the regularly held City Commission meeting on Monday, April 7th, at 7:00 p.m.

For more information and an application, please visit www.auburndalefl.com under the "Residents" section, or call (863) 965-5530, Extension 140. Completed applications must be turned into the City Clerk's Office no later than Friday, January 31st, at 5:00 p.m. The City Clerk's Office is located at City Hall, 1 Bobby Green Plaza, Auburndale. Applications may also be emailed to bhenry@auburndalefl.com.

SCHEDULE AT-A-GLANCE

Date and Time	Topic and Description	Meeting Location (Subject to change)
Tuesday, February 18 th , 6:00 p.m.	Kick-Off / Governing Auburndale City Commission, City Manager's Office, City Clerk, Human Resources	City Hall 1 Bobby Green Plaza
Tuesday, February 25 th , 6:00 p.m.	The Foundation of Auburndale Public Works and Public Utilities	Public Works Building 915 Charles Avenue
Tuesday, March 4 th , 6:00 p.m.	Protecting Auburndale Fire Department	Auburndale Fire Department 100 Ariana Avenue
Tuesday, March 11 th , 6:00 p.m.	Behind the Scenes in Auburndale Finance Department, Information Technology Department, Library	Library 100 West Bridgers Avenue
Tuesday, March 18 th , 6:00 p.m.	Relaxing in Auburndale Parks and Recreation Department	History Museum 119 West Park Street
Tuesday, March 25 th , 6:00 p.m.	Building Auburndale Community Development Department, Community Redevelopment Agency	City Hall 1 Bobby Green Plaza
Tuesday, April 1st, 6:00 p.m.	Protecting Auburndale Police Department	Auburndale Police Department 2 Bobby Green Plaza
Monday, April 7th, 7:00 p.m.	Graduation	City Hall 1 Bobby Green Plaza

CITIZENS ACADEMY: GENERAL INFORMATION

What is the Citizens Academy?

This program provides our citizens with a deeper understanding of how their City government works, and gives them a look at daily operations and services provided by their local government. The program sets the foundation for residents who are interested in furthering their civic knowledge, especially as it relates to government closest to the people.

When will classes be held?

Classes are held weekly on Tuesdays, from 6:00 p.m. to 8:00 p.m. Classes will begin at 6:00 p.m. Dates are announced on the City's website and are outlined in the application. Participants should attend the kick-off session and graduation, and may miss no more than one (1) class to successfully complete the program. To help ensure the integrity of program, any student who misses two (2) or more classes will be withdrawn from the program and may apply to participate in a subsequent program.

What will I do in the Academy?

Classes provide an in-depth "behind the scenes" look at municipal government. Classes will involve presentations by City staff, as well as tours of facilities and key locations within the City that are not normally accessible to the general public. Dinner will also be provided.

Who is eligible to participate?

Citizens Academy participants must be 18 years or older and live within Auburndale city limits. Participants must meet attendance requirements to successfully complete the program.

How are participants selected?

Applications must be submitted to the City Clerk's office by the application deadline. Applications received after the deadline will not be considered. City staff will verify the residency of the applicants.

City staff will review all eligible applications and select class members based on their applications. Class size will be determined by interest and available resources. The City will notify applicants of their selection status by email and/or phone call. If a selected applicant determines they no longer wish to participate, the City reserves the right to replace them with another eligible applicant.

What is the cost to participate?

This program is offered free-of-charge.

What should I wear?

The classes are interactive, so business casual attire is acceptable. We will provide a Citizens Academy nametag for each student. The nametag should be worn during each class, so staff can easily identify class members. We recommend comfortable shoes, as there will be some walking and many activities during the classes.

Where are classes held?

Classes will be held at various City facilities. Meeting locations will be communicated to selected participants prior to the class. Participants are responsible for their own transportation to and from the meeting location each session. For some sessions, the City will provide bus or van transportation from the meeting location to other off-site locations. Additional information will be provided when applicable.

What do I do if I need to miss class?

Participants are allowed to miss one session; however, they are strongly encouraged not to miss any programs if possible.

May I bring a guest or relative to these activities?

Because of space limitations, participants may not bring any guests to the classes; however, they will be encouraged to bring guests to the graduation ceremony.

What happens after the Academy?

During graduation, you will be recognized by the City Commission during a presentation at a regularly scheduled City Commission meeting. Following graduation from the Auburndale Citizens Academy, you will better understand the role of municipal government in not only Auburndale, but our democracy at-large.

What if I have more questions?

For more information, please contact the City Clerk at (863) 965-5530, Ext. 140, or by email at bhenry@auburndalefl.com.



APPLICATION FOR SPRING 2025

Name:
Address:
City: Zip Code:
Phone:
Email:

- I am a resident of Auburndale
The Citizen's Academy will be held each Tuesday starting on February 18th from 6:00 p.m. to 8:00 p.m., and a graduation ceremony on Monday, April 7th, at 7:00 p.m. Will you be able to attend all classes?

Dietary Needs or Food Allergies:

Briefly explain why you wish to enroll in the Citizens Academy and what you would like to gain from the experience?

Blank lines for explaining enrollment reasons.

I have read and understand the forgoing information and agree to abide by the rules set forth in this registration form.

Print Name: Date:

Signature:

Table with columns: By Mail, By Email, In-Person. Includes contact info for City Clerk and City Hall, and a deadline: Applications are due no later than 5:00 p.m. Friday, January 31st, 2025.