



OFFICE OF THE MAYOR CITY OF NEW HAVEN

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www.newhavenin.org



Dear Citizens of New Haven:

It is my privilege to welcome you to the New Haven Citizens' Academy. The purpose of the Citizens' Academy is to engage New Haven citizens with their city government by providing an interactive forum to learn first-hand how the City of New Haven is structured and managed; the city's relationship with Allen County and other public agencies; what services and programs are available through city agencies; how to access needed services; and how to apply this knowledge by serving as an information resource for your neighborhoods, non-profit groups and local businesses.

The Academy format brings together elected and appointed officials with Academy participants in an informal setting where participants learn through presentations and information sharing.

As our City continues to grow and attract new families, we find ourselves faced with many challenges. Our policy is, and always will be, to develop New Haven with regard to our existing community. New Haven is building for the future to provide the very best for you – our neighbor.

We are at a very important time in formulating the destiny of our City and we want you to know that your city government is working hard at educating our own citizens in the process.

Effective leadership with a sound understanding of community development in today's environment is critical to a community's future. We encourage you to get involved and participate in this educational series.

Respectfully,

A handwritten signature in cursive script that reads "Terry E. McDonald".

Terry E. McDonald
Mayor
City of New Haven

City of New Haven Citizens' Academy



LEARN ABOUT
GOVERNMENT
FROM THE **INSIDE**
OUT

CITIZENS' ACADEMY

Participants will:

- Gain a deeper understanding of how local government works.
- Meet government leaders and department heads.
- Learn about government operations through direct exposure to experts in the field.
- Understand how citizens can become engaged in public affairs.
- Learn about opportunities for community based partnerships and programs.
- Serve as role models for other community residents.
- Help improve a liveable, sustainable community.

8-SESSION CURRICULUM

Monday Evenings
6:00 p.m. – 8:30 p.m.

Application Deadline: September 8, 2010

CLASSES BEGIN: September 13, 2010

Download Application at www.newhavenin.org

**APPLY
NOW**

"Great program! I had no idea of the tremendous scope of services provided and the education and ongoing training needed by professionals to run an effective city."

*- Academy Participant
Spring Session*

"Through this course, I learned that New Haven is a more dynamic and vibrant/active community than I originally thought. This has been a great opportunity."

*- Academy Participant
Spring Session*

City of New Haven Citizens' Academy

What is the Purpose of the Citizens' Academy?

The City of New Haven needs continuous input from all of our citizens and we believe that educating local citizens in our community to obtain a better understanding of the functionality of local government, the responsibility of each department and how each department operates helps prepare new community volunteers and leaders, enhances trust, and builds relationships with the local public sector.

Who Can Participate in the Academy?

The Citizens' Academy is open to any New Haven resident who has an interest in city government, how it serves its residents, and how a community of informed residents can improve the city.

What Does it Cost?

The Citizens' Academy is *FREE* to participants of this program.

Who are the Instructors?

City representatives and elected officials, including the Mayor, Clerk-Treasurer, City Court Judge, and City Council members, along with staff will serve as the primary instructors for the Academy.

Where and When are the Academy Sessions Held?

All session locations will vary so that residents can also participate in facility tours during this program.

Sessions will take place on Monday evenings from 6:00 pm – 8:30 pm.

What Are the Requirements to Complete the Academy?

Each participant will be required to attend all sessions in order to graduate. In this way, participants will achieve the Academy's goal of continuing to better inform the New Haven community about local government and its services.

What Happens When a Participant Completes the Academy?

Participants who complete the Academy will attend a City Council meeting and receive a graduation certificate and recognition from the Mayor and other City officials. Graduates are encouraged to further expand their community involvement as a City volunteer.

How often is this Program Offered?

This program will be offered twice a year – one session in the spring and one in the fall.

How many topics and/or Departments will be Featured?

- City Attorney
- City Council Representatives
- City Court
- Clerk Treasurer
- Code Enforcement
- EMS
- Engineering
- Fire Department
- Mayor's Office
- New Haven Chamber of Commerce
- Parks & Recreation Department
- Planning & Economic Development
- Police Department
- Street Department
- Utility Department

How do I Apply to Attend the Citizens' Academy?

There are several ways citizens can apply:

1. Participants should request an application form by contacting the Mayor's Office at 748-7070.
2. Forward an email requesting an application to Deb-Anne Smith in the Mayor's Office at dsmith@newhavenin.org; or
3. Visit City Hall and pick up an Application in the Mayor's Office (located on the 2nd floor).
4. Download the form by visiting our website at www.newhavenin.org

For more information, contact the New Haven Mayor's Office at (260) 748-7070.

PROUDLY SPONSORED BY:

New Haven Mayor's Office
City of New Haven Administration
New Haven City Council
New Haven Chamber of Commerce



City of New Haven Citizens' Academy



APPLICATION

Name _____

Address _____

City _____ State _____ Zip _____

Phone ____ - ____ - ____ Home _____ - ____ - ____ Cell _____

Email Address _____

TELL US ABOUT YOU

How long have you lived in New Haven? _____

What do you like most about New Haven? _____

What do you think are the major challenges for New Haven? _____

What sources do you use for keeping informed about neighborhood and/or city activities and policies? _____

Would you like to get more involved in the New Haven community through volunteer efforts? _____

**Please list all experiences with Community Activities and/or Community Involvement including:
(Community, Civic, Professional, Social, Athletic, and other organizations or boards and committees with
which you have either participated in or served.)**

What would you like to learn from the Citizens' Academy?

Would you be able to commit to attending all sessions of the academy?

Printed Name

Date

Signature

CITIZENS ACADEMY TRAINING PROGRAM

All sessions will be held on Monday evenings from 6:00 p.m. - 8:30 p.m.

Meeting locations will vary so that residents can also participate in facility tours during this program.

Monday, September 13, 2010

Department

Mayor
Volunteer Coordinator
Police Dept.

BREAK

Code Enforcement
CERT Team

- **FACILITY TOUR**

Location: Police Training Room – City Hall

Description

Welcome
Program Overview
Dept. Overview

Dept. Overview
Program Overview
Police Dept.

Speakers

Terry McDonald
Doug Geller
Mike Sweet

Tim Fox
Matt Brokaw

Monday, September 20, 2010

Department

Utility Dept.

BREAK

- **FACILITY TOUR**

Location: Utility Department – Summit Street

Description

Dept. Overview

Utility Dept.

Speakers

Dave Jones

Monday, September 27, 2010

Department

Mayor's Office
MYAC

BREAK

City Court

- **FACILITY TOUR**

Location: Police Training Room – City Hall

Description

Dept. Overview
Program Overview

Dept. Overview
New Haven City Court & Mayor's Office

Speakers

Terry McDonald
Deb-Anne Smith

Geoff Robison

Monday, October 4, 2010

Department

Engineering

BREAK

Planning & Economic Dev.

- **FACILITY TOUR**

Location: Police Training Room – City Hall

Description

Dept. Overview

Dept. Overview
New Haven City Hall (Back Hall)

Speakers

Keith Schlegel

Brian Yoh

CITIZENS ACADEMY TRAINING PROGRAM

All sessions will be held on Monday evenings from 6:00 p.m. - 8:30 p.m.

Meeting locations will vary so that residents can also participate in facility tours during this program.

Monday, October 18, 2010

Department

Chamber of Commerce

BREAK

Parks Dept.

- **FACILITY TOUR**

Location: Park Office - Hartzell Street

Description

Chamber Overview

Dept. Overview

Park Office

Speakers

Vince Buchanan

Mike Clendenen

Monday, October 25, 2010

Department

City Council Attorney

BREAK

Clerk's Office

Utility Office

- **FACILITY TOUR**

Location: Police Training Room – City Hall

Description

How An Ordinance Gets Passed

Dept. Overview

Dept. Overview

New Haven Utility Office

Speakers

Steve Harants

Brenda Adams

Jill Cain

Monday, November 1, 2010

Department

Fire Dept.

BREAK

EMS

- **FACILITY TOUR**

Location: Fire Station – Hartzell Road

Description

Dept. Overview

Dept. Overview

Fire Station

Speakers

John Bennett

Ed Lytal

Monday, November 8, 2010

Department

City Council Representatives

BREAK

Q & A

- **FACILITY TOUR**

Location: Police Training Room - City Hall

Description

Responsibilities of City Council

Council Chambers

Speakers

Terry Werling

Tim Bristow

Mickey Hill

Tuesday, November 9, 2010

*Presentation of Program Certificates

Location: City Council Chambers - City Hall