

Haines City

CITIZENS ACADEMY

LEARN HOW THE CITY
FUNCTIONS
AND HOW LOCAL
GOVERNMENTS WORK

LEARN HOW THE
CITY IMPROVES THE
QUALITY OF DAILY LIFE
AND OUR COMMITMENT
TO OUR CITIZENS

BECOME A
KNOWLEDGEABLE
COMMUNITY MEMBER
AND EFFECTIVE
NEIGHBORHOOD
LEADER

CLASS STARTS FEBRUARY 2019

8 SESSIONS* | MONDAY EVENINGS | 5:30PM-7:30PM

**participants are expected to commit to at least 6 of the 8 sessions*

The 8-week Citizens Academy provides an opportunity to 20 citizens to learn about City government through first-hand experience and gain exposure to the comprehensive list of government functions, services, and activities.

APPLICATIONS AVAILABLE ONLINE AT HAINESCITY.COM OR AT CITY HALL

FOR MORE INFORMATION

Haines City Administration
620 E Main Street, Haines City, FL 33844
(863) 421-3600
www.hainescity.com



Haines City

CITIZENS ACADEMY

ABOUT

The 8-week Citizens Academy provides an opportunity to 20 citizens to learn about City government through first-hand experience and gain exposure to the comprehensive list of government functions, services, and activities.

The Citizens Academy will be held Monday evenings every week from 5:30pm-7:30pm. Participants are expected to commit to at least six (6) of the eight (8) sessions to receive a Certificate of Completion at a graduation ceremony at a City Commission meeting.

If you are interested in attending, please complete the application and return via the following options: (1) in person to City Hall – Attn: Communications and Marketing division, (2) via email at ssnively@hainescity.com or (3) mail to 620 E. Main Street, Haines City, FL 33844. Class size is limited. Participants must be at least 18 years old and will be selected by the City Commission and City Administration.

PROGRAM GOALS

1. Create awareness of how the City improves the quality of daily life and our commitment to our citizens.
2. Develop a community of knowledgeable individuals to act as the ambassadors of the City and be effective neighborhood leaders.
3. Strengthen the relationship between citizens and our City.
4. Create awareness for how the City functions, its processes and how local governments work.

PROGRAM SCHEDULE

8 Week Schedule

Week 1: City Commission, City Manager, City Clerk and City Attorney

Date: 02/25/2019

Location: City Hall – Commission Chambers | 620 E. Main Street, Haines City, FL 33844

- Introductions: Meet the Commission/City Manager/City Clerk/City Attorney, government in the sunshine, overview of local governments and parliamentary procedure basics, municipal election basics, municipal organization & overview

Week 2: Finance, Human Resources, and Information Management

Date: 03/04/2019

Location: City Hall | 620 E. Main Street, Haines City, FL 33844

- Finance: What is a budget?, Budgeting 101, social, political, economic, & technology factors in budgeting
- Human Resources: Components of HR (hiring process, risk management, benefits), recognition program, wellness program & initiatives, incentive programs, training program

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- Information Management: Department overview & services provided, current and future projects, department philosophy, digital divide solutions

Week 3: Development Services & CRA

Date: 03/11/2019

Location: City Hall – Commission Chambers | 620 E. Main Street, Haines City, FL 33844

- Department overview: planning, building/permitting/CRA, mock planning exercise

Week 4: Public Safety: Police & Fire Department

Date: 03/18/2019

Location: Fire Department | 138 N. 11th Street, Haines City, FL 33844

Additional Instructions: If you wish to try on bunker gear and handle equipment, please wear flat close toe shoes and pants.

- Fire Department: Station Tour: apparatus/equipment & bunker gear overview, shift work breakdown, calls and service response
- Police Department: Department overview, Taser demonstration, crime suppression,

Week 5: Parks & Recreation

Date: 03/25/2019

Location: Lake Eva Event Center | 799 Johns Avenue, Haines City, FL 33844

- Department overview consisting of 7 Divisions, tour of aquatic center & operations, tour parks division building & operations

Week 6: Public Works

Date: 04/01/2019

Location: Public Works Facility | 300 N 5th Street, Haines City, FL 33844

Additional Instructions: Please wear comfortable shoes; walking is required.

- Department overview, fleet, sign shop, stormwater & transportation: stormwater wagon demonstration & field demonstration

Week 7: Utilities

Date: 04/08/2019

Location: Utilities Facility | 426 Claude Holmes Senior Avenue, Haines City, FL 33844

- Water operations, transmission & distribution, wastewater operations, plant & infrastructure maintenance, equipment demonstration/display, tour facilities (water plant, wastewater plant, maintenance facility)

Week 8: Graduation

Date: 04/18/2019 | Haines City Commission Meeting 7:00pm

Location: City Hall – Commission Chambers | 620 E. Main Street, Haines City, FL 33844

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Thank you for your interest in the City of Haines City – Citizens Academy. To be considered for participation, applicants must be at least 18 years of age. Class size is limited to 20 people. Application deadline is January 25, 2019.

Please select one of the following: ☐ Haines City Resident ☐ Haines City Business Owner

Name: _____

Address: _____ City: _____ Zip: _____

Business Address (if applicable): _____ City: _____ Zip: _____

Phone: _____ Email: _____

Please indicate why you would like to participate in the Citizens Academy, and what you hope to gain and learn from your participation in our program.

Will you be able to commit to at least six (6) of the eight (8) sessions? ☐ Yes ☐ No

Signature: _____ Date: _____

Please return completed application to the Marketing & Communications division:

Mailing/Physical Address:

City of Haines City
Attn: Marketing & Communications
620 E Main Street
Haines City, FL 33844

Email Address:

Stephanie Snively
ssnively@hainescity.com