



# DRAFT

## Course Outline:

Schedule:		Topic(s)/Discussion(s):
<p><b>Week 1:</b> <b>General Government</b></p> <p><i>Meeting Location: La Habra City Hall, Atrium Conference Room 110 E. La Habra Blvd.</i></p>	<ol style="list-style-type: none"> <li>1. <b>Welcome &amp; Introduction</b></li> <li>2. <b>City Manager</b></li> <li>3. <b>City Council</b></li> <li>4. <b>City Attorney</b></li> <li>5. <b>City Clerk</b></li> <li>6. <b>Closing Q&amp;A</b></li> <li>7. <b>Tour</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Welcome and discuss the course agenda. Please write and save questions for the Q&amp;A portion in order to cover all of today's topics.</li> <li>2. City Manager to discuss the La Habra organization; City Council/Manager format; Government</li> <li>3. City Councilmember will discuss policy; governance</li> <li>4. City Attorney responsibilities</li> <li>5. City Clerk responsibilities; elections; information access (PRR)</li> <li>6. Closing and Questions and Answers – where additional information can be found, and what the next steps will be</li> <li>7. Tour of La Habra City Hall and Council Chamber</li> </ol>
<p><b>Week 2:</b> <b>Administration &amp; Support Departments</b></p> <p><i>Meeting Location: La Habra City Hall, Atrium Conference Room 110 E. La Habra Blvd.</i></p>	<ol style="list-style-type: none"> <li>1. <b>Welcome</b></li> <li>2. <b>Overview of Administration &amp; Support Departments</b></li> <li>3. <b>Administration</b></li> <li>4. <b>Human Resources</b></li> <li>5. <b>Finance</b></li> <li>6. <b>Closing Q&amp;A</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Welcome and discuss the agenda. Please write and save questions for the Q&amp;A portion in order to cover all of today's topics.</li> <li>2. Discuss Administration Department role in the organization (City Council, City Manager, City Clerk)</li> <li>3. Discuss Human Resources roles &amp; responsibilities</li> <li>4. Discuss Finance operations, duties, responsibilities</li> <li>5. Department closing remarks; Q&amp;A; additional resources</li> </ol>



**RESIDENT CIVICS ACADEMY**

<p><b>Week 3: Community Services Department</b></p> <p><i>Meeting Location: La Habra City Hall, Atrium Conference Room 110 E. La Habra Blvd.</i></p>	<ol style="list-style-type: none"> <li><b>1. Welcome &amp; Introduction</b></li> <li><b>2. Department Overview</b></li> <li><b>3. Recreation</b></li> <li><b>4. Children’s Museum</b></li> <li><b>5. Social Services</b></li> <li><b>6. Child Development</b></li> <li><b>7. Employment &amp; Training</b></li> <li><b>8. Closing Q&amp;A</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Welcome and discuss the agenda. Please write and save questions for the Q&amp;A portion in order to cover all of today’s topics.</li> <li>2. Department information (general overview); share information about the Community Services Commission that assists with decision-making within the department.</li> <li>3. Recreation program discussion.</li> <li>4. Children’s Museum discussion; operations; programs &amp; services.</li> <li>5. Social Services Programs including senior programs &amp; homelessness outreach.</li> <li>6. Child Development program overview and services.</li> <li>7. Employment &amp; Training services; Ready SET OC</li> <li>8. Department closing remarks; Q&amp;A; additional resources</li> </ol>
<p><b>Week 4: Community &amp; Economic Development Department</b></p> <p><i>Meeting Location: La Habra City Hall, Atrium Conference Room 110 E. La Habra Blvd.</i></p>	<ol style="list-style-type: none"> <li><b>1. Welcome &amp; Introduction</b></li> <li><b>2. Department Overview</b></li> <li><b>3. Planning Division</b></li> <li><b>4. Building, Safety, &amp; Code Enforcement Division</b></li> <li><b>5. Housing &amp; Economic Development</b></li> <li><b>6. Planning Commission</b></li> <li><b>7. Mock Planning Commission Meeting</b></li> <li><b>8. Closing Q&amp;A</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Welcome and discuss the agenda. Please write and save questions for the Q&amp;A portion in order to cover all of today’s topics.</li> <li>2. Department information (general overview)</li> <li>3. Discuss Planning: Division functions, processes, and projects in process</li> <li>4. Discuss Building, Safety, &amp; Code Enforcement: Division functions, permitting process, plan check, Code Enforcement, and inspections</li> <li>5. Discuss Housing &amp; Economic Development: Division functions, programs, and business outreach</li> <li>6. Share information about the Planning Commission</li> <li>7. Mock Planning Commission Meeting: Case Study exercise and role-playing; debrief</li> <li>8. Closing, questions and answers, and additional learning resources</li> </ol>



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<p><b>Week 5: Public Works Department</b></p> <p><i>Meeting Location: La Habra City Hall, Atrium Conference Room 110 E. La Habra Blvd.</i></p>	<ol style="list-style-type: none"> <li><b>1. Welcome &amp; Introduction</b></li> <li><b>2. Department Overview</b></li> <li><b>3. Engineering</b></li> <li><b>4. Street Maintenance</b></li> <li><b>5. Parks &amp; Trees</b></li> <li><b>6. Fleet Maintenance</b></li> <li><b>7. Water &amp; Sewer</b></li> <li><b>8. Refuse &amp; Recycling</b></li> <li><b>9. Closing Q&amp;A</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Welcome and discuss the agenda. Please write and save questions for the Q&amp;A portion in order to cover all of today's topics.</li> <li>2. Department information; general overview of each division; Administration office</li> <li>3. Discuss Engineering: Capital Improvement Projects; traffic; NPDES</li> <li>4. Discuss Street Maintenance</li> <li>5. Discussion Parks &amp; Tree maintenance; Earth Day events</li> <li>6. Discuss Fleet Maintenance</li> <li>7. Discuss water and sewer information</li> <li>8. Discuss Refuse &amp; Recycling information; hazardous waste removal events</li> <li>9. Closing, questions and answers, and additional learning resources</li> </ol>
<p><b>Week 6: Police Department</b></p> <p><i>Meeting Location: La Habra City Hall, Atrium Conference Room 110 E. La Habra Blvd.</i></p>	<ol style="list-style-type: none"> <li><b>1. Welcome &amp; Introduction</b></li> <li><b>2. Department Overview</b></li> <li><b>3. Policing in La Habra</b></li> <li><b>4. Community Outreach</b></li> <li><b>5. Emergency Preparedness</b></li> <li><b>6. Closing Q&amp;A</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Welcome and discuss the agenda. Please write and save questions for the Q&amp;A portion in order to cover all of today's topics.</li> <li>2. Department information; general overview of each division within the Department</li> <li>3. Discuss policing in La Habra through traffic division, investigation, gang unit, school resource officers, animal control, dispatch, records division, etc.</li> <li>4. Discuss community outreach practices and events</li> <li>5. Discuss emergency preparedness and learning opportunities</li> <li>6. Closing, questions and answers, and additional learning resources</li> </ol>



**RESIDENT CIVICS ACADEMY**

<p><b>Week 7: Fire &amp; Ambulance</b></p> <p><i>Meeting Location: La Habra City Hall, Atrium Conference Room 110 E. La Habra Blvd.</i></p>	<ol style="list-style-type: none"> <li><b>1. Welcome &amp; Introduction</b></li> <li><b>2. Overview</b></li> <li><b>3. Ambulance Operations</b></li> <li><b>4. Fire &amp; Paramedic Services</b></li> <li><b>5. Closing Q&amp;A</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Welcome and discuss the agenda. Please write and save questions for the Q&amp;A portion in order to cover all of today's topics.</li> <li>2. Overview of contract services with Los Angeles County Fire Department and Falck</li> <li>3. Discuss Ambulance Operations</li> <li>4. Discuss Fire &amp; Paramedic Operations</li> <li>5. Closing, questions and answers, and additional learning resources</li> </ol>
<p><b>Week 8: Citywide Tour &amp; Program Recognition</b></p> <p><i>Meeting Location: Various &amp; Council Chamber, 100 E. La Habra Blvd</i></p>	<ol style="list-style-type: none"> <li><b>1. Tour of City Facilities</b></li> <li><b>2. City Council Meeting</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Tour of City Facilities – <i>Examples: Community Center Police Department Public Works Children's Museum Hillcrest Health and Wellness Center</i></li> <li>2. Stay for the meeting to observe a live City Council meeting in action (full circle completion of program)</li> <li>3. Leadership Academy participants will receive a certificate of recognition for completing the resident civics academy</li> </ol>