



Norfolk 101:

CITIZENS ACADEMY

An opportunity for Norfolk citizens to go behind the scenes of city government to experience firsthand the diverse operation of the departments that provide roads, clean water, parks, emergency response services and a host of other services.



City of **Norfolk**

N E B R A S K A

opportunity. right at home.

Session 1: September 20, 2016 “Leading the Way – The Mayor, the City Administrator and Staff”

6:00 pm Meet at City of Norfolk Administration Building at 309 North 5th Street – Training Room – (south door employee entrance)

6:00-6:15 pm Introductions

6:15-6:40 pm Sue Fuchtman – Mayor of Norfolk, Shane Weidner – City Administrator – “Leading City Government”

6:40-7:00 pm Beth Deck – City Clerk – “Duties of the City Clerk”

7:00-7:20 pm Sheila Schukei – Human Resource Manager – “Working for the City of Norfolk”

7:20-7:30 pm Break/talk with staff

7:30-7:50 pm Dennis J. Smith – Public Works Director – “Overseeing the City’s Infrastructure”

7:50-8:10 pm Diane Becker – Communications Director – “Sharing City Information”

8:10-8:45 pm Sheila Rios – Senior Accountant – “Managing the City’s Finances”

8:45-9:00 pm Additional session information. Evaluations. Assignment.

Session 2: September 27, 2016 “Quality of Life – Parks and Streets”

6:00-6:15 pm Meet at Elkhorn Cabin at 1008 McKinley Avenue in Ta-Ha-Zouka Park. Review assignment.

6:15-6:45 pm Pat Mrsny – Park and Building Maintenance Superintendent – “Parks and Trails in Norfolk”

6:45-7:15 pm Jim Dooley – Operations Manager – “Maintaining Norfolk Streets”

7:15-7:45 pm Mark Dolechek – City Engineer – “Duties of a City Engineer”

7:45-7:55 pm Break and then to the Streets Division Building at 1209 South 9th St.

7:45-8:45 pm Tour of street division buildings

8:45-9:00 pm Evaluations. Assignment. Wrap up.

Session 3: October 4, 2016 “Planning for the Future – Public Works and the Water Division”

6:00-6:15 Meet at West Water Treatment Plant at 300 South 49th Street. Review assignment.

6:15-7:30 pm Dennis Watts – Water and Sewer Director – “Providing Safe Clean Water to the Norfolk Community” and tour of the Water Plant

7:30-7:45 pm Break/talk with staff

7:45-8:15 pm Lyle Lutt – Risk Manager – “Managing the City’s Risks and Purchases”

8:15-8:45 pm Valerie Grimes – City Planner – “Planning the City’s Growth”

8:45-9:00 pm Evaluations. Assignment. Wrap up

Session 4: October 11, 2016 “The Environment – Wastewater Treatment and the Transfer Station”

6:00-6:15 pm Meet at the Water Pollution Control Plant at 610 East Monroe Avenue. Review assignment.

6:15-7:15 pm Todd Boling – Wastewater Superintendent – “The City of Norfolk Wastewater Treatment” and tour of Water Pollution Control Plant

7:15-7:30 pm Break/talk with division staff

7:30-8:15 pm Rob Mercer-Solid Waste Supervisor – “How the City Deals with Solid Waste”

8:15-8:30 pm Evaluations. Assignment.

8:30-9:00 pm Tour of household hazardous waste building and dismiss.

Session 5: October 18, 2016 “Growth - Norfolk Housing and the Norfolk Economic Development Council”

6:00-6:15 pm Meet at The Kensington at 110 North 4th Street. Review assignment.

6:15-7:15 pm Gary Hilkemann – Housing Division Director – “Housing in the City of Norfolk” and tour of The Kensington

7:15-7:45 pm Trent Howard – Prevention Manager and Assistant Fire Chief – “The Importance of Codes and Permits”

7:45-8:00 pm Break/talk with division staff

8:00-8:45 pm Andrew Colvin – Economic Development Director – “Economic Development in the City of Norfolk”

8:45-9:00 pm Evaluations. Assignment. Wrap up.

Session 6: October 25, 2016 “Public Safety - The Fire and Police Divisions”

6:00-6:10 Meet at Norfolk Fire Division at 701 Koenigstein Avenue. Review assignment.

6:10-7:25 Scott Cordes – Fire Chief – “The Norfolk Fire/Rescue Division” and tour of fire division

7:25-7:35 pm Walk to Police Station Break/talk with division staff

7:35-8:45 pm Bill Mizner – Police Chief – “The Norfolk Police Division” and tour of the police division

8:45-9:00 pm Evaluations. Assignment. Wrap up.

Session 7: November 1, 2016 “Community Connections – Law, the Norfolk Public Library and Information Technology ”

6:00-6:15 Meet at Norfolk Public Library at 308 West Prospect Avenue. Review assignment.

6:15-6:45 Clint Schukei – City Attorney – “Legal Matters of the City of Norfolk”

6:45-7:30 pm- Jessica Chamberlain – Library Director – ‘Services of the Norfolk Public Library’ and tour of the library

7:30-7:45 pm Break/talk with division staff

7:45-8:30 pm Jim McKenzie – Information Systems Manager – “Information Technology in the Delivery of Government Service” and tour of IT offices

8:30-9:00 pm Evaluations. Discussion of the overall program.

Graduation: November 7, 2016 “Governing the City - The Norfolk Council Meeting and Recognition”

4:30 pm Meet at City of Norfolk Administration building at 309 North 5th Street for pictures

4:45-5:20 pm City Council members – “Role of a City Council Member”

5:20-5:25 pm Go into City Council Chambers

5:30-6:30 pm City Council meeting and recognition of Norfolk 101: Citizens Academy participants

6:30-7:00 pm Reception following the meeting. Relatives are invited.

The Norfolk 101: Citizens Academy schedule is subject to change.

Norfolk 101: Citizens Academy

Requirements: Participants must be a resident of Norfolk, Nebraska, at least 18 years old and be committed to attending all of the eight sessions. Photos of participants may be used by the City of Norfolk for marketing efforts. There will be lots of walking in some sessions so please wear comfortable shoes.

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell phone: _____

E-Mail Address: _____ Date of Birth _____

Emergency contact name: _____

Emergency phone: _____

Employer: _____ Employer phone: _____

How did you find out about this program? _____

Signature: _____ Date _____