City of Ionia - New Councilmember Orientation - 2009

**Dial-A-Ride – Director Dawn Ketchum**
Location: Dial-A-Ride Offices
- Services Provided
- Service Area
- Overview of Funding Structure
- Future Capital Improvements

**Public Works Department – Director Gary Cunningham**
Location: Public Works Department Garage
- Organization of Department
- Responsibilities of Department
  - Water Distribution and Sewer Collection Systems
  - Street Maintenance
  - Facilities Maintenance
  - Disposal Programs
- Future Capital Improvements

**Public Safety Department – Director Dave Bulling**
Location: Public Safety Building
- Organization of Department
- Police Operations
  - Staffing and Patrol Cycles
  - Crime Statistics
- Fire Operations
  - Areas of Coverage
  - Annual Fire Responses
  - Volunteer Structure
- Future Capital Improvements
- Tour of the Public Safety Building

**Public Utilities Department – Director Chris Kenyon**
Location: Wastewater Treatment Plant
- Municipal Sanitary Sewer System/SDS
  - Sanitary sewer treatment processes
  - Intergovernmental structure of SDS
  - Future Capital Improvements
- Municipal Water System/Wellfields/Wellhead Protection
  - Source of drinking water
  - Treatment process for drinking water
  - Distribution of drinking water
  - Fire hydrant flushing/maintenance
  - Future Capital Improvements
- Industrial Pretreatment Program
Parks and Recreation Department – Director Matt Painter
Location: Armory Community Center
- Programming
- Facilities
- Collaborative relationships
- Future Capital Improvements

Building, Planning and Zoning – Director Larry Harvey
Location: City Hall
- Building Code
- Safety Processes
- Rental Inspection Processes
- Zoning Ordinance
- Role of Planning Commission
- General Code Enforcement – Sidewalks, junk, junk autos, etc.

General Overview of City Operations – City Manager Jason Eppler
Location: City Hall
- City Charter
- City Code
- Council/Manager Form of Government
- Organization of City Operations
- 425 Agreements
- Annual Budget Process/Capital Improvement Plan
- Collective Bargaining Agreements
- Update on Various Matters
- City Boards and Commissions
- Council Meetings

Finance Department – Director Robin Marhofer
Location: City Hall
- Organization of Department
- Accounts Payable/Payroll Processes
- Financial Statements
- Investments
- Debt
- Annual Audit Process
- Property Tax Billings and Administration/Assessing
- Income Tax Administration
- Utility Billing/Rates
- Information Technology
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>8:30 AM to 9:00 AM</td>
<td>Dial-A-Ride – Dawn Ketchum – DAR Offices</td>
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<tr>
<td>9:00 AM to 9:45 AM</td>
<td>Public Works – Gary Cunningham – Public Works</td>
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<tr>
<td>9:45 AM to 10:45 AM</td>
<td>Public Safety – Dave Bulling – Public Safety</td>
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<tr>
<td>10:45 AM to Noon</td>
<td>Public Utilities – Chris Kenyon - WWTP</td>
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<td>Noon to 1:15 PM</td>
<td>Lunch at Lamplight with Jason (and anyone else who wants to join us – Jason’s buying)</td>
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<td>1:15 PM to 1:45 PM</td>
<td>Parks &amp; Recreation – Matt Painter – Armory</td>
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<tr>
<td>1:45 PM to 2:15 PM</td>
<td>Building, Planning, Zoning – Larry Harvey – City Hall</td>
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<td>2:15 PM to 4:00 PM</td>
<td>Finance/Administration – Robin Marhofer/Jason Eppler – City Hall</td>
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