

Department of Public Works City of Muskegon

Mohammed Al-Shatel P.E.
Director

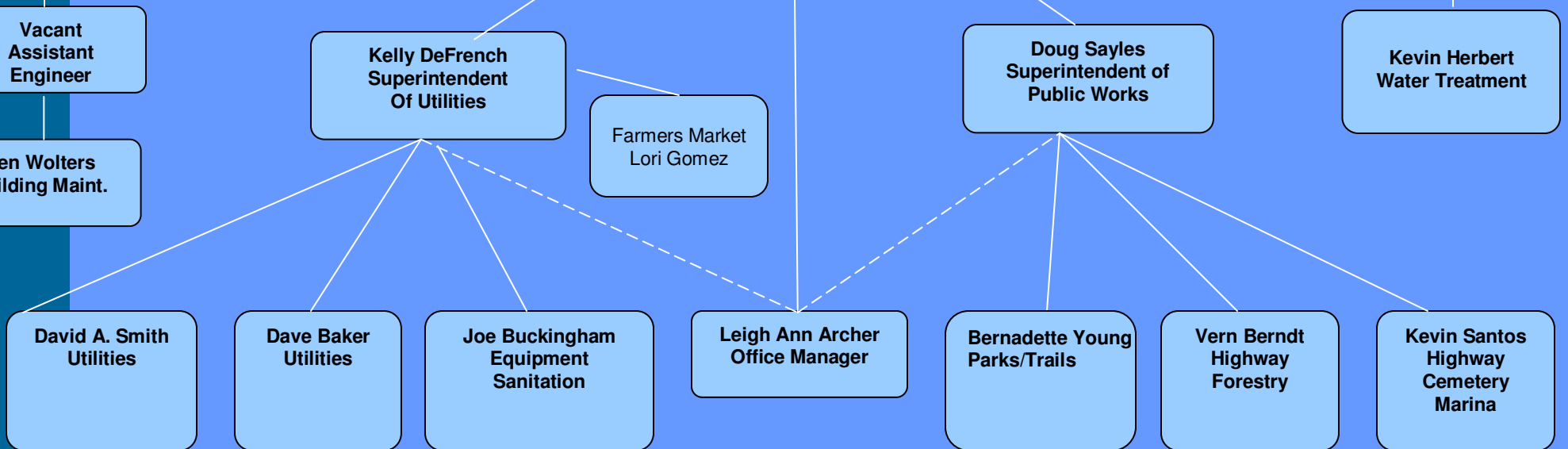
DPW Mission Statement

- Under the Guidance of the City Commission and the City Manager
- Our mission is to provide superior service to all city residents and visitors,
- By maintaining the City's infrastructure and facilities in a safe and reliable manner.
- Since our efforts affect the comfort and well being of our residents every day,
- We shall strive to give prompt attention to the needs of our citizens.
- As well as people who work, visit, or pass through our city.

City of Muskegon Public Works Organizational Chart FY 2011

**Mohammed
Al-Shatel
Director of
Public Works**

**and
City Engineer
Vacant
Deputy Director**



Highway Division

- Personnel
 - 1 superintendent
 - 2 supervisors
 - 15 operators
 - 3 traffic
 - 5-10 seasonal
- Statistics
 - 68 miles major streets
 - 114 miles local streets
 - 9 miles Trunkline (M46/B31)
 - 525 Useable alleys
 - 3164 streetlights

Highway Division Duties

- **Surface Maintenance**
 - Grading gravel streets and alleys
 - Shoulder grading
 - Dust control
 - Pothole patching
 - Crack Sealing
 - Trench Repair
- **Storm Sewer Maintenance**
- **Snow and Ice control**
- **Traffic control**
- **Tree removal and wood pickup**
- **Stump grinding**
- **Terrace repair**
- **Fence repair**

Snow and Ice Control

- Snowplowing
 - 7 plow districts
 - 3 major street routes
- Ice control
 - 9 salt trucks
 - calcium chloride systems
- Snow Fence placement
- Snow Removal

Traffic Control

- Signs
 - 830 stop signs
 - 432 yield signs
 - 22,000 signs
- Sign Fabrication
 - 1000 signs per year
- Workplace barricading
 - 500 sites per year
- Signals
 - 78 Signal sites maintained
 - Signal Maintenance for other communities

Water and Sewer Division

- Personnel
 - 1 superintendent
 - 2 supervisors
 - 21 maintenance staff
- Water distribution maintenance
 - Meter reading
 - Meter repair
- Sewer collection maintenance
 - TV-ing
 - Cleaning
- Pump and Lift station maintenance
- Cross connection control

Water Statistics

- City of Muskegon
 - 193 miles watermain
 - 3 elevated storage tanks (3,000,000 gallons)
 - 1 surface reservoir (5,000,000 gallons)
- Muskegon Township
 - 33 miles of watermain
 - 1 elevated tank (500,000 gallons)
 - 1 surface reservoir (1,000,000 gallons)
- Northside Water system (Muskegon county)
 - 12.2 miles of watermain

Sewer statistics

- Sanitary Sewer - 175 miles
- Storm Sewer - 178 miles
- Lift Stations - 24

Water Treatment Statistics

- Rated Capacity - 40 million gallons per day (mgd)
- Historical Peak - 24.3 mgd
- Average Daily flow – 9.6 mgd
- Summer Average – 15.5 mgd (2007)
- Recent Project at \$16 Million (completed 12/2/05)
- Annual Average Production
 - 3,691,000,000 gallons (3.6 billion gallons per year)

Equipment Division

- Equipment Maintenance and Purchasing
 - City of Muskegon Heights
 - City of Roosevelt Park
- Inventory Management
- Purchasing
- Radio Communications support
- Fuel Management
- Personnel
 - 1 supervisor
 - 5 mechanics (1 not filled)
 - 1 inventory clerk
 - 1 radio technician

Solid Waste and Recycling

- 13,364 accounts
- Current Contract good until 2012
- Garbage Pickup – weekly with 55 Gal cart
- Curbside Recycling – available by subscription
- Yardwaste Programs – every week except winter
 - Curbside pick-up
 - Christmas Tree pick-up
 - Bulk yard waste disposal
 - Abandoned tire disposal
- Neighborhood dumpster service – Spring & Fall

Engineering Department

- Surveying
- Design
- Inspection
- Construction Permits
 - sidewalks
 - driveways
 - Street cuts
- Master Map recordkeeping
- Traffic Engineering studies

DPW Office Administration

- Purchasing
- Record Keeping
- Invoicing
- Payroll
- Service Requests and Complaints
- Senior Citizen Transit

Special Operations

- Computerization Support
 - Programming support
 - Hardware support
 - purchasing
 - installation
 - troubleshooting
- Water system cross connection program
- Stormwater Phase II administration
- Public Service Building Maintenance
- Security
- Solid waste program
- Environmental Task Forces
 - Ruddiman Creek
 - Ryerson Creek
 - Muskegon Lake Public Advisory

Cemeteries

- Maintain & improve 4 city-owned cemeteries
- Grave excavation & closure
- Burial services (contracted out)
- Personnel
 - 1 secretary (includes Forestry)
 - 1 full time employees
 - 12 seasonal employees

Forestry

- Maintain urban forest on all city property & right-of-way:
 - removals, trimming and planting trees
- Personnel
 - administration shared with Cemeteries
 - 2 full time employees

Parks

- Maintain and improve:
 - city parks
 - playfields
 - green spaces
 - bike trails
 - Graffiti removal
- Support special events
- Personnel:
 - 1 supervisor
 - 5 full time employees
 - 25 seasonal employees

Farmers Market/Flea Market

- Farmers Market
 - 120 Covered Vendor Stalls
 - Open Tue, Thur, and Sat. May thru Nov.
 - Open Sat. in December until Christmas
- Flea Market
 - Outdoor market of 300 dealers
 - Open Wed. Mid-May thru Oct.
- Personnel
 - 1 Market Master (Part time)
 - 1 Facility Supervisor (part time) – currently vacant

Hartshorn Marina and Launch Ramps

- Hartshorn Marina
 - 134 slips in large boat basin
 - 99 seasonal
 - 35 transient
 - 30 slips in small boat basin
 - 51 moorings
- Launch Ramps – 4 with public use areas
- Beach Storage Stanchions – 30
- Lake Michigan Designated Beach Area Markers