



# Department of Public Works City of Muskegon

Mohammed Al-Shatel, P.E.

Director

(231) 724-4100

# DPW Mission Statement

Under the Guidance of the City Commission and the City Manager our mission is to:

- Provide all Necessary Services in a Professional, Ethical, Competent and Cost –effective Manner to Ensure Service Excellence.
- Maintain and develop the City's infrastructure and facilities in a safe and reliable manner, while enhancing the Residential Neighborhoods of the City.

# City of Muskegon Public Works' Organizational Chart FY 2013

Mohammed Al-Shatel  
Director of  
Public Works/City Engineer

Deputy Director  
Vacant

Vacant  
Assistant  
Engineer

Terry Spyke  
Building Maint

David Baker  
Superintendent  
Of Utilities

Doug Sayles  
Superintendent of  
Public Works

Kevin Herbert  
Acting  
Supervisor  
Water Treatment

A Chief Operator  
A maint.  
Operator &  
7 Operators

Mike Hannan  
Water/Sewer

Wyatt eggelton  
Water/Sewer

Joe Buck  
Equip. - Sanitation

Leigh Ann  
Archer  
Office Manager

Bernadette  
Young  
Parks/Trails  
/Graffiti

Vern Berndt  
Highway &  
Forestry

Kevin Santos  
Highway-Marina &  
Cemetery

4 Engineer Tech.  
& A Customer  
Service Rep.

17 Full Time  
Water and Sewer  
Workers

1 Stockroom Clerk  
5 Mechanics

5 Customer  
Service  
Reps.

5 Full Time  
15-20  
Seasonal

15 Highway  
Positions & 1  
Traffic

1 (FT) Cemetery & 8  
seasonal  
2 (F.T) Forestry  
7 Marina seasonals

Farmers  
Market  
2-seasonals

# The Department of Public Works Consists of Seven Areas

- Administration
- Highway – Cemetery – Forestry - Marina
- Water & Sewer
- Equipment
- Sanitation
- Parks – Farmers Market
- Engineering

# DPW Office Administration

- Personnel
  - 1 supervisor
  - 5 CRS IIs
- Purchasing
- Clerical Services/Data Entry
- Record Keeping
- Invoicing
- Payroll/Benefit Tracking
- Service Requests and Complaints
- Senior Citizen Transit (contract administration)
- Sale of Stickers for; Launch Ramp, garbage & Boat Slips.
- Trunk line expenses and income reporting
- Building Access
- Monitoring Senior Transit Operation

# Highway – Cemetery, Forestry, Marina & Traffic Division

- Personnel
  - 1 superintendent
  - 2 supervisors
  - 15 operators
  - 2 traffic
  - 5-15 seasonal
- Statistics
  - 68 miles major streets
  - 114 miles local streets
  - 9 miles Trunk line (M46/31BR)
  - 525 Useable alleys
  - 2900 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**
- **Forestry (Tree trimming/removal/planting)**
- **Marina & Launch Ramps**
- **Trunk Lines Maintenance (Fence repair crack sealing/patching & snow removal)**

# Forestry - Highway

- Maintain urban forest on all city property & right-of-ways:
  - removals, trimming and planting of trees
- Personnel
  - 2 full time employees

# 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

# Snow and Ice Control

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

# Cemeteries – Highway

- Maintain & improve 4 city-owned cemeteries
- Grave excavation & closure
- Burial services (contracted out)
- Personnel
  - 1 full time employees
  - 8 to 10 seasonal employees

# Water and Sewer Division

- Personnel
  - 1 superintendent
  - 2 supervisors
  - 17 maintenance staff
- Water distribution maintenance
  - Meter reading
  - Meter repair
- Sewer collection maintenance
  - TV-ing
  - Cleaning
- Pump and Lift station maintenance
- Cross connection control
- Perform sewer services to both Muskegon Laketon TWP's

# Water Statistics

- City of Muskegon
  - 193 miles watermain
  - 3 elevated storage tanks (3,000,000 gallons)
  - 1 surface reservoir (5,000,000 gallons)
- Maintenance Contracts
  - Muskegon Township
    - 33 miles of watermain
    - 1 elevated tank (500,000 gallons)
    - 1 surface reservoir (1,000,000 gallons)
  - North side Water system (Muskegon county)
    - 12.2 miles of watermain
    - One booster station

# Water Treatment Statistics

- Personnel
  - 1 supervisor
  - 1 Chief Operator
  - 1 maintenance Operator
  - 7 Operators
- Rated Capacity - 40 million gallons per day (mgd)  
Historical Peak - 24.3 mgd (1988 drought)
- Average Daily flow – 9.6 mgd
- Summer Average - 14.6 mgd
- Annual Average Production
- 3,691,000,000 gallons (3.6 billion gallons per year)

# Sewer statistics

- Sanitary Sewer - 175 miles
- Storm Sewer - 178 miles
- Lift Stations – 23

# Equipment Division

- Equipment Maintenance and Purchasing
- Inventory Management
- Purchasing
- Radio Communications support
- Fuel Management
- Sanitation & Storm Sewer Regulations
- Personnel
  - 1 supervisor
  - 5 mechanics
  - 1 inventory clerk

# Solid Waste

- 13,364 accounts
- Garbage Pickup
- Yard waste Programs
  - Curbside pick-up
  - Christmas Tree pick-up
  - Bulk yard waste disposal
  - Abandoned tire disposal
- Neighborhood dumpster service

# Parks

- Maintain and Improve:
  - City Parks (33 Parks & Recreation Facilities)
  - Playfields
  - Green Spaces
  - Bike Trails
  - Graffiti Removal
- Support Special Events & Recreation Dept.
- Personnel:
  - 1 supervisor
  - 5 full time employees
  - 15 - 20 seasonal employees

# Engineering Division

- Surveying
- Roads & Utilities Construction Projects
- Design
- Inspection
- Construction Permits
  - Sidewalks
  - Driveways
  - Street Cuts
- Master Map Recordkeeping
- Traffic Engineering Studies
- 4 – Engineering Technicians
- Building Maintenance (City Hall/DPW & other City owned buildings)
- Parks Reservations

# Special Operations (under different Areas of DPW)

- 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

# Public Works Div. Budgets 2013/14

- \$3.5 Millions in General Fund (Cemeteries, City Hall Maintenance, Sanitation, Street Lights, Farmers Market, Parks & Cemeteries).
- \$25.5 Millions in Enterprise Funds (Engineering, Public Service Building, Marina, streets, Equipment & water/sewer)

*Total of = \$29 Millions*