



# **PUBLIC WORKS TYPICAL ENGINEERING ACTIVITIES**

## **A. TYPICAL ENGINEERING ACTIVITIES**

- **Enforce Americans with Disability Act (ADA) / Accessibility city-wide**
- **Respond to citizens issues, complaints, and concerns**
- **Respond to requests from public for public records**
- **Issue violation notices for:**
  - **Sidewalk / trip hazard**
  - **Vegetation overgrowth**
  - **Winterization violation**
  - **Red tags for violations in public right-of way**
- **Prepare staff reports:**
  - **Presentations before boards, commissions, and the City Council**
- **Participate in weekly design review committee (DRC) meetings**
- **Participate in scheduled meetings with organizations outside the City of Larkspur:**
  - **Marin Public Works Association (MPWA)**
  - **Marin Map**
  - **Marin County Storm Water MCSTOPP**
  - **Marin General services Authority (MGSA)**
  - **Transportation Authority of Marin (TAM)**
  - **Technical Advisory Committees (TAC)**
  - **Marin Energy Management Team**
  - **Clean Renewable Energy Bonds (CREBS)**
  - **Street Smarts**
  - **Various training programs for staff**
- **Review all documents for Public Works Issues during the planning phase**
  - **New developments**
  - **New homes and commercial facilities**
  - **Remodels**
  - **Repairs to Existing Facilities**



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- **Check and review final drawings for:**
  - **Public right-of-way issues**
  - **Drainage**
  - **Grading and earthwork**
  
- **Issue grading permits**
  
- **Issue encroachment permits for:**
  - **Fencing**
  - **Landscaping**
  - **Under sidewalk drains**
  - **Sidewalk curb and gutter repair**
  - **Debris box placement**
  - **Permanent Structures**
    - **Retaining walls**
    - **Mail Boxes / Pillars**
    - **Garages**
    - **Gates**
  - **Driveways**
  - **Utility agencies**
    - **PG&E**
    - **AT&T**
    - **MMWD**
    - **Comcast Cable**
    - **Sanitary District No.1**
  
- **Conduct Inspections for:**
  - **All encroachment permits listed above**
  - **Drainage channels and creeks**
  - **Pump stations and flood control**
  
- **Plan and improve City Hall energy efficiency by installing a:**
  - **New ceiling**
  - **New HVAC system**
  - **Lighting retrofit**
  - **Solar photovoltaic system**
  - **New roofing**
  - **Energy mizer**
  
- **Evaluate and update hardware and software for typical engineering activities:**
  - **CAD**



## **PUBLIC WORKS TYPICAL ENGINEERING ACTIVITIES**

- GIS
- Surveying
- Mapping
  
- **Prepare GIS maps for:**
  - Bridges
  - 100-year flood plain map
  - FEMA community rating system map
  - Hazard mitigation map
  - Evacuation threat zones map
  - Photo survey of the City's assets
  - Pavement condition index mapping
  - Storm drain system mapping
  - Bicycle and pedestrian master plan
  - Street resolutions map
  - Street maintenance map
  - Street sweeping
  - ADA facilities
  - Public ownership map
  - Zoning map
  
- **Apply for grants:**
  - Measure A
  - Proposition 1B
  - Regional measure 2 (RM2)
  - Proposition 42
  - Pavement management technical assistance program (PTAP)
  - Safe routes to school (SRTS)
  - Safe pathways to schools
  - State transportation program (STP)
  - Highway bridge program (HBP)
  - Clean renewable energy bonds (CREBS)
  - Flood / Federal emergency management agency (FEMA) / State office of emergency services (OES)

The department of public works has secured grants exceeding 26 million since 1995.

- **Develop Hazard Mitigation Plans for:**
  - Citywide all-hazard mitigation plan
  - Seismic Retrofit of:
    - City Hall



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- **Library**
- **Fire Station**
  
- **Develop and maintain standards:**
  - **Prepare encroachment license agreement**
  - **Update encroachment ordinance**
  - **Update development standards**
  - **Issue new news rack ordinance**
  - **Participate in development of new uniform construction standards for all Cities and the County of Marin**
  - **Keep the public works department activities upto date on the City's website**
  
- **Pavement Management**
  - **Maintain a pavement management system to comply with MTC's criteria**
  - **Plan, design, and manage the repair, rehabilitation, and reconstruction of roadway system citywide**
  
- **Plan and design of pathways for bicycles and pedestrians**
  - **Master Plan**
  - **Lanes**
  - **Routes**
  - **Racks**
  
- **Bridges**
  - **Manage rehabilitation and replacement of bridges**
  
- **Traffic**
  - **Initiate studies**
  - **Recommend neighborhood traffic calming measures and devices**
  - **Recommend signage and striping**
  - **Design of traffic signals, pavement markers and striping**
  
- **Trees and Vegetation**
  - **Respond to citizen complaints**
  - **Issue vegetation management notices**
  - **Develop and implement Magnolia Avenue beautification plan**



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