

1261.1 SUBJECT: TECHNICAL ADVISORY COMMITTEE

:1 OBJECTIVE:

Provide technical direction, guidance, interpretation and support to the Permitting Services and Code Enforcement Division Manager.

:2 AUTHORITY:

This procedure amended by City Council September 15, 2003.

:3 DIRECTION:

Chief Administrative Officer, as an appointed official, receives direction from the Mayor.

:4 FUNCTIONS:

A. Renders technical guidance, direction and interpretation to the Permitting Services and Code Enforcement staff. Technical Advisory Committee is comprised of:

1. Deputy Chief Administrative Officer
2. City Planning Division Manager
3. City Engineer
4. Treasurer
5. Fire Marshal

The Chief Administrative Officer or designee shall serve as Chair and may expand the number of committee members, as he or she deems necessary.

B. Policy guidance and interpretation of City Code provisions.

C. Support and guidance for professional certifications.

D. Advises Division Manager on policy matters and general operating procedures related to the Permitting Services and Code Enforcement Division.

E. Ensures coordination and cooperation between respective departments and Permitting Services and Code Enforcement Division.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Re-formatted only April 2004.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.