Technical Review Team
Composition and Responsibilities

Composition

Steering Committee
- Stephen Dudley, Chair-Deputy Director-Building Official
- Sandra Hoffman, Assistant Director-Development
- Tom Wandrie, Deputy Director-Inspections
- Jason Blakley, Deputy Director, Plan Review
- Mary Ann Fotinos, Deputy Director-Management Services
- Joshua Bednarek, Deputy Director-Planning
- Michelle Dodds, Historic Preservation
- Sam McAllen, Customer Advocate
- Deanna Benton, Lead Business Systems Analyst

Ad Hoc Members

Technical Leads
- John-Jozef Proczka – IBC / IEBC, Structural
- Rob Runge – Electrical, Energy
- John Brean – Mech/Plumbing Energy
- Derek Fancon – Traffic
- David Amiri – Fire Protection
- Chris DePerro – Landscape/Site Planning
- Hannah Blem – Signs
- Steve Ramirez – Residential
- Keith Kesti – City Manager Rep.
- Matthew Miles – Civil Technical Lead
- Mike Moses – Elevators
- Helana Ruter – Historic Preservation
- Rost Sapon – Accessibility Technical Lead
- Tricia Gomes – Special Proj. Administrator

Content Maintainers

Stephanie Vasquez Director’s Office Renie Macias Management Services
Kim Sliefert Inspections Crystal Rosa-Duran Plan Review
Bridget Collins Historic Preservation Alyssa Villarreal Planning

Steering Committee members have the breadth of management overview necessary to discern impacts of policy/program proposals on other areas of the department and have the authority to implement agreed-upon actions. The Ad Hoc members have the technical expertise necessary to gauge the feasibility of proposals. Ad Hoc members attend TRT sessions as needed, depending on the agenda. Other subject area experts attend TRT sessions on a project specific basis. Staff to provide logistical and administrative support to TRT may be designated.

Duties

- Review all proposals for changes to ordinances, policies, procedures, forms, handouts and information pieces for feasibility/desirability and impact on department operations, finances, staffing, turn-around times, and customer service. Proposed changes should be reviewed by the chain of command in the area of the department from which the proposal emanates before presentation to TRT. If the proposed change involves a technical issue, it should be reviewed by the Technical Lead and Inspection Supervisor from the affected discipline before
presentation to TRT.

- Review PDD proposals before submitting for DAB consideration.
- Review DAB agendas and content of handouts and presentations by PDD staff.
- Identify and recommend changes that should be considered to promote customer service, operational efficiency and economy, and regulatory streamlining. Some of these initiatives may emanate from DAB direction.
- Consistent application of codes, procedures, and policies approved by TRT – and DAB/City Council as necessary – is the responsibility of the Technical Leads and Inspection Supervisors under the oversight of the Building Official and/or Engineering Supervisor.
- A list of recently approved and/or revised TRT documents will be sent bimonthly to the Technical Review Team by the Management Services MA II as an email update to keep staff apprised of newly added or revised documents.