

**CITY OF TRAVERSE CITY
OFFICE OF THE CITY MANAGER
ADMINISTRATIVE ORDER NO. 04**

TITLE: ENGINEERING DEPARTMENT FUNCTIONS

DEPTS. AFFECTED: ENGINEERING

EFFECTIVE DATE: OCTOBER 2010

The Engineering Department of the City of Traverse City shall perform the following functions:

Engineering services that are traditionally or customarily performed by the City Engineer. These services shall include engineering and surveying work and assistance of an administrative and technical nature to all City departments; site plan review, review of excavations, water main and sewer main construction and issuing permits, soil erosion and storm water runoff control permits, preparation of legal descriptions, maintaining property records and maps; establishing design standards for projects in the City, including streets, crosswalks, pedestrian walkways and flood plains; establishing plans and specifications for work in City right-of-way easements and property and issuing related permits; providing construction administration of special assessment projects and other City construction, inspection of improvements. The Department shall serve as the municipal enforcing agent for soil erosion and sedimentation control as authorized by the State of Michigan under Part 91 of P.A. 451 (1994).

The City Engineer shall act as head of this department and shall also prescribe rules and regulations for further administration of this department.



R. Ben Bifoss, City Manager

History: Supersedes Executive Order #259 dated March 1, 1991

Cross-Ref: Charter, Sections 39 and 48