

# CITY OF LANCASTER

## CALIFORNIA

Proposal

### **Community Preservation (Code Enforcement) Consulting & Supplementary Services**

RFP No. 833-24

July 16, 2024



July 16, 2024

Office of the City Clerk  
Lancaster City Hall  
"RFP 833-24 Community Preservation  
Consulting & Supplementary Services"  
44933 Fern Avenue  
Lancaster, CA 93534

**Subject: RFP 833-24 Community Preservation (Code Enforcement)  
Consulting & Supplementary Services**

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Willdan Engineering is pleased to submit our proposal to provide consulting and supplementary staffing services for the City of Lancaster's Community Preservation efforts. Our proposal outlines a strategic approach to delivering high-quality services, supported by our experienced team as detailed in the attached documents.

With over 60 years of experience in municipal consulting across California, Willdan has a proven track record in code compliance, program assessment, development, training, and implementation. Our team has successfully augmented staff for numerous jurisdictions through interim, part-time, and full-time positions.

Effective code enforcement is critical for a thriving community. Willdan is well-equipped to deliver customized, comprehensive services tailored to meet the unique needs of the City of Lancaster. Our successful partnerships with jurisdictions such as La Puente, Torrance, Inglewood, South Gate, Orange County, and San Diego County demonstrate our capability and reliability.

Our distinguished team comprises seasoned professionals, including Deputy Director Al Brady (32 years), Code Enforcement Manager Terry Cox (27 years), Code Enforcement Manager Kerry Simpson (35 years), Code Supervisor Albert Brady (23 years), and Code Consultants John Poole (40 years), Ed Nicholls (35 years), and Scott Barber (30 years). Our team also has former city managers, code directors, managers, supervisors, senior-level officers, and experienced code enforcement specialists.

Leading this project will be Mr. Terry Cox, our proposed Project Manager. With extensive experience in managing code enforcement programs, Mr. Cox will ensure effective service delivery and oversight for the City of Lancaster. Supporting him is Mr. Albert Brady, CBO, Deputy Director of Building and Safety, who will serve as Principal-in-Charge.

We have reviewed the Professional Services Agreement and insurance requirements in Exhibit "B" and confirm our compliance with these provisions. Our proposal is valid for 180 days following submission.

We are excited about the opportunity to discuss our qualifications and ideas for project implementation with you. If you have any questions or need further information, don't hesitate to contact Mr. Terry Cox at (714) 822-7628 or via email at [Tcox@willdan.com](mailto:Tcox@willdan.com).

Thank you for considering Willdan for your Community Preservation project.

Respectfully submitted,  
**WILLDAN ENGINEERING**



Vanessa Muñoz, PE, TE  
President and CEO



## 1. Proposal Summary

We are pleased to submit this proposal in response to the Request for Proposals (RFP) for Community Preservation (Code Enforcement) Consulting & Supplementary Services issued by the City of Lancaster. We are enthusiastic about this opportunity to provide comprehensive code enforcement services that align with the City's requirements and objectives.



**Profile on the Proposing Firm.** Willdan is a California leader in municipal building and safety services and can deliver excellent customer service, affordability, and a highly experienced team that can provide all of the City's CE needs requested. Having thoroughly reviewed and understood all elements of the RFP, including the scope of services, contract terms, and pricing, we are confident in our ability to deliver exceptional code enforcement solutions that meet the specific needs of the City of Lancaster. At Willdan, we recognize the significance of maintaining a safe and vibrant community through fair and impartial code enforcement efforts. We fully comprehend the

importance of enforcing municipal codes and regulations, ensuring compliance with zoning laws, conducting thorough investigations, and implementing appropriate enforcement proceedings. Moreover, we acknowledge the need for respectful interactions with the public and the use of reasonable methods to resolve code enforcement issues. Throughout our history, Willdan has maintained a strong balance sheet with the financial and staffing resources to perform and complete all contractual obligations.



**Qualifications of the Firm.** Willdan has highly relevant qualifications and experience, including experience of our proposed staff on contracts with similar scope and complexity. Willdan has provided building inspection, plan check, and code enforcement services to over 450 cities and counties, many for more than 25 years. Willdan has provided plan check and inspection services for a myriad of residential and commercial buildings throughout the United States. Our approach to each assignment is to furnish the client with technical assistance and strong project management in a professional, efficient, and economical manner.



**Work Plan or Proposal.** Our proposal outlines a comprehensive work plan to deliver the scope of services requested by the City of Lancaster. Key elements and advantages include:

### A. Community Preservation Support Services

- **Qualified Personnel:** Highly trained specialists with provided vehicles, acting as an extension of existing staff.
- **Backlog and Caseload Management:** Efficient handling of overflow cases to reduce backlog.
- **Inspection and Enforcement:** Thorough inspections, investigations, and follow-up activities with accurate documentation.
- **Hearing Attendance:** Testimony and support during hearings.
- **Collaboration:** Seamless work with in-house staff and other city departments.
- **Weekly Reporting:** Regular updates on case progress.

### B. Community Preservation 101 Training

- **Comprehensive Training:** Our half-day program will equip your staff with the necessary skills and knowledge, covering legal basis, common violations, investigation techniques, communication skills, conflict resolution,





documentation, and safety protocols. This will ensure they are well-prepared for their roles and responsibilities.

- **Training Materials:** Resources for future reference.

## C. Caseload Analysis and Staffing Recommendations

- **In-Depth Review:** Analysis of current caseload, staff productivity, and efficiency metrics.
- **Staffing Recommendations:** Optimal staffing levels and strategies for managing workload fluctuations.

## D. Policies & Procedures

- **Updated Policies:** Prepare updated policies and procedures aligned with best practices.

## Key Advantages

- **Enhanced Efficiency:** Improved operational efficiency through detailed analysis and recommendations.
- **Reduced Backlog:** Effective case management and timely resolution.
- **Comprehensive Training:** Equipping personnel with necessary skills and knowledge.
- **Improved Coordination:** Effective collaboration with in-house staff and other departments.
- **Accurate Documentation:** Enhanced transparency and accountability.
- **Expert Oversight:** High standards of service delivery through expert supervision and planning.

This comprehensive work plan will significantly enhance the City of Lancaster's community preservation efforts, ensuring a safer and more orderly community.

**The Willdan Advantage.** When you partner with Willdan as your professional service provider, you gain access to a team of seasoned code professionals with many years of combined knowledge and experience in neighborhood improvement and revitalization efforts. Our executive team has rehabilitated over thirty-nine neighborhood areas within the municipalities they served, both in the public and private sectors. As a result of their efforts, they have received numerous accolades, including:

- Helen Putnam Award – California League of Cities
- Program Implementation – Orange County Chapter of American Planning Association
- Program Implementation – California Chapter of the American Planning Association
- Program Implementation – National Chapter of the American Planning Association
- Excellence in Code Enforcement – California State Assembly
- Neighborhood Revitalization Award – California State Senate
- Merit Award – United States Congress
- Excellence Award – United States Senate
- Most Innovative Program Award x 2 – California Association of Code Enforcement Officers

Our esteemed team consists of seasoned professionals with extensive experience: Deputy Director Al Brady (32 years), Code Enforcement Manager Terry Cox (27 years), Code Enforcement Manager Kerry Simpson (35 years), Code Supervisor Albert Brady (23 years), along with Code Consultants John Poole (40 years), Ed Nicholls (35 years), and Scott Barber (30 years). Additionally, our roster includes former city managers, code directors, managers, supervisors, senior-level officers, and proficient code enforcement specialists.





## Separate Sheet

Principal-in -Charge Al Brady and Project Manager Terry Cox can be reached using the following contact information.

**Mr. Albert Brady, CBO**

Deputy Director of Building and Safety  
Willdan Engineering  
2401 E. Katella Avenue, Suite 300  
Anaheim, CA 92806  
(951) 454-3539  
[abrady@willdan.com](mailto:abrady@willdan.com)

**Mr. Terry Cox, CCEO**

Code Enforcement Manager  
Willdan Engineering  
13191 Crossroads Pkwy North, Suite 405  
Industry, CA 91746  
(714) 822-7628  
[tcx@willdan.com](mailto:tcx@willdan.com)





## 2. Profile on the Proposing Firm

Willdan Engineering, a California corporation since 1964, is a subsidiary of Willdan Group, Inc., a publicly traded Delaware corporation. Services are provided to nationwide clientele through three subsidiary firms – Willdan Engineering, Willdan Energy Solutions, and Willdan Financial Services – that offer a portfolio of diversified strengths. Throughout our history, Willdan Engineering (Willdan) has served as a full-service, multi-disciplinary firm specializing in building safety, code enforcement, municipal engineering, planning, and construction management and inspection services, along with a full complement of support disciplines.

Willdan has been in business for more than 60 years and has the financial strength and wherewithal to complete all projects it undertakes. Financial information, including information on revenue, earnings, and cash flow, can be found on the Investors page of our Web site at [www.willdan.com](http://www.willdan.com).

Willdan's proposed local organization is shown in the adjacent organization chart. Mr. Patrick Johnson, Willdan's Director of Building and Safety, leads Willdan's Building & Safety Division from his office in San Bernardino. Al Brady, Willdan's Deputy Director of Building & Safety will serve as Principal-in-Charge. Terry Cox, Code Enforcement Manager, is proposed as Project Manager and will work with Patrick and Al to successfully deliver this contract.

Willdan's strength of staffing resources and available in-house disciplines enables us to provide comprehensive services and disciplines for the City's on-call engineering contract. Willdan's over 350 staff members are located in 12 engineering offices in California (primarily Los Angeles and Orange counties)—over 1,600 employees in 52 offices nationwide.

Willdan has no conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede our ability to complete the project. From time to time, Willdan Engineering may have normal litigation in the course of our operations, none of which materially impacts the financials of our company or will impact the performance of this agreement.

Willdan stands out from other providers through our additional resources, availability, high-level oversight, and on-time performance. Our ability to provide additional resources, such as dedicated project management staff, state-of-the-art technology, and specialized expertise, sets us apart from other firms. We also prioritize availability, with an on-site team ready to respond to emergencies and urgent requests.

Our approach to service provision is based on responsiveness, cost-control measures, and practical training programs. We understand the importance of timely and efficient service delivery, and our team is committed to providing quick response times while maintaining cost-effectiveness. We prioritize effective training programs to ensure our staff possesses the necessary skills and knowledge to perform their duties to the highest standards.



## 3. Qualifications of the Firm



Willdan's code enforcement management team, with over 150 years of experience in code program development and oversight, is dedicated to serving our clients. Our team can perform program assessments and make recommendations to improve code divisions. Our staff members review entire programs and provide analysis of specific program areas such as code databases, revenue collection efforts, policies and procedures, and community-based neighborhood improvement programs, always with the client's best interests at heart.





In addition, our team of code enforcement professionals assists jurisdictions with the difficult task of maintaining the quality of life for their citizens. Willdan's staff offers extensive public agency experience in neighborhood preservation, housing inspection, and code enforcement. Our expertise includes the development and implementation of inspection programs designed to ensure public safety, promote community involvement, and protect quality-of-life issues through community education and enforcement of municipal and related codes, including preparation for and participation in prosecution by city and district attorneys.

## Code Enforcement Services



**Staffing:** We provide highly skilled personnel on a full-time or part-time basis for both short-term and long-term projects. Our staff is available to work evenings, weekends, and on an as-needed or on-call basis. Our team has extensive public agency experience and can staff individual positions or a full division.



**Development & Implementation:** Willdan offers support in such areas as municipal code amendments, specialized programs, revenue protection and collection programs, and community-based neighborhood improvement programs.



**Management:** We have talented management personnel with all levels of experience to serve as code enforcement directors, code compliance managers, and code supervisors.



**Analysis:** Our staff has reviewed entire programs for several municipalities but can also provide analysis of specific program areas such development of policies and procedures and community-based neighborhood improvement programs.



**Other Services:** Willdan offers expert support with a multitude of other services including training, grant proposal writing, community education, neighborhood clean-up events, graffiti prevention, vendor enforcement, and civil abatements and receiverships.

Willdan provides the following Code Enforcement Services:

- Inspection services for HUD section 8 programs.
- Review, study, and analysis of existing programs.
- Development of ordinances and writing of grant proposals.
- Neighborhood cleanup and improvement programs.
- Community education programs.
- Development of educational materials.
- Provide project managers and/or supervisors as onsite "employees."
- Provide full-time, part-time, interim, and/or weekend staff as onsite "employees."
- Vehicle abatement and parking enforcement.
- Development and implementation of training programs for existing and newly appointed staff members.
- Assist in enforcement, including preparation and participation in prosecution by city and district attorneys.
- Illegal street/food vendor enforcement.
- The registration and enforcement of vacation rentals.
- The regulation of group and/or sober living homes.
- The operation of rental inspection programs.
- Inspection, regulation, and enforcement of marijuana dispensaries and grow houses.





#### Staffing

- Senior code officers
- Code compliance inspectors
- Code technicians
- Clerical support



#### Management

- Code enforcement directors
- Code compliance managers
- Code supervisors



#### Analysis

- Code databases
- Revenue collection efforts
- Policies and procedures
- Community based neighborhood improvement programs

## 4. Work Plan or Proposal

The project shall consist of Willdan staff coordinating with the City of Lancaster's Director of CD Housing and Economic Development Services Department and the Code Enforcement Manager to provide program analysis, policy and procedure development, training, staff augmentation, and oversight to the City's Code Enforcement Division. Willdan personnel will provide code personnel that will perform the following functions as part of this proposal:

### A. Community Preservation Support Services

1. **Extension of Municipal Specialists**
  - Provide trained and qualified personnel equipped with vehicles.
  - Integrate seamlessly with existing Community Preservation Specialists.
2. **Case Management**
  - Handle overflow cases to reduce backlog.
  - Prioritize and manage high caseload effectively.
3. **Inspections and Investigations**
  - Conduct thorough inspections and investigations.
  - Document findings accurately for each case.
4. **Enforcement Actions**
  - Prepare and issue notices of violation and administrative citations.
  - Ensure all enforcement documents comply with legal standards.
5. **Record Keeping**
  - Maintain comprehensive case records and documentation.
  - Ensure accessibility and accuracy of case files.
6. **Hearings and Testimony**
  - Attend hearings as required.
  - Provide expert testimony based on investigations.
7. **Collaboration and Reporting**
  - Collaborate closely with in-house staff on urgent cases.
  - Provide detailed weekly reports on case progress.
8. **Coordination with City Departments**
  - Coordinate activities with relevant city departments and agencies.
  - Ensure smooth interdepartmental cooperation.

### B. Community Preservation 101 Training

1. **Training Program Development**
  - Develop a comprehensive half-day training program.
  - Tailor content to personnel new to Community Preservation roles.
2. **Training Content**
  - Cover legal foundations and common violations.





- Include techniques for effective investigation and communication.

### 3. Training Materials

- Provide participants with comprehensive training materials.
- Ensure resources are accessible for future reference.

## C. Caseload Analysis and Staffing Recommendations

### 1. Caseload Review

- Analyze current caseload statistics and characteristics.
- Identify seasonal variations and geographic distribution.

### 2. Productivity Analysis

- Evaluate staff productivity and efficiency metrics.
- Benchmark against comparable municipalities.

### 3. Staffing Recommendations

- Recommend optimal staffing levels.
- Propose a mix of positions and roles for efficient case management.

## D. Policies & Procedures

### 1. Policy Development

- Update policies and procedures based on best practices.
- Ensure compliance with current legal and regulatory standards.

## Approach

Our approach to fulfilling these services will be rooted in collaboration, efficiency, and expertise. We will deploy qualified personnel equipped with necessary resources to seamlessly integrate with existing municipal teams. Our proactive management of caseloads and enforcement activities will prioritize compliance and community well-being. Training initiatives will empower personnel with essential skills and knowledge, enhancing overall departmental effectiveness. Comprehensive analysis and recommendations will ensure that staffing levels and operational strategies align with the city's objectives and workload demands. By updating policies and procedures, we aim to establish clear guidelines for consistent and effective community preservation practices.

## Schedule Commitment

We commit to adhering to the city's timeline for service delivery outlined in this proposal. Our structured approach and experienced team ensure that all tasks will be completed efficiently and within designated timeframes, meeting the city's requirements for quality and timeliness.

## 5. Project Staffing

### Project Management

Terry Cox will serve as the Project Manager, responsible for ensuring the project's completion in full compliance with the provisions of the agreement (see attached resume). Mr. Cox brings over 25 years of experience in the code profession, having provided contract code services to numerous municipalities across California. He excels in the implementation and management of code programs.

Al Brady will act as the Principal Manager, overseeing the contract with final authority. With over 30 years of experience in the code profession, Mr. Brady has delivered contract code services to approximately 100 municipalities in California, Arizona, and Nevada. He specializes in developing new code programs, enhancing existing divisions, revenue enhancement, ordinance revisions, optimizing staff efficiency, and improving customer relations.





## Personnel

Project Manager Terry Cox will be supported by a team of dedicated professionals. Each of these team members possesses the expertise and experience to lead any project assigned by the City under this on-call professional contract. The brief bio profiles below highlight their role and the credentials they offer to the City of Lancaster. We recognize that the City's departmental workload fluctuates. Willdan hires professionals in three categories – full-time, modified full-time, and part-time. Part-time staff may work up to 40 hours per week. All services will be provided from our San Bernardino office, with additional resources employed companywide as necessary.

Name	Experience Qualifications						
	Location and Hours	Investigation of Violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & Training
<b>Al Brady</b>  <b>CBO &amp; Deputy Director B&amp;S</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Al Brady</b> has 30 years of Code Enforcement experience. He is responsible for Building and Safety Services company-wide including California, Arizona, Nevada, Florida, and Texas. Mr. Brady leads a team of professionals who can provide both short and long-term services including management of code enforcement departments. He is also a former Board member of both the American Association of Code Enforcement and the California Association of Code Enforcement Officers.</p> <p>Mr. Brady is available as a contact person for the City at any time.</p> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>▪ Extensive continuing education to maintain CACEO membership.</li> <li>▪ B.A., Business Administration – University of Southern California, Los Angeles</li> <li>▪ A.A., Liberal Arts – California State University, Fullerton</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>▪ ICC Certified – Building Official</li> <li>▪ PC 832 – Powers of Arrest</li> <li>▪ Certified Code Enforcement Officer – CACEO Module I, II, &amp; III</li> <li>▪ EPA Certified – Water Management</li> </ul>							
	Location and Hours	Investigation of violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
<b>Terry Cox</b>  <b>Project Manager &amp; Code Manager</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Terry Cox</b> has over 27 years of experience in Code Enforcement experience. Mr. Cox is responsible for managing Code Enforcement Services company-wide including California, Arizona, and Texas. Terry leads a team of code enforcement professionals who can provide both short and long-term services covering all aspects of code enforcement departments, including management, staff augmentation, program evaluation and implementation, cost recovery, and special projects.</p> <p>Mr. Cox is available as a contact person for the City at any time.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>▪ Extensive continuing education to maintain CACEO membership.</li> <li>▪ B.S., Business Management – California Coast University, Santa Ana</li> <li>▪ Extended Studies, Psychology – California State University, Long Beach</li> <li>▪ A.A., History – Cerritos College, Cerritos</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>▪ PC 832 – Powers of Arrest</li> <li>▪ Certified Code Enforcement Officer – CACEO Module I, II, III &amp; Supervisory</li> <li>▪ EPA Certified – Water Management</li> </ul>							





	Location and Hours	Investigation of Violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & Training
<b>Kerry Simpson</b>  <b>Code Manager</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Ms. Kerry Simpson</b> boasts over 30 years of expertise in Code Enforcement. Ms. Simpson oversees the management of Code Enforcement Services in Northern California. Kerry leads a team of code enforcement professionals, offering both short and long-term services that encompass all facets of code enforcement departments, including management, staff augmentation, program evaluation and implementation, cost recovery, and special projects.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>▪ Extensive continuing education to maintain CACEO membership.</li> <li>▪ M.S., Public Administration – National University, San Diego</li> <li>▪ B.S., Business Management – University of Phoenix</li> <li>▪ Leading Edge in High-Performance Organization – College of Charleston</li> <li>▪ Community Engagement – Pepperdine University</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>▪ PC 832 – Powers of Arrest</li> <li>▪ Certified Code Enforcement Officer – CACEO Module I, II, III</li> <li>▪ Certified Mediator – State of Texas</li> <li>▪ Certified Train the Trainer – Continuing Education for Public Officials (CEPO)</li> </ul>							
	Location and Hours	Investigation of violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
<b>John Poole</b>  <b>Code Consultant &amp; Training Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. John Poole</b> has 40 years of municipal government experience, which includes providing code enforcement and related services. He serves as a code enforcement specialist/consultant and provides supervisory and management services in code enforcement and other related areas.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>▪ Extensive continuing education to maintain CACEO membership.</li> <li>▪ B.S., Administration of Justice, California State University, Los Angeles</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>▪ PC 832 – Powers of Arrest</li> <li>▪ P.O.S.T. Reserve Police Officer</li> <li>▪ AACE, American Association of Code Enforcement</li> <li>▪ CACEO, California Association of Code Enforcement Officers</li> </ul>							
	Location and Hours	Investigation of Violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & Training
<b>Scott Barber</b>  <b>Code Consultant &amp; Training Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Scott Barber</b> brings 30 years of local government experience, creating success through innovation and strategic partnerships, coupled with a fundamental and deeply ingrained understanding that public trust is earned. Mr. Barber has extensive experience in development processes and economic development activities related to business attraction through entitlement and permitting incentives. He is an excellent communicator and presenter, with solid budgeting and finance experience.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>▪ M.B.A., Business – California Baptist University, Riverside</li> <li>▪ B.A., Theater Arts – University of California, Riverside</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>▪ PC 832 – Powers of Arrest</li> <li>▪ Created/taught the course “Coaching and Mentoring”</li> </ul>							





	Location and Hours	Investigation of violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
<b>Ed Nicholls</b>  <b>Code Consultant &amp; Training Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Ed Nicholls</b> is a Willdan Engineering code enforcement supervisor/consultant with over 30 years of experience. He serves as a code enforcement supervisor/consultant in our Willdan Anaheim and Arizona offices and provides supervisory and management services in code. Mr. Nicholls specializes in leadership training and development, and in program evaluation, development, and implementation.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>■ M.S., Education – California Baptist University, Riverside</li> <li>■ B.S., Business Management – University of Phoenix</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>■ PC 832 – Powers of Arrest</li> <li>■ Certified Code Enforcement Officer – CACEO Module I, II, III &amp; Supervisory</li> <li>■ Leadership Speaker/Trainer – CACEO, AACE, CELA, FACE</li> </ul>							
	Location and Hours	Investigation of Violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & Training
<b>Albert Brady, Jr.</b>  <b>Code Supervisor</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Albert Brady, Jr.</b> has over 25 years of experience in Code Enforcement experience. Mr. Brady is responsible for assisting in the supervision of Code Enforcement Services staff in California and Texas. Al specializes in training staff in all aspects of Code Enforcement. Mr. Brady is also a former President of the California Association of Code Enforcement Officers.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>■ Extensive continuing education to maintain CACEO membership.</li> <li>■ Administration of Justice – Southwestern College</li> <li>■ Business Administration – Fullerton College</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>■ PC 832 – Powers of Arrest</li> <li>■ Certified Code Enforcement Officer – CACEO Module I, II, III &amp; Supervisory</li> <li>■ EPA Certified – Water Management</li> </ul>							
	Location and Hours	Investigation of violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
<b>Anthony Estrada</b>  <b>Sr. Code Officer &amp; Training Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Anthony Estrada</b> is a Senior Code Officer and Training Officer with 28 years of experience. He is highly motivated, and a self-starter with the ability to manage conflict and solve problems. Anthony has excellent written, verbal communication, and interpersonal relations skills. He is an excellent team player and demonstrates the ability to work independently. Mr. Estrada enjoys opportunities to challenge and improve his customer service/relation skills and is proficient in MS Word, Excel, and Outlook. Mr. Estrada has extensive experience in all facets of code, including commercial enforcement.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>■ Extensive continuing education to maintain SCACO membership.</li> <li>■ BA, Business Administration – University of Phoenix</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>■ PC 832 – Powers of Arrest</li> <li>■ Certified Code Enforcement Officer – SCACEO Module Basic, Intermediate, Advanced &amp; Supervisory</li> </ul>							





	Location and Hours	Investigation of Violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & Training
<b>Christian Alvarez</b>  <b>Sr. Code Officer &amp; Training Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Christian Alvarez</b> is a Willdan Engineering Senior Code Officer and Training Officer with 30 years of experience. Mr. Alvarez is experienced in all aspects of code conformance including case management of code enforcement cases, processing of permits, and administrative support to various divisions.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>A.A., Political Science – Rio Hondo Community College, Whittier</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>PC 832 – Powers of Arrest</li> <li>Certified Code Enforcement Officer – CACEO Module I, II, III &amp; Supervisory</li> <li>Emergency Management Training – California Department of Emergency Services</li> </ul>							
	Location and Hours	Investigation of Violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & Training
<b>Rodrigo Ochoa</b>  <b>Sr. Code Officer, Housing Inspector &amp; Training Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Rodrigo Ochoa</b> is a code professional with significant code, law enforcement, building inspection, animal control, and military experience. He has been trained in Code Enforcement (CACEO), Building Inspection (ICC), Law Enforcement (Federal Police Academy), and Housing Inspection (NSPIRE) and is highly motivated and well-versed in safety and compliance. His background in code enforcement and law enforcement makes him an ideal candidate for this position.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Federal Police Academy, San Diego</li> <li>Legal Studies – San Diego City College, San Diego</li> </ul> <p><b>Code Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>PC 832 – Powers of Arrest</li> <li>Certified Code Enforcement Officer – CACEO Module I, II, III &amp; Supervisory</li> <li>NSPIRE Housing Inspection – Nan McKay</li> </ul>							
	Location and Hours	Investigation of violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
<b>Keith Sartin</b>  <b>Code Enforcement Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Keith Sartin</b> possesses a comprehensive background in code enforcement with specialized capabilities in supervision with 20 years of experience. Keith's background combines multiple years of diversified experience in the areas of planning and zoning regulations, property maintenance, vehicle abatement, sign code regulations, building and housing codes, special use permits, business licenses, parking enforcement, animal regulations, and noise control. He has extensive experience in preparing and presenting criminal cases in court, both in conjunction with a City Attorney.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Civil Engineering, Southern University</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>PC 832 – Powers of Arrest</li> <li>HCD Manufactured Housing Dealers Certificate 2015</li> <li>HCD Manufactured Salesperson License 2015</li> <li>HAZMAT first responder CAL- OSHA 2011</li> <li>ICC Property Maintenance &amp; Housing Inspector 2015</li> </ul>							





	Location and Hours	Investigation of Violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & Training
<b>Ivett Jones</b>  <b>Code Enforcement Officer &amp; Building Inspector</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Ms. Ivett Jones</b> is a Willdan building/code enforcement officer with 20 years of experience. She is highly motivated, a self-starter with ability to manage conflict and solve problems. She is experienced working in a fast-paced environment demanding strong organizational, technical and interpersonal skills. Ivett is confident and poised in interactions with individuals at all levels.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Environmental Studies – Saddleback College, Mission Viejo</li> <li>Recycling &amp; Resource Management – Irvine Valley College, Irvine</li> <li>Green Building Technology – North Orange County College</li> <li>Building Code Technology – Coastline College, Garden Grove</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>PC 832 – Powers of Arrest</li> <li>Certified Code Enforcement Officer – CACEO Module I, II, &amp; III</li> <li>ICC Property Maintenance &amp; Housing Inspection</li> <li>ICC Green Building Inspection</li> <li>Asbestos Building Inspection</li> </ul>							
	Location and Hours	Investigation of violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
<b>Gus Alonso</b>  <b>Code Enforcement Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Gus Alonso</b> is a code enforcement officer with 16 years of increasingly responsible municipal code enforcement experience. Mr. Alonso has a thorough understanding of investigative and research techniques and procedures. He has a proven track record of resolving a wide range of concerns involving zoning and property maintenance standards.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Mechanical Engineering coursework, East Los Angeles College</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>PC 832 Certificate</li> <li>FEMA</li> <li>Certified Code Enforcement Officer – CACEO Module I, II, III &amp; Supervisory</li> </ul>							
	Location and Hours	Investigation of Violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & Training
<b>Ben Mendoza</b>  <b>Code Enforcement Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Kurt Romero</b> has 21 years of experience as a code enforcement officer. Mr. Mendoza has coordinated and participated in planning, building, public works, fire department, animal control, health department, law enforcement, legal counsel staff, and other regulatory agencies to abate specific violations as needed. He has provided information to code violators, the public, the business community, and other agencies regarding specific codes and ordinances.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>AA, General Education &amp; EMT-1 Certificate, San Jose City College, San Jose, CA</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>I.C.C. and A.A.C.E. Current Certifications: -Zoning Inspector # 0879090-75, Property Maintenance/Housing Inspector #0879090-64 and Cert Code Enforcement officer #0879090-73, all current until April 2019</li> <li>2003 - ATC-20-1 California Office of Emergency Services, Current certification for post-disaster evaluation of buildings.</li> </ul>							





	Location and Hours	Investigation of violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
<b>Jon Kirchoff</b>  <b>Code Enforcement Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Jon Kirchoff</b> has 15 years of Code Enforcement experience and a total of 30 years of work experience. Mr. Kirchoff is knowledgeable in de-escalation tactics and conflict resolution through communication. He can apply and enforce all applicable ordinances, explain code requirements, and communicate tactfully in difficult situations. He has the skill to Identify with a person's concerns as much as possible to diffuse an argument and move matters toward a resolution.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>▪ Criminal Justice and Police Science Program, Mt. San Antonio College.</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>▪ PC 832 Certificate</li> <li>▪ Peace officer standards and training</li> </ul>							
	Location and Hours	Investigation of violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
<b>Bryan Do</b>  <b>Code Enforcement Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Bryan Do</b> is an accomplished Code Enforcement Officer with a strong background in enforcing municipal codes and regulations. He has been trained in Code Enforcement (Santiago Canyon College), Law Enforcement (PC 832 – Powers of Arrest) and is highly motivated and well-versed in safety and compliance.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>▪ Global Studies &amp; Medical Anthropology – UC Irvine</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>▪ PC 832 – Powers of Arrest</li> <li>▪ Code Enforcement Modules I, II, &amp; III – Santiago Canyon College, Orange</li> </ul>							
	Location and Hours	Investigation of Violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & Training
<b>Darrell Gipson</b>  <b>Code Enforcement Officer &amp; Building Inspector</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Darrell Gipson</b> is a Willdan Code Enforcement Officer who understands property legal descriptions, lots, and easements and has excellent communication and organizational skills. He can establish and maintain effective working relationships with the public and private sectors and is a solution-oriented person that utilizes out-of-the-box and critical thinking to obtain solutions.</p> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>▪ PC 832 – Powers of Arrest</li> <li>▪ Code Enforcement Modules I, II, &amp; III – Santiago Canyon College, Orange</li> <li>▪ Community Emergency Response Team (Coordinator)</li> <li>▪ CPR/First Aid – American Heart Association</li> </ul>							
	Location and Hours	Investigation of violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
<b>Karry Baze</b>  <b>Code Enforcement Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Karry Baze</b> possesses 10 years of experience with the public and able to establish and maintain effective working relationships with residents and businesses. He can apply and enforce all applicable ordinances, explain code requirements and communicate tactfully in difficult situations.</p>							




**Education:**

- BS, Criminal Justice, California State University, Bakersfield

**Registration/Certification:**

- PC 832 – Powers of Arrest

	Location and Hours	Investigation of Violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & Training
<b>Penny Heller</b>  <b>Code Enforcement Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Ms. Penny Heller</b> is a Willdan Engineering Code Enforcement Officer with knowledge and experience in field inspections. She prioritizes and manages assigned projects to ensure compliance and effectively meet critical deadlines. She conducts follow-up activities to monitor and ensure compliance and maintains close verbal and written contact regarding progress with the complainants.</p> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>PC 832 – Powers of Arrest</li> <li>Code Enforcement Modules I, II, &amp; III – Santiago Canyon College, Orange</li> <li>Substandard Housing Inspection – Willdan (Instructor Ed Nicholls)</li> <li>Customer Service in Code – Willdan (Instructor Ed Nicholls)</li> </ul>							
	Location and Hours	Investigation of violations	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
<b>Brian Luevano</b>  <b>Code Enforcement Officer</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Mr. Brian Luevano</b> has experience in establishing and maintaining effective working relationships and interacting tactfully and professionally with city staff, agencies, and the public. He has the skill to identify with a person's concerns as much as possible to diffuse an argument and work toward a resolution. He is able to maintain composure in stressful situations.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>A.A., Code Enforcement – Santiago Canyon College, Orange</li> </ul> <p><b>Registration/Certification:</b></p> <ul style="list-style-type: none"> <li>PC 832 – Powers of Arrest</li> </ul>							

Below is a copy of our organization chart for proposed services to the City:





## 6. References

Willdan's Code Enforcement team has provided services to over 100 municipalities in California, most within the Southern California region. As such, our staff is well versed in the challenges facing governments in the area and can offer solutions to resolve the most difficult of code violations. Below, we have listed references so you can verify our ability to serve the City of Lancaster in the code enforcement field:

**Client:** *City of La Puente*, 15900 East Main Street, La Puente, CA 91744

**Contact:** John Di Mario, Development Services Director, (626) 855-1517, [jdimario@lapuente.org](mailto:jdimario@lapuente.org)

**Services provided:**



Staff Augmentation, Provide full-time staffing, Enforcement of building, zoning, and nuisance related issues, Program development and implementation. Willdan is tasked with program evaluation, development, and implementation. Responsible for investigating complaints of property maintenance, inoperable vehicles, building, zoning, and other Municipal Code violations, and worked with property owners and tenants to correct violations to bring properties into compliance.

**Client:** *County of Orange* 601 North Ross St., Santa Ana, CA 92701

**Contact:** Justin Kirk, AICP, Planning Division Manager, (714) 667-8895, [justin.kirk@ocpw.ocgov.com](mailto:justin.kirk@ocpw.ocgov.com)

**Services provided:**



Staff augmentation, full-time and part-time staff, Enforcement of grading, building, zoning and nuisance related issues. Willdan staff is tasked with investigating complaints of property maintenance, inoperable vehicles, and other Municipal Code violations, and working with property owners and tenants to correct violations and to bring the property into compliance.

**Client:** *City of South Gate* 8650 California Ave., South Gate, CA 90280

**Contact:** Meredith Elguira, Director of Community Development, (323) 563-9529, [melguira@sogate.org](mailto:melguira@sogate.org)

**Services provided:**



Staff augmentation, provided vendor enforcement teams, providing housing inspections, and enforcing signage regulations.

**Client:** *City of Torrance*, 3031 Torrance Boulevard, Torrance, CA 90503

**Contact:** Michelle Ramirez, Director of Community Development, (310) 618-2550, [mramirez@torranceca.gov](mailto:mramirez@torranceca.gov)

**Services provided:**



Staff augmentation, providing code enforcement staff, enforcement of building, zoning, vendor, and nuisance-related issues.

Willdan has provided professional services to 85% of the cities and counties in California. A sampling of our previous experience on similar or related projects is shown below.

**City of La Puente** – Provided interim code enforcement management and supervisory staff who were responsible for temporarily overseeing the city's code program.

**City of South Pasadena.** Providing interim code enforcement staff.

**City of Downey.** Providing interim code enforcement staff.

**City of Big Bear Lake.** Providing seasonal code enforcement staff for the enforcement of short-term lodging.

**City of Laguna Beach.** Provided code enforcement staff on a contract basis to address unregistered and non-complaint vacation rentals.

**City of Palm Desert.** Provided code enforcement staff on a contract basis to address unregistered and non-complaint vacation rentals.





**City of Irwindale.** Provided municipal code enforcement services including monitoring of a local racetrack for compliance with the City Sound Ordinance on an interim basis.

**City of Long Beach.** Provided interim code enforcement staff who were responsible for enforcing the City's Municipal Code.

**County of Orange.** Providing long-term code enforcement staff.

**City of Laguna Hills.** Assisted the city in the development of a public education program concerning the city's code program.

**City of Los Alamitos.** Directed and participated in review of the city's code enforcement policy and procedures and made recommendations for changes, as necessary. Additionally, provided interim code enforcement staff and a Community Development Director.

**City of Hawaiian Gardens.** Assisted the City of Hawaiian Gardens in developing and implementing an Administrative Citation program.

**City of Rosemead.** Provided interim code enforcement staff to inspect targeted areas of the city to facilitate neighborhood improvements.

**City of San Clemente.** Provided interim Code Enforcement staff to assist with their Code Enforcement Program.

**City of Superior, AZ -** Direct and participate in the review of the city's code enforcement policy and procedures and make recommendations for changes, as necessary. Development and Implementation of a Nuisance and an Administrative Citation Ordinance.

**City of La Canada Flintridge.** Direct and participate in the review of the city's code enforcement policy and procedures and make recommendations for changes, as necessary. Development and Implementation of a Nuisance, Cost Recovery and an Administrative Citation Ordinances. Provided interim code enforcement staff to conduct inspections and facilitate neighborhood improvements.

**City of Del Mar.** Provided interim code enforcement staff to the City and managed their entire Code program.

**City of Newport Beach.** Provided interim code enforcement staff to the City and managed their entire Code program.

It should be noted that the project list above is not a comprehensive list of all our past code clientele but represents a small portion of the Municipalities we have served. We have also successfully provided services to the following jurisdictions as a further sample of our experience and clientele:

- |                      |                    |                       |
|----------------------|--------------------|-----------------------|
| • Bradbury           | • Hermosa Beach    | • San Diego County    |
| • Burbank            | • Huntington Beach | • San Juan Capistrano |
| • Costa Mesa         | • Laguna Woods     | • San Luis Obispo     |
| • Desert Hot Springs | • Laguna Niguel    | • Sierra Madre        |
| • El Monte           | • Manhattan Beach  | • Thousand Oaks       |
| • Folsom             | • Maywood          | • Ventura             |
| • Fountain Valley    | • Pasadena         | • West Hollywood      |

## 7. Cost Proposal

Willdan will provide contract code enforcement services to the City of Lancaster for a flat hourly rate based on the Willdan hourly rate schedule below. All rates and costs shall be effective through the terms of the agreement.

**NOTE:** Overtime rates of 1.5x the regular hourly rate will be charged for all overtime hours worked.

COMMUNITY PRESERVATION SUPPORT SERVICES	
POSITION	RATE (EACH)
Specialist/Officer	\$75/hour
Sr. Specialist/Officer	\$90/hour
Supervisor	\$110/hour
Consultant/Training Officer	\$130/hour
Manager	\$145/hour
Director	\$165/hour
Technician	\$65/hour
Vehicle	\$100/day





COMMUNITY PRESERVATION101 TRAINING	
POSITION	RATE (EACH)
Consultant/Training Officer	\$130/hour

  

COMMUNITY ANALYSIS & STAFF RECOMMENDATIONS	
POSITION	RATE (EACH)
Manager	\$145/hour

  

COMMUNITY ANALYSIS & STAFF RECOMMENDATIONS	
POSITION	RATE (EACH)
Manager	\$145/hour

## 8. Exceptions to Professional Services Agreement

Willdan has no exceptions to the City's Professional Services Agreement.

## 9. Signature Sheet

Willdan's completed Signature Sheet has been included in the following page.



## SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in RFP No. 833-24.

My signature certifies that this firm has no business or personal relationships with any other companies or person that could be considered a conflict of interest, or potential conflict of interest to the City of Lancaster, pertaining to any and all work or services to be performed as a result of this request and any resulting Contract with the City.

The Vendor hereby certifies that it has:

- Read each and every clause of this RFP and addenda, including Addendum #           .
- Included all costs necessary to complete the specified work in its proposed prices.
- Agreed that if it is awarded the Contract, it will make no claim against the City based upon misunderstanding of any provision of the Agreement. Should conditions turn out otherwise than anticipated by it, the Vendor agrees to assume all risks incident thereto.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name of Firm: **Willdan Engineering**

Address: **13191 Crossroads Parkway North, Suite 405, Industry, CA 91746**

Fed ID No: **95-2295858** DIR # (if applicable): **1000025452**

Name (print): **Vanessa Muñoz, PE, TE**

Name (sign): 

Title: **President and CEO**

Telephone: **562.368.4848** Fax: **562.695.2120**

Email: **vmunoz@willdan.com** Date: **July 12, 2024**

**\*To receive consideration for award, this signature sheet must be returned with the Proposal.\***



## Appendix - Resumes

In closing, Willdan has provided code compliance services to numerous different California Cities and Counties. We are confident our team can provide the customer service-based code compliance program the City is seeking. We hope this proposal meets with your approval. Resumes of our proposed staff are presented on the following pages.





## Al Brady

### Deputy Director of Building and Safety

#### EDUCATION

AA, Liberal Arts,  
California State  
University, Fullerton

BA, Business  
Administration,  
University of Southern  
California, Los  
Angeles

#### PROFESSIONAL CERTIFICATIONS

PC 832 Certificate,  
Orange County  
Sheriff's Academy,  
Orange, CA

Basic Certification,  
SCACEO - Southern  
California Association  
of Code Officials

Intermediate  
Certification,  
SCACEO - Southern  
California Association  
of Code Officials

Advanced  
Certification,  
SCACEO - Southern  
California Association  
of Code Officials

Supervisory  
Certification,  
SCACEO - Southern  
California Association  
of Code Officials

Watershed  
Management  
Certificate, EPA -  
Environmental  
Protection Agency,  
Sacramento, CA

#### AFFILIATIONS

Education Chair,  
Southern California  
Association of Code  
Officials, Santa Ana,  
CA

Board Member,  
California Association  
of Code Enforcement  
Officials, Sacramento,

**Al Brady** is the Deputy Director of Building and Safety and the proposed Project Manager for this contract. He has over 33 years of experience in the code profession working directly for municipalities and in the private sector. Mr. Brady leads a team of code enforcement professionals who can provide both short and long-term services including management of code enforcement departments. During his career, he has developed and managed numerous code programs in both California and Arizona. He specializes in performing program analysis, establishing policies and procedures, developing and implementing cost recovery programs, civil/administrative citation programs and implementing neighborhood revitalization strategies. Mr. Brady has been recognized by the League of California Cities, the California Chapter of the American Planning Association, California State Assembly, California Senate, US Senate and US Congress for excellence in the field of Code Enforcement. Mr. Brady is available as a contact person to the City at any time.

#### Relevant Project Experience

##### **Building and Safety Services, Various Agencies, CA. Project Manager/Code Enforcement. Official/Building Official.**

- City of Big Bear Lake
- City of Cudahy
- City of Del Mar
- City of Goleta
- City of Hawaiian Gardens
- City of Highland
- City of La Canada Flintridge
- City of La Puente
- City of Laguna Beach
- City of Laguna Hills
- City of Laguna Woods
- City of La Puente
- City of Manhattan Beach
- City of Orange
- City of Rancho Cordova
- City of Rolling Hills Estates
- City of Solvang
- City of Tustin
- City of Westlake Village
- County of Orange
- County of San Diego
- UC Santa Barbara
- UC Irvine
- Chumash Casino Resort

##### **Building and Safety Services, Cities of Cudahy, La Puente, and Rolling Hills Estates, CA.**

**Project Manager.** Organize, direct, and administer the activities and operation of the Building and Safety Department, including building inspections, inspection of construction, and the general rehabilitation or repair of commercial, residential and industrial properties. Oversee the review of building plans, calculations and specifications for proposed structures. As the administrator of Building and Safety, approve all construction plans to ensure they meet building codes and zoning regulations. Inspect and monitor construction sites to determine if structures and systems are installed to meet all construction requirements. Supervise, train, and evaluate employees; monitor and coordinate work. Oversee staff engaged in the preparation and maintenance of records of plans, inspection processes, letters and reports prepared or used in connection with building inspections; respond to questions from property and building owners; and interpret codes.

**County of Riverside, CA. Code Enforcement Official/Director.** Managed the Code Enforcement Department for the entire County of Riverside. Assigned to oversee all operations and respond to all citizen concerns, County CEO complaints and Board inquiries; Prepare and monitor the Department's budget including all revenues and expenditures. Prepare regular staff reports for the Board of Supervisor's regarding ordinance development and/or municipal code revisions. Provide personnel with direction, develop and update the Division's Policy and Procedure manual and verify that staff adheres to all policies established within the Department. Evaluate staff's performance on a regular basis and pursue disciplinary action when appropriate. Interview and hire all personnel. Attend regular staff meetings; meet with civic groups such as the Chamber of Commerce, Board of Realtors, Neighborhood groups and Homeowner's Associations.

33 YEARS OF EXPERIENCE



## John (Terry) Cox

### Code Enforcement Manager

#### EDUCATION

B.S., Business Management, California Coast University, Santa Ana, CA

Business Management, California State University, Long Beach

Psychology, Cerritos Community College

#### PROFESSIONAL CERTIFICATIONS

PC 832 Certificate - Rio Hondo Community College

Certified Code Enforcement Officer, CACEO - California Association of Code Enforcement Officials

Basic Certification, SCACEO - Southern California Association of Code Enforcement Officials

Intermediate Certification, CACEO - California Association of Code Enforcement Officials

Advanced Certification, CACEO - California Association of Code Enforcement Officials

Supervisory Certification, CACEO - California Association of Code Enforcement Officials

Watershed Management Certificate, EPA - Environmental Protection Agency, Sacramento, CA

**Terry Cox** is a Code Official with over 25 years' experience in addressing community blight through developing effective neighborhood strategies. He has demonstrated the ability to train, motivate and manage cohesive teams focused on preserving communities. He is experienced in neighborhood improvement projects, operational management, community relations, consulting and project management.

#### Relevant Project Experience

**Code Enforcement Manager, County of Orange, Santa Ana, CA.** Oversaw the day-to-day operations of the Neighborhood Preservation Section with the County of Orange, which includes the training and supervision of both County and contract staff. Worked closely with staff from the Board of Supervisors, CEO's office, multiple County Departments, and additional outside agencies to coordinate investigations/enforcement activities and communicate findings/results, as well as to provide thorough and effective service to unincorporated islands within the County of Orange. Prepared and provided staff reports, departmental work plans, educational/informational materials and special presentations related to code enforcement. Developed and implemented policies and procedures to improve program efficiency and effectiveness. Coordinated and implemented special projects such as community cleanup days, target area sweeps and community meetings, thus spearheading the community outreach efforts of OC Development Services/OC Public Works. Communicated, both verbally and in writing, with representatives of the District Offices to address potential code-related concerns (Board of Supervisors). Analyzed current Neighborhood Preservation procedures and implemented changes when needed to improve program efficiency/effectiveness and staff morale (i.e., office hearing scheduling procedures, improved notification process, changes in rotational case assignments, etc.). Prepared and hosted Neighborhood Preservation bi-weekly meetings to maintain staff awareness of program status, goals and accomplishments, as well as to obtain feedback from staff with regards to improving the program. Reviewed officer prepared notifications to the public and case files submitted for closure to maintain quality assurance, providing staff with assistance and direction when needed. Researched and organized additional training for members of staff to improve officer awareness and effectiveness. Responsible for annual staff member reviews, coaching up of staff, and disciplinary action towards staff as needed. Responsible for developing and maintaining the annual budget for Neighborhood Preservation, as well as overseeing contract development/operations. Highly involved with the development and implementation of the new Land Management System and the Customer Resource Management online portal now utilized throughout OC Public Works to provide easily accessible online services to the stakeholders and visitors of Orange County.

**Senior Code Enforcement Officer, Anderson Penna, Newport Beach, California.** Managed overall contract and day-to-day operations of contract code staff assigned to the County of Orange. Received calls for service and investigated potential zoning, building, grading and general property maintenance code violations. Collected and documented evidence as part of code casework. Issued notices and administrative citations as needed to ensure code compliance. Prepared briefing papers and reports for review by management of the Board of Supervisors. Prepared and carried out inspection and abatement warrants. Planned, prepared and participated in community meetings and clean-up events. Worked closely with County Counsel and the District Attorney's office to host meetings, carryout civil litigation, and proceed with criminal court filings when voluntary compliance was not obtained.



## AFFILIATIONS

Member, California  
Association of Code  
Enforcement Officials

25 YEARS OF EXPERIENCE

**Senior Code Enforcement Officer, Willdan, Anaheim, California.** Managed overall contract and day-to-day operations of contract code staff assigned to the County of Orange. Received calls for service and investigated potential zoning, building, grading and general property maintenance code violations. Collected and documented evidence as part of code casework. Issued notices and administrative citations as needed to ensure code compliance. Prepared briefing papers and reports for review by management and the Board of Supervisors. Prepared and carried out inspection and abatement warrants. Planned, prepared and participated in community meetings and clean-up events. Worked closely with County Counsel and the District Attorney's office to host meetings, carryout civil litigation, and proceed with criminal court filings when voluntary compliance was not obtained. Provided code services to the City of La Canada-Flintridge. Also, prepared community education materials pertaining to code enforcement for the City of Laguna Hills.

**Code Enforcement Officer II, City of Anaheim, California.** Conducted field investigations and site surveillance of residential, commercial and industrial properties. Enforced all applicable code provisions, ordinances and statutes; issued infraction and misdemeanor citations for violations regarding zoning, litter, abandoned vehicles, weeds and debris accumulation. Photographed evidence, interviewed potential witnesses and composed letters to ensure remedial action was taken; received complaints from citizens; issued correction notices and performed abatements when necessary. Prepared memos and investigative reports. Responsible for the enforcement of parking violations and illegal street vendor activity.

**Code Enforcement Officer I, City of Paramount, California.** Conducted field investigations and site surveillance of residential, commercial and industrial properties. Enforced all applicable code provisions, ordinances and statutes; issued infraction and misdemeanor citations for violations regarding zoning, litter, abandoned vehicles, weeds and debris accumulation. Photographed evidence, interviewed potential witnesses and composed letters to ensure remedial action was taken; received complaints from citizens; issued correction notices and performed abatements when necessary. Prepared memos and investigative reports. Responsible for the enforcement of parking violations and illegal street vendor activity. Also responsible for Public Safety fleet maintenance and supervised the Los Angeles County inmates (trustees) assigned to provide maintenance services at the City's Public Safety Substation.





## Albert Brady Jr.

### Code Enforcement Officer

#### EDUCATION

*CACEO Code Enforcement Certified,*

*Former President of CACEO*

*Administration of Justice, Southwestern College*

*Orange County Sheriff's Academy, Rancho Santiago College*

*Business Administration, Fullerton College*

#### PROFESSIONAL CERTIFICATIONS

*Former Orange County Deputy Sheriff Reserve*

*PC 832, State of California*

*Pepper Spray, Golden West College*

*NPDES, County of Orange*

*Universal Building Code- General, SCACEO*

*Abatement of Dangerous Buildings, CACEO*

*Abatement of Public Nuisance (Notice and Order)*

*Vehicle Abatement, City of Huntington Beach*

*Legal Aspects of Evidence, Rio Hondo College*

*Legal Aspects of Warrant Process, Rio Hondo College*

**Albert Brady Jr.** currently serves as the Code Enforcement Supervisor for Willdan Group supervising more than 104 code enforcement officers. Mr. Brady is tasked with marketing, recruiting, training, staffing, billing, traveling and maintaining client relationships, as well as fostering and perpetuating positive relationships with Willdan personnel. Mr. Brady has over twenty-eight years in the code enforcement profession. Mr. Brady started his career with the City of Anaheim and retired with the City of Huntington Beach and is most honored by being specifically selected to assist with ATF, LAPD Specialized Units, Huntington Beach SWAT for unique, housing, various trafficking, raids, and inspections. Mr. Brady is the former President of CACEO. and is both humbled and honored in achieving historical successes. Mr. Brady is a former Deputy Sheriff Reserve for The County of Orange. Mr. Brady is also trained in Mediation.

#### Relevant Project Experience

**County of Orange. Code Enforcement Officer.** As a code enforcement officer, Mr. Brady was responsible for managing a case load throughout the unincorporated areas of the County in support of its Neighborhood Preservation Program, including the reviewing, processing, and closing of code enforcement cases related to land use, zoning, building, grading, nuisance, and property maintenance violations within the unincorporated areas of Orange County. He was responsible for the review of case files, inspection of properties, filing notices and complaints against violators, documenting, and preparing violation cases for the district attorney's office and/or County counsel, and testifying in court. Albert conducted in-depth permit research to assist with the processing of land use, zoning, and building violations. He worked with the general public on a daily basis providing them with general land use, zoning, building and grading requirements as it relates to the County's entitlement process. Mr. Brady assisted property owners, and/or their designated agents (i.e. architects, engineers, contractors, real estate agents, and family members) through the County's entitlement process.

**City of Huntington Beach. Code Enforcement Officer.** Mr. Brady conducted field investigations and site surveillance of residential, commercial and industrial properties. He enforced all applicable code provisions, ordinances and statutes; issued infraction and misdemeanor citations for violations regarding zoning, litter, abandoned vehicles, weeds and debris accumulation. Albert photographed evidence, prepared diagrams, interviewed potential witnesses and composed letters to ensure remedial action was taken; received complaints from citizens; issued correction notices and performed abatements when necessary.

**City of Anaheim. Code Enforcement Officer.** Mr. Brady performed field inspections and enforced municipal code provisions (such as animal regulations, business license requirements, and building permits). He explained regulations relating to municipal code provisions including zoning, land use, planning, and design review. Albert responded to citizen complaints regarding potential code violations; conducted research of property ownership, past permits and all applicable code regulations. Mr. Brady coordinated enforcement actions with other City departments and other governmental agencies as necessary.

32 YEARS OF EXPERIENCE





## Ed Nicholls, Jr.

### Code Enforcement Consultant

**Mr. Ed Nicholls** is a Willdan Engineering code enforcement consultant with over 30 years of experience. He serves as a code enforcement consultant in our Willdan Anaheim office and provides supervisory and management services in code. Mr. Nicholls specializes in leadership training and development, and in program evaluation, development, and implementation.

#### EDUCATION

*MS, Education,  
California Baptist  
University*

*BS, Business  
Management,  
University of Phoenix*

#### REGISTRATIONS / CERTIFICATIONS

*PC 832 Certificate,  
Orange County  
Sheriff's Academy,  
Orange, CA*

*Basic Certification,  
SCACEO - Southern  
California Association  
of Code Officials*

*Intermediate  
Certification,  
SCACEO - Southern  
California Association  
of Code Officials*

*Advanced  
Certification,  
SCACEO - Southern  
California Association  
of Code Officials*

*Supervisory  
Certification,  
SCACEO - Southern  
California Association  
of Code Officials*

#### AFFILIATIONS

*Past Education Chair,  
California Association  
of Code Officials,  
Sacramento, CA*

#### Relevant Project Experience

**County of Riverside, California. Code Enforcement Deputy Director.** Mr. Nicholls directed the daily activities of the 85-member strong Code Enforcement and Environmental Compliance Division. With a keen attention to detail, he skillfully coordinated a spectrum of divisional programs and projects, meticulously developing and implementing a range of training initiatives tailored to the team's needs. His strategic acumen and adept collaboration with stakeholders ensured seamless alignment of divisional objectives with overarching organizational goals. Through his proactive approach, Mr. Nicholls identified and capitalized on opportunities to optimize operations, introducing streamlined processes and innovative tools that enhanced the efficiency and impact of enforcement and compliance endeavors.

**City of Chino Hills, California. Neighborhood Services Manager.** Mr. Nicholls skillfully managed and supervised the day-to-day operations of the Neighborhood Services Division. With a strategic approach, they developed and executed a range of divisional training programs aimed at enhancing staff performance and capabilities. In addition, their forward-thinking vision led to the creation and successful implementation of a comprehensive training curriculum dedicated to nurturing neighborhood leadership qualities among city residents, ultimately contributing to a more empowered and engaged local community.

**City of Yorba Linda, California. Senior Community Preservation Officer.** Mr. Nicholls adeptly supervised the day-to-day operations of the Community Preservation Division, skillfully orchestrating the development and harmonization of a diverse array of divisional programs, codes, laws, policies, and procedures. Their remarkable leadership was evidenced by their ability to conceive and execute an array of divisional training programs, effectively enhancing the team's knowledge base and performance. Through their strategic acumen and commitment, they played a pivotal role in advancing the division's objectives and ensuring its seamless functioning.

**City of Fountain Valley, California. Code Enforcement Officer II.** Mr. Nicholls undertook the supervision of the Code Enforcement program, providing training to a team of two code enforcement officers, and enforcing state and local laws for enhancing the quality of life in the City's residential and commercial areas. His responsibilities encompassed identifying violations, taking necessary actions, and maintaining records of their enforcement activities. Effective communication and collaboration with other departments were key to resolving complex cases. His strong leadership, analytical skills, and commitment to adherence underscored their role in effective code enforcement and community improvement.

**City of Anaheim, California. Code Enforcement Officer II.** Conducted field investigations and site surveillance of residential, commercial and industrial properties. Enforced all applicable code provisions, ordinances and statutes; issued infraction and misdemeanor citations for violations regarding zoning, litter, abandoned vehicles, weeds and debris accumulation.

30 YEARS OF EXPERIENCE





## Kerry Simpson, MPA

Project Manager | Project Manager – Code

### EDUCATION

MS, Public  
Administration,  
National University,  
San Diego

BS, Business  
Management,  
University of Phoenix

Leading Edge in High  
Performance  
Organization, College  
of Charleston

Trained in Community  
Engagement by  
Pepperdine University

### REGISTRATIONS / CERTIFICATIONS

Certified Mediator -  
State of Texas

Certified Train the  
Trainer - continuing  
Education for Public  
Officials (CEPO)

PC 832

### AWARDS

City Employee of the  
Year, San Jose

John Lowe Award of  
Excellence (CACEO):

California Association  
of Code Enforcement  
- Most Innovative  
Program Award -  
Blight Buster

California Association  
of Code Enforcement  
- Most Innovative  
Program Award -  
Probation Partnership

30 YEARS OF EXPERIENCE

**Kerry Simpson, MPA** is a Willdan Code Enforcement Manager. She is a passionate and accomplished leader with extensive experience overseeing Code Compliance, Animal Services, Health Compliance, and Homeless Services. She has a proven track record in strategic planning, budgeting, and project management. Kerry has been recognized for developing innovative solutions to complex problems, cultivating strong relationships with stakeholders, and initiating impactful community engagement programs.

### Relevant Project Experience

**City of McKinney, TX.** Director of Compliance. Oversaw all aspects of Code Compliance, Animal Services, and Health Compliance. Testified at the Building & Standards Commission and initiated demolition of substandard structures. Directed all aspects of project management including planning, budgeting, staffing, scheduling, monitoring, and reporting. Developed and implemented strategic plans to ensure organizational goals were met. Participated on Mayor's Homeless Taskforce. Mentored and coached staff members, enabling them to reach their highest potentials. Managed a COVID-19 hotline during a time of crisis. Led cross-functional teams in the development of innovative solutions to complex problems such as homelessness. Established a proactive zoning enforcement program. Participated in writing and enforcing a new Unified Development Code in 2022, which won an award from the APA Texas Chapter. Issued criminal citations and warrants. Member of the City's Executive Leadership Team.

**American Association of Code Enforcement (AACE).** Third Vice President Facilitated leadership courses for managers. Conducted a nationwide skip tracing course to help officers locate absentee property owners. Established a collaborative legislative affairs program with ICC, the Responsible Hospitality Institute, and other stakeholders.

**City of Rancho Cordova, CA.** Neighborhood Services Manager Spear-headed a new comprehensive code compliance program in newly incorporated city to address blight, zoning violations, illegal cannabis grows. Managed Animal services program, including investigation and conviction of animal abuse cases. Initiated comprehensive rental housing inspection program. Functioned as the City's Fair Housing Officer. Managed and reported on Community Development Block Grants (CDBG). Implemented administrative citations program. Oversaw homeless response program which including code compliance officers, police officers, a homeless navigator, and cleanup crews. Assisted in City's Legislative Affairs program including monitoring bills and collaborating with the League of California Cities and other organizations. Won California Association of Code Enforcement award for the "Most Innovative Program" for Blight Busters and the Probation Partnership. Wrote and presented new ordinances to City Council including vacant building monitoring program, rental housing inspection program, property standards code. Presented Blight Busters as a case study to the Alliance for Innovation. Participated on the City's Leadership Team.

**California Association of Code Enforcement Officers (CACEO).** President and Board Member Taught code enforcement and advanced code enforcement academies throughout California, including zoning. Regularly testified at the State Capitol on changes to the Health and Safety code and Code Enforcement standards. Testified at the State Senate hearings on the Ghost Ship Fire.





## Scott Barber

### Code Enforcement Consultant

#### EDUCATION

*M.B.A., Business,  
California Baptist  
University, Riverside*

*B.A., Theater Arts,  
University of  
California, Riverside  
CA*

*8-Hour Training  
through National  
Association of  
Hearing Officers -  
2016*

30 YEARS OF EXPERIENCE

**Mr. Scott Barber** brings 30 years of local government experience, creating success through innovation and strategic partnerships, coupled with a fundamental and deeply ingrained understanding that public trust is earned. Mr. Barber has extensive experience in development processes and economic development activities related to business attraction through entitlement and permitting incentives. He has excellent communication skills and presentation skills, combined with solid budgeting and finance experience.

#### Relevant Project Experience

**City of Huntington Beach, CA. Code Enforcement Program Evaluator.** Mr. Barber performed a third-party evaluation of the City's Code Enforcement Program, including a review and suggested updates to the City's Policy and Procedures Manual, analysis of case processing with both office and field staff, a statistical and trend review of caseloads and case processing techniques, an analysis with recommendations for "right sizing" code enforcement investigative responses based upon staffing and budget resources, as well as an overall program review seeking efficiencies to be added to the Code Enforcement Program. A "Findings Memorandum" with specific program recommendations was the final deliverable.

**City of Burbank, CA. Code Enforcement Program Reviewer.** Mr. Barber conducted an in-depth review of the City of Burbank's Code Enforcement Program, including onsite evaluation of office and field activities, systems analysis, program alternatives and modernization, resulting in a comprehensive management report and "road map" for bringing about long-term and sustainable change to the program.

**City of Ventura, CA. Code Enforcement Program Reviewer.** Mr. Barber created a "Findings Memorandum" after conducting an onsite review of office and field functions, all code enforcement documentation and policies, validating information presented by Ventura's staff for City Management and Council approval of program enhancements.

**City of Merced, CA. Code Enforcement Program Reviewer.** Mr. Barber created a comprehensive Policies and Procedures Manual, along with findings and recommendations for program enhancements, based upon interviews with office, management and field staff, for use by the City's Code Enforcement Task Force. San Mateo Sober Living Civil Case, County of San Mateo, CA. Served as expert witness for the County of San Mateo in defense of a federal civil rights complaint regarding housing discrimination.

#### Relevant Project Experience - Local Government

**City of Riverside, CA. City Manager.** The City of Riverside (City) is a full-service, municipal corporation with annual budgets of approximately \$1 billion and 2687 FTEs. The City is the 12th largest city in California and has a population of 308,511 citizens in an area of about 80 square miles. The City is unique from many cities in California, as it has its own publicly owned utility (electricity and water) and operates a regional water quality control plant. Municipal services provided by the City include police, fire, roads, parks, museums, libraries, development services, an airport, and internal service functions in support of operational departments. The City has an elected Mayor, seven Councilmembers elected by wards and is a charter city with a Council-Manager form of government. Mr. Barber's responsibilities and accomplishments include:

- Revised citywide budget procedures to increase transparency in the creation and tracking of project expenditures and strategic use of General Fund reserves. Lead the



stakeholder involved design process for the \$45-million reconstruction of the Riverside Convention Center.

- Created the successor agency to the City's former redevelopment agency, and successfully lead the City to a "Finding of Completion" from the California Department of Finance for the long-range property management of more than 30 properties, and the approval of \$1.57 billion in Recognized Payment Obligation Schedule (ROPS) reimbursements.
- Completed the construction of two new City parks (Doty-Trust and Ryan Bonamino), utilizing multiple funding sources (COPs, RDA bonds, inter-fund loans) for a total cost of approximately \$14 million.
- Lead the educational outreach for two citywide ballot measures reauthorizing a parcel tax for library services (Measure I), along with the reauthorization of a transfer of water utility revenue to the General Fund of \$6.7 million annually (Measure A). Both measures passed by more than sixty-six percent (66%).
- Revised the City's Economic Development Action Plan, embedding in the plan the principles of Riverside "Seizing Our Destiny," which is a community-based movement driving the City's economic future. The result was an annual increase in local jobs of 3,200 private sector, along with 12,000 construction-related positions associated with various local and state transportation projects.
- Reorganized City operations, merging art and culture functions with our municipal museum, the Development Department (that included Redevelopment) with our Community Development Department, and moved all capital projects (excluding park design) to our General Services Department.
- Guided the "Business Ready Riverside" initiative, which included the implementation of electronic plan review (ProjectDox), creation of the "Business First" permit processing team who provide concierge service to new businesses creating jobs in Riverside, and the approval of the City Council to move towards "Smart Codes" for the upcoming General Plan cycle, which created form-based codes, eliminating the need for individual CEQA review on compliant projects within the Smart Code zones.

**City of Riverside, CA. Community Development Department Director.** Mr. Barber served as the Community Development Director for the Department, which was formed during Fiscal Year 2005-06 by combining the Planning and Building and Safety Department with the Code Enforcement Division of the Public Works Department. (08/2005-08/2011) Responsibilities and accomplishments include: • Lead the adoption effort for a new General Plan, Zoning Code, Smart Growth guidelines and implementation matrix for the City's GP 2025, which won a Southern California Association of Governments "Compass Blueprint" award for excellence.

**County of Riverside, CA. Transportation and Land Management Agency Assistant Director, County of Riverside, CA.** Mr. Barber served as assistant agency director/director of administration (08/2000-08/2005) Responsibilities and accomplishments include:

- Managed an annual budget of approximately \$170 million (\$100 million in programmed capital improvements), with agency oversight of 900 staff members. •



# Anthony Estrada

## Senior Code Enforcement Officer

### EDUCATION

BA, Business  
Administration,  
University of Phoenix

### REGISTRATIONS / CERTIFICATIONS

Basic Certification,  
SCACEO - Southern  
California Association  
of Code Officials

Intermediate  
Certification,  
SCACEO - Southern  
California Association  
of Code Officials

Advanced  
Certification,  
SCACEO - Southern  
California Association  
of Code Officials

Supervisory  
Certification,  
SCACEO - Southern  
California Association  
of Code Officials

PC 832

30 YEARS OF EXPERIENCE

**Mr. Anthony Estrada** is a Willdan Code Enforcement Manager with over 30 years of experience. He is highly motivated, a self-starter with ability to manage conflict and solve problems. Mr. Estrada has excellent written, verbal communication and interpersonal relation skills. He is an excellent team player and demonstrates the ability to work independently. Mr. Estrada enjoys opportunities to challenge and improve his customer service/relation skills, is proficient in MS Word, Excel, and Outlook. Anthony has extensive experience in all facets of code including commercial enforcement and is available to provide code enforcement services to our Southern California clients.

### Relevant Project Experience

**City of Hawaiian Gardens, California.** Code Compliance Officer. Conducted field investigations and site surveillance of residential, commercial and industrial properties. Enforced all applicable code provisions, ordinances and statutes; issued infraction and misdemeanor citations for violations regarding zoning, litter, abandoned vehicles, weeds and debris accumulation.

**City of Highland, California.** Sr. Code Enforcement Officer. Conducted weekend enforcement inspections for the City. His inspections consisted of generalized code enforcement activities with specialization in signage regulations, excessive yard sales and unlicensed vendor inspections.

**City of Hesperia, California.** Code Compliance Manager. Assigned to oversee all operations and respond to all citizen concerns, City Manager complaints and Council inquiries; Prepare and monitor the Division's budget including all revenues and expenditures. Provide personnel with direction, develop and update the Division's Policy and Procedure manual and verify that staff adheres to all policies established within the Division.

**City of Monterey Park, California.** Code Compliance Manager. Managed the Code Compliance Division for the City. Assigned to oversee all operations and respond to all citizen concerns, City Manager complaints and City Council inquiries; Prepare and monitor the Department's budget including all revenues and expenditures. Prepare ordinance development and/or municipal code revisions when necessary. Provide personnel with direction, develop and update the Division's Policy and Procedure manual and verify that staff adheres to all policies established within the Department.

**City of El Monte, California.** Code Enforcement Officer. Conducted field investigations and site surveillance of residential, commercial and industrial properties. Enforced all applicable code provisions, ordinances and statutes; issued infraction and misdemeanor citations for violations regarding zoning, litter, abandoned vehicles, weeds and debris accumulation. Photographed evidence, prepared diagrams, interviewed potential witnesses and composed letters to ensure remedial action was taken; received complaints from citizens; issued correction notices and performed abatements when necessary. Prepared memos and investigative reports.

**City of Fontana, California.** Code Compliance Specialist. Served as code compliance with responsibilities that included: proactively patrolled the city to identify problematic parking areas; responded to parking related violation complaints; issued verbal warnings, parking citations, notices of violation, and other documents; assisted with other code enforcement related functions and activities to include municipal code violation complaints, storm water compliance, and construction site inspections.



# Christian Alvarez

## Senior Code Enforcement Officer

### EDUCATION

*Course Completion of the Rio Hondo Community College - Code Enforcement and Administration Educational Program, Whittier, California*

### REGISTRATIONS / CERTIFICATIONS

*POST Certification – Public Service*

*First Aid - CPR Certification*

*Certificate of Completion for Advance Code Enforcement Officer Academy, completed May10, 2019; 40 hours of instruction*

*Certificate of Completion for Emergency Management Training of the Governor's Office of Emergency Services Department, completed February 28, 2019; 40 hours of instruction*

28 YEARS OF EXPERIENCE

**Mr. Christian Alvarez** is a code enforcement officer with 26 years of significant experience in handling a full range of municipal code enforcement and compliance duties and enforcing pertinent codes and ordinances. Mr. Alvarez has a deep familiarity with civil and administrative legal notice requirements and court procedures along with State and Federal regulations relating to grant funding and administration. He has considerable knowledge and a thorough understanding of locally adopted ordinances, principles, and practices of code enforcement and site inspections. He has expertise in investigating complaints and mediating resolutions in a timely and tactful manner and identifying violations of applicable codes and ordinances. He is skilled in writing technical evaluation reports regarding inspections. Mr. Alvarez is efficient in assessing critical situations, solving problems, working effectively within deadlines, and changing work priorities. He is extremely capable of demonstrating good judgment, resourcefulness, and self-initiative traits when dealing with property owners, business owners, contractors, contract vendors, the public, and municipal officials.

### Relevant Project Experience

**City of Inglewood, CA (Willdan).** Code Enforcement Officer. Mr. Alvarez is part of the Willdan team assigned to handle vendor control in the city. He assists the city and county staff with the enforcement of city and state codes pertaining to street food vendors within the city. He effectively communicates with and educates illegal food vendors, while taking additional enforcement action as needed.

**City of South El Monte, California.** Code Enforcement Officer. Conducting case reviews for City Council inquiries regarding zoning, land use complaints, vehicle abatement, mobile park enforcement programs, and other public nuisance code violations. Directing the field operation of the Code Enforcement Division and supervising the tasks assigned to code enforcement officers while assessing the inspection reports. Patrolling assigned areas in a City vehicle to identify and evaluate problem areas and ordinance violations and determining effective methods to resolve violations. Educating the community on City standards in the area of housing, zoning, health & safety, and maintaining accurate records of inspections and actions taken. Maintained monitoring system for code enforcement. Investigated reports of violations of ordinances, codes, and resolutions. Notifying property owners of violations regarding City codes and ordinances and recommending corrective actions to control the breach considerably.



# Rodrigo Ochoa

## Code Enforcement Officer

### EDUCATION

Federal Police  
Academy, San Diego,  
CA

Law, San Diego City  
College, San Diego,  
CA

### PROFESSIONAL CERTIFICATIONS

PC 832, Powers of  
Arrest, Grossmont  
College, El Cajon, CA

NSPIRE Housing  
Inspection

Code Enforcement  
Officer, CACEO

**Mr. Rodrigo Ochoa** is a code professional with significant code, law enforcement, building inspection, animal control, and military experience. He has been trained in Code Enforcement (CACEO), Building Inspection (ICC), Law Enforcement (Federal Police Academy), and is highly motivated and well-versed in safety and compliance. Mr. Ochoa is available to our California clients.

### Relevant Project Experience

**City of South Gate, California (Willdan).** Housing Inspector/Code Enforcement Officer. Mr. Ochoa is responsible for conducting and enforcing HUD Housing requirements. He previously supervised the vendor enforcement team that was responsible for the education and enforcement of illegal sidewalk vendors and members of the public regarding City Municipal Codes and regulations related to unpermitted sidewalk food vending. Mr. Ochoa was also responsible for taking enforcement action against repeat offenders, which included the issuance of notices/citations and confiscation of perishable food/supplies. Mr. Ochoa worked closely with City Code Enforcement supervision, City Police Department personnel, and members of Public Works as part of the City's vendor enforcement task force.

**Sofi Stadium, Inglewood, CA (Willdan). Code Enforcement Officer.** Mr. Ochoa is part of a team of Willdan code enforcement officers who work to ensure safety and compliance at Sofi Stadium, a 298-acre mixed-use development that houses retail, commercial, and office space, a hotel, residential units, and parking. Responsibilities of the code enforcement officers include reviewing the Operation Plan, posting up at the proper locations, obtaining appropriate data from vendors such as social security numbers, California driver's license information, or any other form of identification, and notifying vendors of the locations where they can conduct business. Assist Police, Sheriffs, and the California Highway Patrol when they are conducting corrective action on violators, **receive and log complaints, write incident reports**, and take video or pictures of items confiscated and document all action taken. Ensure that businesses and people comply with public health, safety, consumer protection, and business activities, and protect the Sofi community by regulating entities breaking laws and ordinances.

**City of Laguna Woods. Code Compliance Officer.** As a code enforcement officer, Mr. Ochoa was responsible for managing a caseload throughout the City in support of its Code Compliance team. His assignment included the reviewing, processing, and closing of code enforcement cases related to land use, zoning, building, nuisance, and property maintenance violations within the jurisdiction. Rodrigo photographed evidence, interviewed potential witnesses and composed letters to ensure remedial action was taken; received complaints from citizens; issued correction notices and performed abatements when necessary.

**San Bernadino County, CA (Willdan). Code Enforcement Officer.** Mr. Ochoa is an experienced Code Enforcement Officer in San Bernadino County, CA, responsible for investigating after-hours code violations, specifically focusing on the County's short-term rental program. He issues Notice of Violation letters and citations, while also addressing general code violations as needed. With attention to detail and a strong understanding of relevant codes, Rodrigo accurately identifies violations and implements necessary corrective actions. He establishes positive relationships with stakeholders, fostering cooperation and ensuring compliance to create a safe and harmonious environment within the County.

**City of Grand Terrace, CA (Willdan).** Code Enforcement/Animal Control Officer. Mr. Ochoa received and investigated animal and code violation complaints, researched complaints regarding violations of city codes, ordinances standards, laws, and safety regulations,



investigate illegal food vendors and businesses on the preparation, handling, and serving of food products, work with residents, business representatives, and other parties to resolve existing code violations and achieve compliance with zoning, building, health, nuisance, vehicle abatement, business license, and property maintenance codes and ordinances. Mr. Ochoa addressed loud noise complaints (roosters and barking dogs), dead animal clean-up, loose/wild animal retrieval (i.e. dogs, raccoons, etc), and other various animal concerns within city boundaries. He prepared and maintained casework through the gathering and documentation of evidentiary materials, He prepared and issued notices and citations to parties in an attempt to achieve compliance, Rodrigo also prepared reports and memos for review by supervision; maintained daily inspection logs, records, statistics, and files pertaining to code enforcement activity,

**City of Escondido, CA.** Code Enforcement Officer. Mr. Ochoa received telephone calls, emails, or in-person complaints from citizens, property owners, community representatives, and governmental agencies regarding possible violations of City codes and policies and City ordinances related to zoning, housing, animal nuisance, building, health and safety, fire safety, and property maintenance violations. He researched City Codes and ordinances and referred cases to other agencies to enforce health and welfare regulations and to obtain information regarding enforcement efforts and programs. Mr. Ochoa contacted residents, business representatives, or property owners to explain the nature of violations and encourage compliance with City codes and municipal ordinances. He also prepared original and routine violations. He aided in the enforcement of all City ordinances pertaining to animal control, examined animal licenses for validity and issued warnings or court citations to delinquent owners, and investigated complaints of animal bites, dangerous animals, stray animals, and barking dogs.

**Department of Defense (Navy).** Federal Police Officer. Mr. Ochoa completed the following training: Police Academy-Module III, Administration of Justice Certification FireArms Qualified (GPA 3.8) Criminal Law Enforcement, Criminal investigations Course Telecommunications System (CLETS) Certified 360 Training hours of Police Academy. Mr. Ochoa was responsible for the preparation of reports, and the coordination and performance of administrative management services in different programs and locations. He also oversaw site budget, personnel, space management, hours and coverage for special events, code enforcement needs, and animal control assistance, and other logistical responsibilities.



# Keith Sartin

## Code Enforcement Officer

**Mr. Keith Sartin** possesses a comprehensive background in code enforcement with specialized capabilities in supervision. Keith's background combines multiple years of diversified experience in the areas of planning and zoning regulations, property maintenance, vehicle abatement, sign code regulations, building and housing codes, special use permits, business licenses, parking enforcement, animal regulations, and noise control. He has extensive experience in preparing and presenting criminal cases in court, both in conjunction with a City Attorney. Mr. Sartin is available to serve our Southern California clients.

### Relevant Project Experience

**City of Desert Hot Springs, CA.** (Willdan) Code Enforcement Officer II. Mr. Sartin ensured compliance with Desert Hot Springs codes and other regulations and was responsible for implementing the policies and procedures set by the government, including at the California state and federal levels. He ensured a safe community by enforcing compliance with codes and investigating code violations. Mr. Sartin performed residential, commercial and industrial site inspections and investigations to determine compliance with applicable federal, state and local codes, laws and regulations; issued citations and notices of violation; and performed other related duties as required.

**City of San Bernardino, CA.** Code Enforcement Supervisor. Mr. Sartin supervised Code Compliance staff at the City of San Bernardino where he interpreted and applied regulations and planning concepts to difficult problems. He prepared cases for the administrative hearing officer or the City attorney and worked with the aforementioned parties during hearing process. Mr. Sartin analyzed, interpreted and explained detailed information such as statutes, ordinances, contracts and permits to the general public and interdepartmental staff as needed. Keith researched, read, and interpreted laws, rules, regulations, legal documents, legal descriptions, maps, building plans, permits, and contracts. He established and maintained cooperative working relations with the City Manager and City Council during the course of his assignment.

**City of San Pablo, California.** Code Compliance Officer. Mr. Sartin performed code compliance investigations, which consisted of receiving and logging complaints, researching case files to locate properties, ensuring code and ordinance compliance, identifying and investigating violations, determining conditions which pose a threat to public safety; meeting with property owners/constituents to discuss code violations, taking photographs of violations and recommending correction(s) needed for compliance. He developed and sent follow-up letters to property owners, re-inspected properties to assure violations were corrected, conducted nighttime compliance investigations with staff and law enforcement personnel. Keith assisted in monitoring special events related to his assigned area, started evening commercial enforcement program.

#### EDUCATION

1994, Southern  
University, Civil  
Engineering

#### REGISTRATIONS / CERTIFICATIONS

PC 832 Certification

HCD Manufactured  
Housing Dealers  
Certificate 2015

HCD Manufactured  
Salesperson License  
2015

HAZMAT first  
responder CAL-  
OSHA 2011

ICC Property  
Maintenance &  
Housing Inspector  
2015

#### AWARDS

Employee  
Recognition  
Leadership Award,  
City of San  
Bernardino 2013

Certificate of  
Appreciation,  
Neighborhood  
Housing Services of  
the Inland Empire  
(NHSIE) 2007

18 YEARS OF EXPERIENCE



# Ivett Jones

## Code Enforcement Officer

**Ms. Ivett Jones** is experienced in code enforcement, water quality inspections, building permit services, title insurance, recycling and resource management, trained in green building technologies, energy efficiency auditing. She is a motivated team player, solution-driven with decision-making abilities.

### EDUCATION

*Environmental Sciences /  
2020, Saddleback  
Community College*

*Recycling and Resource  
Management / 2013, Irvine  
Valley Community College*

*Green Building Technology  
/ 2010, North Orange  
County College, Anaheim,  
CA*

*Course Work, Building  
Codes Technology / 2002*

*Coastline College, Garden  
Grove, CA*

*Course Work in Clinical  
Psychology and Business  
Administration / 1991*

*Orange Coast College,  
Costa Mesa, CA*

### REGISTRATIONS / CERTIFICATIONS

*Penal Code Section 832*

*ICC Property Maintenance  
and Housing Inspector*

*California Association of  
Code Enforcement*

*Officials; Certified Code  
Enforcement Officer*

*EPA/HUD Lead Safety for  
Remodeling, Repair and  
Repainting*

*40-Hour HAZWOPER*

*FEMA Incident Command  
Systems, ICS 100, ICS 700,  
ICS 800*

*Asbestos Building Inspector*

*10-Hour OSHA General  
Industry Safety and Health*

*Hazardous Waste  
Management*

*Green Building Professional*

*Title 24 California Energy  
Efficiency*

*Building Analyst  
Professional, Envelope  
Professional, Green  
Plumbers Water and  
Energy Conservation (Non-  
Plumbers*

### Code Enforcement Officer, Wildan Engineering, Anaheim, CA / August 2020 - Present

- Enforce COVID-19 Emergency Orders for face covering requirements in public designated areas and gathering of large groups
- Issue Verbal Warning and Administrative Citations
- Distribution of face masks, community education, and catalog body camera investigations
- Served for the City of Hermosa Beach, Manhattan Beach, and Burbank, CA

### Solid Waste Enforcement Officer, Public Works Agency, City of Santa Ana, Santa Ana, CA / August 2023 – July 2024

- Assisted in developing and implementing the solid waste program enforcement notices, forms, and policies and procedures
- Investigated complaints and violations at residential, multifamily, commercial, and industrial properties to ensure compliance with solid waste, organic waste, and recycling program requirements
- Coordinated with the City's waste hauler to report improper or damaged containers, and identified non-compliant accounts and ensured solid waste services are in compliance with the City's waste hauler regulations and contract requirements
- Enforcement of solid waste collection requirements; issue warning tags, warning notices, notices of violations, and citations and ensures compliance
- Researched and interpreted regulations solid waste management; Senate Bill 1383, Assembly Bill 341, and Assembly Bill 1826, and diversion requirements of CALGreen for construction and demolition waste, explain and educated the public on compliance requirements, enforcement procedures; and disposal of solid waste
- Responded to City officials, staff, residents, and commercial businesses for waste collection operation complaints, schedules, and procedures
- Coordinated enforcement with City departments, the City's waste hauler, and other outside agencies
- Wrote reports, memos, and correspondence; prepared and maintained records, logs, and reports of inspection activities and violations using software databases
- Consulted with legal counsel as to enforcement orders and enforcement actions
- Code Enforcement Officer II/Lead Code Enforcement Officer/Acting Code Enforcement Supervisor

### City of Santa Monica, CA / November 2019- June 2020 | March 2021- August 2023

- Supervised code enforcement officers and security officers. Approved and processed time sheets, generated weekly summary reports, coordinated joint vendor enforcement, provide ongoing training, issued and assigned City property, equipment, and vehicles, assisted in writing policies and enforcement programs. Assist with technical inspections
- Consulted with legal counsel and assisted in preparation of cases for prosecution; inspection and abatement warrants, and appeared and testified at administrative hearings and in court.
- Made presentations to community groups and stakeholders
- Enforced habitability conditions, short term rentals, rent control, tenant harassment, temporary tenant relocation, tenant protection during construction



rules and regulations, taxicab regulations, business license requirements and COVID-19 Emergency Orders for commercial and construction sites

- Respond to public inquiries and complaints regarding potential code and solid waste violations and coordinate enforcement with other departments, City's hauler, local and governmental agencies compliance with conditional use permits, conditions of planning approval, and reviewed Waste Reduction and Recycling Plans (WRRPs), weight tickets, and recycling documentation submitted
- Read and interpret maps, plans, building codes, municipal codes, and regulations for land use, signage, noise standards, building, electrical, mechanical, plumbing, housing, and property maintenance requirements
- Assisted in preparing case files for court proceedings, inspection warrants, and testify in court
- Used mobile devices and computer word processing, spreadsheet and database applications to prepare notice of violations, abatement orders, citations, corrective notices, habitability determination notices, lift orders, stop work orders, and, research, organize data, maintain cases, catalog photographic evidence, and detailed evidence necessary to enforce applicable municipal code provisions
- Code Enforcement Officer, City of Rancho Palos Verdes, CA / September 2020 – March 2021
- Investigate alleged zoning, health, safety, public nuisance, and substandard conditions for public and private properties, investigate and coyotes, monitor peafowls, research zoning, permit history, occupancy, variances, vesting, lien holders and land uses
- Issues Notices of Violations, Administrative Citations, Notices of Substandard, Notice and Orders, and Stop Work Notices
- Prepare criminal and misdemeanor complaints
- Abate signs, public right-of-way encroachments, obstructions to traffic and pedestrians, protect watercourses, enforce regulations for protected open spaces, and stormwater pollution
- Coordinate enforcement activities with other departments and government enforcement agencies
- Manage case files, write investigation reports, catalog photographic evidence from mobile devices

**Building Code Enforcement Officer, City of Laguna Beach, CA, Willdan Engineering, Anaheim, CA / June 2018 – November 2019**

- Investigate alleged violations of zoning, health and safety, business license, animal, encroachments in the public right-of-way, public nuisance, and substandard conditions for public and private properties
- Research and interpret zoning, permit history, conditional use permits, occupancy, variances, legal vestings, and lien holders
- Process and issue Notices of Violations, Administrative Citations, Correction Notices, Notices of Substandard, Notice and Orders, and Stop Work Notices
- Prepare criminal and misdemeanor complaints for City Attorney
- Enforce and abate public right-of-way encroachments, obstructions to traffic and pedestrians, protect watercourses, unpermitted work, accessory structures, trash and debris, public nuisances, view preservation, and stormwater pollution per the Health and Safety Codes, Zoning and Municipal Codes, Uniform Building Code, City Ordinances, and other state codes
- Coordinate enforcement activities with the Coastal Commission Enforcement Inspectors, Fish and Game Wildlife, other departments and government enforcement agencies



# Gustavo Alonso Jr.

## Code Enforcement Officer

### EDUCATION

*Mechanical  
Engineering Courses,  
East Los Angeles  
College, Monterey  
Park, California*

### REGISTRATIONS / CERTIFICATIONS

*FEMA*

*PC 832*

*California Association  
of Code Enforcement  
Officials, (Basic,  
Intermediate,  
Advanced, and  
Management Modules*

18 YEARS OF EXPERIENCE

**Mr. Gustavo Alonso** is a Willdan Engineering code enforcement officer with over 19 years of increasingly responsible municipal code enforcement experience. Mr. Alonso has a thorough understanding of investigative and research techniques and procedures. He has a proven track record of resolving a wide range of concerns involving zoning and property maintenance standards.

### Relevant Project Experience

**City of Maywood, California.** Sr. Code Enforcement Officer. Mr. Alonso enforced municipal codes within the City. He conducted field inspections, and if violations were present, he composed Courtesy Notices, Notices of Violation, Administrative Citations, or stop-work notices related to municipal code violation(s). He also prepared reports and tracked case files related to such matters. Mr. Alonso kept detailed records keeping of each case, which included digital photographs and pertinent information. He monitored the City's short-term rental program and provided backup to the Housing Department for pre-sale and quadrennial inspections as needed. He interacted with various departments, County, State, and Federal organizations when necessary and maintained a high level of professionalism and customer service.

**La Canada-Flintridge, California.** Sr. Code Enforcement Officer. Alonso inspected properties for municipal code violations, explained ordinances, and suggested corrections to citizens and business owners. He prepared and maintained case folders with notes and photographs, prepared cases for prosecution by City Prosecutor, and referred special circumstance cases to volunteer groups to assist seniors and disabled citizens in achieving compliance.

**City of South Pasadena, California.** Code Enforcement Officer. Responsible for enforcement and education of City Municipal Codes and regulations, including occupancy, zoning and land use, property nuisance, substandard buildings, property maintenance, and weed abatement. Responded to complaints of alleged violations by conducting inspections and making contact with business owners/residents by providing information needed for voluntary compliance and cooperation. Prepared reports, inspection and abatement warrants and misdemeanor complaints to the Court and City Prosecutor; appeared in Court to present evidence and testified if necessary. Prepared a variety of written reports, memos, and correspondence related to enforcement activities and maintained accurate case files on investigations. Prepared staff reports to the department manager.

**City of Norwalk, CA.** Code Compliance Inspector. Responsible for enforcement and education of City Municipal Codes and regulations, including occupancy, zoning and land use, property nuisance, substandard buildings, property maintenance and weed abatement. Responded to complaints of alleged violations by conducting inspections and making contact with business owners/residents by providing information needed for voluntary compliance and cooperation. Assisted City Planners and Building Inspectors in reviewing building plans and conducting field plan check. Prepared a variety of written reports, memos and correspondence related to enforcement activities and maintained accurate case file on investigations. Prepared and issued administrative citations. Assisted L.A. Co. Sheriff, SEAACA, Public Safety and Finance Departments by conducting inspections of properties for Animal Permit violations and businesses / special events without permits. Prepared reports, inspection and abatement warrants and misdemeanor complaints to the Court and City Prosecutor; appeared in Court to present evidence and testified if necessary.

**City of South Gate, California.** Code Enforcement Officer. Responsible for enforcement and education of City Municipal Codes and regulations, including occupancy, zoning and land



use, property nuisance, substandard buildings, property maintenance and weed abatement. Responded to complaints of alleged violations by conducting inspections and making contact with business owners/residents by providing information needed for voluntary compliance and cooperation. Prepared reports, inspection and abatement warrants and misdemeanor complaints to the Court and City Prosecutor; appeared in Court to present evidence and testified if necessary. Prepared a variety of written reports, memos and correspondence related to enforcement activities and maintained accurate case file on investigations.

**City of Manhattan Beach, California.** Code Enforcement Officer. Provided enforcement of the health order adopted by the City in response to the Covid-19 pandemic. Made public contact with the general public and issued verbal warnings, written warnings and civil citations to those violating orders.

**City of Burbank, California.** Code Enforcement Officer. Provided enforcement of the health order adopted by the City in response to the Covid-19 pandemic. Made public contact with the general public and issued verbal warnings, written warnings and civil citations to those violating orders.



# Ben Mendoza

## Code Enforcement Officer

### EDUCATION

Education 1979, AA,  
General Education &  
EMT-1 Certificate,  
San Jose City  
College, San Jose,  
CA

### REGISTRATIONS / CERTIFICATIONS

I.C.C. and A.A.C.E.  
Current Certifications:  
-Zoning Inspector #  
0879090-75,

Property  
Maintenance/Housing  
Inspector #0879090-  
64 and Cert Code  
Enforcement officer  
#0879090-73, all  
current until April  
2019

2003 - ATC-20-1  
California Office of  
Emergency Services,  
Current certification  
for post disaster  
evaluation of  
buildings.

CPN -- Training and  
Certification in the use  
of Nuclear Gauges  
and Radiation Safety  
(for compaction  
testing).

### AFFILIATIONS

C.A.C.E.O - California  
Association of Code  
Enforcement Officers.  
ICC - International  
Code

Council, Member #  
0879090 AACE-  
American Association  
of Code Enforcement

21 YEARS OF EXPERIENCE

**Mr. Ben Mendoza** is a Willdan Engineering code enforcement officer with 21 years of experience. Mr. Mendoza coordinated and participated, with planning, building, public works, fire department, animal control, health department, law enforcement, legal counsel staff and other regulatory agencies to abate specific violations as needed. He has provided information to code violators, the general public, business community and other agencies regarding specific codes and ordinances. Mr. Mendoza is available to provide code enforcement services to our Southern California clients.

### Relevant Project Experience

**City of Big Bear Lake, California.** Code Compliance Officer. Performed field inspections for the City related to Municipal Code violations pertaining to right-of-way concerns, vacation rental enforcement, fire code violations and building code requirements. Used various tools and methods to achieve voluntary compliance from residents and business owners.

**City of Highland, California.** Code Enforcement Officer. Conducted weekend enforcement inspections for the City. His inspections consisted of generalized code enforcement activities with specialization in signage regulations, excessive yard sales and unlicensed vendor inspections.

**City of San Luis Obispo, California.** Code Enforcement Officer. Performed field inspections and enforced municipal code provisions (such as animal regulations, business license requirements, and building permits). Explained regulations relating to municipal code provisions including zoning, land use, planning, and design review.

**City of Delano, California.** Code Enforcement Officer. Conducted field investigations and site surveillance of residential, commercial and industrial properties. Enforced all applicable code provisions, ordinances and statutes; issued infraction and misdemeanor citations for violations regarding zoning, litter, abandoned vehicles, weeds and debris accumulation.

**City of Santa Monica, California.** Housing Inspector. Conduct annual inspections of all section 8 subsidized housing for the City's Housing Authority. Inspected apartments and single-family residential properties for compliance with federal HQS standards. Prepared inspection reports and notices of correction to property owners to ensure corrections were made to code requirements.

**City of Bakersfield, California.** Code Enforcement Officer. Issued permits and citations in accordance with the regulations of the municipality. Prepared reports and follow up on notices. Worked closely with the building code officials regarding regulations and codes.

**City of Campbell, California.** Code Enforcement Officer. Responded to citizen complaints regarding potential code violations; conducted research of property ownership, past permits and all applicable code regulations. Coordinated enforcement actions with other City departments and other governmental agencies as necessary.

**County of Santa Cruz, California.** Code Enforcement Officer. Conducted inspections and photographed evidence, prepared diagrams, interviewed potential witnesses and composed letters to ensure remedial action was taken; received complaints from citizens; issued correction notices and performed abatements when necessary. Prepared memos and investigative reports.

**City of Galt, California.** Code Enforcement Officer. Performed field inspections and enforced municipal code provisions (such as animal regulations, business license requirements, and building permits). Explained regulations relating to municipal code provisions including zoning, land use, planning, and design review.



# Jon S. Kirchoff

## Code Enforcement Officer

### EDUCATION

*Criminal Justice and  
Police Science  
Program, Mt. San  
Antonio College,  
Walnut, CA*

### REGISTRATIONS / CERTIFICATIONS

*Peace Officer  
Standards and  
Training*

*PC832 Arrest and  
Firearms*

30 YEARS OF EXPERIENCE

**Mr. Jon Kirchoff** is a Willdan employee with 15 years of Code Enforcement experience and a total of 30 years of work experience. Mr. Kirchoff is knowledgeable in de-escalation tactics and conflict resolution through communication. He can apply and enforce all applicable ordinances, to explain code requirements and communicate tactfully in difficult situations. He has the skill to identify with a person's concerns as much as possible to diffuse an argument and move matters toward a resolution.

### Relevant Project Experience

**Riverside County, Riverside, CA.** Code Enforcement officer Field Investigator. Responded to and investigated criminal violations of the municipal code relating to zoning regulations, noise standards, signage, substandard housing, property maintenance, and business licenses. Mr. Kirchoff prepared and served notices of violations, abatement orders, citations and stop work orders. He gathered, maintained, and presented detailed evidence to enforce applicable municipal code provisions, as well as, prepared and maintained written, photographic, and electronic records. He assisted in preparing case files for court proceedings and testified in court and performed inspections of properties and structures to ensure compliance with conditions of planning approvals and determined if inspected structure were permitted and approved. Mr. Kirchoff also worked undercover in criminal cases.

**Riverside County Sheriff's Department, Riverside, CA.** Community Service Officer. Mr. Kirchoff patrolled and protected Moreno Valley, & Palm Desert's most challenging neighborhoods for over 10 years. He wrote detailed criminal reports and collected evidence for prosecution purposes. Mr. Kirchoff worked special assignments, including but not limited to warrant service, supervision and transportation of suspected criminals, and traffic collision investigations.

**Operation Safehouse, Riverside, CA.** Counsel/Police Liaison. Mr. Kirchoff counseled at risk youth at the live in juvenile facility in positive alternatives to becoming victims of the streets. He listened to the juveniles' frustrations and fears and counseled them on learning how to deal with life's pressures. Mr. Kirchoff also educated Police Officers on juvenile crime and runaway procedures and implemented safe place program in the community.



# Bryan Do

## Code Enforcement Officer

### EDUCATION

Global Studies &  
Medical Anthropology,  
University of  
California, Irvine, CA

### REGISTRATIONS / CERTIFICATIONS

PC 832, Powers of  
Arrest, Santiago  
Canyon College,  
Orange, CA

Code Enforcement  
Modules I, II & III,  
Santiago Canyon  
College, Orange, CA

**Mr. Bryan Do** is an accomplished Code Enforcement Officer with a strong background in enforcing municipal codes and regulations. He has been trained in Code Enforcement (Santiago Canyon College), Law Enforcement (PC 832 – Powers of Arrest), and is highly motivated and well-versed in safety and compliance. Mr. Do is available to our southern California clients.

### Relevant Project Experience

**City of Rancho Palos Verdes, CA.** Code Compliance Officer. As a code enforcement officer, Mr. Do was responsible for managing a caseload throughout the City in support of its Code Compliance team. His assignment included the reviewing, processing, and closing of code enforcement cases related to land use, zoning, building, nuisance, and property maintenance violations within the jurisdiction. Bryan photographed evidence, interviewed potential witnesses and composed letters to ensure remedial action was taken; received complaints from citizens; issued correction notices and performed abatements when necessary.

**City of South Gate, CA.** Code Enforcement Officer. Mr. Do was a significant member of our vendor enforcement team that was responsible for the education and enforcement of illegal sidewalk vendors and members of the public regarding City Municipal Codes and regulations related to unpermitted sidewalk food vending. Mr. Do was also responsible for taking enforcement action against repeat offenders, which included the issuance of notices/citations and confiscation of perishable food/supplies. Mr. Do worked closely with City Code Enforcement supervision, City Police Department personnel, and members of Public Works as part of the City's vendor enforcement task force.

**SoFi Stadium, Inglewood, CA.** Code Enforcement Officer. Mr. Do is part of a team of Willdan code enforcement officers who work to ensure safety and compliance at SoFi Stadium, a 298-acre mixed-use development that houses retail, commercial, and office space, a hotel, residential units, and parking. Responsibilities of the code enforcement officers include reviewing the Operation Plan, posting up at the proper locations, obtaining appropriate data from vendors such as social security numbers, California driver's license information, or any other form of identification, and notifying vendors of the locations where they can conduct business. Assist Police, Sheriffs, and the California Highway Patrol when they are conducting corrective action on violators, receive and log complaints, write incident reports, and take video or pictures of items confiscated and document all action taken. Ensure that businesses and people comply with public health, safety, consumer protection, and business activities, and protect the SoFi community by regulating entities breaking laws and ordinances.

**Cosmetics Republic, Santa Ana, CA.** Data Entry Clerk. As a Data Entry Clerk at Cosmetics Republic, Bryan Do efficiently managed the input and organization of vast amounts of product and customer data into the company's database systems. He meticulously verified the accuracy of the information entered, updated existing records, and performed regular audits to ensure data integrity. His role was crucial in supporting the marketing and sales teams by providing them with reliable data, which enabled informed decision-making and strategic planning. Bryan's attention to detail and his commitment to maintaining the confidentiality of sensitive information were instrumental in optimizing the operational efficiency of Cosmetics Republic's data management processes.



# Darrell Gipson

## Code Enforcement Officer

### EDUCATION

Code Enforcement,  
Santiago Canyon  
College, Orange, CA

Community  
Emergency Response  
Team Coordinator

CPR/First Aid  
Certification,  
American Heart  
Association

PC 832 – Powers of  
Arrest

**Mr. Darrell Gipson** is a Willdan Code Enforcement Officer who understands property legal descriptions, lots, and easements and has excellent communication and organizational skills. He can establish and maintain effective working relationships with the public and private sectors and is a solution-oriented person that utilizes out-of-the-box and critical thinking to obtain solutions. Mr. Gipson is also a valuable member of the vendor control team Willdan has assigned to assist the City of Inglewood.

### Relevant Project Experience

**City of Grand Terrace, CA (Willdan).** Code Enforcement/Animal Control Officer. Mr. Gipson received and investigated animal and code violation complaints, researched complaints regarding violations of city codes, ordinances standards, laws, and safety regulations, investigate illegal food vendors and businesses on the preparation, handling, and serving of food products, work with residents, business representatives, and other parties to resolve existing code violations and achieve compliance with zoning, building, health, nuisance, vehicle abatement, business license, and property maintenance codes and ordinances. Mr. Gipson addressed loud noise complaints (roosters and barking dogs), dead animal clean-up, loose/wild animal retrieval (i.e. dogs, raccoons, etc.), and other various animal concerns within city boundaries. He prepared and maintained casework through the gathering and documentation of evidentiary materials, He prepared and issued notices and citations to parties in an attempt to achieve compliance, Darrell also prepared reports and memos for review by supervision; maintained daily inspection logs, records, statistics, and files pertaining to code enforcement activity. Mr. Gipson also served as the Community Emergency Response Team Coordinator for the City.

**City of Fontana, CA (Willdan).** Code Enforcement Officer. Mr. Gipson is part of the Willdan team assigned to handle vendor control in the city. He assists city and county staff with the enforcement of city and state codes pertaining to street food vendors within the city. He effectively communicates with and educates illegal food vendors, while taking additional enforcement action as needed.

**City of Inglewood, CA (Willdan).** Code Enforcement Officer. Mr. Gipson is part of the Willdan team assigned to handle vendor control in the city. He assists city and county staff with the enforcement of city and state codes pertaining to street food vendors within the city. He effectively communicates with and educates illegal food vendors, while taking additional enforcement action as needed.

**Lending3 Inc., Fountain Valley, CA.** Branch Manager. Mr. Gipson managed and provided employee mentorship to a team of 11 virtual loan officers. He led the charge in customer service by providing a high-quality customer service in building and maintaining productive relationships with new and existing clients, realtors, appraisers, builders, brokers, and title companies. He prepared financial statements for the branch, oversaw reports for budgets and financial reports, and created plans and forecasts that were built to meet future needs. Mr. Gipson actively pursued business development relationships within the community.



# Karry Baze

## Code Enforcement Officer

### EDUCATION

B.S., Criminal Justice,  
Cal State Bakersfield,  
Bakersfield, CA

### REGISTRATIONS / CERTIFICATIONS

PC832 Certification

10 YEARS OF EXPERIENCE

**Mr. Karry Baze** possesses 10 years of experience with the public and able to establish and maintain effective working relationships with residents and businesses. He can apply and enforce all applicable ordinances, explain code requirements and communicate tactfully in difficult situations.

### Relevant Project Experience

**City of Ojai (Willdan).** Code Compliance Officer. As a code enforcement officer, Mr. Garcia was responsible for managing a caseload throughout the City in support of its Code Compliance team. His assignment included the reviewing, processing, and closing of code enforcement cases related to land use, zoning, building, nuisance, and property maintenance violations within the jurisdiction. Sergio photographed evidence, interviewed potential witnesses, and composed letters to ensure remedial action was taken; received complaints from citizens; issued correction notices and performed abatements when necessary.

**U.S. Marshal District Security Officer, CA.** Investigator. Mr. Baze was responsible for securing and processing federal prisoners in the cellblock, courtroom, and during transportation (vehicle, plane, or bus) and securing and transporting federal prisoners to and from medical appointments and/or hospitalization. Mr. Baze conducted background checks, investigations, and interviews, and provided security within the cellblock and courtrooms.

**City of Stanton, CA.** Code Enforcement Officer III. Mr. Baze enforced pertinent codes, ordinances, laws, and regulations with impartiality and efficiency. He conducted inspections to confirm compliance and enforced all applicable code provisions and ordinances. Mr. Baze identified violations of applicable codes and ordinances and composed Courtesy Notices, Notices of Violation, Administrative Citations, or Stop Work Notices related to municipal code violation(s). Mr. Baze responded to city inquiries, complaints, and requests for service in a fair, tactful, and firm manner.

**California Aeronautical University Airport Police, CA.** Lead Safety Officer. Mr. Baze prevented crime by explaining and enforcing applicable federal, state, and local laws and ordinances. He taught preventive, protective, and defensive tactics, mediated disputes, patrolled assigned areas, responded to notices of disturbances, and conducted searches. He apprehended suspects and conducted criminal investigations.

**Kern County General Services, Bakersfield, CA.** Kern County Senior Officer (Ranger). Mr. Baze assigned and monitored work, trained employees on work methods, and provided direction. He made patrols of assigned areas, by foot, bicycle or in a motorized vehicle or vessel, and met the public and provided information in order to foster an understanding of state, federal, local laws, and park rules and regulations. Mr. Baze responded to situations, including emergencies, involving public safety and the protection of property. He communicated clearly to provide information regarding crimes and public safety concerns; oversaw daily activities of assigned personnel in the care of park or recreational facilities.



# Penny Heller

## Code Enforcement Officer

**Ms. Penny Heller** is a Willdan Engineering Code Enforcement Officer with knowledge and experience in field inspections. She prioritizes and manages assigned projects to ensure compliance and effectively meet critical deadlines. She conducts follow-up activities to monitor and ensure compliance and maintains close verbal and written contact regarding progress with the complainants. Ms. Heller is available to assist our Southern California clients with code enforcement services.

### Relevant Project Experience

**City of Inglewood, CA (Willdan). Code Enforcement Officer.** Ms. Heller is part of a team of Willdan code enforcement officers who work to ensure safety and compliance at Sofi Stadium, a 298-acre mixed-use development that houses retail, commercial, and office space, a hotel, residential units, and parking. Responsibilities of the code enforcement officers include reviewing the Operation Plan, posting up at the proper locations, obtaining appropriate data from vendors such as social security numbers, California driver's license information, or any other form of identification, and notifying vendors of the locations where they can conduct business. Assist Police, Sheriffs, and the California Highway Patrol when they are conducting corrective action on violators, receive and log complaints, write incident reports, and take video or pictures of items confiscated and document all action taken. Ensure that businesses and people are in compliance with public health, safety, consumer protection, and business activities, and protect the Sofi community by regulating entities that are breaking laws and ordinances.

**City of San Juan Capistrano, California (Willdan). Code Enforcement Officer.** Ms. Heller is responsible for the enforcement and education of illegal sidewalk vendors and members of the public regarding City Municipal Codes and regulations related to unpermitted sidewalk food vending. Ms. Heller is also responsible for taking enforcement action against repeat offenders, which includes the issuance of notices/citations and confiscation of perishable food/supplies. Ms. Heller worked closely with City Code Enforcement supervision as part of the City's vendor enforcement task force.

**Rolling Hills Estates, CA. Code Enforcement Officer.** Ms. Heller inspects properties to determine compliance with city codes and policies and answers complaints and citizen requests for extensive research for enforcement. She investigates residential and commercial properties for compliance with zoning, building, and property maintenance codes.

**Kirk Mayer Temporary Agency, Long Beach, CA.** Administrative Assistant. During her tenure as an Administrative Assistant at Kirk Mayer, Ms. Penny Heller demonstrated unwavering commitment to delivering exceptional customer service. She efficiently managed various administrative tasks, including coordinating client inquiries, scheduling appointments, and processing employment documentation. Her keen attention to detail ensured accurate record-keeping and timely reporting, while her proactive communication skills facilitated seamless interactions with clients and temporary employees. Ms. Heller consistently exhibited high professionalism, responding to client needs with empathy and efficiency, thereby contributing to the agency's reputation for outstanding customer service.

#### EDUCATION

*Code Enforcement  
Modules I, II & III,  
Santiago Canyon  
College*

#### REGISTRATIONS / CERTIFICATIONS

*PC 832 – Powers of  
Arrest*

*Substandard Housing  
Inspections, Willdan  
(Instructor Ed  
Nicholls)*

*Customer Service in  
Code, Willdan  
(Instructor Ed  
Nicholls)*



# Brian Luevano

## Code Enforcement Officer

**Mr. Brian Luevano** has experience in establishing and maintaining effective working relationships and interacting tactfully and professionally with city staff, agencies, and the public. He has the skill to identify with a person's concerns as much as possible to diffuse an argument and work toward a resolution. He is able to maintain composure in stressful situations. Mr. Luevano is available to our southern California clients.

### Relevant Project Experience

**City of Inglewood, CA (Willdan).** Code Enforcement Officer. Mr. Luevano is part of a team of Willdan code enforcement officers who work to ensure safety and compliance at Sofi Stadium, a 298-acre mixed-use development that houses retail, commercial, and office space, a hotel, residential units, and parking. Responsibilities of the code enforcement officers include reviewing the Operation Plan, posting up at the proper locations, obtaining appropriate data from vendors such as social security numbers, California driver's license information, or any other form of identification, and notifying vendors of the locations where they can conduct business. Assist Police, Sheriffs, and the California Highway Patrol when they are conducting corrective action on violators, receive and log complaints, write incident reports, and take video or pictures of items confiscated and document all action taken. Ensure that businesses and people comply with public health, safety, consumer protection, and business activities, and protect the Sofi community by regulating entities breaking laws and ordinances.

**Corinthian Colleges, Inc. Senior Student Recruiter.** Mr. Luevano recruited and met with prospective students, providing a comprehensive understanding of career programs and their benefits while motivating them. He outlined detailed, personalized academic plans for students and provided resources for educational assistance. He oversaw the enrollment process, working closely with Admissions, Financial Aid, and prospective students to ensure seamless admissions. He met and maintained department performance metrics, quickly adapting to a constantly changing environment. Recognized for his exceptional performance, he was chosen to lead department meetings focused on improving admissions and the effectiveness of recruitment strategies.

**Kinetic Personnel Group/Decton Staffing Services.** Code Enforcement Officer. Mr. Luevano As a Customer Service Representative, he was chosen as the dedicated assistant in the most profitable and demanding business division, tasked with addressing clients' needs promptly while restoring consumer confidence for two elite Sales Managers. He managed thirty-four accounts, each requiring unique administration and requirements. He organized and led weekly meetings with various aiding departments to discuss status, requests, and forecasts. He frequently communicated effectively with irate customers due to major backlogs and lack of resources. He supported consumers by phone, chat, and email regarding defective products for two lines of business, carrying out thorough troubleshooting techniques while initiating a multi-step warranty process. He was the chosen agent to work and oversee the department email inbox, exhibiting a high level of productivity and exceptional customer service, and handled complex requests from business partners and internal departments.

### EDUCATION

AA, Code  
Enforcement,  
Santiago Canyon  
College, Orange, CA

### REGISTRATIONS / CERTIFICATIONS

PC 832 Certification

Code Enforcement  
Modules I, II, and III –  
Santiago Canyon  
College, Orange, CA



