

**SECOND AMENDMENT TO AGREEMENT WITH WILLDAN ENGINEERING TO  
PROVIDE AN INTERIM CODE ENFORCEMENT MANAGER**

THIS SECOND AMENDMENT to the above-referenced agreement is effective July 1, 2026, by and between Willdan Engineering, a California corporation ("Consultant"), and the City of Westminster, a municipal corporation organized and existing under the Constitution and laws of the State of California ("City"). City and Consultant are sometimes hereinafter referred to as "party" or collectively as "parties."

**RECITALS**

- A. The parties entered into Agreement No. 2025-017 effective February 18th, 2025 ("Original Agreement") to provide an Interim Code Enforcement Manager for the City. The Original Agreement approved total compensation not-to-exceed \$100,000.
- B. The parties entered into a First Amendment to "Original Agreement" No. 2025-017-1 effective July 1, 2025 ("First Amendment") to increase the total compensation by an additional \$225,000 for a new not-to-exceed amount of \$325,000. The First Amendment to the "Original Agreement" extended the term by an additional five months, setting the new termination date as June 30, 2026.
- C. The parties now desire to execute a Second Amendment to increase the contract amount by an additional \$235,000 and to extend the term for an additional year ending on June 30, 2027.

**The Parties therefore agree:**

- 1. Section 2.1 of the Original Agreement and First Amendment are revised to instead state:  
"Compensation: Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "A". Consultant's total compensation shall not exceed Five Hundred and Sixty Thousand Dollars (\$560,000)."
- 2. Section 4.1 of the Original Agreement and First Amendment are revised to instead state:  
"Term. This Agreement shall commence on the Effective Date and continue through the end of the day on June 30, 2027, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties."
- 3. The professional services to be performed pursuant to the "Original Agreement" shall remain unchanged.
- 4. Except as modified by this Second Amendment, all terms and conditions of the Original Agreement and First Amendment shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have executed this Second Amendment to the Original Agreement on the dates stated below:

[signatures on next page]

**CONSULTANT**

Signature: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF WESTMINSTER**

\_\_\_\_\_  
Christine Cordon, City Manager

Date: \_\_\_\_\_

**ATTEST**

\_\_\_\_\_  
Sandra Medina, Interim City Clerk

Date: \_\_\_\_\_

**APPROVED AS TO FORM**

\_\_\_\_\_  
Scott Porter, City Attorney

Date: \_\_\_\_\_

**APPROVED AS TO INSURANCE:**

\_\_\_\_\_  
Jodie Griner, Risk Manager

Date: \_\_\_\_\_

**DEPARTMENT APPROVAL:**

\_\_\_\_\_  
Steven A. Mendoza  
Interim Community Development Director

Date: \_\_\_\_\_

**EXHIBIT A**

**PROPOSAL AND FEE SCHEDULE**

March 23, 2026

Steven Mendoza  
Interim Director | Community Development  
**City of Westminster**  
8200 Westminster Blvd.  
Westminster, CA 92683

**Subject: Interim Code Enforcement Support (Manager)**

Dear Mr. Mendoza,

Thank you for reaching out to Willdan regarding the City of Westminster's need to continue Interim Code Enforcement Manager services for the upcoming fiscal year. We appreciate the opportunity to continue supporting the City and to build upon the progress already achieved within the Code Enforcement Division.

Based on your request, Willdan is pleased to submit this updated proposal for the continued services of an **Interim Code Enforcement Manager (Sergio Verino)** for a one-year term. Sergio has demonstrated strong leadership, responsiveness, and technical expertise in supporting the City's operations, and we are confident in his ability to provide consistent, effective management going forward.

Our approach for the upcoming term will focus on maintaining operational continuity while continuing to enhance program efficiency and service delivery. Key areas of focus include:

- Ongoing evaluation of caseloads, workflows, and enforcement practices to improve efficiency and ensure timely case resolution.
- Continued technical oversight and performance monitoring utilizing the City's permit tracking system (EnerGov).
- Providing leadership, direction, and support to code enforcement staff, including regular team meetings and field coordination.
- Ensuring timely response and tracking of complaints received through the City's application, City Manager's Office, and other channels.
- Supporting after-hours or weekend operations as needed to maintain consistent service levels.
- Delivering ongoing feedback and recommendations to City leadership regarding performance metrics, process improvements, and program enhancements.
- Performing additional duties as requested to support the City's priorities and community needs.

Willdan understands the importance of stability, responsiveness, and strong leadership in maintaining an effective code enforcement program. Our team remains committed to supporting the City of Westminster with a high level of professionalism and service, ensuring that the Division continues to operate efficiently and effectively throughout the contract term.

# CITY OF WESTMINSTER

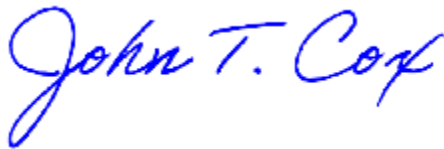
In addition to Sergio Verino's leadership, Willdan provides the full support of our experienced code enforcement management team, including Terry Cox, Kerry Simpson, Ed Nicholls, Scott Barber, Doug Leeper, and Victor Martinez. This depth of experience ensures that the City has access to additional resources and expertise whenever needed.

Please find our formal proposal attached for your review. Should you have any questions or wish to discuss any aspect of the proposal, please feel free to contact me directly. We are available to coordinate at your convenience to ensure uninterrupted service.

Thank you again for the opportunity to continue serving the City of Westminster. We value our partnership and look forward to supporting the City's ongoing code enforcement efforts.

Sincerely,

**WILLDAN ENGINEERING**



Terry Cox  
Manager | Code Enforcement  
[tcox@willdan.com](mailto:tcox@willdan.com)  
562-233-8969



**Table of Contents**

**Firm Profile ..... 1**

**Scope of Work ..... 4**

**Project Manager ..... 5**

**Fee Schedule ..... 5**

**Related Experience ..... 5**

**References..... 7**

**Resumes..... 8**

## Firm Profile

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, municipal engineering, planning, and construction management and inspection services, along with a full complement of support disciplines.

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.



### Code Enforcement



Willdan's code enforcement management team possesses over 200 years of experience in code program development and oversight. Our team is available to 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.

In addition, our team of code enforcement personnel assists jurisdictions with the difficult task of maintaining the quality of life for their citizens. Willdan's staff offers extensive public agency experience in the areas of 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 the 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 training, and we 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.

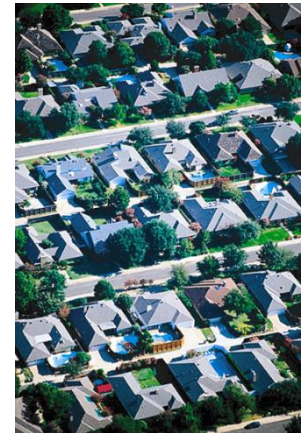


**Other Services:** Willdan offers expert support with a multitude of other services including vendor enforcement, short-term rental programs, grant proposal writing, community education, neighborhood clean-up events, graffiti prevention, and civil abatements and receiverships.

Code enforcement services are among the most complex and challenging services that government agencies provide. According to nationwide studies, property values, crime rates, insurance rates, business development, and the sense of community pride can be directly impacted by the successes of a jurisdiction’s code enforcement program.

Willdan provides the following Code Enforcement Services:

- **Provide project managers and/or supervisors as onsite “employees.”**
- **Provide full-time, part-time, interim, and/or weekend staff as onsite “employees.”**
- 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.
- Vehicle abatement and parking enforcement.
- 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

## Qualifications and Experience.

### The Willdan Advantage

Willdan believes code enforcement plays a crucial role in shaping communities' health, safety, and quality of life. It is the backbone of municipal governance, ensuring compliance with local ordinances while fostering responsible property stewardship. As such, at Willdan, we don't just enforce codes—we enhance communities. Our approach balances compliance with education, emphasizing collaboration with property owners and community stakeholders to achieve long-term, sustainable improvements.

Our team comprises former city managers, code directors, assistant directors, supervisors, senior officers, and specialists with deep-rooted experience in municipal code enforcement. Many of our professionals have also served on the boards of leading industry organizations, including the American Association of Code Enforcement (AACE), the Arizona Code Enforcement Association (ACEA) and the California Association of Code Enforcement Officers (CACEO). Willdan recognizes that the strength of the code enforcement profession lies in continuous learning, innovation, and collaboration. That's why we are deeply committed to the advancement of the industry through education and training.

Willdan maintains an ICC Preferred Provider status for code enforcement instruction nationally and our team has actively participated in and provided instruction for key organizations, including:

- American Association of Code Enforcement (AACE)
- EduCode – International Code Council (ICC)
- Code Enforcement Association of Texas (CEAT)
- Arizona Code Enforcement Association (ACEA)
- California Association of Code Enforcement Officers (CACEO)
- Florida Association of Code Enforcement (FACE)
- Oregon Association of Code Enforcement (OCEA)
- Washington Association of Code Enforcement ( )
- Mortgage Bankers Association
- United States Foreclosure Network
- National Service Providers Association
- Pacific Southwest Association of Realtors
- Federal Reserve Bank of San Francisco
- Federal Reserve Bank of Kansas City
- Chicago Metropolitan Mayor's Caucus
- National Vacant Properties Campaign
- Center for Community Progress Reclaiming Vacant Properties
- National Property Preservation Conference, Washington D.C.



Partnering with Willdan means gaining access to a highly experienced team of code enforcement professionals dedicated to neighborhood preservation and revitalization. With decades of combined

expertise, our executive team led the rehabilitation of more than 35 neighborhood areas, positively impacting municipalities in both the public and private sectors. These efforts have earned Willdan numerous prestigious recognitions, including:

- Merit Award – United States Congress
- Excellence Award – United States Senate
- Employee of the Year – American Association of Code Enforcement
- Helen Putnam Award – California League of Cities
- Program Implementation Excellence - National Chapter of the American Planning Association
- Harvard University – Kennedy School of Democratic Governance – Innovations in America
- Government Awards – Finalist - top 10 programs in the Nation.
- Excellence in Code Enforcement –State Assembly
- Neighborhood Revitalization Award –State Senate
- Lifetime Achievement Award – California Association of Code Enforcement Officers

## Contract Interim Code Enforcement Manager Services

Provide interim management services to ensure the smooth operation of the City of Westminster’s Code Enforcement Division while recruiting a permanent manager. The Interim Code Enforcement Manager will maintain continuity, support staff, and optimize processes.

### Responsibilities:

1. **Evaluation of Caseloads and Practices**
  - Assess current caseloads and operational practices.
  - Recommend and implement adjustments to enhance efficiency and effectiveness.
2. **Oversight of Performance**
  - Monitor and evaluate team performance using the City’s permit system, Ennergov.
  - Provide regular reports and recommendations for improvement.
3. **Technical Support**
  - As needed, offer technical guidance to Code Enforcement Officers, particularly on weekends.
4. **Continuity of Operations**
  - Ensure that all tasks, responsibilities, and operations are maintained without disruption.
  - Address and resolve any operational gaps during the recruitment period.
5. **Training for New Staff**
  - Assist in onboarding and training the new officer starting next week.
  - Provide mentorship and guidance to foster their integration into the team.
6. **Staff Support and Guidance**
  - Conduct regular meetings with Code Enforcement Officers to provide direction, address concerns, and share technical expertise.
  - Encourage teamwork and maintain morale during the transition period.
7. **Regular Updates and Strategic Recommendations**
  - Meet regularly with the Interim Community Development Director to:
    - Provide feedback on team performance.
    - Identify opportunities for improvement.

- Share best practices for code enforcement.
  - Develop and implement strategies for ongoing success.
8. **Complaint Response Monitoring**
- Track response times to complaints received through various channels, including the City’s application and the City Manager’s Office.
  - Ensure timely and effective resolution of all complaints.
9. **Operational Support**
- Perform additional tasks to ensure that Code Enforcement operations in Westminster remain efficient, compliant, and responsive to community needs.

## Project Management

Terry Cox will be the Project Manager and will be fully responsible for ensuring the project is completed in compliance with the provisions of the agreement (see attached resume). Mr. Cox has over 28 years’ of experience in the code profession and has provided contract code services to multiple municipalities in California. He specializes in implementing and managing code programs.

## Fee Schedule

Willdan will provide contract interim code enforcement manager services to the City of Westminster for a flat hourly rate based on the Willdan hourly rate schedule below. Willdan’s all-inclusive hourly rates include project management oversight, vehicle and mileage, and all required insurance, including professional liability. All rates and costs shall be effective through the term of the agreement.

SERVICE PROVIDED	HOURLY RATE
Code Enforcement Manager (Interim)	\$145/hour

Should Willdan be required to provide vehicles for staff, an additional **\$100/day** will be added to the rate.

## Related Experience

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

**City of Downey** – Project Manager. Providing interim code enforcement management staff.

**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 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 Palm Desert** – Project Management. Provided code enforcement staff on a contract basis to address unregistered and non-compliant vacation rentals.

**City of Desert Hot Springs** – Project Manager. Providing interim code enforcement staff.

**City of South Pasadena** – Project Manager. Providing interim code enforcement staff.

**City of Big Bear Lake** – Project Manager. Provide seasonal code enforcement staff for the enforcement of short-term lodging.

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

**City of Irwindale** – Project Manager. 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** – Project Manager. Provided interim code enforcement staff who were responsible for enforcing the City’s Municipal Code.

**City of Manhattan Beach** – Project Manager. Provided interim code enforcement staff.

**City of Hermosa Beach** – Project Manager. Providing interim code enforcement staff.

**City of Laguna Hills** – Project Manager. Assisted the city in the development of a public education program concerning the city’s code program.

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

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

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

**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 Nuisance, Cost Recovery, and Administrative Citation Ordinances. Provided interim code enforcement staff to conduct inspections and facilitate neighborhood improvements.

**City of Huntington Beach** – Project Manager. Provided interim Code Enforcement staff to assist with their Code Enforcement Program.

**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 projects listed above are not a comprehensive list of all our past code clientele but represent a small portion of the Municipalities we have served. We have also successfully provided service to the following jurisdictions:

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

## References

### ***City of La Canada Flintridge***

Susan Koleda

1327 Foothill Boulevard

La Canada Flintridge, CA 91011

(818) 780-8881

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

### ***City of Inglewood***

Jerry Tucker

1 Manchester Boulevard, 4<sup>th</sup> Floor

Inglewood, CA 90301

(310) 412-5590

Project: Providing code enforcement staff for vendor enforcement needs at (SoFi Stadium and The Forum).

### ***City of La Puente***

John Di Mario

15900 East Main Street

La Puente, CA 91744

(626) 855-1517

Project: Staff augmentation provided full-time staffing, enforcement of building, zoning, and nuisance-related issues.

### ***City of Torrance***

Michelle Ramirez

3031 Torrance Boulevard

Torrance, CA 90503

(310) 618-2550

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

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 parking enforcement program the City is seeking. We hope this proposal meets with your approval. The resumes for our proposed team can be found below. Please let me know if you have any questions or require additional information.

## Education

M.S., Public Policy & Administration, California State University, Long Beach, CA

B.A., Organizational Studies, California State University, Long Beach, CA

A.A., Criminal Justice, Santa Ana Community College, Santa Ana, CA

Public Sector Employer-Employee Relations & Personnel Management Certificate, California State University, Long Beach, CA

## Registrations/Certifications

PC 832 Certificate – Powers of Arrest

PC 832.2 – School Resource Officer

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

Zoning Inspector, ICC – International Code Council

Property Maintenance & Housing Inspector, ICC – International Code Council

## 28 Years' Experience

## Sergio Verino

### Code Enforcement Manager

**Sergio Verino** is a seasoned Code Enforcement Manager with over 28 years of experience in public administration, including more than 18 years in supervisory and management roles within municipal code enforcement. He possesses extensive knowledge of land use regulations, zoning, housing, and municipal codes, along with a strong understanding of governmental operations and regulatory compliance. Mr. Verino is highly experienced in managing complex code enforcement programs, including budgeting, staff supervision, policy development, and interdepartmental coordination, and has a proven ability to lead teams, resolve complex cases, and implement operational improvements that enhance efficiency and service delivery. His collaborative approach enables him to effectively engage with City leadership, legal counsel, external agencies, and the community, while also contributing to professional development efforts through training, mentorship, and support of Code Enforcement Officer certification programs.

### Relevant Project Experience

**City of Santa Ana, California. Code Enforcement Manager.** Mr. Verino led and managed the Code Enforcement Division, overseeing supervisors, officers, and support staff responsible for residential, rental, and animal control enforcement. He directed day-to-day operations, established policies and procedures, and ensured compliance with municipal codes and regulatory standards. He conducted operational analyses to improve productivity and efficiency, prepared reports and correspondence for City Council and executive staff, and managed complex and high-profile enforcement cases. Mr. Verino coordinated with internal departments and external agencies, including Orange County Health, to support enforcement efforts, and oversaw budget preparation, purchasing, and personnel functions, including employee evaluations and recruitment.

**City of Santa Ana, California. Code Enforcement Supervisor.** Mr. Verino supervised and evaluated code enforcement staff responsible for residential, commercial, and rental enforcement activities, reviewed operational procedures, and implemented improvements to increase efficiency and effectiveness. He conducted training programs on municipal codes and enforcement practices, coordinated with neighborhood associations, and worked closely with property owners, tenants, and stakeholders to achieve compliance. Mr. Verino prepared cases for administrative hearings and court proceedings, served as an expert witness when required, and managed records systems, tracked performance metrics, and conducted special investigations.

**Santiago Canyon College, Orange, California. Adjunct Professor.** Mr. Verino teaches courses in Code Enforcement, Public Administration, and Criminal Justice. He develops curriculum, delivers instruction, and supports student development within the program. He has played a key role in advancing code enforcement education and training, helping students pursue careers in the field.

## 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

### Licenses/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

### Affiliations

Member, California  
Association of Code  
Enforcement Officials

### 27 Years' Experience

**Mr. Terry Cox** is a Code Official with over 26 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.

**AndersonPenna, Newport Beach, California.** Senior Code Enforcement Officer. 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.

**Terry Cox**  
*Continued*

**Willdan, Anaheim, California.** Senior Code Enforcement Officer. 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, carry out 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.

**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. 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.

**City of Paramount, California.** Code Enforcement Officer I. 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.

## Kerry Simpson, MPA

Code Enforcement Manager

### 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

### PROFESSIONAL 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' 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.

### Previous Work Experience

**City of McKinney, TX, Director of Compliance Services** 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.

## Ed Nicholls, Jr.

### Code Consultant

#### Education

*M.S., Education, California Baptist University*

*B.S., Business Management, University of Phoenix*

#### Registration

*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*

#### 30 Years' Experience

**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.

#### 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. 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.

## Scott C. Barber

### Code Consultant

#### Education

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

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

#### Licenses/Certifications/ Training

Created/taught the course "Coaching and Mentoring".

Served as a certified interpreter for Lominger "Voices 360 degree" assessments.

#### 40+ Years' 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 is an excellent communicator and presenter, with solid budgeting and finance experience.

#### Relevant Project Experience - Consulting

**City of Huntington Beach, CA. Code Enforcement Program Evaluator.** Performed a third-party evaluation of the City's Code Enforcement Program seeking efficiencies for the program, including a review and suggested updates to the City's Policy and Procedures Manual, analysis of case processing with office and field staff, statistical and trend review of caseloads and case processing techniques, and analysis/recommendations for "right sizing" code enforcement investigative responses based upon staffing and budget resources. Final Deliverable: "Findings Memorandum" with specific program recommendations.

**City of Burbank, CA. Code Enforcement Program Reviewer.** Onsite office/field activities evaluation, systems analysis, program alternatives and modernization, resulting in a comprehensive "road map" for long-term sustainable change.

**City of Ventura, CA. Code Enforcement Program Reviewer.** Created "Findings Memorandum" after review of onsite office/field functions, code enforcement policies; validating staff recommendations for City Management/Council approval.

**City of Merced, CA. Code Enforcement Program Reviewer.** Created a comprehensive Policies & 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.

**County of San Mateo, CA. Expert Witness - San Mateo Sober Living Civil Case.** 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.** 80 square miles, 12th largest city in California, population 308,511. Annual budget of approx.\$1 billion, 2687 FTEs. Municipal services include police, fire, roads, parks, museums, libraries, development services, airport, and its own publicly owned utility (electricity and water); operates a regional water quality control plant. 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.
- Led the stakeholder-involved design process for the \$45 million reconstruction of the Riverside Convention Center.
- Created successor agency to City's former redevelopment agency; led the City to a "Finding of Completion" from the California Department of Finance for the long-range property management of 30+ properties, and the approval of \$1.57 billion in Recognized Payment Obligation Schedule (ROPS) reimbursements.
- Construction of two new City parks (Doty-Trust and Ryan Bonamino), utilizing multiple funding sources (COPs, RDA bonds, inter-fund loans) for \$14M cost.
- Led educational outreach for two citywide ballot measures: reauthorize a parcel tax for library services (Measure I); reauthorize transfer of water utility revenue to General Fund of \$6.7 million annually (Measure A). Both measures passed by more than sixty-six percent (66%).

- Revised Economic Development Action Plan to include the principles of Riverside “Seizing Our Destiny”, a community-based movement driving the City’s economic future, resulting in an annual increase in local jobs (3,200 private sector, 12,000 construction-related) with local/state transportation projects.
- Reorganized City operations, merging art and culture functions with the municipal museum, the Development Department (included Redevelopment), and the Community Development Department, and moved all capital projects (excluding park design) to the General Services Department.
- Guided “Business Ready Riverside” initiative, including the implementation of electronic plan review (ProjectDox), creation of “Business First” permit concierge service to new businesses creating jobs, and approval of City Council to move towards “Smart Codes” for the upcoming General Plan cycle: created form-based codes, eliminating individual CEQA review on compliant projects within the zone.

**City of Riverside, CA. Community Development Department Director.** Department formed during FY 2005-06 by combining Planning/Building/Safety Department with the Code Enforcement Division of the Public Works Department. Annual budget \$12-15 million. Responsibilities and accomplishments include:

- Led 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 Cal Assoc. of Gov’t “Compass Blueprint” award for excellence.
- Enforcement Division reorganization/upgrade, including creation of national best practices with the Neglected Property Abatement Team, as well as winning state and national awards for marketing and outreach programs. Created a new revenue stream through the Neglected Property Abatement Program.
- Assisted the City’s ED efforts through the creation of “fast track” programs, (business attraction through streamlined entitlement and permit processing) and developed the “Concurrent Processing” procedures, reducing an applicant’s time and costs associated with development projects.
- Implemented the first “Incentive Based Green Building Program” in the State of California in collaboration with the Building Industry Association.
- Selected and implemented new web-based code enforcement software (GoEnforce).

**County of Riverside, CA. Transportation & Land Management Assistant Director.** Administrative functions included: information resources, purchasing, HR, payroll, accounting, customer service, and asset management. Managed annual budget of approx. \$170 million (\$100 million in programmed capital improvements), with oversight of 900 staff members. 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.
- Created the Environmental Programs Department, including policy, procedure and mission implementation, creation of ordinances and operating guidelines, staffing and budgets.
- Led and/or assisted in the recruitment and hiring of three department directors (building official, transportation director and planning director).
- Selected by the County's executive officer to be a founding member of the County's Leadership Initiative Design Team responsible for creating/conducting leadership training programs for senior managers throughout Riverside County.

## Douglas F. Leeper

### Code Enforcement Consultant

**Douglas Leeper** is a former Code Enforcement Director, with 40+ years in public service in fire prevention/suppression, law enforcement, and code enforcement. 20 years as a code enforcement manager/director and consultant developing, implementing, and managing the related programs listed below.

### Relevant Project Experience

**Code Compliance Director, County of Ventura, CA.** Douglas was responsible for management of the enforcement of municipal laws involving zoning, substandard housing, public nuisances, illegal construction, and dangerous buildings. Assist in drafting, and interpreting municipal ordinances, set internal policy, evaluate subordinate employees, provide written and oral reports to the RMA Director and Board of Supervisors involving budget, general programs/statistics, areas of concern, emerging trends, and specific cases.

**California Association of Code Enforcement Officers, Instructor.** Create and present courses for code enforcement officers and supervisors. Courses created/presented: Recognizing and Responding to Financially Distressed Properties, Best Practices in Code Enforcement, Intermediate and Advanced Code Enforcement Modules (comprehensive 40-hour certification blocks).

**City of Chula Vista, CA. Code Enforcement Manager.** Responsible for management and supervision of the enforcement of municipal laws involving zoning, housing, public nuisances, illegal construction and dangerous buildings. Served as prosecutor and clerk in administrative hearings involving violations of zoning, housing, business license and building codes, served as expert witness in court proceedings. Drafted municipal ordinances, set internal policy, evaluated subordinate employees, provided written and oral reports to mayor and council involving general programs/statistics and specific cases. Served as division PIO which included numerous television, radio and print media interviews. Gave presentations to civic and professional groups, homeowners and neighborhood associations and other departments to promote compliance programs and community involvement.

**City of Riverside, CA. Code Compliance Manager.** Responsible for management and supervision of the enforcement of municipal laws involving zoning, housing, public nuisances, illegal construction, and dangerous buildings. Served as prosecutor and clerk in administrative hearings involving violations of zoning, housing, business license and building codes, served as expert witness in court proceedings. Drafted policies and procedures, set internal policy, evaluated subordinate employees, provided written and oral reports to mayor and council involving general programs/statistics and specific cases.

**City of San Bernardino, CA. Code Enforcement Manager.** Instrumental in developing the code enforcement program during consolidation of various sections of four different departments into one large code enforcement division. Responsible for management and supervision of the enforcement of municipal laws involving zoning, housing, public nuisances, illegal construction and dangerous buildings. Served as prosecutor and clerk in administrative hearings involving violations of zoning, housing, business license and building codes, served as expert witness in court proceedings. Drafted policies and procedures, set internal policy, trained and evaluated subordinate employees, proposed and managed budget, provided written and oral reports to mayor and council involving general programs/statistics and specific cases.

### EDUCATION

Code EcemCode  
Enforcement Application and  
Supervision, Rio Hondo  
Community College  
Criminal Justice, Goldenwest  
College  
Mediation, University of  
California, Riverside  
Management, Riverside  
Community College  
Fire Science, University of  
Missouri, Columbia

### PUBLICATIONS

"Strategic Code  
Enforcement" Solano Press  
Co-author

### INNOVATIVE ORDINANCES

#### DRAFTED

**Residential Abandoned  
Properties Registration and  
Maintenance.** In response to  
the mortgage crisis of 2008  
this ordinance/program  
became the model for over  
2,500 jurisdictions.

**Hospitality Ordinance and  
Permit to Operate Program**  
establishing minimum  
housekeeping, security and,  
management standards for  
hotels/motels.

**Temporary Placement of  
Signs in Public Rights-of-  
Way Permitting Ordinance  
and Enforcement Program.**

### PROFESSIONAL CERTIFICATIONS

Sig Sigma Yellow Belt  
Real Colors Facilitator  
Active Violence Emergency  
Response Training (AVERT)  
Facilitator  
First Responder Crisis Care  
Coach  
Addiction and Trauma  
Recovery Coach  
Administrative Hearing  
Officer

40+ YEARS OF EXPERIENCE



COMPREHENSIVE.  
INNOVATIVE.  
TRUSTED.

City of Westminster Code Enforcement Services