

**FIFTH AMENDMENT TO CONSULTANT SERVICES CONTRACT BETWEEN THE  
CITY OF WATSONVILLE  
AND CSG CONSULTANTS INC., A CORPORATION**

**THIS FIFTH AMENDMENT TO CONTRACT** for consultant services is entered into by and between the **City of Watsonville** ("City") and **CSG CONSULTANTS INC., A CORPORATION** ("Consultant") this day of \_\_\_\_\_. The City and

Consultant agree as follows:

**RECITALS**

**WHEREAS**, City and Consultant have previously executed a Consultant Services Contract for building plan review, fire plan review, field building inspection services dated June 24, 2020; and

**WHEREAS**, the original contract was in the amount not to exceed \$120,000 per fiscal year 2020-2021 and \$120,000 per fiscal year 2021-2022 with an expiration date of June 30, 2022; and

**WHEREAS**, a First Amendment executed on April 13, 2021, in an amount not to exceed \$70,000 for the remainder of fiscal year 2020-2021 and \$70,000 for the remainder of fiscal year 2021-2022 for a new total contract amount not to exceed \$380,000, to cover additional costs for building plan review, fire plan review, and field building inspection services; and

**WHEREAS**, a Second Amendment executed on September 13, 2022, to the existing contract was requested in order to extend the timeline of the contract to June 30, 2023 inclusive; and

**WHEREAS** a Third Amendment to the existing contract was requested for an additional amount not to exceed \$170,000 to cover additional expenses from the current date through the remainder of fiscal year 2022-2023; and

**WHEREAS** a Fourth Amendment to the existing contract was requested for an additional amount not to exceed \$250,000 per year for fiscal years 2023/2024 and 2024/2025; and this contract amendment would end on June 30, 2025; and

**WHEREAS** a Fifth Amendment to the existing contract is requested for an additional amount not to exceed \$250,000 per year for fiscal years 2025/2026 and 2026/2027; and this contract amendment would end on June 30, 2027.

**WHEREAS**, due to the continued high peak demand for Development within the City, this additional activity has caused the city to generate additional revenues through plan review and Building Permit fees, and this activity also adds additional tasks to the work program of the Consultant, which has further caused additional cost to the project completion; and

**NOW, THEREFORE**, the City and the Consultant agree that the Contract shall be amended as follows:

***Section 2 is hereby amended to add the following:***

***"Section 2 entitled "Term of Contract" of the Contract is hereby amended to read, "The term of this Contract shall be from July 1, 2025 to June 30, 2027, inclusive."***

**Section 4 is hereby amended to read:**

***"Section 4 and Exhibit "C" both entitled "Compensation" of the Contract, are hereby amended to provide an additional amount for compensation of, Two Hundred and Fifty Thousand Dollars (\$250,000) per fiscal year for professional services for 2025-2026 and 2026/2027 and amendment of the Consultant's Fee Schedule and Basis of Charges specified in Exhibit "C" entitled "Fourth Amendment to Compensation," which is attached hereto and incorporated herein."***

All other terms and conditions of the Contract dated June 24, 2020, as amended, shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have executed this Fourth Amendment to Consultant Services Contract the day and year first herein above written.

**CITY OF WATSONVILLE**

By \_\_\_\_\_  
Tamara Vides, City Manager

**CSG CONSULTANTS INC.,  
A CORPORATION**

By  \_\_\_\_\_  
Cyrus Kiahpour, President

ATTEST:

By \_\_\_\_\_  
Irwin I. Ortiz, City Clerk

APPROVED AS TO FORM:

By \_\_\_\_\_  
Samantha W. Zutler, City Attorney

## EXHIBIT "C"

### THIRD AMENDMENT TO COMPENSATION

The compensation is as follows:

**An additional \$170,000 will be added to the compensation of this contract.**

**Original Contract:** \$120,000 for fiscal year 2020/2021 (Account No. 150-315-7309)  
\$120,000 for fiscal year 2021/2022 (Account No. 150-315-7309)

**Amendment #1:** \$70,000 for fiscal year 2020/2021 (Account No. 150-315-7309)  
\$70,000 for fiscal year 2021/2022 (Account No. 150-315-7309)

**Amendment #3:** \$170,000 for the remainder of fiscal year 2022/2023  
(Account No. 150-315-7309)

**Amendment #4** \$250,000 for fiscal year 2023/2024 (Account No. 150-315-7309)  
\$250,000 for fiscal year 2023/2024 (Account No. 150-315-7309)

**Amendment #5** \$250,000 for fiscal year 2025/2026 (Account No. 150-315-7309)  
\$250,000 for fiscal year 2026/2027 (Account No. 150-315-7309)

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**Total of Contract Not to Exceed:** \$1,550,000

PROPOSAL TO THE

# City of Watsonville

FOR  
PROFESSIONAL SERVICES

May 2, 2025



550 Pilgrim Drive  
Foster City, CA 94404

650.522.2500 phone  
650.522.2599 fax

[www.csngengr.com](http://www.csngengr.com)



*Employee-Owned*

# Cover Letter

SECTION

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May 2, 2025

Joseph Desante  
Building Official  
City of Watsonville  
250 Main Street  
Watsonville, CA 95076

## RE: Proposal for Contract Extension for Professional Services

Dear Mr. Desante,

**CSG Consultants, Inc.** (CSG) would like to thank the City of Watsonville City) for the opportunity to submit our proposal for professional services. Having worked in concert with the City in this capacity in the past, we look forward to continuing our partnership of serving the community of Watsonville together.

Our proposed CSG plan review personnel are registered engineers and/or ICC/CSFM certified, with additional qualifications including CASp and CACEO experience and certification. Many of our proposed team members are cross-trained in multiple service levels, enabling the delivery of efficient services and the ability to respond to our clients' fluctuating needs. In addition to our prior work with the City, CSG also provides similar services to nearby agencies that include:

- City of Santa Cruz
- County of Santa Cruz
- City of Monterey
- City of Marina
- City of Scotts Valley
- City of Capitola
- City of Gilroy
- City of Morgan Hill
- City of Sunnyvale
- City of San Jose

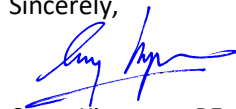
CSG currently furnishes building and safety, fire prevention, code enforcement, public works, planning, and other municipal services to over 250 clients throughout California. For over 30 years (since 1991), we have had a solutions-oriented approach to our work, leveraging our team's depth and breadth of experience and technical expertise to address challenges for our clients.

With our headquarters in Foster City, and regional offices in San Jose and Pleasanton, we can be available for meetings at the City's offices given a reasonable lead time. **Crickett Brinkman**, CSG's Regional Operations Manager, will serve as the primary contact for the City. Her contact information is as follows:

**Crickett Brinkman** | Regional Operations Director  
209.862.9511 *office* | 209.595.7103 *cell* | [crickettb@csgengr.com](mailto:crickettb@csgengr.com) *email*

Please feel free to contact Ms. Brinkman with any questions or comments you may have regarding our proposal and/or services. As President, I am authorized to negotiate on behalf of CSG and contractually bind our firm to a contract. We are grateful for the opportunity to serve the Watsonville community and look forward to our continued partnership.

Sincerely,



Cyrus Kianpour, PE, PLS  
President, CSG Consultants, Inc.



*Employee-Owned*



# Organizational Chart

SECTION

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CSG offers the following staff and organizational structure for the City. **Crickett Brinkman** will serve as the primary point of contact and will allocate appropriate levels of building plan review, inspection and other necessary resources to this contract and will ensure that work is comprehensive and thorough and meets the City's deadlines. **No subconsultants will be utilized for this work. Resumes for proposed staff have been provided herein for the City's review and include experience, education, professional registration/certifications, and relevant work experience.**



## PROJECT MANAGEMENT

**Crickett Brinkman**

*Regional Operations Director*

**Mike Brinkman, CBO, CMP, CASp**

*Vice President of Building Services (Central, CA)*

**John LaTorra**

*Regional Building & Life Safety Manager*

## BUILDING PLAN REVIEW

**Mark Sadowski**

*Regional Building Services Manager*

**Ali Annan, PE, CBO, CASp**

*Senior Plan Check Engineer*

**Miroslav Lhotsky, SE, CBO, MPA**

*Senior Plan Check Engineer*

**Christine Jansen, PE**

*Principal Plan Check Engineer*

**Rajesh Vangala, CBO, CASp**

*Principal Plans Examiner*

**Phiroze Wadia, SE, LEED AP**

*Principal Structural Engineer*

**Randy Brumley, PE**

*Senior Plan Check Engineer*

**Priska Cheng, PE, CASp**

*Senior Plan Check Engineer*

**Annette Mayfield, CASp**

*Senior Plans Examiner*

**Ivan Ramirez**

*Associate Plans Examiner*

**Stuart England, CASp**

*Senior Plans Examiner*

**Ashkan Arya, PE**

*Senior Plan Check Engineer*

**Jonathan Hurst**

*Senior Plans Examiner*

**Christine Uhalde**

*Associate Plans Examiner*

**Jared Claypool**

*Associate Plans Examiner*

**Jimmy Le, PE, ME**

*Associate Plan Check Engineer*

## BUILDING INSPECTION

**Babak Madani**

*Building Inspector III*

**Juan Serrano**

*Building Inspector*

## CODE ENFORCEMENT

**Lee Holt, CCEO**

*Code Enforcement Manager*

**Gary Kornahrens, CCEO**

*Code Enforcement Supervisor*

**Jaime Avalos, CCEO**

*Code Enforcement Officer II*

**Lisa Ochoa**

*Code Enforcement Officer II*

**Thomas Mlady**

*Code Enforcement Officer I*

## FIRE PLAN REVIEW & INSPECTION

**George Apple, CFM**

*Vice President of Fire Services*

**Jim Dias**

*Fire Services Specialist*

**Rick Rodewald**

*Fire Services Regional Manager*

**Camryn Priewe**

*Fire Prevention Specialist*

## PERMIT TECHNICIAN

**Tawana Davis**

*Permit Technician*

**Joaquin Chavez**

*Permit Technician*

# Fee Schedule

SECTION

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CSG's fee schedule is provided below:

PERSONNEL / REVIEW TYPE	ALL INCLUSIVE FEE / HOURLY RATE
<b>Off-Site Building Plan Review by Percentage</b>	
Full Building Plan Review by Percentage	65% of Agency's Building Plan Check Fees
Structural Only Plan Review by Percentage	50% of Agency's Building Plan Check Fees
Expedited Plan Review by Percentage	90% of Agency's Building Plan Check Fees
<b>Building Plan Review (Hourly Rates)</b>	
Building Plan Review (Including Solar Projects)	\$129
CASp Plan Review/Consultation	\$157
Expedited Plan Review/Overtime (Hourly)	1.5 x Hourly Rate
<b>Building Department Services</b>	
Permit Technician	\$98
CASp Inspection	\$157
Certified Building Inspector	\$117
Certified Senior Building Inspector	\$123
Certified Building Official	\$145
<b>Fire Prevention Services</b>	
Fire Plan Review	\$117
Expedited Plan Review (Hourly)	1.5 x Hourly Rate
Fire Inspector	\$134
<b>Code Enforcement Services</b>	
Code Enforcement Manager	\$215
Administrative Hearings Officer	\$190
Code Enforcement Supervisor	\$180
Senior Code Enforcement Officer	\$170
Code Enforcement Officer II	\$140
Code Enforcement Officer I	\$115
Overtime (in excess of 8 hours per day)	1.5 x Hourly Rate

## FEE SCHEDULE: TERMS & CONDITIONS

- All plan review based on percentage of the agency's plan check fees includes the initial plan review and two subsequent reviews. Additional reviews, deferred submittals, revisions, and RFIs will be charged at the appropriate hourly rate.
- Minimum percentage plan review fee per project excludes Solar, ESS, or EVCS reviews.
- RFIs for large developments will be performed at an hourly rate, and turnaround times will be agreed upon in advance with the agency.
- Depending on project size and scope, CSG's percentage-based expedited plan review rate may be adjusted if mutually agreed upon between the agency and CSG.
- Should the scope of work change or circumstances develop which necessitate special handling, CSG will notify the agency prior to proceeding.
- Overtime/services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate.



- *Services provided on weekends will be billed a 2x the applicable hourly rate.*
- *Hourly rates for publicly funded projects will be based on current prevailing wage rates.*
- *On July 1 or the anniversary of the contract start date, CSG will initiate an hourly rate increase based on change in CPI for the applicable region.*
- *CSG will mail/email an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30 days from receipt of invoice.*
- *If plans are not submitted electronically, CSG will coordinate the pickup and return of all plans to CSG via CSG staff or a licensed courier service.*
- *For hourly projects only, performance of plan review services utilizing the agency's adopted plan review software (e.g., ProjectDox or Bluebeam Studios) to, for example, markup plans with corrections and redlines and/or coordinate with other internal agencies, may involve additional time being added to the plan review time at the associated plan review rate.*

# Appendix

SECTION

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## RESUMES

Resumes for key staff have been provided on the following pages for the City's review. Additional resumes can readily be provided upon request.



# Babak Madani

Building Inspector III

## LICENSES & CERTIFICATIONS

Certified Building Inspector  
| ICC 9488444  
Certified Permit Technician  
| ICC 9488444

## EDUCATION

Bachelor's Degree, Business  
Administration / International Business  
San Francisco State University  
  
Associate's Degree (Candidate), Building  
Inspection Technology  
College of San Mateo

Mr. Madani is a Building Inspector for CSG Consultants. Mr. Madani possesses strong customer service skills, a deep knowledge of applicable building codes/regulations, and thorough record-keeping habits. Prior to being promoted to Building Inspector, Mr. Madani served numerous CSG client agencies as a Permit Technician.

## CSG EXPERIENCE

### Building Inspector III | Multiple CSG Client Agencies

As a Building Inspector for CSG, Mr. Madani provides inspections of both residential and commercial projects during various stages of construction to facilitate compliance with applicable codes and regulations. He has provided inspections for the following CSG client agencies:

- City of Marina
- City of Pacifica
- Town of Los Altos Hills
- Town of Portola Valley
- Town of Woodside

### Permit Technician | Multiple CSG Client Agencies

As a CSG Permit Technician, Mr. Madani performed a variety of services within the City's Building Department, including scheduling inspections in TRAKiT; responding to questions regarding inspections, project statuses, and requirements for plan submittals; routing plans and documents to the appropriate departments for review; generating TRAKiT reports; and processing correction notices, stop work notices, and other building department forms.

- City of Scotts Valley
- City of Foster City
- Town of Los Altos Hills

## PRIOR EXPERIENCE

### Intern | Friends of the Urban Forest

During his last semester at SFSU, Mr. Madani interned for the Friends of the Urban Forest in the City of San Francisco. His duties included analyzing tree planting designs; educating local community volunteers on plant biology, health and proper care; and overseeing plans and designs for sidewalk gardens to ensure all grounds work was performed to specifications and code.



# Juan Serrano

## Building Inspector

### LICENSES & CERTIFICATIONS

Certified Building Inspector  
| ICC 8490096

Bureau of Investigations In-House  
Training | San Jose Police Department

ACI Concrete Field Testing Technician  
POST Basic Certification

Gavilan College Police Academy (non-  
affiliate)

POST Basic Certification  
Evergreen College (affiliate)

POST Mandated Sexual Assault  
Investigators Training | San Jose Police

Intensive Criminal Investigation  
Training

APNGA Portable Nuclear Gauge Safety  
& U.S.D.O.T. Hazmat Certification

Moisture/Density Gauge Operator  
Certification

Mr. Serrano is a Building Inspector for CSG and its clients. In addition to his inspection experience with a wide variety of CSG client agencies, he has over 19 years of experience as a law enforcement officer, serving as a police officer for the Cities of Gonzales, King City, and San Jose, including three full years of Bureau Investigative work as a Police Detective. Mr. Serrano also served as a Field Technician for Intertek, an industrial quality assurance provider.

Mr. Serrano has excellent English and Spanish verbal/written communication skills and has served as a bilingual instructional aide.

### RELEVANT EXPERIENCE

#### CSG Building Inspector | Multiple CSG Client Agencies

Mr. Serrano has performed inspections for the following CSG client agencies throughout California including:

- |                               |                           |
|-------------------------------|---------------------------|
| • City of Pacifica            | • City of Scotts Valley   |
| • City of Brisbane            | • City of Redwood City    |
| • City of Millbrae            | • City of Gilroy          |
| • City of Half Moon Bay       | • Town of Colma           |
| • City of San Bruno           | • Town of Hillsborough    |
| • City of Sausalito           | • Town of Los Altos Hills |
| • City of South San Francisco | • City of Mill Valley     |
| • City of Carmel-By the-Sea   | • City of Los Banos       |
| • Town of Woodside            | • City of Capitola        |
| • Town of Portola Valley      | • Town of San Anselmo     |
| • City of Scotts Valley       | • City of Sausalito       |

#### Field Technician | Intertek

Mr. Serrano inspected/observed concrete structural/non-structural pours and tested soil compaction and moisture content for private residences and multi-million dollar job sites. Work included:

- Verifying concrete mix designs and monitoring consolidation of concrete, drum revolution, addition of water, and mix time.
- Testing concrete for temperature, slump of hydraulic cement, density (unit weight) and entrained air content
- Making and curing concrete test specimens in the field for laboratory compressive strength testing

#### Police Officer | City of Gonzales, King City, and San Jose

Mr. Serrano served for over 16 years as a police officer for the Cities of Gonzales, King City, and San Jose. His duties included managing criminal investigations, gathering/processing of evidence, conducting arrests, and booking and proper documentation of criminals. He also completed a full tour in the Bureau of Investigations (BOI) as a police detective.

### NOTABLE PROJECT EXPERIENCE

#### Genentech | City of South San Francisco, CA

Mr. Serrano served as the building inspector for Building B40, a new 8-story office building; Building B50, a new 2-story research building; and a new 8-story commercial building at Genentech's South San Francisco campus.



# George Apple CFM

Vice President of Fire Services

## LICENSES & CERTIFICATIONS

CSFM Certified Fire Prevention Officer | #000122  
CSFM Certified Fire Prevention Specialist | #260-2480  
CSFM Certified Plans Examiner | 360-2480  
CSFM Certified Fire Investigator I | #092708  
CSFM Certified Fire Officer | #150-2180  
CSFM Certified Fire Marshal | #460-2480  
ICC Certified Fire Inspector II | 528431-67

## EDUCATION

Bachelor of Science, Engineering Technology – Fire Protection and Safety  
Oklahoma State University | Stillwater, OK

Mr. Apple has over 25 years of fire service experience from having served as a firefighter for the City of Isleton, CA to serving as Assistant Chief-Fire Marshal for the Cosumnes Fire Department and servicing the Cities of Elk Grove and Galt. Currently Mr. Apple serves as the Fire Services Manager for CSG Consultants. In this capacity, Mr. Apple oversees the Fire Services Division. The Fire Services Division is responsible for plan review and inspections of new residential and commercial projects as well as conducting annual inspections, and staff augmentation for various jurisdictions.

He has extensive experience providing plan reviews of architectural, civil, mechanical, and fire suppression and detection plans for new construction and building renovation projects. He has also been responsible for performing fire-related inspections in accordance with appropriate laws, codes, ordinances, regulations, and standards.

Mr. Apple has served on code development committees and is highly experienced with the code development process. He also serves as an adjunct instructor in Careers and Technology at Cosumnes River College, developing curricula and lecturing classes in Fire Prevention, Systems and Equipment; Fire Protection Organization; Tactics and Strategies; Fire Investigation; Combustion and Fire Chemistry; and Fire Law.

Mr. Apple has been conducting fire investigations in his role in the fire service for the past 20 years. He is a Certified Fire Investigator I in the State of California and has completed the Fire Investigation 2 series of instruction through the California State Fire Training System. Mr. Apple is also a Certified Post Blast Investigator through the Federal Bureau of Investigations. Additionally, Mr. Apple is a Peace Officer in accordance with Penal Code Section 830.37(a).

## RELEVANT EXPERIENCE

### Assistant Chief – Fire Marshal | Cosumnes CSD Fire Department, Elk Grove, CA

As an Assistant Chief - Fire Marshal, Mr. Apple was the Department Liaison with City of Galt and City of Elk Grove officials, and managed day-to-day activities of the Fire Prevention Bureau, including new construction, code enforcement, public education, fire investigations, and global information systems. He ensured that necessary training was provided to maintain proficiency of plan reviewers, inspectors, investigators and public education officers.

### Assistant Fire Marshal | Elk Grove CSD Fire Department, Elk Grove, CA

Mr. Apple served in capacities of increasing responsibility within the Elk Grove CSD Fire Department including Fire Inspector II and Assistant Fire Marshal. Mr. Apple developed and managed the budget for the Fire Prevention Bureau as well as the Bureau's day-to-day activities, ensuring that all plan reviews and inspections were completed within the District's goals.

### Fire Inspector II | Sacramento Metropolitan Fire District, Sacramento, CA

### Fire Protection Engineer | Stanford University, Stanford, CA

### Fire Protection Engineer | Mount Prospect Fire Department, Mount Prospect, IL

### Fire Inspector/Plan Reviewer | Orland Fire Protection District, Orland Park, IL

### Fire Fighter | Isleton Fire Department, Isleton, CA



# Rick Rodewald

## Fire Services Regional Manager

### LICENSES & CERTIFICATIONS

Chief Fire Officer Certification | 250-6532  
Certified Fire Investigator II  
Certified Fire Investigator I

### EDUCATION

Associates of Science, Fire Science  
Monterey Peninsula College | Monterey,  
CA

### PROFESSIONAL AFFILIATIONS

California Fire Prevention Officers  
California Fire Chief's Association  
Monterey County Fire Prevention  
Officer's Association  
California Fire Prevention Institute

Mr. Rodewald serves as a Fire Services Supervisor for CSG and its clients. He has over 40 years of experience in the fire services field including 29 years of fire suppression experience. He also has over 30 years of experience supervising Fire Inspectors and Fire Crews as the Division Chief/Fire Marshal and he is currently supervising fire personnel for CSG. Mr. Rodewald received the Charles H. Gray Memorial award in 2008, presented by the Northern California Fire Prevention Officers of the California Fire Chief's Association for outstanding service to the NorCal Fire Prevention Officers.

### RELEVANT EXPERIENCE

#### Fire Services Supervisor | Multiple CSG Client Agencies

Mr. Rodewald has performed plan review services for a variety of agencies including:

- *Central County Fire Department (Cities/Town of Burlingame, Hillsborough, and Millbrae)*
- *North County Fire Authority (City of Pacifica)*
- *CAL FIRE (County of Santa Cruz, County of South Monterey Fire District, and Pajaro Valley)*
- *City of Gilroy*
- *City of Salinas*

#### Fire Chief / Lead Designated Campus Fire Marshal | University of California Santa Cruz & Santa Cruz City Fire Department, Santa Cruz, CA

Mr. Rodewald's responsibilities included performing fire prevention services, fire and life safety system testing, and fire and hazardous materials investigations. He performed construction and fire and life safety system plan review utilizing NFPA and California codes.

#### Interim Fire Marshal | Salinas Fire Department, Salinas, CA

Mr. Rodewald was responsible for managing the Department's Fire Prevention Division, which included supervising three fire inspectors. He also conducted and oversaw fire and arson investigations.

#### Division Chief / Fire Marshal / Fire Prevention Officer | Monterey Fire Department, Monterey, CA

Mr. Rodewald served in numerous positions during his 22-year tenure with the Monterey Fire Department ranging from Fire Prevention Officer to Division Chief. Some of his responsibilities included fire plan review and code enforcement, fire investigations, creation of public education programs and citywide disaster preparedness.

### NOTABLE CSG PROJECT EXPERIENCE

#### Performance Food Group | City of Gilroy, CA

Mr. Rodewald Fire Inspector for the construction of a privately-owned, 348,000 square-foot food distribution facility.



# James Dias



## Fire Services Specialist/Plans Examiner

### LICENSES & CERTIFICATIONS

CSFM Certified Chief Officer

CSFM Certified Fire Investigator I

CSFM Certified Fire Prevention Officer

CSFM Certified Fire Prevention Specialist

CSFM Certified Fire Plans Examiner

Post Incident Safety Assessment  
Evaluator

### EDUCATION

Associates of Science in Fire Protection  
Technology, Cabrillo College | Aptos, CA

Mr. Dias has over 38 years of fire service experience having served as a firefighter, fire plan reviewer/inspector, and fire marshal for numerous districts within the Santa Cruz and Monterey Counties. His experience includes, but is not limited to, code development, plan review and inspections. He has also held leadership positions in the Santa Cruz County Fire Code Development Committee, the Santa Cruz County Fire Investigation Task Force, Santa Cruz County Wildland Urban Interface (WUI) Code Development Committee/Fire Committee, and in the San Mateo/Santa Cruz Fire Investigation Unit. He also aided in the development of the 2007 California Fire Code and the Santa Cruz County WUI property inspection program.

### RELEVANT EXPERIENCE

#### Plans Examiner / Fire Safety Inspector | Various CSG Client Agencies/Districts

Mr. Dias has provided plan review and/or inspection services on a wide range of project types. Agencies/Districts for which Mr. Dias has performed fire services include the following:

- City of Marina
- City of Watsonville
- Aptos/La Selva Fire Protection District
- Central Fire Protection District of Santa Cruz County
- City of Santa Cruz
- Branciforte Fire Protection District
- Scotts Valley Fire Protection District
- Zayante Fire Protection District
- Ben Lomond Fire Protection District
- Boulder Creek Fire Protection District

#### Fire Marshal | Various CSG Client Agencies

Mr. Dias has provided Fire Marshal Services to various agencies including:

- City of Greenfield
- City of Soledad
- Greenfield Fire Protection District
- Mission Soledad Fire Protection District

#### Division Chief, Fire Marshal | Aptos/La Selva Fire Department

Mr. Dias oversaw all fire safety inspections in accordance with adopted codes and standards and was responsible for fire district water system evaluations, upgrades and fire hydrant installations.

#### Deputy Fire Marshal | Aptos/La Selva Fire Department

Mr. Dias was responsible for annual fire inspections and enforcement of California fire and building codes. He assisted with overseeing the operation of the fire prevention bureau, and was responsible for the Department's public education program.

#### Deputy County Fire Marshal/Pajaro Valley Fire Marshal | CAL FIRE

Mr. Dias was responsible for all aspects of fire prevention for the District under contract with CAL FIRE. This included plan checking and inspections of all new construction, and all aspects of fire prevention and pre-fire planning.

#### Battalion Chief/Fire Marshal | Pajaro Valley Fire Protection District

Mr. Dias began as Fire Apparatus Engineer, then held the rank of Fire Captain, and was later promoted to Battalion Chief. He was responsible for the development of the fire prevention bureau/inspection program, and of a public education program for local schools.

### NOTABLE PROJECT EXPERIENCE

#### The Promontory | City of Marina

Mr. Dias provided fire plan review and inspection services for four dormitory buildings with 1-to-4-bedroom units per building. Fire pumps were included in this project to address poor water pressure and flow.

# Carmyn Priewe



## Fire Prevention Specialist

### LICENSES & CERTIFICATIONS

Certified Fire & Explosion Investigator  
National Association of Firefighters  
Company Officer, Firefighter I & II  
CA Office of the State Fire Marshal

### EDUCATION

A.S., Fire Protection Technology  
Monterey Peninsula College  
Monterey, CA  
  
Graduation Certificate, Fire Protection  
Engineering (Coursework Completed)  
California Polytechnic State University  
San Luis Obispo, CA

### TRAINING

Fire Inspector I, Plans Examiner, Fire  
Marshal IC/IE coursework  
(CA Office of the State Fire Marshal)

Ms. Priewe brings a diverse knowledgebase and unique skill set to CSG, developed over her 20+ years in fire prevention services. Prior to joining CSG, Ms. Priewe managed the fire prevention program for the City of Monterey Fire Department, serving as Deputy Fire Marshal and Fire Inspector during her tenure. In this role, she managed the fire prevention program for the City, which included inspection programs, plan reviews, public education, fire investigation, budgeting, and record-keeping. Through her experience, Ms. Priewe has developed fine-tuned skills related to a wide range of fire prevention services, public speaking engagements, and the development/implementation of training and educational programs.

### RELEVANT EXPERIENCE

#### Deputy Fire Marshal/Fire Inspector | City of Monterey Fire Department - Monterey, CA

Ms. Priewe began her tenure with the City of Monterey Fire Department as a Fire Inspector and was promoted to Deputy Fire Marshal. Her duties included managing the fire prevention program for the City and its contracted agencies—including inspection programs, plan reviews, public education, fire investigation, budgeting, and record-keeping. In this role, Ms. Priewe was also responsible for the following:

- Providing Fire Code interpretations and input for proposed new projects and use permit requests
- Reviewing plans for residential and commercial buildings, fire protection and hood suppression systems
- Inspection and approval of fire sprinkler and fire alarm system installation for permitted construction
- Implementation of the Defensible Space Inspection program, including follow-up inspections, drafting violation letters, and providing homeowners and the general public with information about the program and applicable codes
- Implementation and staff training for First Due, a fire prevention and pre-plan database application for records
- Supervision of Fire Prevention Technician, Fire Inspector II, and part-time seasonal Fire Inspector positions

#### Fire Inspector (Seasonal) | Carmel Highlands Fire Protection District

As a seasonal Fire Inspector for the Carmel Highlands Fire Protection District, Ms. Priewe performed annual defensible space inspections of residential/commercial properties and vacant lots in State Responsibility Areas located within the Carmel Highlands, Cypress Fire Protection Districts, and/or Pebble Beach Community Services District. Additional duties and contributions to the Fire Protection District include the following:

- Developed abatement and compliance plans with property owners to mediate any violations or hazards, including property clearing and tree removal
- Acted as a sounding board and educational resource for homeowners and the general public, providing information about the inspection program and applicable codes
- Maintained inspection records, sent violation notices, responded to requests and complaints, and completed follow-up inspections to ensure compliance

#### Firefighter/Acting Engineer | City of Monterey Fire Department – Monterey, CA

Ms. Priewe spent more than 10 years as a Firefighter and Acting Engineer for the City of Monterey Fire Department. In this role, she provided emergency services to residents and surrounding communities that include the following:

- Responded to medical aid calls, structure fires, hazardous materials incidents, vehicle accidents, water rescues, wildland fires and various other service calls
- Rendered medical aid as an Emergency Medical Technician
- Drove, operated and maintained fire apparatus as an acting engineer to fill temporary position vacancies. Served as acting engineer for probationary testing process
- Performed state-mandated annual commercial/residential fire inspections/reports

# Lee Holt CCEO

## Code Enforcement Manager



### LICENSES & CERTIFICATIONS

California Association of Code Enforcement Officers (CACEO)

Certified Code Enforcement Officer (Basic, Intermediate, Advanced)

Police Officer Standards Training (POST):

PC 832 Arrest, Search & Seizure #2970-80102-15004

PC 832 Firearms Familiarization #2970-80101-15014

Field Training Officer (FTO) #2970-31725-18-001

Crime Through Environmental Design (CPTED) | #2970-31310-17-001

Interview & Interrogation (I&I) #2970-31445-14004

Drug & Alcohol #2970-20315-15003

Crime Scene & Forensic Photography #2970-31684-16001

California Law Enforcement Telecommunications System (CLETS)

**California State Fire Marshal (CSFM):** Investigation 1A

Prevention 1A & 1B

Management 1A

Firefighter 1

Command 1A

ICS 200

HazMat FRO Awareness OR 194275

HazMat: Nuclear

Biological Chemical Terrorism OR167282

HazMat Decontamination OR 167259

Emergency Medical Technician (EMT) #E041012

Qualified Applicator License (QAL) (C/F/J Categories) | #115185

### EDUCATION

Bachelor of Arts, Liberal Studies/Biology | CSU Hayward, Hayward, CA

### PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

American Association of Code Enforcement (AACE)

California State Fire Association (CSFA) CACEO Region 1 Director

Ms. Holt is the Code Enforcement Manager for CSG Consultants and its public agency clients. Officer Holt has more than 20 years of agency and special district experience, serving in a variety of monitoring, code enforcement, health and safety, fire, and building services-related capacities. Ms. Holt is widely credentialed; an effective team member and collaborator across departments, agencies and the public; developer of clear, concise and accurate reports, and brings a strategic mindset in delivering solutions for clients. Ms. Holt is in pursuit of her Residential Building Inspector certificate and is also training for the Permit Technician certificate as well.

### CSG EXPERIENCE

#### Code Enforcement Officer | Multiple CSG Client Agencies

Ms. Holt performed comprehensive code enforcement services as well as assisted with targeted programs including vending enforcement, massage ordinance, program review, STR (short-term rental), ordinance enforcement, C4 Storm Water Inspections at commercial and industrial facilities, and often provides council updates and presentations. She has provided code enforcement services the following agencies:

- City of Santa Cruz
- City of San Rafael
- City of Sausalito
- City of Seaside
- City of Livingston
- City of Rocklin
- City of Millbrae
- City of Half Moon Bay
- City of Half Moon Bay
- City of Hercules
- City of Newark
- City of San Carlos
- City of Los Banos
- City of Campbell
- Town of Loomis
- Town of Portola Valley
- Town of Colma
- County of Marin
- County of Ventura
- County San Joaquin

#### Code Enforcement Training Officer | City of Gustine

Ms. Holt served as the training officer for new staff in the City of Gustine.

### ADDITIONAL RELATED EXPERIENCE

#### Water Operator | Yolo County Flood Control

Ms. Holt served as Water Operator ensuring distribution to growers during irrigation season, including water usage and flow calculation. She was also responsible for maintaining the water system through construction and operating heavy equipment. Other responsibilities included setting up SOP's for water quality testing and written protocols (e.g., calibration) for water quality sensors and collection.

#### Fire Fighter | Vacaville Fire Protection District

In addition to responding to fire calls, Ms. Holt assisted in district functions, outreach, recruit training, sponsored events, OES responses; equipment upkeep; and report writing.

#### Vector Control Technician | City of Berkeley

Ms. Holt's work included maintaining health and safety conditions within the City as mandated by state/federal laws. This included providing response to calls for service about sewage, rodents, insects, raccoons (and other wildlife), abandoned/inoperable vehicles, vegetation, mold, and other health-related concerns.

#### Vector Biologist | Alameda County Mosquito Abatement

Ms. Holt increased awareness and coordination between local agencies and related businesses within her assigned zone, through outreach, presentations and education at selected community events, fairs, and schools.

# Gary Kornahrens CCEO

## Code Enforcement Supervisor



### LICENSES & CERTIFICATIONS

#### California Association of Code Enforcement Officers (CACEO):

Certified California Code Enforcement (CCEO)  
(Basic, Intermediate, Advanced)

#### CACEO Continuing Education

California Mold Update  
Boss to Coach  
SB296 Officer Safety Update

#### Peace Officer Standards Training (POST):

Reserve Officer I  
Leadership & Development (250 hours) I  
Santa Clara County Sheriff's Department  
PC 832 Arrest, Search & Seizure  
PC 832 Firearms Familiarization

### EDUCATION

General Education, Chabot Community College  
| Hayward, CA  
Public Administration, California State University Hayward  
| Hayward, CA  
Reserve Police Academy, College of San Mateo  
| San Mateo, CA

### PROFESSIONAL AFFILIATIONS

California Association of Code Enforcement Officers (CACEO)  
Abandoned Vehicle Abatement Service Authority  
| (AVASA)  
Silicon Valley Animal Control Spay and Neuter Committee  
TAGNET Anti-Graffiti Task Force

Mr. Kornahrens has over 40 years of enforcement experience, including 26 years as a Code Enforcement Officer and Supervisor with the City of Cupertino, and another 10 years with CSG. Additionally, he has 5 years direct experience conducting Administrative Hearings for the Cities of Fremont, Union City, San Rafael, Lathrop, Napa, Salinas, Ceres, and the Los Rios Community College District. He has served on several boards and commissions including serving three terms on the Abandoned Vehicle Abatement Service Authority (AVASA) and service on the TAGNET Anti-Graffiti Task Force. Mr. Kornahrens has completed the 250-hour POST certified Santa Clara County Sheriff's Leadership and Development class. Now as a Code Enforcement Supervisor, he continues to provide staff mentorship and guidance and assist the Program Manager with proposals and overall program support.

### CSG EXPERIENCE

#### Senior Code Enforcement Officer | Town of Woodside

Mr. Kornahrens is the assigned officer in a long-term assignment in Woodside, and enforces all facets of the municipal code, including health & safety and building violations.

#### Senior Code Enforcement Officer | Towns of Portola Valley and Colma

Mr. Kornahrens was the established Code Enforcement Officer for these jurisdictions, and trained staff to address and enforce any code violations, including leaf blowers, building violations, and general code concerns.

#### Code Enforcement Officer | County of San Joaquin, CA

Mr. Kornahrens assisted in the program review of the County's Code Enforcement division.

#### Code Enforcement Officer | City of Campbell, CA

Acting as the City's full-time code enforcement handling all current cases, Mr. Kornahrens also addressed aged cases in attempts to reduce their case backlog.

#### Massage Establishment Enforcement Program | City of San Rafael, CA

Mr. Kornahrens was part of a team of representatives that supported the City of San Rafael in enforcing their Massage Ordinance. As a regulatory officer in the Massage Inspection Program (MIP), he was one of the original members who assisted with the implementation of the still operating program.

### ADDITIONAL RELATED EXPERIENCE

#### Senior Code Enforcement Officer | City of Cupertino, CA

As both Senior Code Enforcement Officer and Supervisor, Mr. Kornahrens enforced the Municipal Code for the City of Cupertino.

#### Reserve Deputy | Santa Clara County Sheriff's Department

Mr. Kornahrens was assigned to the County's Transit Patrol Division.

#### Reserve Police Officer | Mountain View Police Department

While with Mt. View, Mr. Kornahrens performed solo patrol of an assigned beat within the city.

#### Community Services Officer | Mountain View Police Department

Responsibilities included both parking enforcement and equipment maintenance scheduling.

#### Correctional Officer and Reserve Police Officer | Hayward Police Department

Mr. Kornahrens performed custodial care of the prisoners and solo patrol of an assigned beat within the City.

#### School Security Agent | Hayward Unified School District

Mr. Kornahrens patrolled over 40 school campuses, responded to alarms and safety concerns.

#### School Security Agent | San Leandro Public School District

Assigned as a high school campus supervisor providing school security.

# Lisa Ochoa

## Code Enforcement Officer II



### LICENSES & CERTIFICATIONS

CCEO Certified Code Enforcement Officer  
CACEO Certified Code Enforcement Officer  
Hazardous Material Institute NPS  
Manager of Landfill Operations / Solid  
Waste Inspector  
| SWANA

### EDUCATION

Construction Tech  
| San Jose City College  
Regulatory Framework  
| UC Santa Cruz

### PROFESSIONAL AFFILIATIONS

California Association of Code Enforcement  
Officers (CACEO)  
California Hazardous Materials  
Investigators Association  
Abandoned Vehicle Abatement Service  
Authority (AVASA)  
Solid Waste Association of North America

Ms. Ochoa brings expertise gained from more than 30 years of experience in both Code Enforcement and Environmental Enforcement to CSG and our client agencies. She specializes in investigating code violations, property research, permit history research, inspection reports and initiating procedures to correct violations. Ms. Ochoa has extensive experience performing inspections for a wide range of projects—including residential, commercial, and multifamily housing developments. She's also adept at preparing and delivering public presentations, program development and forging successful relationships between multiple departments.

### RELEVANT CSG EXPERIENCE

#### CSG Code Enforcement Officer | Multiple CSG Client Agencies, CA

Ms. Ochoa is a Code Enforcement Officer serving multiple CSG client agencies—helping to enforce municipal code, perform investigations and resolve illegal building, zoning, housing and blight cases. Through her extensive experience, she has become highly skilled at analyzing the evidence gathered by an investigation and following through with appropriate legal remedies.

For the City of San Bruno, Ms. Ochoa served as a full-time code enforcement officer and was responsible for a large volume of nuisance and blight cases, while also handling special projects such as the Downtown Area Proactive Inspection Program. For the Town of Los Gatos, she served as a part-time contract code enforcement officer and as a backup lead inspector to the Code Enforcement Program Manager. Additionally, she supported storm water inspections for the City of San Carlos. Below is a list of CSG client agencies Ms. Ochoa has supported:

- ▶ *City of San Jose*
- ▶ *City of San Bruno*
- ▶ *City of Livingston*
- ▶ *Town of Los Gatos*
- ▶ *City of San Carlos*

### AGENCY EMPLOYMENT EXPERIENCE

#### Code Enforcement Officer II | County of Santa Clara, CA

In this role, Ms. Ochoa enforced the County of Santa Clara's ordinance code, zoning code, building code, housing code, land code and development code. Ms. Ochoa investigated illegal buildings, zoning, housing, blight cases and often coordinated with multiple agencies to perform inspections. Due to an extremely high case load, case management and close coordination with County Counsel were crucial to effective enforcement, compliance agreements and other timely legal remedies.

#### Environmental Inspector / Code Enforcement Inspector | City of San Jose, CA

As an Environmental Inspector and Code Enforcement Inspector II for more than 25 years, Ms. Ochoa's responsibilities included assessment, investigation, and enforcement of CCR Title 14 and 27 and San Jose Municipal Code at landfills, transfer stations, material recovery facilities, compost facilities, closed landfill sites and other properties. Among her duties were inspection of permitted sites, investigation of illicit solid waste operations, pursuing legal remedies for compliance, investigating and resolving designated and hazardous waste handling/storage issues, and investigating odor complaints at compost facilities. Ms. Ochoa worked closely with other state and local agencies, while also working with the public to educate them on municipal, zoning, housing and building codes. She also gained experience in the legal process working with the City of San Jose Attorney's Office and the Santa Clara County District Attorney's Office in the revocation of solid waste facility permits, experience in obtaining inspection warrants, and County testimony in both municipal and superior court. She gained additional experience in surveillance operations and in non-point source, water sampling.



# Jaime Avalos CCEO

## Code Enforcement Officer II



### LICENSES & CERTIFICATIONS

#### California Association of Code Enforcement Officers (CACEO):

CACEO Certified Code Enforcement Officer | C#49651627

CACEO Certified California Code Enforcement Officer (CCEO)

International Code Council (ICC)  
Certified Residential Building Inspector

Hazardous Material Institute NPS  
Manager of Landfill Operations / Solid Waste Inspector  
| SSWWP

#### Peace Officer Standards Training (POST):

PC 832 Arrest, Search, & Seizure  
#2970-80102-08025

Cal/EPA Basic Inspector Academy

### EDUCATION

B.A., Business Administration, National University

A.S., Environmental Studies, De Anza College | Cupertino, CA

### PROFESSIONAL AFFILIATIONS

California Association of Code Enforcement Officers (CACEO)

Mr. Avalos is a well-rounded certified Code Enforcement Officer. He has over 25 years of municipal experience including 17 years of enforcement experience having provided inspection services for the City of San Jose in multiple capacities. He brings strong case management, compliance program experience, coupled with excellent communication and strong interpersonal skills, and has a genuine concern for individuals he works with.

### CSG EXPERIENCE

#### CSG Code Enforcement Officer II | City of San Rafael, CA

Mr. Avalos was a foundational support for the City's Housing Inspection Program (HIP). He coordinated scheduling and served as the main contact for apartment property managers and owners. He inspected properties and documented and prepared follow up Notice and Orders.

#### CSG Code Enforcement Officer II | City of Santa Cruz, CA

In Santa Cruz, the program focused on unpermitted vending and Mr. Avalos was a regular inspector on the team. He performed inspections in both the commercial district and the permitted areas near the Boardwalk. He communicated and interacted with both permitted and unpermitted vendors, business owners and other stakeholders. After educational approaches, citations were issued after proper documentation.

#### CSG Code Enforcement Officer II | City of Ventura, CA

During his assignment, Mr. Avalos was tasked with addressing general code enforcement, community preservation, short-term rental inspections, construction concerns (like retaining walls), and complaints throughout the city and in the assigned service area. His duties included inspection, documentation, issuing notices and any follow ups. He also addressed some more complex older cases.

### RELEVANT EXPERIENCE

#### Environmental Inspector II | City of San Jose, CA

Mr. Avalos conducted inspections of stormwater pollution, wastewater discharge, and solid waste. He performed field investigations, document inspections, collected and preserved samples, managed workplans, and created reports for regulatory review. He was also responsible for inspection program development, implementation, and administration. His responsibilities also included coordination of internal and external resources.

#### Code Enforcement Inspector II | City of San Jose, CA

Mr. Avalos's main tasks centered on land use, where he conducted industrial, commercial, and residential inspections for compliance and responded to complaints about building, housing, zoning, health and safety, and nuisances. In this role, he focused on housing inspections and general code. He coordinated with departments, council districts, and neighborhood associations to enhance services. He also addressed nuisance complaints, smoking violations, unpermitted construction, and home occupation. Mr. Avalos was also responsible for the quasi-judicial appeals board case preparation, working closely with the city attorney.

#### Airport Operations Specialist | City of San Jose, Airport Operations, San Jose, CA

Mr. Avalos enforced airport rules and regulations. While he initially started addressing vehicles, parking, and issuing citations—due to his work ethic—he was quickly promoted. He was then responsible for incident report writing and communication, contract compliance, accounts management, new accounts processing and yearly renewals processing.



# Thomas Mlady



## Code Enforcement Officer I

### EDUCATION

BS Degree, Geosciences | Southern  
New Hampshire University,  
Manchester, NH

### TRAINING

Module One, Module Two | California  
Association of Code Enforcement  
Officers (CACEO)

Human Trafficking – Suspicious  
Structures | California Association of  
Code Enforcement Officers (CACEO)

Housing Inspections 101 | GMS

Preparing Your Case: Report Writing  
and Evidence | GMS

Introduction to Legal Aspects for Code  
Enforcement | GMS

OSHA 30-Hour Card | CAL OSHA

PC 832 Arrest, Search, and Seizure

Mr. Mlady serves as a Code Enforcement Officer I for CSG Consultants, bringing expertise gained from his background in safety and security services with the San Joaquin Regional Transit District, and Army and Air Force Exchange Services. Mr. Mlady is a member of the California Association of Code Enforcement Officers (CACEO) and is adept at various types of investigations, surveillance, and training/management of staff.

### CSG EXPERIENCE

#### Code Enforcement Officer I | Multiple CSG Client Agencies, CA

Mr. Mlady has provided code enforcement services for the following CSG client agencies:

- City of Larkspur
- City of Angels Camp

### CODE ENFORCEMENT TRAINING

#### Code Enforcement Officer Training | Multiple CSG Client Agencies, CA

Mr. Mlady has completed in service training with senior code enforcement staff for the following agencies:

- City of Sonora
- City of San Rafael
- City of Elk Grove
- Town of Colma
- Town of Loomis
- Town of Woodside

### RELEVANT EXPERIENCE

#### Safety and Security Manager | San Joaquin Regional Transit District – Stockton, CA

As the Safety and Security Manager for the San Joaquin Regional Transit District (RTD), Mr. Mlady's duties and contributions included the following:

- Direct oversight of one subordinate and 16 contracted subordinates divided into three shifts that operate 24 hours/day, 365 days/year.
- Management of staffing, scheduling, discipline, and performance evaluations of said subordinates and contractors.
- Responsible for managing or directing design and administration of safety and security management, and 3rd party contracts, programs and services.
- Managed security policies and procedures to promote safety and security of personnel and assets.
- Cultivated relationships with local law enforcement and external security vendors
- Investigated and resolved security breaches to protect organization and corporate assets. Investigated incidents and wrote reports.
- Monitored and maintained CCTV and access control systems to protect personnel and assets.
- Collaborated with senior management to develop and implement strategies to mitigate safety and security risks.
- Proposed and managed administration of a broad program of safety and security topics. Delivered regular security awareness programs to educate personnel on security measures and protocols.

#### Safety and Security Manager | Army and Air Force Exchange Services – French Camp, CA

As the overseas Safety and Security Manager for the Army and Air Force Exchange Services, Mr. Mlady's duties included the following:

- Staffing, scheduling and overall management of multiple facilities across several countries that were comprised of as many as 200 individuals.
- Direct oversight of 14 subordinates divided into three shifts that operated 24 hours/day, 365 days/year.
- Conducted OSHA, environmental, and security inspections/surveys.
- Conducted interviews, obtained written statements, and prepared case reports/files.
- Acted as a liaison between command, law enforcement, legal, and Exchange management on loss prevention activities.

# Tawana Davis



## Permit Technician

Ms. Davis serves as a Permit Technician for CSG and its clients. She has excellent customer service skills, as well as relationship building, operational and administrative skills. Ms. Davis is highly dependable, has a strong work ethic, and brings expertise gained from years of experience in the financial and service sectors in providing operational and administrative support. She is an effective team player and leader and has well-developed self-management and social and communication skills to work in a positive and constructive manner with customers and co-workers.

## RELEVANT EXPERIENCE

### CSG Permit Technician | Cities of Soledad, Marina, King City, Watsonville, CA

As a CSG Permit Technician, Ms. Davis performs a variety of services within the City's Building Department, including responding to questions regarding project status requests and requirements for plan submittals; routing plans and documents to the appropriate departments for review; and processing correction notices, stop work notices, and other building department forms.

### Facilities Receptionist | City of Seaside, CA

Ms. Davis' responsibilities included preparing and processing reports, invoices, and statistical information on a monthly, quarterly and semi-annual basis to other agencies. She provided information to the public regarding policies and procedures when applying for building permits, home occupation permits, certificate of occupancy permits, Board of Architectural Reviews, master sign permits, use permits, traffic advisory applications, and business licenses. Ms. Davis also received and processed code enforcement complaints and other permits, such as garage sales, tree permits, real property disclosure reports, encroachment permits, and water payments. She also took and processed reservations for two City parks.

# Joaquin Chavez

Permit Technician



## LICENSES & CERTIFICATIONS

Residential Building Inspector | ICC  
Certified Permit Technician | ICC  
#10356018

## EDUCATION

MS – Public Administration  
California State, East Bay | Hayward, CA

BS – Environmental Studies  
California State, East Bay | Hayward, CA

Mr. Chavez brings to CSG and its client agencies expertise gained from a background in customer service focused roles—which includes customer account representative positions, clerk duties, and records management experience. He has developed a track record of cultivating positive relationships and working towards successful solutions. As a Permit Technician for CSG, Mr. Chavez utilizes this skill set to streamline the permit process for CSG's client agencies and all parties involved.

## CSG EXPERIENCE

### Permit Technician | City of Watsonville, CA

As a Permit Technician for the City of Watsonville, Mr. Chavez reviews building plan review submittals and/or applications for completeness and accuracy. He serves as the initial public contact for the Building Division, which includes greeting customers, scheduling inspection appointments, and directing callers to the appropriate Division. Duties also include verifying contractor licenses, construction bonds, insurance coverage, property ownership, and calculation of plan review and building permit fees based on submittal types. Through this experience, he also has gained familiarity with programs such as Accela and other building/permitting software systems.

## RELEVANT PRIOR EXPERIENCE

### Customer Account Representative I | Alameda County Water District – Fremont, CA

As a Customer Account Representative, Mr. Chavez served as a liaison between for the Water District, addressing account concerns and working with the public to facilitate a positive experience.

### Customer Account Clerk | Hayward City Hall – Hayward, CA

Mr. Chavez worked as a Customer Account Clerk at Hayward's City Hall, providing resources to customers and answering questions from the public.

### Mail & Revenue Clerk | Hayward City Hall – Hayward, CA

Mr. Chavez worked as a Mail and Revenue Clerk at Hayward's City Hall, processing incoming/outgoing mail and keeping records related to revenue.

### Home Loan Closer/Home Loan Servicing Specialist | Patelco Credit Union – Pleasanton, CA

Mr. Chavez worked as a home loan closer and home loan servicing specialist during his time with Patelco Credit Union.

### Records Management Specialist | Patelco Credit Union – Pleasanton, CA

Mr. Chavez began his career at Patelco Credit Union as a Records Management Specialist, a role he held for nearly three years before being promoted. In this role, Mr. Chavez developed strong records management skills and detail-oriented habits.