



**BOARD OF ADMINISTRATIVE APPEALS  
ADMINISTRATIVE REVIEW PANEL**

**Council Chambers  
200 "H" Street**

**FEBRUARY 1, 2018  
3:00 P.M.**

**3:00 P.M.     ROLL CALL**     Deborah Simpson, Chairperson  
Ademuyiwa "Ade" Adeyemi, Vice Chairperson  
Andrew Schleder  
Farideh Faraji  
*Vacant*  
Marie Livingston, Alternate

**PLEDGE OF ALLEGIANCE**

**1.     CONSENT CALENDAR**

**A.     APPROVAL OF ADMINISTRATIVE APPEALS MEETING MINUTES FOR JANUARY 4, 2018**

Recommended Action:     Motion to approve the minutes

STAFF REPORT

**B.     APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS FOR THE MONTH OF DECEMBER 2017**

Recommendation:     The Board of Administrative Appeals shall confirm each assessment and the amount thereof, as proposed or as corrected and modified, and order it assessed against the property. The Board shall also direct that the same be recorded with the Contra Costa County Recorder's Office and thereafter the assessment shall constitute a special assessment and lien against the property.

STAFF REPORT

**PUBLIC COMMENTS—*Only unagendized issues will be discussed during this time***

**WRITTEN/ORAL COMMUNICATIONS**

**ADJOURNMENT**

**Notice of Availability of Reports**

This agenda is a summary of the discussion items/actions proposed to be taken by the Board of Administrative Appeals. Materials provided regarding the agenda items will be available at the following website: <http://www.ci.antioch.ca.us/CityGov/Agendas/default.asp> or at the City Clerk's Office, City Hall, 200 H Street, Antioch, CA 94509, Monday through Friday, 8:00 a.m. to 5:00 p.m., for inspection and copying (for a fee). Copies are also made available at the Antioch Public Library for inspection. The meetings are accessible to those with disabilities. Auxiliary aides will be made available for persons with hearing or vision disabilities upon request in advance at (925) 779-7009 or TDD (925) 779-7081.

**Notice of Opportunity to Address the Committee**

The public has the opportunity to address the Board on each agenda item. To address the Board, fill out a yellow Speaker Request form, available on each side of the entrance doors, and place in the Speaker Card Tray. This will enable us to call upon you to speak. Each speaker is limited to not more than 3 minutes. Comments regarding matters not on this Agenda may be addressed during the "Public Comments" section on the agenda. No one may speak more than once on an agenda item or during "Public Comments".

***PLEASE TURN OFF CELL PHONES BEFORE ENTERING COUNCIL CHAMBERS.***

**BOARD OF ADMINISTRATIVE APPEALS  
ADMINISTRATIVE REVIEW PANEL**

**Regular Meeting  
3:00 P.M.**

**January 4, 2018  
Council Chambers**

Vice Chair Adeyemi called the meeting to order at 3:00 P.M. on Thursday, January 4, 2018 in the Council Chambers.

**ROLL CALL:**

Present: Board Members Schleder, Faraji, Alternate Member Livingston, Vice Chair Adeyemi and Chairperson Simpson

Absent: None

Staff Present: Interim City Attorney, Elizabeth Perez  
Board Secretary/City Clerk, Arne Simonsen, CMC  
Code Enforcement Manager, Curt Michael  
Code Enforcement Cost Recovery Analyst, Denise Skaggs

**PLEDGE OF ALLEGIANCE**

Vice Chair Adeyemi lead the board, staff and public in the Pledge of Allegiance.

**1. CONSENT CALENDAR**

**A. APPROVAL OF ADMINISTRATIVE APPEALS MEETING MINUTES FOR DECEMBER 7, 2017**

On a motion my Board Member Schleder, seconded by Board Member Faraji, the Board of Administrative Appeals approved the Minutes for December 7, 2017. The motion carried the following vote:

*Ayes: Faraji, Adeyemi, Schleder, Livingston, Simpson*

**B. APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS FOR THE MONTHS OF OCTOBER AND NOVEMBER 2017**

On a motion by Board Member Faraji, seconded by Board Member Schleder, the Board of Administrative Appeals confirmed each assessment and the amount thereof, as proposed, and ordered it assessed against the property. The Board also directed that the same be recorded with the Contra Costa County Recorder's Office. The motion carried the following vote:

*Ayes: Faraji, Adeyemi, Schleder, Livingston, Simpson*

**PUBLIC COMMENTS** – None

**WRITTEN/ORAL COMMUNICATIONS**

Board Member Faraji asked Code Enforcement staff to explain how the unpaid administrative citation and abatements were processed.

Code Enforcement Cost Recovery Analyst Skaggs explained the process to the board.

Board Secretary/City Clerk Simonsen announced that applications for the Board vacancy will close on Friday, January 12, 2017 at 5:00 P.M.

**ADJOURNMENT**

With no further business, Vice Chair Adeyemi adjourned the meeting at 3:05 P.M. to the next regularly scheduled meeting on February 1, 2018.

Respectfully submitted:

\_\_\_\_\_  
ARNE SIMONSEN, CMC, Board Secretary

ATTEST:

\_\_\_\_\_  
ARNE SIMONSEN, CMC, Board Secretary/City Clerk

**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS FOR  
CONSIDERATION AT THE HEARING ON FEBRUARY 1, 2018**

**Prepared by:** Curt Michael, Code Enforcement Manager *CM*  
**Date:** January 17, 2018  
**Subject:** Approval of the Levy of Special Assessments on Certain  
Properties for Unpaid Administrative Citations & Abatements  
for the Month of December, 2017

**RECOMMENDATION**

The Board of Administrative Appeals shall confirm each assessment and the amount thereof, as proposed or as corrected and modified, and order it assessed against the property (Attachment "A"). The Board shall also direct that the same be recorded with the Contra Costa County Recorders Office and thereafter the assessment shall constitute a special assessment and lien against the property.

**FISCAL IMPACT**

The action will enable the City of Antioch to collect outstanding receivables against properties for the month of December in the amount of **\$10,450.00**

**BACKGROUND INFORMATION**

Pursuant to Antioch Municipal Code §1-5.09 the City may collect any past due Administrative Citation fines, Abatements or late payment charges by use of special assessment liens and all action for recovery of money.

A Notice of Intent to Record Lien was sent to each property owner who is entitled to notice reflecting the property address directly connected to conditions or activities on the subject real property, assessors parcel number, the municipal code violation, administrative citation fine and copy of the administrative citations.

**ATTACHMENT**

A: List of assessments

**CITATIONS ABATEMENTS FOR BOARD OF APPEALS - FEBRUARY 1, 2018  
ATTACHMENT A**

| <b>AR</b>    | <b>Case</b> | <b>APN</b>  | <b>Amount</b>      | <b>Site Address</b> | <b>Owner last</b> | <b>Owner first</b>    | <b>Mailing address</b>                 | <b>Paid</b> |
|--------------|-------------|-------------|--------------------|---------------------|-------------------|-----------------------|--|-------------|
| AR150921     | CE1710-001  | 089-590-026 | \$530.00           | 3621 TORENSEN CT    | CRUZ              | VINCENT M. & SHEILA M | 3621 TORGENSEN CT                      |             |
| AR151229     | CE1711-032  | 089-590-026 | \$310.00           | 3621 TORENSEN CT    | CRUZ              | VINCENT M. & SHEILA M | 3621 TORGENSEN CT                      |             |
| AR150924     | CD1708-008  | 068-082-051 | \$420.00           | TERRACE DR          | DELRIO            | MIGUEL & LETICIA      | 2420 SUN VIEW TER<br>CONCORD, CA       |             |
| AR151228     | CD1708-008  | 068-082-051 | \$1,300.00         | TERRACE DR          | DELRIO            | MIGUEL & LETICIA      | 2420 SUN VIEW TER<br>CONCORD, CA       |             |
| AR151227     | CD1708-138  | 076-576-010 | \$1,300.00         | 2437 REDWOOD DR     | HSBC BANK         |                       | 2437 REDWOOD DR                        |             |
| AR150742     | CD1612-020  | 074-370-008 | \$1,410.00         | 2301 SYCAMORE DR    | LIH DELTA PINES   | ANTIOCH LP            | 201 WILSHIRE BLVD, SANTA<br>MONICA, CA |             |
| AR151196     | CE1708-086  | 053-550-016 | \$1,300.00         | 2125 BEDROCK WAY    | LUO TAO           | WU QING               | 2125 BEDROCK WAY                       |             |
| AR150741     | CD1709-038  | 074-390-004 | \$2,400.00         | 1712 SYCAMORE DR    | RAMOS AMULFO A.   | GONZALEZ LENOR        | 170 WATER ST BAY POINT,<br>CA          |             |
| AR150740     | CD1710-085  | 065-261-012 | \$310.00           | 85 S LAKE DR        | RITTER            | DEAN J                | 85 S LAKE DR                           |             |
| AR151225     | CD1710-085  | 065-261-012 | \$860.00           | 85 S LAKE DR        | RITTER            | DEAN J                | 85 S LAKE DR                           |             |
| AR151214     | CD1711-037  | 071-151-012 | \$310.00           | 3501 LONE TREE WAY  | THALAPANENI       | GURU & VEENA TRE      | P.O. BOX292, GLENBROOK,<br>NV          |             |
| <b>TOTAL</b> |             |             | <b>\$10,450.00</b> |                     |                   |                       |  |             |