



**BOARD OF ADMINISTRATIVE APPEALS  
ADMINISTRATIVE REVIEW PANEL**

**Council Chambers  
200 "H" Street**

**FEBRUARY 4, 2016  
3:00 P.M.**

**3:00 P.M.    ROLL CALL**    Deborah Simpson, Chairperson  
Frederick Rouse, Vice Chairperson  
Diana Busenbarrick  
Andrew Schleder  
Mike Schneider  
Ademuyiwa "Ade" Adeyemi, Alternate

**PLEDGE OF ALLEGIANCE**

**OATH** for all intending to testify

**1.    CONSENT CALENDAR**

**A.    APPROVAL OF ADMINISTRATIVE APPEALS MEETING MINUTES FOR JANUARY 7, 2016**

Recommended Action:    Motion to approve the minutes

MINUTES

**B.    APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS FOR THE MONTHS OF OCTOBER AND NOVEMBER 2015**

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 located on the 3<sup>rd</sup> floor of City Hall, 200 H Street, Antioch, CA 94509, Monday through Thursday, 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 7, 2016  
Council Chambers**

Chairperson Simpson called the meeting to order at 3:01 P.M. on Thursday, January 7, 2016 in the Council Chambers.

**ROLL CALL:**

Present: Board Members Schneider, Rouse, Adeyemi and Chairperson Simpson  
Absent: Board Members Schleder, Busenbarrick

Staff Present: City Clerk, Arne Simonsen  
Administrative Services Director, Nickie Mastay  
Code Enforcement Assistant, Denise Skaggs  
Minutes Clerk, Kitty Eiden

**PLEDGE OF ALLEGIANCE**

Chairperson Simpson led the board, staff and public in the Pledge of Allegiance.

**1. CONSENT CALENDAR**

**A. APPROVAL OF ADMINISTRATIVE APPEALS MEETING MINUTES FOR  
DECEMBER 3, 2015**

On motion by Board Member Schneider, seconded by Board Member Adeyemi, the Board of Administrative Appeals unanimously approved the Minutes for December 3, 2015.

**B. APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN  
PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS  
FOR THE MONTH OF OCTOBER 2015**

On motion by Board Member Schneider, seconded by Board Member Adeyemi, the Board of Administrative Appeals unanimously confirmed each assessment and the amount thereof, as proposed or as corrected and modified, and ordered it assessed against the property. The Board also directed 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.

**PUBLIC COMMENTS** - None

**WRITTEN/ORAL COMMUNICATIONS** – None

City Clerk Simonsen announced Board of Administrative Appeals appointments expired March 2016 and he encouraged Board Members to re-apply, as soon as possible. He informed the Board that he would be submitting a request for an ordinance revision to eliminate expiration dates for Board Member appointments. He noted he would be sending out Fair Political Practices Commission (FPPC) 700 forms to Board Members via email which would be due back by April 1, 2016; however, he requested they be submitted to the City, as soon as possible.

Administrative Services Director Mastay introduced herself to Board members.

**ADJOURNMENT**


Chairperson Simpson adjourned the Administrative Board of Appeals meeting at 3:06 P.M. to the next regularly scheduled meeting on February 4, 2016.

Respectfully Submitted,

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Kitty Eiden  
Minutes Clerk

**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS  
FOR CONSIDERATION AT THE HEARING ON FEBRUARY 4, 2016**

**Prepared by:** Ryan Graham, Deputy Director of Community Development 

**Date:** January 25, 2016

**Subject:** Approval of the Levy of Special Assessments on Certain Properties for Unpaid Administrative Citations & Abatements for the months of October & November, 2015

**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 Records 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 months of October & November, 2015, in the amount of **\$23,943.14** in unpaid Administrative Citations & Abatements.

**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

**CITATION & ABATEMENT FOR BOARD OF APPEALS - FEBRUARY 4, 2016**

AR	Amount	Owner Last	Owner First	Owner Address	Site Address	Paid
AR144000	\$260.00	ALLEN	MERLE J. & SANDY	3341 ST JAMES PL	3341 ST JAMES PL	
AR144252	\$370.00	BANCHERO	ROBERT B. & YVONNE TR	2422 SILVERIA WAY	2422 SILVERIA WAY	
AR144260	\$1,250.00	FEDERAL NATIONAL MORTGAGE ASSN		1800 TAPO CANYON RD, SIMI VALLEY	1006 G STREET	
AR144258	\$700.00	FEDERAL NATIONAL MORTGAGE ASSN		1800 TAPO CANYON RD, SIMI VALLEY	1006 G STREET	
AR144002	\$260.00	FEDERAL NATIONAL MORTGAGE ASSN		1800 TAPO CANYON RD, SIMI VALLEY	1006 G STREET	
AR144507	\$415.54	DIABLO PROPERTIES	LLC	2268 CAMINO RAMON, SAN RAMON	3120 ACORN RD	
AR143988	\$1,250.00	GERARDO	PATRICIA A	4876 REGENCY PL, SUISUN CITY	2844 SWEENEY RD	
AR143999	\$480.00	HENDRICKSON	CHARLES & MARY	2709 ENTRADA CIRCLE	2709 ENTRADA CIRCLE	
AR144004	\$1,800.00	HENDRICKSON	CHARLES & MARY	2709 ENTRADA CIRCLE	2709 ENTRADA CIRCLE	
AR144253	\$3,450.00	HENDRICKSON	CHARLES & MARY	2709 ENTRADA CIRCLE	2709 ENTRADA CIRCLE	
AR143996	\$260.00	FKP INC		1777 OAKLAND BLVD #110, OAKLAND	3951 OAKLEY RD	
AR144250	\$1,250.00	FKP INC		1777 OAKLAND BLVD #110, OAKLAND	3951 OAKLEY RD	
AR144249	\$2,677.00	FKP INC		1777 OAKLAND BLVD #110, OAKLAND	3951 OAKLEY RD	
AR144003	\$370.00	JGR HOLDINGS LLC		P.O. BOX 613, LAFAYETTE	2100 L STREET	
AR144257	\$1,250.00	JGR HOLDINGS LLC		P.O. BOX 613, LAFAYETTE	2100 L STREET	
AR144509	\$415.54	JOHNSON,	VIDA F.	1101 C STREET	1101 C STREET	
AR144510	\$415.54	MAGANA	IVAN	1319 AMBERDALE CT	1319 AMBERDALE CT	
AR144494	\$700.00	MARALL	SUSAN ELIZABETH TRE	1598 BRENDA CT, CONCORD, CA	500 W 16TH ST	
AR144256	\$260.00	MARALL	SUSAN ELIZABETH TRE	1598 BRENDA CT, CONCORD, CA	500 W 16TH ST	
AR144259	\$3,747.36	MAHARAJ	ANTHONY & KARTIKA	8334 FLAT BRANCH DR, INDIANAPOLIS, IN	26 BRYAN AVE	
AR144506	\$415.54	PANTELL	ALLISON	104 JOHN GILDI AVE	104 JOHN GILDI AVE	
AR144511	\$415.54	QUINTANILLA	OSCAR	2113 SILVERADO DRIVE	2113 SILVERADO	
AR144505	\$415.54	SHAER	EZDEHAR NIMEH	5116 ADRIANA CT	5116 ADRIANA CT	
AR143719	\$415.54	YOUNG	RICHARD	2412 MITCHES LN	2412 MITCHES LN	
AR144502	\$700.00	ZEKA RANCH TWO LLC		1110 BURLINGAME AVE #400, BURLINGAME	EMPIRE MINE ROAD	
<b>TOTAL</b>	<b>\$23,943.14</b>					