



**BOARD OF ADMINISTRATIVE APPEALS  
ADMINISTRATIVE REVIEW PANEL**

**Council Chambers  
200 "H" Street**

**MARCH 3, 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 FEBRUARY 4, 2016**

STAFF REPORT

Recommended Action:    Motion to approve the minutes

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

**February 4, 2016  
Council Chambers**

Chairperson Simpson called the meeting to order at 3:02 P.M. on Thursday, February 4, 2016 in the Council Chambers.

**ROLL CALL:**

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

Staff Present: City Clerk, Arne Simonsen  
Minutes Clerk, Kitty Eiden  
Deputy Director of Community Development/Code Enforcement  
Ryan Graham  
Code Enforcement Assistant, Denise Skaggs

**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  
JANUARY 7, 2016**

On motion by Board Member Schneider, seconded by Board Member Adeyemi, the Board of Administrative Appeals unanimously approved the Minutes for January 7, 2016.

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

**ADJOURNMENT**

Chairperson Simpson adjourned the Administrative Board of Appeals meeting at 3:04 P.M. to the next regularly scheduled meeting on March 3, 2016.

Respectfully Submitted,

---

Kitty Eiden  
Minutes Clerk

**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS  
FOR CONSIDERATION AT THE HEARING ON MARCH 3, 2016**

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

**Date:** February 17, 2016

**Subject:** Approval of the Levy of Special Assessments on Certain Properties for Unpaid Administrative Citations & Abatements for the month of December, 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 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 months of October & November, 2015, in the amount of **\$7,841.60** 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

