



**BOARD OF ADMINISTRATIVE APPEALS  
ADMINISTRATIVE REVIEW PANEL**

**Council Chambers  
200 "H" Street**

**JUNE 2, 2016  
3:00 P.M.**

**3:00 P.M.    ROLL CALL**    Deborah Simpson, Chairperson  
Frederick Rouse, Vice Chairperson  
Andrew Schleder  
Ademuyiwa "Ade" Adeyemi  
Martin T. Gonsalves  
*Vacant, Alternate*

**PLEDGE OF ALLEGIANCE**

**OATH** for all intending to testify

**1.    CONSENT CALENDAR**

**A.    APPROVAL OF ADMINISTRATIVE APPEALS MEETING MINUTES FOR MAY 5, 2016**

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 MARCH 2016**

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.**

**May 5, 2016  
Council Chambers**

Chairperson Simpson called the meeting to order at 3:02 P.M. on Thursday, May 5, 2016 in the Council Chambers.

**ROLL CALL:**

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

Staff Present: City Clerk, Arne Simonsen  
Minutes Clerk, Kitty Eiden  
Code Enforcement Assistant, Denise Skaggs  
Interim Code Enforcement Manager, Mike Aguirre

**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 APRIL 7, 2016**

On motion by Board Member Rouse, seconded by Board Member Adeyemi, the Board of Administrative Appeals approved the Minutes for April 7, 2016. The motion carried the following vote:

*Ayes: Adeyemi, Rouse, Simpson                      Abstain: Gonsalves                      Absent: Schleder*

**B. APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS FOR THE MONTH OF FEBRUARY 2016**

Board Member Gonsalves stated in his professional capacity, he represented the owners of 1006 West 7<sup>th</sup> Street; therefore, he would abstain from voting on assessments for that property.

Chairperson Simpson requested the citation address be placed after the owners name and prior to the owner's address, on the spreadsheet.

On motion by Board Member Gonsalves, seconded by Board Member Adeyemi, the Board of Administrative Appeals confirmed each assessment and the amount thereof, as proposed or as corrected and modified, and ordered it assessed against the property, with the exception of the assessments against 1006 West 7<sup>th</sup> Street. 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. The motion carried the following vote:

*Ayes: Adeyemi, Gonsalves, Rouse, Simpson*

*Absent: Schleder*

On motion by Board Member Adeyemi, seconded by Board Member Rouse, the Board of Administrative Appeals unanimously confirmed the assessment and the amount thereof, as proposed or as corrected and modified, and ordered it assessed against the property at 1006 West 7<sup>th</sup> Street. 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. The motion carried the following vote:

*Ayes: Adeyemi, Rouse, Simpson*

*Abstain: Gonsalves*

*Absent: Schleder*

**PUBLIC COMMENTS** - None

### **WRITTEN/ORAL COMMUNICATIONS**

In response to Board Member Rouse, City Clerk Simonsen stated that he could report a property out of compliance to the City while serving as a member of the Board of Appeals.

Board Member Gonsalves added that if the person receiving the citation requested a hearing, he would suggest the Board Member disclose if they had reported it.

Chairperson Simpson welcomed Board Member Gonsalves to the Board of Administrative Appeals and congratulated Board Member Adeyemi for becoming a full member on the Board.

### **ADJOURNMENT**


Chairperson Simpson adjourned the Administrative Board of Appeals meeting at 3:09 P.M. to the next regularly scheduled meeting on June 2, 2016.

Respectfully Submitted,

---

Kitty Eiden  
Minutes Clerk

**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS  
FOR CONSIDERATION AT THE HEARING ON June 2, 2016**

**Prepared by:** Mike Aguirre, Interim Code Enforcement Manager   
**Date:** May 23, 2016  
**Subject:** Approval of the Levy of Special Assessments on Certain Properties for Unpaid Administrative Citations & Abatements for the Month of March, 2016

**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 March 2016, in the amount of **\$8,711.08.**

**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 &amp; ABATEMENTS FOR BOARD OF APPEALS - June 2, 2016

AR	Case	APN	Amount	Site Address	Owner last	Owner first	Mailing address	Paid
AR145240	CE1602-033	055-180-027	\$260.00	5117 EBBETTS WAY	GADE	SOWMYA	5117 EBBETTS WAY 5424 SOUTHWOOD WAY, ANTIOCH, CA	
AR145341	CE1603-010	055-590-028	\$370.00	2451 TAYLOR WAY	GUERRERO	JUAN ROBLEDO	5424 SOUTHWOOD WAY, ANTIOCH, CA	
AR145345	CE1603-010	055-590-028	\$700.00	2451 TAYLOR WAY	GUERRERO	JUAN ROBLEDO	5424 SOUTHWOOD WAY, ANTIOCH, CA	
AR145346	CD1602-046	066-091-017	\$260.00	800 W 2ND STREET 4609 OAK MEADOW CT	HENSLER	JOSEPH TRE	8920 SUNSET AVE. FAIR OAKS, CA 95628	
AR144928	CE1601-034	053-181-003	\$370.00	4609 OAK MEADOW CT	HARRIS	MATTHEW S.	4609 OAK MEADOW CT	
AR145239	CE1601-034	053-181-003	\$1,250.00	4609 OAK MEADOW CT	HARRIS	MATTHEW S.	4609 OAK MEADOW CT	
AR145342	CE1601-034	053-181-003	\$2,350.00	4609 OAK MEADOW CT	HARRIS	MATTHEW S.	4609 OAK MEADOW CT	
AR145443	CE1411-019	055-040-050	\$415.54	1517 BARKLEY MOUNTAIN WAY	HARTMAN	MATTHEW & HUMBERT, LARISSA L.	1517 BARKLEY MOUNTAIN WAY	
AR144913	CD1601-039	066-159-001	\$370.00	608 B STREET	YOUNG	ARTHUR & GAYLE M.	608 B STREET	
AR145231	CD1601-039	066-159-001	\$700.00	608 B STREET	YOUNG	ARTHUR & GAYLE M.	608 B STREET	
AR145229	CD1601-039	066-159-001	\$1,250.00	608 B STREET	YOUNG	ARTHUR & GAYLE M.	608 B STREET	
AR144902	CE1511-119	055-330-041	\$415.54	1108 SPRINGFIELD CT	ZHOU	SHU YANG	1108 SPRINGFIELD CT	
TOTAL			\$8,711.08					