



**BOARD OF ADMINISTRATIVE APPEALS
ADMINISTRATIVE REVIEW PANEL**

Date: Thursday, June 2, 2022
Time: 3:00 P.M.
Place: Antioch City Hall – Council Chambers
200 'H' Street
Antioch, CA 94509

BOARD MEMBERS

Ademuyiwa “Ade” Adeyemi, Chairperson
Antwon Webster, Vice Chairperson
Marie Livingston
Crystal Sawyer-White
Ronald A. Grant
Vacant, Alternate

***PLEASE TURN OFF CELL PHONES BEFORE ENTERING THE MEETING
LOCATION.***

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CALIFORNIA LAW, it is the policy of the City of Antioch to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at the number or address below at least 72 hours prior to the meeting or when you desire to receive services. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City's ADA Coordinator can be reached @ Phone: (925) 779-6950, and e-mail: publicworks@ci.antioch.ca.us.

BOARD OF ADMINISTRATIVE APPEALS

SPEAKER RULES

NOTICE OF OPPORTUNITY TO ADDRESS THE BOARD

This agenda is a summary of the discussion items/actions proposed to be taken by the Board of Administrative Appeals. The public has the opportunity to address the Board on each agenda item. The Board can only take action on items that are listed on the agenda. 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".

Members of the public wishing to provide public comments, may do so one of the following ways:

- 1) **WRITTEN PUBLIC COMMENT** – Written comments may be submitted electronically to the City Clerk at the following email address: cityclerk@ci.antioch.ca.us, **prior to 1:00 p.m. the day of the Board of Administrative Appeals Meeting.** Please indicate the agenda item and title in your email subject line. All comments received before 1:00 p.m. the day of the meeting, will be provided to the Board Members before the meeting.

- 2) **IN PERSON** – Fill out a Speaker Request Form, available near the entrance doors, and place in the Speaker Card Tray near the City Clerk before the meeting begins.

Speakers will be notified shortly before they are called to speak.

- When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair/Vice Chairperson).

After hearing from the public, the agenda item will be closed. Deliberations will then be limited to members of the Board.

NOTICE OF AVAILABILITY OF REPORTS

The Board of Administrative Appeals' Agendas, including Staff Reports, are posted onto the City's Website 72 hours before each meeting. To view the agenda information, click on the following link: <https://www.antiochca.gov/government/agendas-and-minutes/board-of-administrative-appeals/>.

Copies are available for inspection (and copying for a fee), at the City Clerk's Office, City Hall, 200 'H' Street, Antioch, CA 94509, Monday through Friday, 8:30 a.m. to 4:30 p.m., excluding holidays. Copies are also made available at the Antioch Public Library for inspection.

NOTICE OF OPPORTUNITY TO ADDRESS THE BOARD

The public has the opportunity to address the Board on each agenda item. Please see the Speaker Rules on the inside cover of this Agenda for additional information on public participation.

AGENDA

3:00 P.M. ROLL CALL

Ademuyiwa "Ade" Adeyemi, Chairperson
Antwon Webster, Vice Chairperson
Marie Livingston
Crystal Sawyer-White
Ronald A. Grant
Vacant, Alternate

PLEDGE OF ALLEGIANCE

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

1. CONSENT CALENDAR

A. APPROVAL OF BOARD OF ADMINISTRATIVE APPEAL MEETING MINUTES OF MAY 5, 2022

Recommended Action: It is recommended that the Board of Administrative Appeals continue the Meeting Minutes of May 5, 2022, to the next meeting.

B. APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS AND LIEN PROCESSING FEES FOR FEBRUARY 2022

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.

WRITTEN/ORAL COMMUNICATIONS

MOTION TO ADJOURN: *After Written/Oral Communications, the Chairperson/ Vice Chairperson will make a motion to adjourn the meeting. A second of the motion is required, and then a majority vote is required to adjourn the meeting.*

AR	CASE#	APN	Amount	LIEN PROC FEE	SITE ADDRESS	OWNER LAST	OWNER FIRST	MAILING ADDRESS	PAID
AR165899	CE2112-202	053-132-001	\$ 340.00	\$ 296.00	4421 MONTARA DR	CORDOVA	CORDOVA, PERRY	4421 MONTARA DR ANTIOCH CA 94531-6628	
AR165797	CE2112-201	065-242-025	\$ 740.00	\$ 296.00	20 E LAKE DR		DONATELLI AMEDIA TRE	20 E LAKE DR ANTIOCH CA 94509-2042	
AR165896	CE2201-149	076-404-007	\$ 340.00	\$ 296.00	3017 PEAR ST	JOHNSON	RON	3017 PEAR ST ANTIOCH CA 94509-5219	
AR165696	CE2201-039	055-480-009	\$ 340.00	\$ 296.00	1867 MOUNT CONNESS CT	LUCE	CRAIG ALLEN	1867 MOUNT CONNESS CT ANTIOCH CA 94531-7494	
AR165073	CE2109-169	056-040-016	\$ 340.00	\$ 296.00	4536 SHANNONDALE DR	MALONE	STARLYN	4536 SHANNONDALE DR ANTIOCH CA 94531-7703	
AR165162	CE2109-169	056-040-016	\$ 740.00	\$ 296.00	4536 SHANNONDALE DR	MALONE	STARLYN	4536 SHANNONDALE DR ANTIOCH CA 94531-7703	
AR165219	CE2109-169	056-040-016	\$ 1,240.00	\$ 296.00	4536 SHANNONDALE DR	MALONE	STARLYN	4536 SHANNONDALE DR ANTIOCH CA 94531-7703	
AR165800	CE2201-046	076-251-007	\$ 740.00	\$ 296.00	2917 CARMONA WAY	MARSHALL	DEWAYNE	2761 BARCELONA CIR ANTIOCH CA 94509-4237	
AR165898	CE2201-046	076-251-007	\$ 1,240.00	\$ 296.00	2917 CARMONA WAY	MARSHALL	DEWAYNE	2761 BARCELONA CIR ANTIOCH CA 94509-4237	
AR165798	CE2111-121	071-102-059	\$ 1,240.00	\$ 296.00	2814 LONE TREE WAY	MARTINEZ	ISRAEL	3119 CLAYTON RD CONCORD CA 94519-2732	
AR165553	CE2201-045	074-053-004	\$ 340.00	\$ 296.00	1200 AUTO CENTER DR		MILLER ALICE TRE BIRCH ROBERT R	183 SILVER PINE LN DANVILLE CA 94506-4536	

ATTACHMENT A



**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS FOR
CONSIDERATION AT THE HEARING ON JUNE 2, 2022**

PREPARED BY: Christina Garcia, CMC, Deputy City Clerk *Cg*

DATE: May 27, 2022

SUBJECT: Approval of Board of Administrative Appeal Meeting Minutes of
May 5, 2022

It is recommended that the Board of Administrative Appeals continue the Meeting Minutes of May 5, 2022, to the next meeting.



STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS FOR CONSIDERATION AT THE HEARING ON JUNE 2, 2022

Approved by: Curt Michael, Code Enforcement Manager *CM*

Date: May 20, 2022

Subject: Approval of the Levy of Special Assessments on Certain Properties for Unpaid Administrative Citations and Lien Processing Fees for February, 2022

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 Recorder's 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 February, 2022, in the amount of **\$15,240.00.**

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 (Attachment B) 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, assessor's parcel number, the municipal code violation, administrative citation fine and copy of the administrative citations.

ATTACHMENTS

A: List of Assessments

B: Notice of Intent to Record Lien

AR	CASE#	APN	Amount	LIEN PROC FEE	SITE ADDRESS	OWNER LAST	OWNER FIRST	MAILING ADDRESS	PAID
AR165899	CE2112-202	053-132-001	\$ 340.00	\$ 296.00	4421 MONTARA DR	CORDOVA	CORDOVA, PERRY	4421 MONTARA DR ANTIOCH CA 94531-6628	
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ATTACHMENT A

NOTICE OF INTENT TO RECORD LIEN

[DATE]

[OWNER NAME]

[OWNER ADDRESS]

[OWNER CITY], [OWNER STATE] [OWNER ZIP]

SUBJECT: NOTICE OF INTENT TO RECORD LIEN

Address: [SITE ADDRESS]

Parcel No. [SITE APN]

Case No. [CASE NO]

PLEASE BE ADVISED, the City of Antioch claims a special assessment of **[\$[BAL DUE]** pursuant to Cal. Gov't Code §38773.5 and Antioch Municipal Code §1-5.09 for unpaid Administrative Citations and penalties relating to the above referred to real property. **Said fines and late penalties are not subject to appeal.**

On Thursday, June 2, 2022 at 3:00 P.M. the **ADMINISTRATIVE BOARD OF APPEALS** will receive the proposed assessment for hearing and confirmation. Should you object to our **INTENT TO RECORD LIEN** and choose to challenge it at the hearing, **you must** submit any and all objections in writing to the City Clerk at least three (3) days prior to the date of said hearing. In addition, you will need to pay the required \$50.00 appeal fee. Failure to submit written objections to the City Clerk at least three (3) days prior to the hearing date shall constitute a waiver of any such objections.

Fines and late penalties are not subject to appeal. You may only object to the INTENT TO RECORD LIEN. Objections are on the basis that said fines and late penalties have been paid in full.

BE FURTHER ADVISED that the amount of the assessment shall be recorded with the Contra Costa County Recorder's office on **June 7, 2022**. To avoid recordation, please make payment to the City of Antioch, on or before **May 31, 2022**. Failure to respond to this notice shall not affect the validity of the proceedings. Please be aware that if a lien is recorded on your property there will be additional fees to record, and release said lien.

**CITY OF ANTIOCH
COST RECOVERY/COMMUNITY DEVELOPMENT
P.O. BOX 5007
ANTIOCH, CA 94531-5007**

It is my desire that you will comply with this final notice, thus relieving the City of any further action. If you have any questions or wish to discuss this matter, please call Code Enforcement at **(925) 779-7042**.

Sincerely,



Curt Michael
Code Enforcement Manager
cc: City Attorney