



**BOARD OF ADMINISTRATIVE APPEALS  
ADMINISTRATIVE REVIEW PANEL**

**Council Chambers  
200 "H" Street**

**SEPTEMBER 1, 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  
April Ussam-Lemmons, Alternate

**PLEDGE OF ALLEGIANCE**

**OATH** for all intending to testify

**1.    CONSENT CALENDAR**

**A.    APPROVAL OF ADMINISTRATIVE APPEALS MEETING MINUTES FOR JULY 7, 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 JUNE 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.**

**July 7, 2016  
Council Chambers**

Vice Chairperson Rouse called the meeting to order at 3:00 P.M. on Thursday, July 7, 2016 in the Council Chambers.

**ROLL CALL:**

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

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

**PLEDGE OF ALLEGIANCE**

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

**1. CONSENT CALENDAR**

**A. APPROVAL OF ADMINISTRATIVE APPEALS MINUTES FOR JUNE 2, 2016**

On motion by Board Member Adeyemi, seconded by Board Member Schleder, the Board of Administrative Appeals approved the Minutes for June 2, 2016. The motion carried the following vote:

*Ayes: Adeyemi, Rouse, Schleder*

*Absent: Simpson, Gonsalves*

**B. APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS FOR THE MONTHS OF APRIL AND MAY 2016**

On motion by Board Member Adeyemi, seconded by Board Member Schleder, 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. The Board also directed that the same be recorded with the Contra Costa County Recorder's Office. The motion carried the following vote:

*Ayes: Adeyemi, Rouse, Schleder*

*Absent: Simpson, Gonsalves*

**PUBLIC COMMENTS** - None

**WRITTEN/ORAL COMMUNICATIONS** - None

**ADJOURNMENT**


Vice Chairperson Rouse adjourned the Administrative Board of Appeals meeting at 3:03 P.M. to the next regularly scheduled meeting on August 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 September 1, 2016**

**Prepared by:** Mike Aguirre, Interim Code Enforcement Manager   
**Date:** August 18, 2016  
**Subject:** Approval of the Levy of Special Assessments on Certain Properties for Unpaid Administrative Citations & Abatements for the Month of June, 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 June, 2016, in the amount of **\$24,665.54**

**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 AND ABATEMENTS FOR BOARD OF APPEALS SEPTEMBER 1, 2016

AR	Case	APN	Amount	Site Address	Owner last	Owner first	Mailing address	Paid
AR146141	CE1604-156	055-670-029	\$700.00	2036 MCKELMUNE DR	ANAYA	ANNA	1141 PLYMOUTH AVE SAN FRANCISCO, CA	
AR146138	CE1604-156	055-670-029	\$1,250.00	2036 MCKELMUNE DR	ANAYA	ANNA	1141 PLYMOUTH AVE SAN FRANCISCO, CA	
AR146134	CE1605-089	072-221-007	\$370.00	413 JADE COURT	BEHLER	LOIS E	413 JADE COURT	
AR146144	CE1605-089	072-221-007	\$1,250.00	413 JADE COURT	BEHLER	LOIS E	413 JADE COURT	
AR146111	CE1605-089	072-221-007	\$2,350.00	413 JADE COURT	BEHLER	LOIS E	413 JADE COURT	
AR146139	CE1604-180	052-161-005	\$260.00	2717 BLUEBELL CIRCLE	BURGOS	SHERWIN	2717 BLUEBELL CIRCLE	
AR146146	CE1604-180	052-161-005	\$700.00	2717 BLUEBELL CIRCLE	BURGOS	SHERWIN	2717 BLUEBELL CIRCLE	
AR146135	CE1604-180	052-161-005	\$1,250.00	2717 BLUEBELL CIRCLE	BURGOS	SHERWIN	2717 BLUEBELL CIRCLE	
AR146117	CE1603-035	052-390-090	\$1,250.00	4038 FOLSOM DR	FAN	CHRISTOPHER CHIH- CHING	7609 N 141ST AVENUE REDMOND, WA	
AR146142	CE1603-035	052-390-090	\$1,250.00	4038 FOLSOM DR	FAN	CHRISTOPHER CHIH- CHING	7609 N 141ST AVENUE REDMOND, WA	
AR146118	CE1606-020	056-073-014	\$1,800.00	4853 LEFEBVRE WY	FOSTER	R. STEVEN CLYDE & BRENDA	4853 LEFEBVRE WY	
AR146116	CE1606-020	056-073-014	\$480.00	4853 LEFEBVRE WY	FOSTER	R. STEVEN CLYDE & BRENDA	4853 LEFEBVRE WY	
AR145832	CE1604-121	055-440-018	\$700.00	1903 CROWN PEAK WAY	HUTCHINGS	JAMES JR & LESJEONIA	1903 CROWN PEAK WAY	
AR146112	CE1604-121	055-440-018	\$1,250.00	1903 CROWN PEAK WAY	HUTCHINGS	JAMES JR & LESJEONIA	1903 CROWN PEAK WAY	
AR146146	CD1605-050	068-115-004	\$260.00	109 E MADILL ST	LAGAZO	ALBERT D. & JULIE ANN	109 E MADILL ST 9901 N BENTSEN RD MCALLEN, TEXAS	
AR146132	CE1605-086	072-322-035	\$260.00	409 SANDY HILL CT	LIANG	SHU XIAN	9901 N BENTSEN RD MCALLEN, TEXAS	
AR146381	CE1605-086	072-322-035	\$750.00	409 SANDY HILL CT	LIANG	SHU XIAN	9901 N BENTSEN RD MCALLEN, TEXAS	
AR146120	CE1605-064	068-430-006	\$260.00	3210 SUNSET LN	ORTEGA	MARTHA Y	3210 SUNSET LN	
AR146293	CD1605-064	068-430-006	\$750.00	3210 SUNSET LN	ORTEGA	MARTHA Y	3210 SUNSET LN	
AR145842	CD1604-071	068-231-007	\$970.00	2844 SWEENEY RD	GERERDO	PATRICIA A	2844 SWEENEY RD	
AR146153	CD1604-071	068-231-007	\$1,250.00	2844 SWEENEY RD	GERERDO	PATRICIA A	2844 SWEENEY RD	
AR146159	CD1604-071	068-231-007	\$1,250.00	2844 SWEENEY RD	GERERDO	PATRICIA A	2844 SWEENEY RD	
AR146147	CD1605-059	051-272-013	\$700.00	1817 TRINITY CT	HONEY	CHRISTY D	1817 TRINITY CT	
AR146124	CD1606-056	051-243-015	\$260.00	1435 HILL DR	PEREZ	CHRISTINA	2883 BOWLIND GREEN DR WALNUT CREEK, CA	
AR146138	CE1604-087	072-350-055	\$415.54	2505 GROVE CT	ROMERO	ANTHONY & GRACIE STRAND	2505 GROVE CT	
AR146119	CE1606-042	075-241-008	\$260.00	2017 CERRO CT	SABIN	DON	2017 CERRO CT	
AR146278	CE1606-042	075-241-008	\$700.00	2017 CERRO CT	SABIN	DON	2017 CERRO CT	
AR146149	CD1605-012	066-061-008	\$700.00	320 H STREET	SEELNBACHER	PHILIP & DAWN	3461 MONROE AVE LAFAYETTE, CA	
AR146148	CD1604-070	068-201-060	\$1,250.00	208 WORRELL RD	TORRES	JOSHUA	208 WORRELL RD	
AR146150	CD1606-004	067-246-015	\$370.00	1800 A STREET	ZHAO	JIN H	1592 UNION ST SAN FRANCISCO, CA	
	TOTAL		\$24,665.54					