



**BOARD OF ADMINISTRATIVE APPEALS  
ADMINISTRATIVE REVIEW PANEL**

**Council Chambers  
200 "H" Street**

**SEPTEMBER 3, 2015  
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 JULY 2, 2015**

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 MONTH OF JUNE 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.**

**July 2, 2015  
Council Chambers**

Vice Chairperson Rouse called the meeting to order at 3:00 P.M. on Thursday, July 2, 2015 in the Council Chambers.

**ROLL CALL:**

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

Staff Present: Interim City Attorney, Bill Galstan  
City Clerk, Arne Simonsen  
Minutes Clerk, Kitty Eiden

**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 4, 2015.**

On motion by Board Member Schneider, seconded by Board Member Adeyemi, the Board of Administrative Appeals unanimously approved the Minutes for June 4, 2015.

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

Interim City Attorney Galstan announced Lynn Tracy Nerland had moved on to another position and Council had appointed the firm of Cota Cole to provide Interim City Attorney services. He stated they anticipated the assignment to continue through the summer as Council was recruiting for the permanent City Attorney position. He noted Derick Cole, Sean De Burgh, and himself were all Municipal Law Attorneys, who were happy to provide services for the City.

**ADJOURNMENT**

Vice Chair Rouse adjourned the Administrative Board of Appeals meeting at 3:05 P.M. to the next regularly scheduled meeting on August 6, 2015.

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 3, 2015**

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

**Date:** August 18, 2015

**Subject:** Approval of the Levy of Special Assessments on Certain Properties for Unpaid Administrative Citations & Abatements for the months of June 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 June, 2015, respectively in the amount of **\$9,900.57** 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

