



**BOARD OF ADMINISTRATIVE APPEALS
ADMINISTRATIVE REVIEW PANEL**

**Council Chambers
200 "H" Street**

**OCTOBER 4, 2018
3:00 P.M.**

3:00 P.M. ROLL CALL Deborah Simpson, Chairperson
Ademuyiwa "Ade" Adeyemi, Vice Chairperson
Farideh Faraji
Marie Livingston
Darrell Goodbeer
Vacant, Alternate

PLEDGE OF ALLEGIANCE

1. CONSENT CALENDAR

**A. APPROVAL OF ADMINISTRATIVE APPEALS MEETING MINUTES FOR
SEPTEMBER 6, 2018**

STAFF REPORT

Recommended Action: Motion to approve the minutes.

**B. BUSINESS LICENSE – APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON
CERTAIN PROPERTIES FOR UNPAID BUSINESS LICENSE TAXES AND/OR
ADMINISTRATIVE CITATION(S) FOR THE MONTHS OF AUGUST AND SEPTEMBER
2018**

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, City Hall, 200 H Street, Antioch, CA 94509, Monday through Friday, 8:00 a.m. to 5:00 p.m., 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.**

**September 6, 2018
Council Chambers**

Chairperson Simpson called the meeting to order at 3:01 P.M. on Thursday, September 6, 2018 in the Council Chambers.

ROLL CALL:

Present: Board Members Faraji, Livingston, Adeyemi, and Chairperson Simpson
Absent: Board Member Goodbeer (arrived at 3:04 P.M.)

Staff Present: Minutes Clerk, Kitty Eiden
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 MINUTES FOR AUGUST 2, 2018

On motion by Board Member Faraji, seconded by Board Member Adeyemi, the Board of Administrative Appeals approved the Minutes for August 2, 2018. The motion carried the following vote:

Ayes: Faraji, Livingston, Adeyemi, Simpson

Absent: Goodbeer

B. CODE ENFORCEMENT APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS FOR JUNE AND JULY 2018

On motion by Board Member Adeyemi, seconded by Board Member Faraji, the Board of Administrative Appeals 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. The motion carried the following vote:

Ayes: Faraji, Livingston, Adeyemi, Simpson

Absent: Goodbeer

Board Member Goodbeer arrived at 3:04 P.M.

PUBLIC COMMENTS – None

WRITTEN/ORAL COMMUNICATIONS

Chairperson Simpson welcomed Board Member Goodbeer to the meeting.

Board Member Goodbeer introduced himself and stated he was happy to have been appointed to the Board of Administrative Appeals.

ADJOURNMENT

Chairperson Simpson adjourned the Administrative Board of Appeals meeting at 3:05 P.M.

Respectfully Submitted,

Kitty Eiden
Minutes Clerk



STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS FOR CONSIDERATION AT THE HEARING ON OCTOBER 4, 2018

DATE: September 24, 2018

APPROVED BY: L. Saunders, Finance Services Supervisor

SUBJECT: **BUSINESS LICENSE** – Approval of the Levy of Special Assessments on Certain Properties for Unpaid Business License Taxes and/or Administrative Citation(s) for the Months of August & September 2018

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 Unpaid Business License Taxes and/or Administrative Citation(s) for the month of August & September 2018 in the amount of **\$32,942.00.**

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 on September 17, 2018 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

ATTACHMENT A

10/4/2018							
BUSINESS LICENSE TAXES AND/OR ADMINISTRATIVE CITATION(S) FOR BOARD OF APPEALS							
ATTACHMENT A							
AR	Customer #	APN	Amount	Site Address	Owner last	Owner first	Mailing address
150009	C218007	074-402-042-1	\$110.00	2225 BANYAN WAY	DUONG	YEN	1135 SHERMAN DR SALINAS, CA 93907
150296	C218007	074-402-042-1	\$220.00	2225 BANYAN WAY	DUONG	YEN	1135 SHERMAN DR SALINAS, CA 93907
151190	C218007	074-402-042-1	\$283.00	2225 BANYAN WAY	DUONG	YEN	1135 SHERMAN DR SALINAS, CA 93907
151416	C218007	074-402-042-1	\$550.00	2225 BANYAN WAY	DUONG	YEN	1135 SHERMAN DR SALINAS, CA 93907
150498	C206437	066-105-004-7	\$110.00	1014 W 4TH ST	GERALDI	ADA REBECCA & ANTHONY	128 RUSSELL DR ANTIOCH, CA 94509
150572	C206437	066-105-004-7	\$783.00	1014 W 4TH ST	GERALDI	ADA REBECCA & ANTHONY	128 RUSSELL DR ANTIOCH, CA 94509
151434	C206437	066-105-004-7	\$220.00	1014 W 4TH ST	GERALDI	ADA REBECCA & ANTHONY	128 RUSSELL DR ANTIOCH, CA 94509
152223	C206437	066-105-004-7	\$550.00	1014 W 4TH ST	GERALDI	ADA REBECCA & ANTHONY	128 RUSSELL DR ANTIOCH, CA 94509
150486	C218462	074-343-027-4	\$110.00	2200 L ST #2	HADDADCHI	VAHID	2638 BALDWIN LN APT D WALNUT CREEK, CA 94597
151439	C218462	074-343-027-4	\$483.00	2200 L ST #2	HADDADCHI	VAHID	2638 BALDWIN LN APT D WALNUT CREEK, CA 94597
152229	C218462	074-343-027-4	\$220.00	2200 L ST #2	HADDADCHI	VAHID	2638 BALDWIN LN APT D WALNUT CREEK, CA 94597
152230	C218462	074-343-027-4	\$550.00	2200 L ST #2	HADDADCHI	VAHID	2638 BALDWIN LN APT D WALNUT CREEK, CA 94597
150490	C208397	076-350-039-4	\$110.00	2916 GARFIELD PL	GREEN	RICHARD O	2054 BONIFACIO ST #A CONCORD, CA 94520
150585	C208397	076-350-039-4	\$783.00	2916 GARFIELD PL	GREEN	RICHARD O	2054 BONIFACIO ST #A CONCORD, CA 94520
151428	C208397	076-350-039-4	\$220.00	2916 GARFIELD PL	GREEN	RICHARD O	2054 BONIFACIO ST #A CONCORD, CA 94520
152217	C208397	076-350-039-4	\$550.00	2916 GARFIELD PL	GREEN	RICHARD O	2054 BONIFACIO ST #A CONCORD, CA 94520
150493	C218467	067-080-015-0	\$110.00	314 W 13TH ST	GONZALEZ	JAIME M	1562 ALAMO WAY ALAMO, CA 94507
150620	C218467	067-080-015-0	\$783.00	314 W 13TH ST	GONZALEZ	JAIME M	1562 ALAMO WAY ALAMO, CA 94507
151423	C218467	067-080-015-0	\$220.00	314 W 13TH ST	GONZALEZ	JAIME M	1562 ALAMO WAY ALAMO, CA 94507
152216	C218467	067-080-015-0	\$550.00	314 W 13TH ST	GONZALEZ	JAIME M	1562 ALAMO WAY ALAMO, CA 94507
150489	C214754	065-172-029-4	\$110.00	132 E 16TH ST	GUERRA	HECTOR R	322 LA QUESTA DR DANVILLE, CA 94526
150584	C214754	065-172-029-4	\$783.00	132 E 16TH ST	GUERRA	HECTOR R	322 LA QUESTA DR DANVILLE, CA 94526
151429	C214754	065-172-029-4	\$220.00	132 E 16TH ST	GUERRA	HECTOR R	322 LA QUESTA DR DANVILLE, CA 94526
152218	C214754	065-172-029-4	\$550.00	132 E 16TH ST	GUERRA	HECTOR R	322 LA QUESTA DR DANVILLE, CA 94526

10/4/2018								
BUSINESS LICENSE TAXES AND/OR ADMINISTRATIVE CITATION(S) FOR BOARD OF APPEALS								
ATTACHMENT A								
150487	C218463	067-341-015-5	\$110.00	925 HAWTHORNE AVE	GUO	RUTH HURING TRE	3350 IRVING ST SAN FRANCISCO, CA 94122	
150582	C218463	067-341-015-5	\$783.00	925 HAWTHORNE AVE	GUO	RUTH HURING TRE	3350 IRVING ST SAN FRANCISCO, CA 94122	
151431	C218463	067-341-015-5	\$220.00	925 HAWTHORNE AVE	GUO	RUTH HURING TRE	3350 IRVING ST SAN FRANCISCO, CA 94122	
152220	C218463	067-341-015-5	\$550.00	925 HAWTHORNE AVE	GUO	RUTH HURING TRE	3350 IRVING ST SAN FRANCISCO, CA 94122	
150485	C218461	055-540-039-9	\$110.00	2425 FORTY NINER WAY	HAN	FRANK XIAO GUANG KWOK YAN CINDY	2015 DORNE PL FREMONT, CA 94539	
150580	C218461	055-540-039-9	\$783.00	2425 FORTY NINER WAY	HAN	FRANK XIAO GUANG KWOK YAN CINDY	2015 DORNE PL FREMONT, CA 94539	
151432	C218461	055-540-039-9	\$220.00	2425 FORTY NINER WAY	HAN	FRANK XIAO GUANG KWOK YAN CINDY	2015 DORNE PL FREMONT, CA 94539	
152221	C218461	055-540-039-9	\$550.00	2425 FORTY NINER WAY	HAN	FRANK XIAO GUANG KWOK YAN CINDY	2015 DORNE PL FREMONT, CA 94539	
150483	C218459	065-212-004-9	\$110.00	412 E 14TH ST	HARRINGTON	CHRISTINE M BLOSS KEITH	2175 ST ANDREWS PL DISCOVERY BAY, CA 94505	
150578	C218459	065-212-004-9	\$783.00	412 E 14TH ST	HARRINGTON	CHRISTINE M BLOSS KEITH	2175 ST ANDREWS PL DISCOVERY BAY, CA 94505	
151433	C218459	065-212-004-9	\$220.00	412 E 14TH ST	HARRINGTON	CHRISTINE M BLOSS KEITH	2175 ST ANDREWS PL DISCOVERY BAY, CA 94505	
152222	C218459	065-212-004-9	\$550.00	412 E 14TH ST	HARRINGTON	CHRISTINE M BLOSS KEITH	2175 ST ANDREWS PL DISCOVERY BAY, CA 94505	
151438	C217862	053-200-069-2	\$483.00	2705 WINDING LN	CLARK	JODIE BLEUEL GLORIA J	68 RYLAND PARK SAN JOSE, CA 95110	
152227	C217862	053-200-069-2	\$110.00	2705 WINDING LN	CLARK	JODIE BLEUEL GLORIA J	68 RYLAND PARK SAN JOSE, CA 95110	
152228	C217862	053-200-069-2	\$220.00	2705 WINDING LN	CLARK	JODIE BLEUEL GLORIA J	68 RYLAND PARK SAN JOSE, CA 95110	
152732	C217862	053-200-069-2	\$550.00	2705 WINDING LN	CLARK	JODIE BLEUEL GLORIA J	68 RYLAND PARK SAN JOSE, CA 95110	
151441	C218012	056-320-068-2	\$783.00	5548 HAZELBROOK CT	ESCOBAR	JULIO C GUEVARA OSCAR	1500 PINE ST APT 7 CONCORD, CA 94520	
151605	C218012	056-320-068-2	\$110.00	5548 HAZELBROOK CT	ESCOBAR	JULIO C GUEVARA OSCAR	1500 PINE ST APT 7 CONCORD, CA 94520	
152231	C218012	056-320-068-2	\$220.00	5548 HAZELBROOK CT	ESCOBAR	JULIO C GUEVARA OSCAR	1500 PINE ST APT 7 CONCORD, CA 94520	
152731	C218012	056-320-068-2	\$550.00	5548 HAZELBROOK CT	ESCOBAR	JULIO C GUEVARA OSCAR	1500 PINE ST APT 7 CONCORD, CA 94520	
150285	C204220	055-580-066-3	\$110.00	2708 STANLEY CT	DOWNEY	BRADLEY	PO BOX 15233 IRVINE, CA 92623	
150587	C204220	055-580-066-3	\$502.00	2708 STANLEY CT	DOWNEY	BRADLEY	PO BOX 15233 IRVINE, CA 92623	
151184	C204220	055-580-066-3	\$220.00	2708 STANLEY CT	DOWNEY	BRADLEY	PO BOX 15233 IRVINE, CA 92623	
151445	C204220	055-580-066-3	\$550.00	2708 STANLEY CT	DOWNEY	BRADLEY	PO BOX 15233 IRVINE, CA 92623	
151437	C217881	074-353-079-2	\$483.00	2404 LEMONTREE CT #3	DHIR	SIDHANT	PO BOX 21381 CONCORD, CA 94521	

10/4/2018									
BUSINESS LICENSE TAXES AND/OR ADMINISTRATIVE CITATION(S) FOR BOARD OF APPEALS									
ATTACHMENT A									
152225	C217881	074-353-079-2	\$110.00	2404 LEMONTREE CT #3	DHIR	SIDHANT	PO BOX 21381	CONCORD,	
							CA 94521		
152226	C217881	074-353-079-2	\$220.00	2404 LEMONTREE CT #3	DHIR	SIDHANT	PO BOX 21381	CONCORD,	
							CA 94521		
152759	C217881	074-353-079-2	\$550.00	2404 LEMONTREE CT #3	DHIR	SIDHANT	PO BOX 21381	CONCORD,	
							CA 94521		
151260	C218524	072-380-007-4	\$783.00	4754 BELFORD PEAK CT	LARA	IVAN R & SARA R	1612 W 18TH AVE		
							PALMETTO, FL 34221		
151745	C218524	072-380-007-4	\$110.00	4754 BELFORD PEAK CT	LARA	IVAN R & SARA R	1612 W 18TH AVE		
							PALMETTO, FL 34221		
152773	C218524	072-380-007-4	\$220.00	4754 BELFORD PEAK CT	LARA	IVAN R & SARA R	1612 W 18TH AVE		
							PALMETTO, FL 34221		
152979	C218524	072-380-007-4	\$550.00	4754 BELFORD PEAK CT	LARA	IVAN R & SARA R	1612 W 18TH AVE		
							PALMETTO, FL 34221		
151265	C213336	072-124-003-4	\$783.00	3508 SHAW CIR	LEE	AMY	85 W OAKWOOD AVE		
							LIVINGSTON, NJ 07039		
151765	C213336	072-124-003-4	\$110.00	3508 SHAW CIR	LEE	AMY	85 W OAKWOOD AVE		
							LIVINGSTON, NJ 07039		
152772	C213336	072-124-003-4	\$220.00	3508 SHAW CIR	LEE	AMY	85 W OAKWOOD AVE		
							LIVINGSTON, NJ 07039		
152978	C213336	072-124-003-4	\$550.00	3508 SHAW CIR	LEE	AMY	85 W OAKWOOD AVE		
							LIVINGSTON, NJ 07039		
151256	C218520	056-370-004-6	\$783.00	5629 LEITRIM WAY	LAI	RONG GUANG & CHUN ZHAO	3339 RIDGEFIELD WAY		
							DUBLIN, CA 94568		
151748	C218520	056-370-004-6	\$110.00	5629 LEITRIM WAY	LAI	RONG GUANG & CHUN ZHAO	3339 RIDGEFIELD WAY		
							DUBLIN, CA 94568		
152761	C218520	056-370-004-6	\$220.00	5629 LEITRIM WAY	LAI	RONG GUANG & CHUN ZHAO	3339 RIDGEFIELD WAY		
							DUBLIN, CA 94568		
152976	C218520	056-370-004-6	\$550.00	5629 LEITRIM WAY	LAI	RONG GUANG & CHUN ZHAO	3339 RIDGEFIELD WAY		
							DUBLIN, CA 94568		
151258	C218522	074-342-045-7	\$483.00	2114 PEPPERTREE WAY #1	LAM	VINCENT	603 VERDE AVE		
							RICHMOND, CA 94801		
151747	C218522	074-342-045-7	\$110.00	2114 PEPPERTREE WAY #1	LAM	VINCENT	603 VERDE AVE		
							RICHMOND, CA 94801		
152787	C218522	074-342-045-7	\$220.00	2114 PEPPERTREE WAY #1	LAM	VINCENT	603 VERDE AVE		
							RICHMOND, CA 94801		
152788	C218522	074-342-045-7	\$550.00	2114 PEPPERTREE WAY #1	LAM	VINCENT	603 VERDE AVE		
							RICHMOND, CA 94801		
151261	C218525	055-520-008-8	\$783.00	5216 TIMBER CREEK CT	LAUDERBACK	DAVID W	5658 SONOMA DR		
							PLEASANTON, CA 94566		
151744	C218525	055-520-008-8	\$110.00	5216 TIMBER CREEK CT	LAUDERBACK	DAVID W	5658 SONOMA DR		
							PLEASANTON, CA 94566		
152789	C218525	055-520-008-8	\$220.00	5216 TIMBER CREEK CT	LAUDERBACK	DAVID W	5658 SONOMA DR		
							PLEASANTON, CA 94566		
152790	C218525	055-520-008-8	\$550.00	5216 TIMBER CREEK CT	LAUDERBACK	DAVID W	5658 SONOMA DR		
							PLEASANTON, CA 94566		
151246	C218513	051-352-002-3	\$783.00	2840 CASHEW ST	HENDREN	IVAN R	242 ELAINE DR	PLEASANT	
							HILL, CA 94523		
151743	C218513	051-352-002-3	\$110.00	2840 CASHEW ST	HENDREN	IVAN R	242 ELAINE DR	PLEASANT	
							HILL, CA 94523		
152791	C218513	051-352-002-3	\$220.00	2840 CASHEW ST	HENDREN	IVAN R	242 ELAINE DR	PLEASANT	
							HILL, CA 94523		
152792	C218513	051-352-002-3	\$550.00	2840 CASHEW ST	HENDREN	IVAN R	242 ELAINE DR	PLEASANT	
							HILL, CA 94523		

10/4/2018								
BUSINESS LICENSE TAXES AND/OR ADMINISTRATIVE CITATION(S) FOR BOARD OF APPEALS								
ATTACHMENT A								
151242	C207194	051-140-028-5	\$783.00	1715 ST CLAIRE ST	JIMENEZ	CARLOS & OBDULIA	1904 CINNAMON RIDGE DR OAKLEY, CA 94561	
151732	C207194	051-140-028-5	\$110.00	1715 ST CLAIRE ST	JIMENEZ	CARLOS & OBDULIA	1904 CINNAMON RIDGE DR OAKLEY, CA 94561	
152795	C207194	051-140-028-5	\$220.00	1715 ST CLAIRE ST	JIMENEZ	CARLOS & OBDULIA	1904 CINNAMON RIDGE DR OAKLEY, CA 94561	
152796	C207194	051-140-028-5	\$550.00	1715 ST CLAIRE ST	JIMENEZ	CARLOS & OBDULIA	1904 CINNAMON RIDGE DR OAKLEY, CA 94561	
151237	C218507	053-121-002-9	\$783.00	2757 ASILOMAR DR	HOLADAY	DOUGLAS M & MARY W ZHU YU MEI	336 HURLBUTT ST WILTON, CT 06897	
151736	C218507	053-121-002-9	\$110.00	2757 ASILOMAR DR	HOLADAY	DOUGLAS M & MARY W ZHU YU MEI	336 HURLBUTT ST WILTON, CT 06897	
154738	C218507	053-121-002-9	\$550.00	2757 ASILOMAR DR	HOLADAY	DOUGLAS M & MARY W ZHU YU MEI	336 HURLBUTT ST WILTON, CT 06897	
154739	C218507	053-121-002-9	\$220.00	2757 ASILOMAR DR	HOLADAY	DOUGLAS M & MARY W ZHU YU MEI	336 HURLBUTT ST WILTON, CT 06897	
TOTAL			\$32,942.00					



NOTICE OF INTENT TO RECORD LIEN

DATE

Owner Name
Mailing Address
City, State, Zip

SUBJECT: UNPAID BUSINESS LICENSES TAXES & ADMINISTRATIVE CITATION(S) IN THE AMOUNT OF \$ XXXX.XX

Address: Property Subject Address
Parcel No: xxx-xxx-xx-x
Customer No: CXXXXXX/3

PLEASE BE ADVISED, the City of Antioch claims a special assessment pursuant to Cal. Gov't Code §38773.5 and Antioch Municipal Code §1-5.09 for unpaid Business License taxes, Administrative Citation(s) and penalties relating to the above referred to real property. Said taxes, fines and late penalties were not fully reimbursed to the City of Antioch within 30 days of the date of billing.

On Thursday, DATE at 3:00 P.M. the **ADMINISTRATIVE BOARD OF APPEALS** will receive the proposed assessment for hearing and confirmation. Should you object to the proposed assessment and choose to challenge the proposed assessment 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. 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 and the matter may be placed on the consent calendar of the agenda for the Board of Administrative Appeals.

BE FURTHER ADVISED that the amount of the assessment shall be recorded with the Contra Costa County Recorder's office on **DATE**. To avoid recordation, please make payment to the City of Antioch, on or before **DATE** 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 cost to release said lien.

**CITY OF ANTIOCH
PO 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 in this matter, please call the Business License Department at (925) 779-7059. Thank you for your immediate cooperation.

Sincerely,

L. Saunders

Finance Services Supervisor
cc: City Attorney