

**BOARD OF ADMINISTRATIVE APPEALS  
ADMINISTRATIVE REVIEW PANEL**

**Council Chambers  
200 "H" Street**

**OCTOBER 6, 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  
SEPTEMBER 1, 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 JULY 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.**

**September 1, 2016  
Council Chambers**

Chairperson Simpson called the meeting to order at 3:00 P.M. on Thursday, September 1, 2016 in the Council Chambers.

**ROLL CALL:**

Present: Board Members Rouse, Adeyemi, Ussam-Lemmons, (Alternate) and Chairperson Simpson

Absent: Board Member Gonsalves and Schleder

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

**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 JULY 7, 2016**

On motion by Board Member Rouse, seconded by Board Member Adeyemi, the Board of Administrative Appeals approved the Minutes for July 7, 2016.

*Ayes: Adeyemi, Rouse     Abstain: Ussam-Lemmons, Simpson     Absent: Gonsalves, Schleder*

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

Code Enforcement Assistant Skaggs gave an overview of steps taken by staff prior to the recommendation to request the levy of special assessments. She also discussed the process to release the lien once placed on a property.

On motion by Board Member Adeyemi, seconded by Board Member Rouse, 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: Adeyemi, Rouse, Simpson    Abstain: Ussam-Lemmons    Absent: Gonsalves, Schleder*

**PUBLIC COMMENTS** - None

**WRITTEN/ORAL COMMUNICATIONS** - None

**ADJOURNMENT**

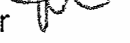
Chairperson Simpson adjourned the Administrative Board of Appeals meeting at 3:09 P.M. to the next regularly scheduled meeting on October 6, 2016.

Respectfully Submitted,

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Kitty Eiden  
Minutes Clerk

**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS  
FOR CONSIDERATION AT THE HEARING ON October 6, 2016**

**Prepared by:** Mike Aguirre, Interim Code Enforcement Manager 

**Date:** September 26, 2016

**Subject:** Approval of the Levy of Special Assessments on Certain Properties for Unpaid Administrative Citations & Abatements for the Month of July, 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 July, 2016, in the amount of **\$20,555.54**

**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 ABATEMENTS FOR BOARD OF APPEALS - October 6, 2016  
ATTACHMENT A

AR	Case	APN	Amount	Site Address	Owner last	Owner first	Mailing address	Paid
AR146565	CD1606-112	051-420-011	\$420.00	1850E 18TH ST	BIAS	JIM D.	1820 W 18TH	
AR146567	CD1607-052	074-401-022	\$310.00	2125 MANDARIN WAY	CASTRO	JULIO CESAR MEZA	2125 MANDARIN WAY	
AR146387	CE1606-208	068-594-009	\$310.00	900 BURWOOD WAY	CEN	BOSHENG	900 BURWOOD WAY	
AR146385	CE1606-199	068-594-008	\$310.00	908 BURWOOD WAY	CHUN	JEFFREY D.	908 BURWOOD WAY	
AR146377	CE1606-199	068-594-008	\$750.00	908 BURWOOD WAY	CHUN	JEFFREY D.	908 BURWOOD WAY	
AR146590	CE1606-199	068-594-008	\$1,300.00	908 BURWOOD WAY	CHUN	JEFFREY D.	908 BURWOOD WAY	
AR146571	CD1607-045	074-403-012	\$310.00	2202 BANYAN WAY	COLLINS	HAINIE II	2548 BLUEROCK DR, ANTIOCH, CA	
AR146384	CE1606-020	066-073-014	\$3,500.00	4853 LE FEBVRE WAY	FOSTER	STEVEN CLYDE	4853 LE FEBVRE WAY	
AR146372	CD1605-050	068-115-004	\$750.00	109 E MADILL ST	LAGAZO	ALBERT D.	109 E MADILL ST	
AR146282	CD1605-050	068-115-004	\$1,300.00	109 E MADILL ST	LAGAZO	ALBERT D.	109 E MADILL ST	
AR146578	CD1607-053	074-403-019	\$310.00	2224 BANYAN WAY	LI	ZEFA	2224 BANYAN WAY	
AR146375	CE1606-115	062-500-011	\$310.00	4622 IMPERIAL ST	LIAO	YU-JO	4622 IMPERIAL ST	
AR146593	CE1606-115	052-500-001	\$750.00	4322 IMPERIAL ST	LIAO	YU-JO	4622 IMPERIAL ST	
AR146579	CD1605-064	068-430-006	\$1,300.00	3210 SUNSET LN	ORTEGA	MARTHA Y.	3210 SUNSET LN	
AR146371	CD1605-066	067-273-003	\$310.00	28 W MADILL ST	PAEZ	MARIA I.	99 A STREET, ANTIOCH, CA	
AR146291	CD1606-056	051-243-015	\$750.00	1435 HILL DR	PEREZ	CHRISTINA	2883 BOWLING GREEN DR, WALNUT CREEK, CA	
AR146373	CD1606-056	051-243-015	\$1,300.00	1435 HILL DR	PEREZ	CHRISTINA	2883 BOWLING GREEN DR, WALNUT CREEK, CA	
AR146767	CE1604-079	053-680-026	\$265.54	2600 COVELITE WAY	RHODES	CARL	2600 COVELITE WAY	
AR146283	CD1605-095	065-261-012	\$420.00	85 S LAKE DR	RITTER	DEAN J.	85 S LAKE DR	
AR146581	CD1607-065	074-421-013	\$310.00	2221 DOGWOOD WAY	ROOK	GROUP LLC	37600 CENTRAL CT, NEWARK, CA	
AR146380	CE1606-042	075-241-008	\$1,300.00	2017 CERRO CT	SABIN	DON	2017 CERRO CT	
AR146292	CD1605-012	066-061-008	\$1,300.00	320 H STREET	SEELENBACHER	PHILIP	3461MONROE AVE, LAFAYETTE, CA	
AR146370	CD1606-057	066-032-020	\$310.00	505 B STREET	STAMM	BARBARA	505 B STREET	
AR146289	CD1606-068	076-463-007	\$750.00	2305 WALLACE CT	TONG	YIN FEI	130 SATURN CT, PITTSBURG, CA	
AR146294	CD1606-068	076-463-007	\$1,300.00	2305 WALLACE CT	TONG	YIN FEI	130 SATURN CT, PITTSBURG, CA	
AR146585	CD1607-079	074-421-028	\$310.00	2107 DOGWOOD WAY	WALLS	JIM A.	2107 DOGWOOD WAY	
<b>TOTAL</b>			<b>\$20,555.54</b>					