

AMENDED

**BOARD OF ADMINISTRATIVE APPEALS
ADMINISTRATIVE REVIEW PANEL**

**Council Chambers
200 "H" Street**

**NOVEMBER 1, 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 OCTOBER 4, 2018

STAFF REPORT

Recommended Action: Motion to approve the minutes.

- B.** **CODE ENFORCEMENT** APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS 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

CONSENT CALENDAR – Continued

C. BUSINESS LICENSE – APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID BUSINESS LICENSE TAXES AND/OR ADMINISTRATIVE CITATION(S) FOR THE MONTH OF OCTOBER 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

2. REGULAR AGENDA

OATH for all intending to testify

A. ADMINISTRATIVE CITATION NO. 6037 – APPEAL FILED BY SERGEI SAPOZHNIKOV FOR THE PROPERTY LOCATED AT 3224 MADRONE STREET, ANTIOCH, REGARDING ANTIOCH MUNICIPAL CODE “BUSINESS LICENSE REQUIRED” [§3-1.103].

STAFF REPORT

B. ADMINISTRATIVE CITATION NO. 6113 – APPEAL FILED BY WINT LWIN FOR THE PROPERTY LOCATED AT 1517 C, ANTIOCH, REGARDING ANTIOCH MUNICIPAL CODE “BUSINESS LICENSE REQUIRED” [§3-1.103].

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: <https://www.antiochca.gov/government/agendas-and-minutes/board-of-administrative-appeals/> 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.**

**October 4, 2018
Council Chambers**

Vice Chairperson Adeyemi called the meeting to order at 3:01 P.M. on Thursday, October 4, 2018 in the Council Chambers.

ROLL CALL:

Present: Board Members Faraji, Livingston, Goodbeer and Vice Chair Adeyemi
Absent: Chairperson Simpson

Staff Present: Minutes Clerk, Kitty Eiden
Finance Services Supervisor, Lisa Saunders
Business License Representative, Claudia Argenal
Code Enforcement Assistant, Denise Skaggs

PLEDGE OF ALLEGIANCE

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

1. CONSENT CALENDAR

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

On motion by Board Member Faraji, seconded by Board Member Goodbeer, the Board of Administrative Appeals approved the Minutes for September 6, 2018. The motion carried the following vote:

Ayes: Faraji, Adeyemi, Goodbeer, Livingston

Absent: Simpson

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.

Finance Services Supervisor Saunders announced there was a supplemental staff report with a revised list and amount totaling \$26,871.00, to reflect several payments that had been secured.

On motion by Board Member Goodbeer, 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, Adeyemi, Goodbeer, Livingston

Absent: Simpson

PUBLIC COMMENTS – None

WRITTEN/ORAL COMMUNICATIONS – None

ADJOURNMENT

Vice Chairperson Adeyemi adjourned the Administrative Board of Appeals meeting at 3:05 P.M. to the next regularly scheduled meeting on November 1, 2018.

Respectfully Submitted,

Kitty Eiden
Minutes Clerk

**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS FOR
CONSIDERATION AT THE HEARING ON NOVEMBER 1, 2018**

Prepared by: Curt Michael, Code Enforcement Manager *CM*
Date: October 22, 2018
Subject: Approval of the Levy of Special Assessments on Certain
Properties for Unpaid Administrative Citations & Lien
Processing Fees for the Month 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 Records 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 August & September 2018 in the amount of **\$12,858.00**

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 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 - NOVEMBER 1, 2018
ATTACHMENT A**

AR	Case	APN	Amount	Lien Processing Fee	Site Address	Owner last	Owner first	Mailing address	Paid
AR154535	CD1807-011	065-071-020	\$420.00	\$303.00	1205 A STREET	AISH	DON	POBOX117694,BURLINGAME, CA	
AR154839	CE1807-037	055-090-002	\$310.00	\$303.00	4305 ELK DR	BUI	NGOC TB	4305 ELK DR, ANTIOCH	
AR154840	CE1807-037	055-090-002	\$750.00		4305 ELK DR	BUI	NGOC TB	4305 ELK DR, ANTIOCH	
AR154544	CD1801-055	071-326-001	\$3,500.00	\$296.00	2913 ENEA WAY	DEAN	DAVID	2913 ENEA WAY, ANTIOCH	
AR154539	CE1807-038	051-370-012	\$310.00	\$296.00	3113 ALMOND TREE CT	FEDERAL	NATIONAL MORT	10790 RANCHO BERNARDO RD. SAN DIEGO, CA	
AR154538	CD1806-043	071-171-024	\$310.00	\$296.00	3517 CLAYBURN RD	GARZA	BRANDY	3517 CLAYBURN RD, ANTIOCH	
AR154837	CD1806-043	071-171-024	\$750.00		3517 CLAYBURN RD	GARZA	BRANDY	3517 CLAYBURN RD, ANTIOCH	
AR154831	CD1807-033	071-032-001	\$310.00	\$286.00	2700 DOLORES ST	GARCIA	JOSE GABRIEL	2700 DOLORES ST, ANTIOCH	
AR154835	PE1806-106	055-350-055	\$310.00	\$296.00	1958 BADGER PASS WAY	HANSEN	DARCY	POBOX1277, NEWARK, CA	
AR154828	PE1807-005	075-241-005	\$310.00	\$296.00	2016 CERRO CT	SABIN	DON B.	2415 OLIVERA RD #4, CONCORD, CA	
AR154833	CE1803-007	052-323-022	\$1,300.00	\$303.00	4040 BANBURY WAY	SALVADOR	ROLANDO C	4040 BANBURY WAY, ANTIOCH	
AR154838	PE1804-134	071-151-012	\$1,300.00	\$303.00	3501 LONE TREE WAY	THALAPANENI	GURU	POBOX292, GLENBROOK, NV	
TOTAL			\$9,880.00	\$2,978.00					



STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS FOR CONSIDERATION AT THE HEARING ON NOVEMBER 1, 2018

DATE: October 23, 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 Month of October 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 October 2018 in the amount of **\$24,428.00.**

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 October 11, 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.

ATTACHMENT

- A: List of Assessments
- B: Notice of Intent to Record Lien

11/1/2018								
BUSINESS LICENSE TAXES AND/OR ADMINISTRATIVE CITATION(S) FOR BOARD OF APPEALS								
ATTACHMENT A								
AR	Customer #	APN	Amount	Lien Processing Charge	Site Address	Owner last	Owner first	Mailing address
151407	C218562	066-223-021-8	\$783.00		1114 W 10TH ST	RAMEY TRE	JAMES D	2820 VISTA WAY ANTIOCH, CA 94509
152163	C218562	066-223-021-8	\$110.00		1114 W 10TH ST	RAMEY TRE	JAMES D	2820 VISTA WAY ANTIOCH, CA 94509
153367	C218562	066-223-021-8	\$220.00		1114 W 10TH ST	RAMEY TRE	JAMES D	2820 VISTA WAY ANTIOCH, CA 94509
153368	C218562	066-223-021-8	\$550.00	\$296.00	1114 W 10TH ST	RAMEY TRE	JAMES D	2820 VISTA WAY ANTIOCH, CA 94509
151412	C218566	056-350-071-9	\$783.00		5204 SUNGROVE WAY	YRUSKI	ANDREY	728A VERMONT ST SAN FRANCISCO, CA 94107
152184	C218566	056-350-071-9	\$110.00		5204 SUNGROVE WAY	YRUSKI	ANDREY	728A VERMONT ST SAN FRANCISCO, CA 94107
153371	C218566	056-350-071-9	\$220.00		5204 SUNGROVE WAY	YRUSKI	ANDREY	728A VERMONT ST SAN FRANCISCO, CA 94107
153372	C218566	056-350-071-9	\$550.00	\$296.00	5204 SUNGROVE WAY	YRUSKI	ANDREY	728A VERMONT ST SAN FRANCISCO, CA 94107
151397	C218556	053-272-010-9	\$532.00		4408 DEERFIELD DR	WONG	MICHELLE WEIMIN	443 PARK SHADOW CT BALDWIN PARK, CA 91706
152173	C218556	053-272-010-9	\$110.00		4408 DEERFIELD DR	WONG	MICHELLE WEIMIN	443 PARK SHADOW CT BALDWIN PARK, CA 91706
153363	C218556	053-272-010-9	\$220.00		4408 DEERFIELD DR	WONG	MICHELLE WEIMIN	443 PARK SHADOW CT BALDWIN PARK, CA 91706
153364	C218556	053-272-010-9	\$550.00	\$296.00	4408 DEERFIELD DR	WONG	MICHELLE WEIMIN	443 PARK SHADOW CT BALDWIN PARK, CA 91706
151385	C218547	068-075-003-1	\$783.00		508 GARY AVE	WALKER	TAMISHA TORRES	1070 TARA HILLS DR PINOLE, CA 94564
152178	C218547	068-075-003-1	\$110.00		508 GARY AVE	WALKER	TAMISHA TORRES	1070 TARA HILLS DR PINOLE, CA 94564
153359	C218547	068-075-003-1	\$220.00		508 GARY AVE	WALKER	TAMISHA TORRES	1070 TARA HILLS DR PINOLE, CA 94564
153360	C218547	068-075-003-1	\$550.00	\$296.00	508 GARY AVE	WALKER	TAMISHA TORRES	1070 TARA HILLS DR PINOLE, CA 94564
151410	C209976	066-222-012-8	\$281.00		1207 W 8TH ST	YESHAYAHU TRE	AARON	PO BOX 763 ORINDA, CA 94563
152186	C209976	066-222-012-8	\$110.00		1207 W 8TH ST	YESHAYAHU TRE	AARON	PO BOX 763 ORINDA, CA 94563
153369	C209976	066-222-012-8	\$220.00		1207 W 8TH ST	YESHAYAHU TRE	AARON	PO BOX 763 ORINDA, CA 94563
153370	C209976	066-222-012-8	\$550.00	\$296.00	1207 W 8TH ST	YESHAYAHU TRE	AARON	PO BOX 763 ORINDA, CA 94563
151374	C210738	076-132-003-5	\$783.00		2911 EL MONTE WAY	THOMPSON TRE	WENDY JEAN	2750 WINDING LN ANTIOCH, CA 94531
152181	C210738	076-132-003-5	\$110.00		2911 EL MONTE WAY	THOMPSON TRE	WENDY JEAN	2750 WINDING LN ANTIOCH, CA 94531
153357	C210738	076-132-003-5	\$220.00		2911 EL MONTE WAY	THOMPSON TRE	WENDY JEAN	2750 WINDING LN ANTIOCH, CA 94531
153358	C210738	076-132-003-5	\$550.00	\$296.00	2911 EL MONTE WAY	THOMPSON TRE	WENDY JEAN	2750 WINDING LN ANTIOCH, CA 94531

11/1/2018								
BUSINESS LICENSE TAXES AND/OR ADMINISTRATIVE CITATION(S) FOR BOARD OF APPEALS								
ATTACHMENT A								
151469	C218586	076-052-003-1	\$783.00		1108 GRANADA CT	REYES	JOSEPH	224 HUNTINGTON DR ANTIOCH, CA 94509
152233	C218586	076-052-003-1	\$110.00		1108 GRANADA CT	REYES	JOSEPH	224 HUNTINGTON DR ANTIOCH, CA 94509
153378	C218586	076-052-003-1	\$220.00		1108 GRANADA CT	REYES	JOSEPH	224 HUNTINGTON DR ANTIOCH, CA 94509
153379	C218586	076-052-003-1	\$550.00	\$296.00	1108 GRANADA CT	REYES	JOSEPH	224 HUNTINGTON DR ANTIOCH, CA 94509
151464	C218581	074-440-060-7	\$483.00		2410 STARLIGHT LN #166	SAEEDI TRE	SARA A	50 REDDING RD CAMPBELL, CA 95008
152234	C218581	074-440-060-7	\$110.00		2410 STARLIGHT LN #166	SAEEDI TRE	SARA A	50 REDDING RD CAMPBELL, CA 95008
153387	C218581	074-440-060-7	\$220.00		2410 STARLIGHT LN #166	SAEEDI TRE	SARA A	50 REDDING RD CAMPBELL, CA 95008
153388	C218581	074-440-060-7	\$550.00	\$296.00	2410 STARLIGHT LN #166	SAEEDI TRE	SARA A	50 REDDING RD CAMPBELL, CA 95008
151377	C218541	053-680-021-2	\$783.00		2609 PITCHSTONE WAY	LAU	SAI C	158 W 25TH AVE SAN MATEO, CA 94403
152182	C218541	053-680-021-2	\$110.00		2609 PITCHSTONE WAY	LAU	SAI C	158 W 25TH AVE SAN MATEO, CA 94403
153355	C218541	053-680-021-2	\$220.00		2609 PITCHSTONE WAY	LAU	SAI C	158 W 25TH AVE SAN MATEO, CA 94403
153356	C218541	053-680-021-2	\$550.00	\$296.00	2609 PITCHSTONE WAY	LAU	SAI C	158 W 25TH AVE SAN MATEO, CA 94403
151461	C218579	068-064-011-7	\$783.00		2113 RUBY DR	RUSSELL	TERRI	16152 WOLF MEADOWS DR GRASS VALLEY, CA 95949
152236	C218579	068-064-011-7	\$110.00		2113 RUBY DR	RUSSELL	TERRI	16152 WOLF MEADOWS DR GRASS VALLEY, CA 95949
153389	C218579	068-064-011-7	\$220.00		2113 RUBY DR	RUSSELL	TERRI	16152 WOLF MEADOWS DR GRASS VALLEY, CA 95949
153390	C218579	068-064-011-7	\$550.00	\$296.00	2113 RUBY DR	RUSSELL	TERRI	16152 WOLF MEADOWS DR GRASS VALLEY, CA 95949
151462	C218580	076-330-038-1	\$783.00		2600 RUTGERS LN	RUSTRUM	STACEY	258 RANGEWOOD DR PITTSBURG, CA 94565
152235	C218580	076-330-038-1	\$110.00		2600 RUTGERS LN	RUSTRUM	STACEY	258 RANGEWOOD DR PITTSBURG, CA 94565
153391	C218580	076-330-038-1	\$220.00		2600 RUTGERS LN	RUSTRUM	STACEY	258 RANGEWOOD DR PITTSBURG, CA 94565
153392	C218580	076-330-038-1	\$550.00	\$296.00	2600 RUTGERS LN	RUSTRUM	STACEY	258 RANGEWOOD DR PITTSBURG, CA 94565
151453	C218571	068-152-035-9	\$783.00		2710 SUNSET LN	RODRIGUES JR	LEE & BETTY	4694 GREENROCK CT ANTIOCH, CA 94531
152243	C218571	068-152-035-9	\$110.00		2710 SUNSET LN	RODRIGUES JR	LEE & BETTY	4694 GREENROCK CT ANTIOCH, CA 94531
153380	C218571	068-152-035-9	\$220.00		2710 SUNSET LN	RODRIGUES JR	LEE & BETTY	4694 GREENROCK CT ANTIOCH, CA 94531
153381	C218571	068-152-035-9	\$550.00	\$303.00	2710 SUNSET LN	RODRIGUES JR	LEE & BETTY	4694 GREENROCK CT ANTIOCH, CA 94531
151458	C218576	051-294-014-9	\$783.00		1845 TREMBATH CT	ROY	NORMAN & DONNA	137 LAGUNA CIR PITTSBURG, CA 94565

FINANCE DEPARTMENT**PO Box 5007, Antioch, CA 94531-5007****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



**STAFF REPORT TO THE ADMINISTRATIVE REVIEW PANEL FOR
CONSIDERATION AT THE HEARING ON November 1, 2018**

DATE: October 24, 2018

PREPARED BY: Lisa Saunders, Finance Services Supervisor

APPROVED BY: Dawn Merchant, Finance Director

SUBJECT: **ADMINISTRATIVE CITATION NO. 6037** – Appeal filed by SERGEI SAPOZHNIKOV for the property located at [REDACTED] MADRONE ST, ANTIOCH, Regarding Antioch Municipal Code **“BUSINESS LICENSE REQUIRED”** [§3-1.103].

REQUEST:

SERGEI SAPOZHNIKOV requests to appeal the citation fee issued by the City of Antioch on 9/12/2018 in the amount of \$500. SERGEI SAPOZHNIKOV failed to comply with the Measure O ordinance after several attempts by MuniServices DBA Avenu Insights & Analytics and the City of Antioch were made.

BACKGROUND INFORMATION:

Measure O background information can be found in its entirety on the City of Antioch website at <http://www.ci.antioch.ca.us/CityGov/Finance/BusLic.htm> as Attachments A-F. The Council Meeting held on June 24, 2014, adopted Resolution No. 2014/61 to present to Voters a Measure to update the existing Business License Tax Ordinance to include a Residential Landlord Business License Tax (Attachment A). In September 2014, the “Frequently Asked Questions” document (Attachment B), was included and mailed out with water bills. The Contra Costa County Elections Division mailed the November 4, 2014 General Election Sample Ballot and Voter Informational Pamphlet (Attachment C) to all Registered Voters in the City of Antioch. The pamphlet contained the Local Measure Submitted to the Voters for the City of Antioch “Measure O – Business License Tax”. This included the Full Text, Impartial Analysis, Argument For, and Argument Against the Measure. Also included in the November 4, 2014 General Election Sample Ballot and Voter Informational Pamphlet were the Candidates running for Antioch City Council.

- November 4, 2014 General Election

The City Council adopted Resolution No. 2014/97 at the December 9, 2014, Council Meeting confirming canvass by the County Clerk of Contra Costa of ballots cast at the November 4, 2014 General Municipal Election. Measure O – Residential Landlord Business License Tax was approved by the Voters and Ordinance No. 2094-C-S was adopted by Council (Attachment D).

2A.WEB

11/1/2018

- MuniServices Contract approved by City Council

At the February 24, 2015 Council Meeting, City Council approved the contract with MuniServices after issuing a Request for Proposal (Attachment E-F) to help identify business owners in the City of Antioch.

Their primary functions are to identify owners of both commercial and residential businesses, collect the revenue, and submit the applications with payment to the City of Antioch at which time the Business License Representative enters them in to the City of Antioch's Business License System and collects any money through renewals going forward.

- Regarding Antioch Municipal Code:

§ 3-1.103 LICENSE REQUIRED.

(A) Except as provided in § [3-1.120](#), it shall be unlawful for any person to commence, conduct or purport to commence or conduct, either directly or indirectly, any business activity in the city without having an unrevoked license under this chapter so to do, valid and in effect at the time, and without paying the required taxes and fees therefore and complying with any and all regulations of such business provided in this chapter, unless such person is exempt under this chapter. Licensees shall promptly inform the city of any change in operation, ownership, location and/or name of licensed businesses. No person who is an employee, or who is the direct representative of a licensee, shall be required to pay a license tax for doing any part of the work of such licensee.

(B) No person may advertise or announce a business activity in the city until he or she has obtained a business license, and where required by this Code, a permit. Advertising or announcement includes, but is not limited to, disseminating pamphlets or handbills, publishing newspaper announcements, electronic advertisement on the internet or otherwise, and purchasing radio and television spots.

(Ord. 2082-C-S, passed 3-25-14)

§ 3-1.217 RESIDENTIAL LANDLORD.

(A) In lieu of any other business license tax and subject to division (B) below, all those in the business of renting living quarters, including but not limited to a rental dwelling unit as defined in § [5-20.201](#) of the Antioch Municipal Code, shall pay the annual license amount indicated in the table immediately below based on the total number of units they are renting or have available for rent within the city and the type of unit as defined in the Municipal Code:

Type of Unit	Annual Tax
Single family dwelling unit	\$250 per unit
Multi-family dwelling unit including duplexes, condominiums and apartments	\$150 per unit

(B) The following living quarters are excepted from this requirement to pay a business license tax based on dwelling units but still must pay the tax based on gross receipts:

(1) Those that fit within the definition of hospital, hotel, motel, and convalescent and extended care facility and residential care facility as defined in § [9-5.203](#) of the Antioch Municipal Code;

(2) Those that are exempt as a matter of law; and

(3) Those that the Director of Financial Services reasonably determines to be substantially similar in nature to one of the excepted living quarters listed above.

(C) The Director of Financial Services may promulgate policies and procedures to administer this tax.

(Ord. 2094-C-S, passed 12-9-14)

RENTAL DWELLING UNIT AS DEFINED IN OUR MUNICIPAL CODE:

“Any building or portion of a building in the city that contains living facilities, including provisions for sleeping, eating, cooking, and sanitation, which is hired, rented or leased by a person within the meaning of Cal. Civ. Code § 1940. A "rental dwelling unit" includes a single family dwelling, either attached or detached, or a unit in a multifamily or multipurpose dwelling, or a unit in a condominium or cooperative housing project, or any room or group of rooms located within a dwelling and forming a single unit with facilities that are used or intended to be used for living, sleeping, cooking or eating. The definition of “rental dwelling unit” applies to any dwelling space that is actually used or available for residential purposes whether or not the residential use is legally permitted.”

DISCUSSION

SERGEI SAPOZHNIKOV received the following notifications for the rental property located at [REDACTED] MADRONE ST requesting compliance with Measure O:

- 8/16/2016 MuniServices / Avenu Insights & Analytics sent 1st letter along with a declaration of information and business license application to the county records address on file at this time. ([Attachment G](#)).
- 9/23/2016 MuniServices / Avenu Insights & Analytics sent 2nd letter along with a declaration of information and business license application to the county records address on file at this time. ([Attachment H](#)).
- 10/22/2016 MuniServices / Avenu Insights & Analytics sent 3rd letter along with a declaration of information and business license application to the county records address on file at this time. ([Attachment I](#)).
- 9/20/2017 MuniServices / Avenu Insights & Analytics sent a follow up notice of violation to the county records address on file at this time. ([Attachment J](#)).

All letters mailed by MuniServices / Avenu Insights & Analytics included an application with instructions to complete and return.

- Per Antioch Municipal Code:

§ 3-1.203 PENALTIES.

(A) Unless otherwise specified by the terms of a particular license, taxes are due and payable within 30 days following expiration date of the license.

(B) Any business license tax not paid when it becomes due and payable shall be delinquent and the following penalties added to it as follows:

(1) Ten percent of the business license tax for a delinquency after 30 days from the expiration date;

(2) Thirty percent of the business license tax for a delinquency of 60 days from the expiration date plus a new application fee as provided in § [3-1.120](#); and

(3) Fifty percent of license tax for a delinquency of 90 days from the expiration date plus a new application fee as provided in § [3-1.120](#).

(C) Failure to pay the business license tax is a violation of the Antioch Municipal Code and a public nuisance. The city may seek any remedies available to it for such violation and public nuisance.

(D) Any business operating in violation of the Antioch Municipal Code or as a nuisance is subject to water service disconnection, subject to noticing requirements under the law.

(Ord. 2082-C-S, passed 3-25-14)

- Per State statute of limitation:

Section 6501(a) of the Internal Revenue Code (Tax Code) and section 301.6501(a)-1(a) of the Income Tax Regulations (Tax Regulations), the IRS is required to assess tax within 3 years after the tax return was filed with the IRS. Similarly, under 301.6501(a)-1(b) of the Tax Regulations no proceeding in court by the IRS without assessment for the collection of any tax can begin after the expiration of 3 years.

The final letter sent from MUNI Services on 9/20/2017 contained the following statement (fifth and sixth paragraphs) notifying that if compliance was not made, SERGEI SAPOZHNIKOV could be subject to citation from the City:

Required correction: Within 15 calendar days from the date of this notice, you must contact MuniServices / Avenu Insights & Analytics, LLC by phone at 1-800-987-0999 or in person at 200 H Street, Antioch, CA and obtain a business license for the above property or file an appeal with the office of the City Clerk.

I hope you take this one-time opportunity to voluntarily abate the above violation(s) and public nuisance without the need for the City to issue Administrative Citations, which carry fines that range from \$100 to \$1,000 for every day the violation(s) are permitted to remain and/or take other action to compel your compliance.

The following actions were taken by the City when SERGEI SAPOZHNIKOV continued to fail to comply with the Measure O ordinance for ■■■■■ MADRONE ST;

- 12/19/2017 - No application or payment was received from SERGEI SAPOZHNIKOV through MuniServices / Avenu Insights & Analytics or the City of Antioch. Invoice No. 3403 for \$783 was issued from the Business License system for business license taxes and fees due per Ordinance. The invoice was due 1/2/2018. Contra Costa County property owner information & mailing address information attached here. (Attachment K).
- 1/5/2018 – MuniServices / Avenu Insights & Analytics received a telephone call from SERGEI SAPOZHNIKOV who had received correspondence, SERGEI SAPOZHNIKOV advised he would be contacting the City of Antioch directly.
- 4/30/2018 - No application or payment was received from SERGEI SAPOZHNIKOV through MuniServices / Avenu Insights & Analytics or the City of Antioch. A \$100 Administrative Citation No. 5396 was issued for non compliance with Measure O with a due date of 5/10/2018 (Attachment L).
- 5/22/2018 - Invoice AR153884 for \$783.00 and invoice AR153885 for \$110.00 was created in the City's Accounts Receivable system and sent. (Attachment M).
- 5/23/2018 - No application or payment as agreed was received from SERGEI SAPOZHNIKOV through MuniServices / Avenu Insights & Analytics or the City of Antioch. A \$200 Administrative Citation No. 5718 was issued for non compliance with Measure O with a due date of 6/2/2018. (Attachment N).
- 6/19/2018 - Invoice AR154304 for \$220 was created in the City's Accounts Receivable system and sent. (Attachment O).
- 9/12/2018 - No application or payment was received from SERGEI SAPOZHNIKOV through MuniServices / Avenu Insights & Analytics or the City of Antioch. A \$500 Administrative Citation No. 6037 was issued for non compliance with Measure O with a due date of 9/24/2018. (Attachment P).
- 9/24/2018 - Property owner SERGEI SAPOZHNIKOV came in to office and complied with Measure O ordinance and filed appeal for the \$500 Administrative Citation No. 6037. (Attachments Q & R).

RECOMMENDATION:

It is staff's recommendation to uphold the \$500 Administrative Citation No. 6037 issued on September 12, 2018 for violation of the Antioch Municipal Code Business License Required and Residential Landlord Business License Tax (Measure O).

ATTACHMENTS:

- A. Resolution No. 2014/61 adopted at the 6/24/14 Council Meeting
- B. "Frequently Asked Questions" mailed out with water bill in September 2014
- C. Contra Costa County Sample Ballot and Voter Information Pamphlet for Nov. 4, 2014 General Election
- D. Resolution 2014/97 and Ordinance No. 2094-C-S adopted at the 12/09/14 Council Meeting
- E. Proposal No. 946-1231-15F for Business License Discovery / Recovery
- F. Contract with MuniServices for Discovery / Recovery

- G.** 8/16/2016 - 1st letter mailed from MuniServices / Avenu Insights & Analytics
- H.** 9/23/2016 - 2nd letter mailed from MuniServices / Avenu Insights & Analytics
- I.** 10/22/2016 - 3rd letter mailed from MuniServices / Avenu Insights & Analytics
- J.** 9/20/2017 - MuniServices / Avenu Insights & Analytics Notice of Violation mailed
- K.** 12/19/2017 - Business License Invoice No. 3403 mailed for \$783
1/5/2018 - SERGEI SAPOZHNIKOV called MuniServices / Avenu Insights & Analytics
- L.** 4/30/2018 - Administrative Citation No. 5396 mailed for \$100
- M.** 5/22/2018 - Accounts Receivable bill for \$783 and \$110 mailed
- N.** 5/23/2018 - Administrative Citation No. 5718 mailed for \$200
- O.** 6/19/2018 - Accounts Receivable bill for \$220 mailed
- P.** 9/12/2018 - Administrative Citation No. 6037 mailed for \$500
- Q.** 9/24/2018 - Property owner came in and complied with Measure O ordinance
- R.** 9/24/2018 - SERGEI SAPOZHNIKOV filed appeal for \$500 Administrative Citation No. 6037 (██████ MADRONE ST) issued 9/12/2018
- S.** City Clerk Confirmation & Reminder letters

ATTACHMENT

G

PO BOX 27947
FRESNO CA 93729-7947



PO Box 27947
Fresno, CA 93729-7947
800 987 0999
Fax: 559 275 0289

ADDRESS SERVICE REQUESTED

August 16, 2016

#BWNFTZF #PRH6476211516080//



SAPOZHNIKOV SERGEI
RANCHITO DR
CONCORD CA 94520-1411



Reference #: ANT151709237

MADRONE ST

Dear SAPOZHNIKOV SERGEI:

MuniServices has been retained by the City of Antioch to conduct a business license compliance review. The primary purpose of this evaluation is to identify all businesses that may be operating in the City without a business license.

You have received this notice because our records indicate that you may be conducting business in the City of Antioch without a business license and have not paid a business tax.

The City of Antioch Municipal Code (Section 3-1.103) states that it shall be unlawful for any person to commence, conduct or purport to commence or conduct, either directly or indirectly, any business activity in the city without having an unrevoked license under this chapter to do so, valid and in effect at the time, and without paying the required taxes and fees therefore and complying with any and all regulations of such business provided in this chapter, unless such person is exempt under this chapter.

If you believe you are not liable to pay these taxes, we still require a reply from you to remove you from future mailings. In order to resolve your account, please assist us by completing one of the following items:

- If you are conducting business in the City of Antioch and **do not have** a current business license, please complete and return the enclosed application in the envelope provided within **30 days** of the date of this letter. An invoice detailing the taxes owed will be mailed to you upon receipt of your application information. **Note: Completed application and acceptance of payment does not constitute an authorization to operate without the required City approvals.**
- If you already **have** a valid business license, please provide a copy of your business license and return it within **30 days** of the date of this letter in the enclosed envelope, or fax a copy of your license to (559) 275-0289.
- If you believe you are **not required** to procure a City of Antioch business license, please provide a written statement describing your circumstances and explaining your position. Upon review you will be cleared from our system or contacted for additional information.

Thank you for your cooperation. If you need assistance completing the application, require information, or believe that this notice does not apply to you, please contact one of our Tax Specialists Monday through Friday between 8:00 a.m. and 5:00 p.m. Pacific Time at 800-987-0999.

Please refer to your account reference number **ANT151709237** when calling. Please mail your application directly to the City of Antioch, C/O Business License Processing P.O. Box 27947, Fresno, CA 93729-7947 within **30 days** of the date of this letter. Information obtained during this compliance review will be held in strict confidence.

Sincerely,

Compliance Division
MuniServices, LLC



City of Antioch Declaration of Information

Please complete this form in its entirety as it applies to your business activity in the City of Antioch. If you need any assistance completing this application, please contact a MuniServices Representative, Monday through Friday, 8:00am to 5:00pm Pacific Time.

Section I Demographic Information

Start Date of Business Activity in the City of Antioch: _____

Description of Business: _____

Is Your Business Home Based? YES / NO

Section II Business License Information

Please complete the following information table for the applicable tax years. Once this section is complete, please sign the certification and fill out the applicable application(s) and return them to MuniServices in the envelope provided.

- Notes: Completed application and acceptance of payment does not constitute an authorization to operate without the required City approvals.

Period	Gross Receipts ¹	Number of Rental Units ²
January to December 2018 Estimate		
January 1, 2017 – December 31, 2017		
January 1, 2016 – December 31, 2016		
January 1, 2015 – December 31, 2015		
January 1, 2014 – December 31, 2014		

¹ Professional Class Code – as defined in Antioch Municipal Code Sec 3.1.218, the owner of such business shall pay a business license tax based on gross receipts as provided in Sec 3.1.201 provided that the maximum annual tax payable under this section shall be \$312.50 annually.

² This column applies to the rental of residential property, which became effective through Measure O as of January 1, 2015.

Section III Certifications

I certify under the penalty of perjury that the information above is accurate and correct to the best of my knowledge and belief.

Signature of person authorized to sign for firm

Date

Phone Number

Title

FEIN or Social Security Number

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at www.dgs.ca.gov/dsa/home.aspx
- The Department of Rehabilitation at www.rehab.cahwnet.gov
- The California Commission on Disability Access at www.cceda.ca.gov

CITY OF ANTIOCH BUSINESS LICENSE APPLICATION



REFERENCE#

BUSINESS#

CLASS CODE:

INSTRUCTIONS:

LLSFD - Landlord - Residential Single Family dwelling

LLMFD - Landlord - Residential Multi Family dwelling

THIS APPLICATION IS CONSIDERED INCOMPLETE WITHOUT SIGNATURE AND DATE

1. OWNER'S NAME		2. OWNER'S MAILING ADDRESS	
3. TELEPHONE#	4. FAX NUMBER	5. EMAIL ADDRESS	
6. OWNER'S PHYSICAL ADDRESS IF DIFFERENT FROM #1 (NO PO BOX)		7. CONTACT NAME & ADDRESS (I.E. PROPERTY MANAGEMENT COMPANY)	
8. OWNER'S PHONE #		9. CONTACT PHONE #	
10. OWNER'S EMAIL ADDRESS		11. CONTACT'S EMAIL ADDRESS	
12a. PROPERTY ADDRESS (PLEASE USE ADDITIONAL SHEET IF NECESSARY)		12b. # OF UNITS	12c. AMOUNT
13. STATE MANDATED FEE (PLEASE SEE REVERSE SIDE)		14. APPLICATION FEE	
15. TOTAL AMOUNT DUE (combine boxes 12c, 13, & 14)			
OFFICE USE ONLY		OFFICE USE ONLY	
DATE:	RECEIPT#:	PLANNING:	BLDG DEPT:
		ZONING:	
<p><i>The undersigned, being authorized to make this Application, hereby declares to the best of his knowledge and belief that this is true, correct, and complete information made pursuant to the Antioch Municipal Code. The undersigned also agrees to abide by all considerations and restrictions imposed under the Antioch Municipal Code. This business license does not authorize holder to engage in any business or profession for which other certificates or permits are required.</i></p> <p>Boxes 1, 2, 3 and 6 are non-confidential information and may be made public.</p> <p>Sign Here _____</p> <p>SIGNATURE (REQUIRED) DATE (REQUIRED)</p>			

City of Antioch • Finance Department • C/O Business License Processing Center P.O. Box 27947 •
Fresno, CA 93729-7947 • (800) 987-0999 Fax (559) 275-0289
website: www.ci.antioch.ca.us email: Businessfax@Muniservices.com

ATTACHMENT

H

PO BOX 27947
FRESNO CA 93729-7947



P.O. Box 27947
Fresno, CA 93729-7947
800 987 0999
Fax: 559 275 0289

ADDRESS SERVICE REQUESTED

September 23, 2016

#BWNFTZF #PRH9880432016094#



SAPOZHNIKOV SERGEI
[REDACTED] RANCHITO DR
CONCORD CA 94520-1411



SECOND NOTICE

Reference #: ANT151709237

[REDACTED] MADRONE ST

Dear SAPOZHNIKOV SERGEI:

MuniServices has been retained by the City of Antioch to conduct a business license compliance review. The primary purpose of this evaluation is to identify all businesses that may be operating in the City without a business license.

You have received this notice because our records indicate that you may be conducting business in the City of Antioch without a business license and have not paid a business tax.

The City of Antioch Municipal Code (Section 3-1.103) states that it shall be unlawful for any person to commence, conduct or purport to commence or conduct, either directly or indirectly, any business activity in the city without having an unrevoked license under this chapter to do so, valid and in effect at the time, and without paying the required taxes and fees therefore and complying with any and all regulations of such business provided in this chapter, unless such person is exempt under this chapter.

If you believe you are not liable to pay these taxes, we still require a reply from you to remove you from future mailings. In order to resolve your account, please assist us by completing one of the following items:

- If you are conducting business in the City of Antioch and do not have a current business license, please complete and return the enclosed application in the envelope provided within **30 days** of the date of this letter. An invoice detailing the taxes owed will be mailed to you upon receipt of your application information. **Note: Completed application and acceptance of payment does not constitute an authorization to operate without the required City approvals.**
- If you already have a valid business license, please provide a copy of your business license and return it within **30 days** of the date of this letter in the enclosed envelope, or fax a copy of your license to (559) 275-0289.
- If you believe you are not required to procure a City of Antioch business license, please provide a written statement describing your circumstances and explaining your position. Upon review you will be cleared from our system or contacted for additional information.

Thank you for your cooperation. If you need assistance completing the application, require information, or believe that this notice does not apply to you, please contact one of our Tax Specialists Monday through Friday between 8:00 a.m. and 5:00 p.m. Pacific Time at 800-987-0999.

Please refer to your account reference number **ANT151709237** when calling. Please mail your application directly to the City of Antioch, C/O Business License Processing P.O. Box 27947, Fresno, CA 93729-7947 within **30 days** of the date of this letter. Information obtained during this compliance review will be held in strict confidence.

Sincerely,

Compliance Division
MuniServices, LLC



City of Antioch Declaration of Information

Please complete this form in its entirety as it applies to your business activity in the City of Antioch. If you need any assistance completing this application, please contact a MuniServices Representative, Monday through Friday, 8:00am to 5:00pm Pacific Time.

Section I Demographic Information

Start Date of Business Activity in the City of Antioch: _____

Description of Business: _____

Is Your Business Home Based? YES / NO

Section II Business License Information

Please complete the following information table for the applicable tax years. Once this section is complete, please sign the certification and fill out the applicable application(s) and return them to MuniServices in the envelope provided.

- Note: Completed application and acceptance of payment does not constitute an authorization to operate without the required City approvals.

Period	Gross Receipts ¹	Number of Rental Units ²
January to December 2018 Estimate		
January 1, 2017 – December 31, 2017		
January 1, 2016 – December 31, 2016		
January 1, 2015 – December 31, 2015		
January 1, 2014 – December 31, 2014		

¹ Professional Class Code – as defined in Antioch Municipal Code Sec 3.1.218, the owner of such business shall pay a business license tax based on gross receipts as provided in Sec 3.1.201 provided that the maximum annual tax payable under this section shall be \$312.50 annually.

² This column applies to the rental of residential property, which became effective through Measure O as of January 1, 2015.

Section III Certifications

I certify under the penalty of perjury that the information above is accurate and correct to the best of my knowledge and belief.

Signature of person authorized to sign for firm _____

Date _____

Phone Number _____

Title _____

FEIN or Social Security Number _____

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at www.dgs.ca.gov/dsa/home.aspx
- The Department of Rehabilitation at www.rehab.cahwnet.gov
- The California Commission on Disability Access at www.ceda.ca.gov

CITY OF ANTIOCH BUSINESS LICENSE APPLICATION



REFERENCE#

BUSINESS#

CLASSCODE:

INSTRUCTIONS:

LLSFD - Landlord - Residential Single Family dwelling

LLMFD - Landlord - Residential Multi Familydwelling

THIS APPLICATION IS CONSIDERED INCOMPLETE WITHOUT SIGNATURE AND DATE

1. OWNER'S NAME		2. OWNER'S MAILING ADDRESS	
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6. OWNER'S PHYSICAL ADDRESS IF DIFFERENT FROM #1 (NO PO BOX)		7. CONTACT NAME & ADDRESS (I.E. PROPERTY MANAGEMENT COMPANY)	
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12a. PROPERTY ADDRESS (PLEASE USE ADDITIONAL SHEET IF NECESSARY)		12b. # OF UNITS	12c. AMOUNT
13. STATE MANDATED FEE (PLEASE SEE REVERSE SIDE)		14. APPLICATION FEE	

15. TOTAL AMOUNT DUE (combine boxes 12a, 13, & 14)

OFFICE USE ONLY

DATE:

RECEIPT#:

OFFICE USE ONLY

PLANNING:

BLDG DEPT:

ZONING:

The undersigned, being authorized to make this Application, hereby declares to the best of his knowledge and belief that this is a true, correct, and complete information made pursuant to the Antioch Municipal Code. The undersigned also agrees to abide by all considerations and restrictions imposed under the Antioch Municipal Code. This business license does not authorize holder to engage in any business or profession for which other certificates or permits are required.

Boxes 1, 2, 3 and 6 are non-confidential information and may be made public.

**Sign
Here**

SIGNATURE (REQUIRED)

DATE (REQUIRED)

City of Antioch - Finance Department - C/O Business License Processing Center P.O. Box 27947 -
Fresno, CA 93729-7947 - (800) 987-0999 Fax (559) 275-0289

website: www.ci.antioch.ca.us email: BusinessTax@Muniservices.com

ATTACHMENT

I

PO BOX 27947
FRESNO CA 93729-7947



PO Box 27947
Fresno, CA 93729-7947
800 987 0999
Fax: 560 275 0289

ADDRESS SERVICE REQUESTED

October 22, 2016

#BWNFTZF #PRH3898466416109#



SAPOZHNIKOV SERGEI
[REDACTED] RANCHITO DR
CONCORD CA 94520-1411

FINAL NOTICE

Reference #: ANT151709237

[REDACTED] MADRONE ST

Dear SAPOZHNIKOV SERGEI:

MuniServices has been retained by the City of Antioch to conduct a business license compliance review. The primary purpose of this evaluation is to identify all businesses that may be operating in the City without a business license.

You have received this notice because our records indicate that you may be conducting business in the City of Antioch without a business license and have not paid a business tax.

The City of Antioch Municipal Code (Section 3-1.103) states that it shall be unlawful for any person to commence, conduct or purport to commence or conduct, either directly or indirectly, any business activity in the city without having an unrevoked license under this chapter to do so, valid and in effect at the time, and without paying the required taxes and fees therefore and complying with any and all regulations of such business provided in this chapter, unless such person is exempt under this chapter.

If you believe you are not liable to pay these taxes, we still require a reply from you to remove you from future mailings. In order to resolve your account, please assist us by completing one of the following items:

- If you are conducting business in the City of Antioch and do not have a current business license, please complete and return the enclosed application in the envelope provided within 30 days of the date of this letter. An invoice detailing the taxes owed will be mailed to you upon receipt of your application information. **Note:** Completed application and acceptance of payment does not constitute an authorization to operate without the required City approvals.
- If you already have a valid business license, please provide a copy of your business license and return it within 30 days of the date of this letter in the enclosed envelope, or fax a copy of your license to (559) 275-0289.
- If you believe you are not required to procure a City of Antioch business license, please provide a written statement describing your circumstances and explaining your position. Upon review you will be cleared from our system or contacted for additional information.

Thank you for your cooperation. If you need assistance completing the application, require information, or believe that this notice does not apply to you, please contact one of our Tax Specialists Monday through Friday between 8:00 a.m. and 5:00 p.m. Pacific Time at 800-987-0999.

Please refer to your account reference number **ANT151709237** when calling. Please mail your application directly to the City of Antioch, C/O Business License Processing P.O. Box 27947, Fresno, CA 93729-7947 within 30 days of the date of this letter. Information obtained during this compliance review will be held in strict confidence.

Sincerely,

Compliance Division
MuniServices, LLC



City of Antioch Declaration of Information

Please complete this form in its entirety as it applies to your business activity in the City of Antioch. If you need any assistance completing this application, please contact a MuniServices Representative, Monday through Friday, 8:00am to 5:00pm Pacific Time.

Section I Demographic Information

Start Date of Business Activity in the City of Antioch: _____

Description of Business: _____

Is Your Business Home Based? YES / NO

Section II Business License Information

Please complete the following information table for the applicable tax years. Once this section is complete, please sign the certification and fill out the applicable application(s) and return them to MuniServices in the envelope provided.

- Note: Completed application and acceptance of payment does not constitute an authorization to operate without the required City approvals.

Period	Gross Receipts ¹	Number of Rental Units ²
January to December 2018 Estimate		
January 1, 2017 – December 31, 2017		
January 1, 2016 – December 31, 2016		
January 1, 2015 – December 31, 2015		
January 1, 2014 – December 31, 2014		

¹ Professional Class Code – as defined in Antioch Municipal Code Sec 3.1.218, the owner of such business shall pay a business license tax based on gross receipts as provided in Sec 3.1.201 provided that the maximum annual tax payable under this section shall be \$312.50 annually.

² This column applies to the rental of residential property, which became effective through Measure O as of January 1, 2015.

Section III Certifications

I certify under the penalty of perjury that the information above is accurate and correct to the best of my knowledge and belief.

Signature of person authorized to sign for firm

Date

Phone Number

Title

FEIN or Social Security Number

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx
- The Department of Rehabilitation at www.rehab.ca.gov/net.gov
- The California Commission on Disability Access at www.cdda.ca.gov

CITY OF ANTIOCH BUSINESS LICENSE APPLICATION



REFERENCE#

BUSINESS#

CLASSCODE:

INSTRUCTIONS:

LLSFD - Landlord - Residential Single Family dwelling

LLMFD - Landlord - Residential Multi Family dwelling

THIS APPLICATION IS CONSIDERED INCOMPLETE WITHOUT SIGNATURE AND DATE

1. OWNER'S NAME		2. OWNER'S MAILING ADDRESS	
3. TELEPHONE #	4. FAX NUMBER	5. EMAIL ADDRESS	
6. OWNER'S PHYSICAL ADDRESS IF DIFFERENT FROM #1 (NO PO BOX)		7. CONTACT NAME & ADDRESS (I.E. PROPERTY MANAGEMENT COMPANY)	
8. OWNER'S PHONE #		9. CONTACT PHONE #	
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12a. PROPERTY ADDRESS (PLEASE USE ADDITIONAL SHEET IF NECESSARY)		12b. # OF UNITS	12c. AMOUNT
13. STATE MANDATED FEE (PLEASE SEE REVERSE SIDE)		14. APPLICATION FEE	

15. TOTAL AMOUNT DUE (combine boxes 12c, 13, & 14)

OFFICE USE ONLY

DATE:

RECEIPT#:

OFFICE USE ONLY

PLANNING:

BLDG DEPT:

ZONING:

The undersigned, being authorized to make this Application, hereby declares to the best of his knowledge and belief that this is a true, correct, and complete information made pursuant to the Antioch Municipal Code. The undersigned also agrees to abide by all considerations and restrictions imposed under the Antioch Municipal Code. This business license does not authorize holder to engage in any business or profession for which other certificates or permits are required.

Boxes 1, 2, 3 and 6 are non-confidential information and may be made public.

**Sign
Here**

SIGNATURE (REQUIRED)

DATE (REQUIRED)

City of Antioch - Finance Department - C/O Business License Processing Center P.O. Box 27947 -
Fresno, CA 93729-7947 - (800) 987-0999 Fax (559) 275-0289

website: www.ci.antioch.ca.us email: Businessstax@Muniservices.com

ATTACHMENT

J



SAPOZHNIKOV SERGEI

████ PINE CREEK WAY APT █████
CONCORD, CA 94520

Date: 9/20/2017

Reference Number: ANT151709237

Property Address: █████ MADRONE ST

Several attempts have been made to contact you by Avenu Insights & Analytics regarding the requirement of a business license for your residential rental property(s) located at █████ MADRONE ST per Measure O, effective December 9, 2014.

The condition listed below is a violation of the Antioch Municipal Code. As a courtesy to you, the City is providing you with this opportunity to voluntarily abate this violation. In order to do so it will be necessary for you to take the following action:

Violation:

YOU ARE RENTING YOUR RESIDENTIAL PROPERTY(S) LOCATED AT █████ MADRONE ST WITHOUT A VALID CITY OF ANTIOCH BUSINESS LICENSE

AMC Section §3-1.103 BUSINESS LICENSE REQUIRED - It shall be unlawful for any person to be engaged in business in the city without having an un-revoked license from the city, valid and in effect at the time, and without complying with any and all regulations of such business provided in this chapter, unless such person is exempt under the provisions of this chapter.

Required Correction: Within 15 calendar days from the date of this notice, you must Contact Avenu Insights & Analytics by phone at 1-800-987-0999 or in person at 200 H Street, Antioch, CA and obtain a business license for the above property or file an appeal with the office of the City Clerk.

I hope you take this one-time opportunity to voluntarily abate the above violation(s) and public nuisance without the need for the City to issue Administrative Citations, which carry fines that range from \$100 to \$1,000 for every day the violation(s) are permitted to remain and/or take other action to compel your compliance.

We will be following up at the end of the above compliance deadline to confirm your required compliance. Thank you in advance for your cooperation in abating these violation(s). If you have any questions, you may contact Avenu Insights & Analytics at 1-800-987-0999.

Sincerely,

The City of Antioch



City of Antioch Declaration of Information

Please complete this form in its entirety as it applies to your business activity in the City of Antioch. If you need any assistance completing this application, please contact a MuniServices Representative, Monday through Friday, 8:00am to 5:00pm Pacific Time.

Section I Demographic Information

Start Date of Business Activity in the City of Antioch: _____

Description of Business: _____

Is Your Business Home Based? YES / NO

Section II Business License Information

Please complete the following information table for the applicable tax years. Once this section is complete, please sign the certification and fill out the applicable application(s) and return them to MuniServices in the envelope provided.

- Note: Completed application and acceptance of payment does not constitute an authorization to operate without the required City approvals.

Period	Gross Receipts ¹	Number of Rental Units ²
January to December 2018 Estimate		
January 1, 2017 – December 31, 2017		
January 1, 2016 – December 31, 2016		
January 1, 2015 – December 31, 2015		
January 1, 2014 – December 31, 2014		

¹ Professional Class Code – as defined in Antioch Municipal Code Sec 3.1.218, the owner of such business shall pay a business license tax based on gross receipts as provided in Sec 3.1.201 provided that the maximum annual tax payable under this section shall be \$312.50 annually.

² This column applies to the rental of residential property, which became effective through Measure O as of January 1, 2015.

Section III Certifications

I certify, under the penalty of perjury that the information above is accurate and correct to the best of my knowledge and belief.

Signature of person authorized to sign for firm _____

Date _____

Phone Number _____

Title _____

FEIN or Social Security Number _____

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at www.das.ca.gov/dsa/home.aspx
- The Department of Rehabilitation at www.rehab.cahwnet.gov
- The California Commission on Disability Access at www.cdda.ca.gov

CITY OF ANTIOCH BUSINESS LICENSE APPLICATION



REFERENCE#

BUSINESS#

CLASS CODE:

INSTRUCTIONS:

LLSFD - Landlord - Residential Single Family dwelling

LLMFD - Landlord - Residential Multi Family dwelling

THIS APPLICATION IS CONSIDERED INCOMPLETE WITHOUT SIGNATURE AND DATE

1. OWNER'S NAME		2. OWNER'S MAILING ADDRESS	
3. TELEPHONE #	4. FAX NUMBER	5. EMAIL ADDRESS	
6. OWNER'S PHYSICAL ADDRESS IF DIFFERENT FROM #1 (NO PO BOX)		7. CONTACT NAME & ADDRESS (I.E. PROPERTY MANAGEMENT COMPANY)	
8. OWNER'S PHONE #		9. CONTACT PHONE #	
10. OWNER'S EMAIL ADDRESS		11. CONTACT'S EMAIL ADDRESS	
12a. PROPERTY ADDRESS (PLEASE USE ADDITIONAL SHEET IF NECESSARY)		12b. # OF UNITS	12c. AMOUNT
13. STATE MANDATED FEE (PLEASE SEE REVERSE SIDE)		14. APPLICATION FEE	

15. TOTAL AMOUNT DUE (combine boxes 12b, 13, & 14)

OFFICE USE ONLY

DATE:

RECEIPT#:

OFFICE USE ONLY

PLANNING:

BLDG DEPT:

ZONING:

The undersigned, being authorized to make this Application, hereby declares to the best of his knowledge and belief that this is a true, correct, and complete information made pursuant to the Antioch Municipal Code. The undersigned also agrees to abide by all considerations and restrictions imposed under the Antioch Municipal Code. This business license does not authorize holder to engage in any business or profession for which other certificates or permits are required.

Boxes 1, 2, 3 and 6 are non-confidential information and may be made public.

**Sign
Here**

SIGNATURE (REQUIRED)

DATE (REQUIRED)

City of Antioch - Finance Department - C/O Business License Processing Center P.O. Box 27947 -
Fresno, CA 93729-7947 - (800) 987-0999 Fax (559) 275-0289

website: www.ci.antioch.ca.us email: Businessstax@Muniservices.com

ATTACHMENT

K



CITY OF ANTIOCH BUSINESS LICENSE INVOICE

Invoice Number: 3403
Issued: 12/19/2017
Due Date: 01/02/2018

SAPOZHNIKOV SERVEI
PINE CREEK WAY APT
CONCORD, CA 94520-3695

RE: Account number: 3018388

Location: MADRONE ST

Charges:

CHARGE	YEAR	DESCRIPTION	AMOUNT
LLSFD	2016	Landlord Single Family Dwelling	\$250.00
APP	2017	Application Fee	\$30.00
SB1186	2016	State Mandated Fee	\$1.00
SB1186	2017	State Mandated Fee	\$1.00
SB1186	2015	State Mandated Fee	\$1.00
LLSFD	2015	Landlord Single Family Dwelling	\$250.00
LLSFD	2017	Landlord Single Family Dwelling	\$250.00
Charges for this invoice			\$783.00

**TO AVOID THE ISSUANCE OF CITATIONS, YOU MUST ABATE THE ABOVE VIOLATIONS ON
OR BEFORE 01/02/2018**

Issuing Officer:

CITY OF ANTIOCH FINANCE DEPARTMENT
P. O. BOX 5007
ANTIOCH, CA 94531-5007
925-779-7059

SAPOZHNIKOV SERVEI

Account Number 3018388
Invoice Number 3,403
Due Date 01/02/2018
Due Amount Due \$ 783.00

Amount Enclosed

AR153884



☒ 1 Property Address: **MADRONE ST ANTIOCH CA 94509-5214**

C219276

3018388

Ownership

County: **CONTRA COSTA, CA**
 Assessor: **GUS KRAMER, ASSESSOR**
 Parcel # (APN): **076-423-036-3**
 Parcel Status:
 Owner Name: **SAPOZHNIKOV SERGEI**
 Mailing Address: **PINE CREEK WAY #APT CONCORD CA 94520-3695**
 Legal Description: **TRACT 4252 LOT165&POR 166EX MR&FEE BLW500FT**

Assessment

Total Value:	\$135,778	Use Code:	11	Use Type:	RESID. SINGLE FAMILY
Land Value:	\$27,597	Tax Rate Area:	001-006	Zoning:	
Impr Value:	\$108,181	Year Assd:	2017	Census Tract:	3072.05/2
Other Value:		Property Tax:		Price/SqFt:	\$109.43
% Improved:	79%	Delinquent Yr:			
Exempt Amt:		HO Exempt:	N		

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	06/03/2011			06/03/2011
Document Number:	110789			110789
Document Type:				
Transfer Amount:	\$123,000			
Seller (Grantor):				

Property Characteristics

Bedrooms:	3	Fireplace:		Units:	
Baths (Full):	2	A/C:	CENTRAL	Stories:	
Baths (Half):		Heating:		Quality:	
Total Rooms:	7	Pool:		Building Class:	
Bldg/Liv Area:	1,124	Park Type:	GARAGE	Condition:	AVERAGE
Lot Acres:	0.075	Spaces:	2	Site Influence:	
Lot SqFt:	3,280	Garage SqFt:	459	Timber Preserve:	
Year Built:	1978			Ag Preserve:	
Effective Year:	1979				



12 Property Address: PINE CREEK WAY # CONCORD CA 94520-3695

Ownership

County: **CONTRA COSTA, CA**
 Assessor: **GUS KRAMER, ASSESSOR**
 Parcel # (APN): **128-190-068-6**
 Parcel Status:
 Owner Name: **SAPOZHNIKOV, SERGEI**
 Mailing Address: PINE CREEK WAY # CONCORD CA 94520-3695
 Legal Description: **TRACT 4032 LOT 23 BLK B**

Assessment

Total Value:	\$91,760	Use Code:	16	Use Type:	RESID. SINGLE FAMILY
Land Value:	\$24,093	Tax Rate Area:	002-002	Zoning:	
Impr Value:	\$67,667	Year Assd:	2018	Census Tract:	3361.02/1
Other Value:		Property Tax:		Price/SqFt:	\$74.84
% Improved:	73%	Delinquent Yr:			
Exempt Amt:	\$7,000	HO Exempt:	Y		

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	01/14/2011	04/30/2010	08/05/2003	01/14/2011
Document Number:	10167	86520	382350	10167
Document Type:	QUIT CLAIM DEED	QUIT CLAIM DEED		
Transfer Amount:	\$81,500		\$220,000	
Seller (Grantor):				

Property Characteristics

Bedrooms:	2	Fireplace:		Units:	
Baths (Full):	1	A/C:	CENTRAL	Stories:	2.0
Baths (Half):	1	Heating:		Quality:	
Total Rooms:	7	Pool:		Building Class:	
Bldg/Liv Area:	1,089	Park Type:	CARPORT	Condition:	AVERAGE
Lot Acres:	0.018	Spaces:	1	Site Influence:	
Lot SqFt:	792	Garage SqFt:	180	Timber Preserve:	
Year Built:	1970			Ag Preserve:	
Effective Year:	1971				

ATTACHMENT

L



**CITY OF ANTIOCH
ADMINISTRATIVE CITATION**

Invoice Number: 5396

Issued: 04/30/2018

Due Date: 05/10/2018

SAPOZHNIKOV SERVEI
PINE CREEK WAY APT L
CONCORD, CA 94520-3695

RE: Account number: 3018388

Starting Balance \$783.00

Location: MADRONE ST

Charges:

CHARGE	YEAR	DESCRIPTION	AMOUNT
Admin Cit	2018	Business License Required 3-1.103	\$100.00
Charges for this invoice			\$100.00

Amount Due \$883.00

**TO AVOID THE ISSUANCE OF CITATIONS, YOU MUST ABATE THE ABOVE VIOLATIONS ON
OR BEFORE 05/10/2018**

Issuing Officer: VR

CITY OF ANTIOCH FINANCE DEPARTMENT
P. O. BOX 5007
ANTIOCH, CA 94531-5007
925-779-7059

SAPOZHNIKOV SERVEI

Account Number 3018388

Invoice Number 5,396

Due Date 05/10/2018

Due Amount Due \$ 883.00

Amount Enclosed

AR 153885

ATTACHMENT

M

CITY OF ANTIOCH
ATTN: A/R DEPT
P.O. BOX 5007
ANTIOCH, CA 94531-5007



Invoice Number: AR153884
Invoice Date: 05/22/2018
Customer ID: C219276

Bill To: SERVEI, SAPOZHNIKOV
[REDACTED] PINE CREEK WAY
APT [REDACTED]
CONCORD, CA 94520

Issuing Department
FINANCE DEPARTMENT
(925) 779-7055

REFERENCE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
100125041131	RESIDENTIAL LANDLORD INV 3403 RESIDENTIAL LANDLORD BUS LIC REQUIRED [REDACTED] MADRONE ST APN #076-423-036-3	1.00	750.00	750.00
100125041150	APPLICATION FEE RESIDENTIAL LANDLORD BUS LIC REQUIRED [REDACTED] MADRONE ST APN #076-423-036-3	1.00	30.00	30.00
100000025003	STATE FEE RESIDENTIAL LANDLORD BUS LIC REQUIRED [REDACTED] MADRONE ST APN #076-423-036-3	1.00	3.00	3.00

Total Due: 783.00

Invoices Are Due And Payable Upon Receipt.
For questions, please call the phone number above for the issuing department.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Please make checks payable to:
CITY OF ANTIOCH

PAYMENT AMOUNT: _____

Customer ID: C219276
Invoice Number: AR153884
Invoice Date: 05/22/2018

CITY OF ANTIOCH
ATTN: A/R DEPT
P.O. BOX 5007
ANTIOCH, CA 94531-5007



Invoice Number: AR153885
Invoice Date: 05/22/2018
Customer ID: C219276

Bill To: SERVEI, SAPOZHNIKOV
PINE CREEK WAY
APT
CONCORD, CA 94520

Issuing Department
FINANCE DEPARTMENT
(925) 779-7055

REFERENCE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
100125046020	ADMIN CITE 5396	1.00	100.00	100.00
100125041140	LATE FEE	1.00	10.00	10.00

Total Due: 110.00

Invoices Are Due And Payable Upon Receipt.
For questions, please call the phone number above for the issuing department.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Please make checks payable to:
CITY OF ANTIOCH

PAYMENT AMOUNT: _____

Customer ID: C219276
Invoice Number: AR153885
Invoice Date: 05/22/2018

ATTACHMENT

N



**CITY OF ANTIOCH
ADMINISTRATIVE CITATION**

**Invoice Number: 5718
Issued: 05/23/2018
Due Date: 06/02/2018**

SAPOZHNIKOV SERVEI
PINE CREEK WAY APT
CONCORD, CA 94520-3695

RE: Account number: 3018388

Starting Balance \$883.00

Location: MADRONE ST

Charges:

CHARGE	YEAR	DESCRIPTION	AMOUNT
Admin Cit	2018	Business License Required 3-1.103	\$200.00
Charges for this invoice			\$200.00

Amount Due \$1,083.00

**TO AVOID THE ISSUANCE OF CITATIONS, YOU MUST ABATE THE ABOVE VIOLATIONS ON
OR BEFORE 06/02/2018**

Issuing Officer: CA

CITY OF ANTIOCH FINANCE DEPARTMENT
P. O. BOX 5007
ANTIOCH, CA 94531-5007
925-779-7059

SAPOZHNIKOV SERVEI

Account Number 3018388
Invoice Number 5,718
Due Date 06/02/2018
Due Amount Due \$ 1,083.00

Amount Enclosed



154304

ATTACHMENT

O

CITY OF ANTIOCH
ATTN: A/R DEPT
P.O. BOX 5007
ANTIOCH, CA 94531-5007



Invoice Number: AR154304
Invoice Date: 06/19/2018
Customer ID: C219276

Bill To: SERVEI, SAPOZHNIKOV
[REDACTED] PINE CREEK WAY
APT [REDACTED]
CONCORD, CA 94520

Issuing Department
() - FINANCE DEPARTMENT
(925) 779-7055

REFERENCE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
100125046020	ADMIN CITE 5718 RESIDENTIAL LANDLORD BUS LIC REQUIRED [REDACTED] MADRONE ST APN 076-423-036-3	1.00	200.00	200.00
100125041140	LATE FEE RESIDENTIAL LANDLORD BUS LIC REQUIRED [REDACTED] MADRONE ST APN 076-423-036-3	1.00	20.00	20.00

Total Due: 220.00

Invoices Are Due And Payable Upon Receipt.
For questions, please call the phone number above for the issuing department.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Please make checks payable to:
CITY OF ANTIOCH

PAYMENT AMOUNT: _____

Customer ID: C219276
Invoice Number: AR154304
Invoice Date: 06/19/2018

ATTACHMENT

P



CITY OF ANTIOCH ADMINISTRATIVE CITATION

Invoice Number: 6037
Issued: 09/12/2018
Due Date: 09/24/2018

SAPOZHNIKOV SERVEI
[REDACTED] RANCHITO DR
CONCORD, CA 94520-1411

RE: Account number: 3018388

Starting Balance \$1,083.00

Location: [REDACTED] MADRONE ST

Charges:

CHARGE	YEAR	DESCRIPTION	AMOUNT
Admin Cit	2018	Business License Required 3-1.103	\$500.00
Charges for this invoice			\$500.00

Amount Due \$1,583.00

**TO AVOID THE ISSUANCE OF CITATIONS, YOU MUST ABATE THE ABOVE VIOLATIONS ON
OR BEFORE 09/24/2018**

Issuing Officer: VR

CITY OF ANTIOCH FINANCE DEPARTMENT
P. O. BOX 5007
ANTIOCH, CA 94531-5007
925-779-7059

SAPOZHNIKOV SERVEI

Account Number 3018388
Invoice Number 6,037
Due Date 09/24/2018
Due Amount Due \$ 1,583.00

Amount Enclosed _____



ATTACHMENT

Q

CITY OF ANTIOCH
925-779-7055

REC#: 01170183 9/24/2018 10:00 AM
OPER: RC1 TERM: 001
REF#:

ACCT #: XXXX-XXXX-XXXX-7468
AUTH #: 08623D
TRAN #: 000001170183

TYPE: PURCHASE
APP NAME: CHASE VISA
ENTRY MODE: CHIP
CVM: SIGN

AMOUNT USD\$ 1,663.00

ENV DETAILS:
AID: A0000000031010
ARC: 00
IAD: 06010A03602002
TSI: F800
TVR: 0080008000

TRAN: 89.2000 BUSINESS LICENSE
SAPOZHNIKOV SERVEI
C219276 092418
BUSINESS LICENSE AP 30.00CR
Business License Pe 30.00CR
SB1186 BUS LIC \$4.0 3.00CR
LL Owner Bus Lic 750.00CR
Business License CI 800.00CR

TRAN: 900.0000 TRUE MISC RECEIPTS
C219276 SAPOZHNIKOV 092418
Miscellaneous Reven 50.00CR

TENDERED: 1,663.00 CREDIT CARD
APPLIED: 1,663.00-

CHANGE: 0.00

ATTACHMENT

R



City of Antioch
Citation Appeal Application

RECEIVED

SEP 24 2018

CITY OF ANTIOCH
CITY CLERK

CITY OF ANTIOCH
ATTN: CITY CLERK
P.O. BOX 5007
ANTIOCH, CA 94531-5007
(925) 779-7009

Date of Citation: 09/12/2018

Citation #: 09/12 6037

Name: Sergei Sapozhnikov

Property Address: [REDACTED] Madrone St
Martinez Antioch, CA 94509

Mailing Address: [REDACTED] Ranchito Dr
Concord, CA 94520

Home Phone: (925) [REDACTED]

Work Phone: (925) [REDACTED]

REASON FOR APPEAL

Do not agree with citation, since never
received any invoices from City of Antioch
to be late in my payments

Signature

Date 09/24/2018

ATTACHMENT

S



September 26, 2018

Sergei Sapozhnikov
[REDACTED] Ranchito Drive
Concord, CA 94520

RE: Board of Administrative Appeals Hearing
Property Address: [REDACTED] **Madrone Street, Antioch**
Citation Date: 09/12/18
Citation No.: 6037

Dear Mr. Sapozhnikov,

This is a follow up to your written appeal filed on September 24, 2018, regarding the above-referenced \$500 Administrative Citation received for Business Licensing.

Please be advised your appeal is scheduled for **Thursday, November 1, 2018, at 3:00 p.m.** in the Council Chambers, 200 H Street, Antioch, CA (across the breezeway from City Hall).

All people who wish to speak at the hearing, including you, will be required to take an Oath. This case will be heard and a decision rendered by the Board of Administrative Appeals. A General Information sheet is enclosed to answer any questions you may have regarding the appeals.

The Agenda and Staff Reports will be posted onto our City's Website 72 hours before the Board of Administrative Appeals Hearing date listed above. To view the Agenda information, simply click on the following link and then double click 'Board of Administrative Appeals': <http://www.ci.antioch.ca.us/CityGov/agendas/>. Other locations to view the Agenda are the City Council Chambers front window, City Clerk's Office, Antioch Branch Library, Senior Center on 2nd Street, and the Antioch Community Center on Lone Tree Way.

Thank you.

Sincerely,

CHRISTINA GARCIA, CMC
Deputy City Clerk

cc: Business License

Enclosures

Office of the City Clerk
200 H Street
P. O. Box 5007
Antioch CA 94531-5007
Phone: (925) 779-7009/ Fax: (925) 779-7007



PROOF OF SERVICE BY MAIL

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA) ss

I am a citizen of the United States and a resident of the county aforesaid; I am over the age of eighteen years and not a party to the within entitled action; my business address is Office of the City Clerk for the City of Antioch, 200 "H" Street, P.O. Box 5007, Antioch, California 94531-5007. On September 26, 2018, I served the within Notice, by placing a true copy thereof enclosed in a sealed envelope with postage thereon fully prepaid, in the United States mail at Antioch, California addressed as follows:

Sergei Sapozhnikov
[REDACTED] Ranchito Drive
Concord, CA 94520

I, Christina Garcia, certify (or declare), under penalty of perjury, that the foregoing is true and correct. Executed on September 26, 2018, at Antioch, California.

Christina Garcia

Office of the City Clerk
200 H Street
P. O. Box 5007
Antioch CA 94531-5007
Phone: (925) 779-7009/Fax: (925) 779-7007



CITY OF ANTIOCH ADMINISTRATIVE BOARD OF APPEALS

General Information for Persons Appealing Citations

The Administrative Board of Appeals is comprised of five Antioch residents, who are appointed by the Mayor and have volunteered their time to hear your appeal. The Board Members do not receive monetary compensation for their time and they are not employees of the City. They do not make or control the law. They are hearing officers who will review your appeal because you have requested the City do so. As the person making the appeal (the appellant) please keep in mind the below:

Schedule of Hearing:

- When an appeal is requested, it is typically scheduled for the first Thursday of every month.
- You will receive written notice of the date and time of the appeal hearing from the City Clerk's office 10 days after you file your appeal.
- The Agenda and Staff Reports will be posted onto our City's Website 72 hours before the Board of Administrative Appeals Hearing date. To view the Agenda information, click on the following link and then double click 'Board of Administrative Appeals': <http://www.ci.antioch.ca.us/CityGov/agendas/>. Other locations to view the Agenda are the City Council Chambers front window, City Clerk's Office, Antioch Branch Library, Senior Center on 2nd Street, and the Antioch Community Center on Lone Tree Way.

When You Don't Show For Your Hearing:

- If you do not appear at the hearing time and date you have been notified of, and unless you have provided the City Clerk forty-eight (48) hour notice before the hearing that you are requesting a postponement, your appeal will be heard without you being there.

How You Will Act At Your Appeal Hearing:

- You and anyone else who is attending the appeal at your request will maintain a respectful attitude at all times,
- If you or anyone else does not maintain a respectful attitude, you may be asked to leave the hearing by the Board Chairperson.
- Your appeal is not an opportunity to debate or argue with City staff or Board members. Any questions should be directed to the Board Chairperson.
- When you speak, you should talk about the reasons why you feel the citation was wrongfully issued.

How The Appeal Hearing Will Go:

- The Board will read your item of appeal from its Agenda.
- The Board will then ask City staff to present an oral report with regard to your citation. The Board may ask questions of City staff after the oral report. This oral report will be for **five (5) minutes**.
- After staff has provided its report, and the Board is finished with its questions of staff, you will then be called to the podium to speak. Please come up and speak at the podium, not from the audience.
- You will have **five (5) minutes** to present the reasons why you are appealing the citation.
- Any other additional persons who may oppose or support your appeal can fill out speaker cards and speak for **three (3) minutes**.
- The Board may then ask City staff for a rebuttal to the statements you or others made in support or opposition of your appeal. This rebuttal is only for **three (3) minutes**.
- Then the hearing is completed and the Board will then issue its ruling on your appeal.

Your Burden:

- It is your appeal and therefore you bear the burden to prove that the citation was wrongfully issued.
- To win your appeal, you must have a majority of the Board uphold your appeal (3 of 5, or 2 of 3).
- If the Board determines there was in fact good reason to issue the citation, your appeal will be denied and the citation amount that you deposited to have your appeal will not be refunded.

How The Board Will Rule:

The Board can only rule one of two ways:

- To uphold your appeal and dismiss the citation.
- To deny your appeal and uphold the citation.

Written Findings and Order:

- The Board will render their findings and recommendations after the hearing is concluded or as soon as possible.
- You will be mailed the written decision of hearing within ten (10) days of the hearing.
- The decision of the Board is the final ruling on your appeal from the City.



October 22, 2018

Sergei Sapozhnikov
[REDACTED] Ranchito Drive
Concord, CA 94520

RE: Board of Administrative Appeals Hearing
Property Address: [REDACTED] **Madrone Street, Antioch**
Citation Date: 09/12/18
Citation No.: 6037

Dear Mr. Sapozhnikov,

This is a follow up to our letter dated September 26, 2018. Please be advised your appeal is scheduled for Thursday, November 1, 2018, at 3:00 p.m. in the Council Chambers, 200 H Street, Antioch, CA (across the breezeway from City Hall). A copy of the Board of Administrative Appeals Agenda is attached.

All people who wish to speak at the hearing, including you, will be required to take an Oath. This case will be heard and a decision rendered by the Board of Administrative Appeals.

The Agenda and Staff Reports will be posted onto our City's Website 72 hours before the Board of Administrative Appeals Hearing date listed above. **Please note: Our City's Website has been updated.** To view the Board of Administrative Appeals Agenda information, simply click on the following new link: <https://www.antiochca.gov/government/agendas-and-minutes/board-of-administrative-appeals/>.

Other locations to view the Agenda are the City Council Chambers front window, City Clerk's Office, Antioch Branch Library, Senior Center on 2nd Street, and the Antioch Community Center on Lone Tree Way.

Thank you.

Sincerely,

CHRISTINA GARCIA, CMC
Deputy City Clerk

cc: Business License

Enclosures

Office of the City Clerk
200 H Street
P. O. Box 5007
Antioch CA 94531-5007
Phone: (925) 779-7009/ Fax: (925) 779-7007



PROOF OF SERVICE BY MAIL

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA) ss

I am a citizen of the United States and a resident of the county aforesaid; I am over the age of eighteen years and not a party to the within entitled action; my business address is Office of the City Clerk for the City of Antioch, 200 "H" Street, P.O. Box 5007, Antioch, California 94531-5007. On October 22, 2018, I served the within Notice, by placing a true copy thereof enclosed in a sealed envelope with postage thereon fully prepaid, in the United States mail at Antioch, California addressed as follows:

Sergei Sapozhnikov
[REDACTED] Ranchito Drive
Concord, CA 94520

I, Christina Garcia, certify (or declare), under penalty of perjury, that the foregoing is true and correct. Executed on October 22, 2018, at Antioch, California.

Christina Garcia



**BOARD OF ADMINISTRATIVE APPEALS
ADMINISTRATIVE REVIEW PANEL**

**Council Chambers
200 "H" Street**

**NOVEMBER 1, 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 OCTOBER 4, 2018

Recommended Action: Motion to approve the minutes.

B. CODE ENFORCEMENT APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS FOR THE MONTH OF AUGUST 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.

CONSENT CALENDAR – Continued

- C. **BUSINESS LICENSE** – APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID BUSINESS LICENSE TAXES AND/OR ADMINISTRATIVE CITATION(S) FOR THE MONTH OF OCTOBER 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.

2. **REGULAR AGENDA**

OATH for all intending to testify

- A. **ADMINISTRATIVE CITATION NO. 6037** – APPEAL FILED BY SERGEI SAPOZHNIKOV FOR THE PROPERTY LOCATED AT [REDACTED] MADRONE STREET, ANTIOCH, REGARDING ANTIOCH MUNICIPAL CODE **"BUSINESS LICENSE REQUIRED" [§3-1.103]**.
- B. **ADMINISTRATIVE CITATION NO. 6113** – APPEAL FILED BY WINT LWIN FOR THE PROPERTY LOCATED AT [REDACTED] C, ANTIOCH, REGARDING ANTIOCH MUNICIPAL CODE **"BUSINESS LICENSE REQUIRED" [§3-1.103]**.

PUBLIC COMMENTS—Only unagendized issues will be discussed during this time
WRITTEN/ORAL COMMUNICATIONS
ADJOURNMENT

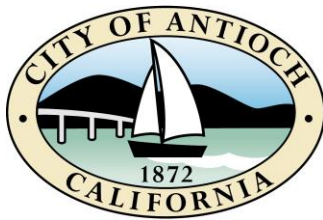
Notice of Availability of Reports

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: <https://www.antiochca.gov/government/agendas-and-minutes/board-of-administrative-appeals/> 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.



**OFFICE OF
THE CITY CLERK
MEMORANDUM**

DATE: Board of Administrative Appeals Meeting on November 1, 2018
TO: Administrative Review Panel
FROM: Christina Garcia, CMC, Deputy City Clerk *Cg*
SUBJECT: Item #2B – **ADMINISTRATIVE CITATION NO. 6113**
Appeal filed by Wint Lwin

On October 24, 2018, Ms. Lwin requested our office reschedule her Board of Appeals hearing date, which was scheduled for November 1, 2018; see attached e-mail.

Her appeal has been rescheduled to be heard at the December 6, 2018 Board of Appeals meeting.

cg

2B

11-01-18

Garcia, Christina

From: Garcia, Christina
Sent: Wednesday, October 24, 2018 5:37 PM
To: 'Wint Lwin'; City Clerk
Subject: RE: Citation # 6113 moving the appeal date

Hello,

I am in receipt of your e-mail and will reschedule your Board of Appeals hearing date to Thursday, December 6, 2018, at 3:00 p.m. The Board of Appeals meeting will be held in our Council Chambers (across the breezeway from City Hall).

A reminder letter will be mailed to you with the Dec. 6th Board of Appeals Agenda.

Thank you.

Sincerely,

Christina Garcia, CMC | [Deputy City Clerk](#)
City of Antioch | Clerk's Office | email: cgarcia@ci.antioch.ca.us
925.779.7009 | 200 H Street/P.O. Box 5007 | Antioch, CA 94531-5007
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From: Wint Lwin [mailto:] gmail.com]
Sent: Wednesday, October 24, 2018 2:57 PM
To: City Clerk <cityclerk@ci.antioch.ca.us>
Subject: Citation # 6113 moving the appeal date

Hi Christine,

This is Wint Lwin and I just spoke with you a couple of minutes ago regarding about moving the appeal hearing date from Nov 1st to next month December 6th. If you could confirm that you received this email, that would be great. Thank you so much!

Best
Wint