

**BOARD OF ADMINISTRATIVE APPEALS  
ADMINISTRATIVE REVIEW PANEL**

**Regular Meeting  
3:00 P.M.**

**August 3, 2023  
Council Chambers**

Chairperson Adeyemi called the meeting to order at 3:00 P.M. on Thursday, August 3, 2023.

**ROLL CALL:**

Present: Board Members Webster, Livingston and Chairperson Adeyemi

Staff Present: Administrative Analyst, Vanessa Rosales  
Associate Community Development Technician, Amy Johnston  
Minutes Clerk, Kitty Eiden

**PLEDGE OF ALLEGIANCE**

Chairperson Adeyemi led the Pledge of Allegiance.

**PUBLIC COMMENT – None**

**1. CONSENT CALENDAR**

**A. APPROVAL OF ADMINISTRATIVE APPEALS MINUTES FOR APRIL 6, 2023**

On motion by Board Member Webster, seconded by Board Member Livingston, the Board of Administrative Appeals unanimously approved the Minutes for April 6, 2023.

**B. APPROVAL OF ADMINISTRATIVE APPEALS MINUTES FOR JUNE 15, 2023**

On motion by Board Member Livingston, seconded by Board Member Webster, the Board of Administrative Appeals unanimously approved the Minutes for June 15, 2023.

**C. APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE SUMMARY ABATEMENTS AND LIEN PROCESSING FEES FOR FEBRUARY AND MARCH 2023.**

On motion by Board Member Webster, seconded by Board Member Livingston, the Board of Administrative Appeals unanimously confirmed each assessment and the amount thereof, as proposed or as corrected and modified, and order it assessed against the property in the amount of \$1,244.78. The Board also directed that the same be recorded with the Contra Costa County Recorder's Office.

**WRITTEN/ORAL COMMUNICATIONS – None**

**ADJOURNMENT**

On motion by Board Member Livingston, seconded by Board Member Webster the Board of Administrative Appeals unanimously adjourned the meeting at 3:04 P.M.

Respectfully submitted:

*Kitty Eiden*

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KITTY EIDEN, Minutes Clerk