



**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS AT
THE HEARING ON APRIL 17, 2025**

Prepared by: Vanessa Rosales, CMC, CPMC, Administrative Analyst

Date: March 26, 2025

Subject: Election of a Chair and Vice-Chair

DISCUSSION

This item is for the Board Members to discuss and elect a Chairperson and Vice-Chairperson to conduct the Board of Administrative Appeals meetings.

FISCAL IMPACT

There is no fiscal impact as all positions are voluntary.

BACKGROUND

The Antioch City Council appointed two new Board Members to the Board of Administrative Appeals on November 28, 2023.

The Antioch City Council appointed one new Board Member to the Board of Administrative Appeals on December 12, 2023.

The Antioch City Council re-appointed one Board Member and appointed one new Board Member to serve on the Board of Administrative Appeals on March 25, 2025.

The Board hears appeals regarding administrative decisions by any official of the City dealing with Municipal Code interpretations. These administrative citations are typically issued by a Code Enforcement Officer, Police Officer, or Animal Control Officer.

Three of the Board Members shall have experience in the building construction trades and/or training in the California Code of Regulations, or such training and experience necessary to hear appeals on Building, Housing, and Technical Codes. Meetings are held the first Thursday of every month at 3:00 p.m.; or on other dates as needed.

ATTACHMENT

None.