

**BOARD OF ADMINISTRATIVE APPEALS
ADMINISTRATIVE REVIEW PANEL**

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

**July 24, 2025
Council Chambers**

Vice Chairperson Umair called the meeting to order at 3:00 P.M. on Thursday, July 24, 2025.

ROLL CALL:

Present: Board Members Case, Richelsen, Higgins and Vice Chairperson Umair
Absent: Chairperson Webster

Staff Present: Acting City Clerk, Kitty Eiden
Code Enforcement Manager, Curt Michael
Community Development Technician, Amy Johnston
Administrative Analyst, Hilary Brown

PLEDGE OF ALLEGIANCE

Board Member Richelsen led the Pledge of Allegiance.

1. CONSENT CALENDAR

- A. CODE ENFORCEMENT – APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID (DATA TICKET) ADMINISTRATIVE CITATIONS AND LIEN PROCESSING FEES FOR FISCAL YEAR 2022/23 AND FISCAL YEAR 2023/24**

In response to Board Member Case, Community Development Technician Johnston confirmed that the notice of intent to record the lien was sent to each property owner on July 3, 2025.

Board Member Case reported that several properties listed for assessments had been sold or transferred to other family members. Additionally, she noted some of the records contained inaccurate last names and addresses.

Code Enforcement Manager Michael stated that he would review the information provided by Board Member Case. He mentioned that the citation collection process was being transferred back in-house, and this process was an effort to clean up the files. He also noted that this method was a budget-saving measure proposed to Council. It was emphasized that the assessments needed to be confirmed by the end of July to enable filing with the County.

Board Member Case suggested that properties currently in escrow or actively on the market for sale should be prioritized in the assessment process.

On motion by Board Member Higgins, seconded by Board Member Richelsen, the Board of Administrative Appeals members present confirmed each assessment and the amount thereof, as proposed or as corrected and modified, and ordered it assessed against the properties in the amount of \$352,293.66. The Board also directed 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. The motion carried the following vote:

Ayes: Case, Richelsen, Higgins, Umair

Absent: Webster

WRITTEN/ORAL COMMUNICATIONS – None

ADJOURNMENT

Vice Chairperson Umair adjourned the meeting at 3:09 P.M.

Respectfully submitted:

Kitty Eiden
KITTY EIDEN, Minutes Clerk