

**BOARD OF ADMINISTRATIVE APPEALS
ADMINISTRATIVE REVIEW PANEL**

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

**July 11, 2024
Council Chambers**

Chairperson Adeyemi called the meeting to order at 3:01 P.M. on Thursday, July 11, 2024.

ROLL CALL:

Present: Board Members Webster, Richelsen, Higgins and Chairperson Adeyemi
Absent: Board Member Umair

Staff Present: Assistant City Attorney, Brittany Brace
Acting City Clerk, Vanessa Rosales
Code Enforcement Manager, Curt Michael

PLEDGE OF ALLEGIANCE

Chairperson Adeyemi led the Pledge of Allegiance.

1. CONSENT CALENDAR

A. APPROVAL OF ADMINISTRATIVE APPEALS MINUTES FOR JANUARY 4, 2024

On motion by Board Member Higgins, seconded by Board Member Richelsen, the Board of Administrative Appeals members present unanimously approved the Minutes for January 4, 2024.

B. CODE ENFORCEMENT - APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS AND LIEN PROCESSING FEES FOR NOVEMBER AND DECEMBER 2023, AND MARCH 2024.

In response to Board Member Webster, Code Enforcement Manager Michael explained that these assessments were for unpaid administrative citations and lien processing fees. He stated he did not have the list of paid assessments this afternoon; however, those numbers could be provided.

On motion by Board Member Webster, seconded by Board Member Richelsen, the Board of Administrative Appeals members present unanimously confirmed each assessment and the amount thereof, as proposed or as corrected and modified, and order it assessed against the properties in the amount of \$21,455.14. The Board also directed that the same be recorded with the Contra Costa County Recorder's Office.

WRITTEN/ORAL COMMUNICATIONS

Acting City Clerk Rosales announced that there were no appeals filed for August so the next Board of Administrative Appeals meeting would be held in September.

ADJOURNMENT

On motion by Board Member Richelsen, seconded by Board Member Webster the Board of Administrative Appeals members present unanimously adjourned the meeting at 3:07 P.M.

Respectfully submitted:

Kitty Eiden

KITTY EIDEN, Minutes Clerk