



**CODE ENFORCEMENT APPEALS
BOARD REGULAR MEETING**

MAY 28, 2026



BOARD MEMBERS

Kevin Tennyson (Chair)
Nikia Schultz (Vice Chair)
Lindsay Elam
Fred Cavalli, Jr.
Yashica Simpson
Edward Taylor
Edgar Ureta

6:00 PM

HYBRID MEETING
www.Cityofvallejo.net

**Council Chambers
555 Santa Clara Street
Vallejo, CA 94590**

<p>NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom</p>	<p>City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.</p>
<p>PUBLIC COMMENT: Members of the Public may provide public comments during the Meeting in person or via ZOOM (https://ZoomRegular.Cityofvallejo.net), or via phone, by dialing (669) 900-6833.</p>	<p>For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment</p>
<p>VIEW THE MEETING: There are four different ways you can view this public meeting:</p> <ul style="list-style-type: none"> • In Person • Watch Vallejo local channel 28 • Stream from the City website: www.cityofvallejo.net/Streaming Join the Zoom webinar: https://ZoomRegular.Cityofvallejo.net 	<p>Scan QR code for live captions and translation in Spanish and Tagalog.</p> <div align="right">  </div>
<p align="center">Hybrid Options are available for members of the public to participate. To participate remotely</p>	
<p><u>Option to Join by Computer</u> From your browser go to https://ZoomRegular.CityofVallejo.net to launch and join the zoom application. Meeting ID: 914 0075 0676# Meeting Password: 131313</p>	<p><u>Option to Join by Phone</u> Dial (669) 900-6833 Enter Meeting ID: 914 0075 0676# Meeting Password: 131313 Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute</p>
<p>Any supplemental writing related to an agenda item for an open session of a regular meeting that is distributed to all or a majority of all members of the Board less than 72 hours before the meeting will be posted concurrently on the City’s website at www.cityofvallejo.net/agendas Written material distributed during the meeting, will be available at the meeting if prepared by the City or after the meeting if prepared by someone else. Such materials may be obtained from the Board Secretary.</p>	
	<p>Vallejo City Council Chambers ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk’s office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof</p>

AGENDA

- 1 CALL TO ORDER
- 2 PLEDGE OF ALLEGIANCE
- 3 OATH OF OFFICE - Yashica Simpson
- 4 ROLL CALL
- 5 CONSENT CALENDAR AND APPROVAL OF AGENDA

A. APPROVAL OF MAY 28, 2026 REGULAR MEETING AGENDA AND FEBRUARY 26, 2026 REGULAR MEETING MINUTES.

Recommendation:

Contact:

- 6 REPORT OF THE CITY COUNCIL LIAISON

- 7 COMMUNITY FORUM

Anyone wishing to address the Council on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Council to resolve, is requested to submit a completed speaker card to the City Clerk. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

- 8 PRESENTATIONS AND COMMENDATIONS

A. SPECIAL ASSESSMENTS HEARING INFORMATION

- 9 OLD BUSINESS

- 10 NEW/UNFINISHED BUSINESS

- 11 REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD

- 12 FUTURE AGENDA ITEMS

A. NEXT REGULAR MEETING / ANNUAL SPECIAL ASSESSMENTS HEARING - JUNE 25, 2026

- 13 ADJOURNMENT

ADDITIONAL CITY INFORMATION

Members of the public can:

- Like us on Facebook and Instagram ([@cityofvallejo](#))
- Sign up to receive City Communications via e-mail (www.cityofvallejo.net/subscribe)
- Sign up for emergency alerts at: alertsolano.com

I, Kristin Pollot, Board staff do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

Kevin Tennyson (Chair)
Nikia Schultz (Vice Chair)
Lindsay Elam
Fred Cavalli, Jr.
Yashica Simpson
Edward Taylor
Edgar Ureta,

at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at **5:00 PM, MAY 20, 2026.**

Dated: **MAY 20, 2026**

Kristin Pollot

Kristin Pollot, Board Staff



**CITY OF VALLEJO
CODE ENFORCEMENT APPEALS BOARD
MINUTES**

Thursday, February 26, 2026
6:00 p.m.

Kevin Tennyson, Chair
Nikia Schultz, Vice
Chair
Fred Cavalli, Jr.
Lindsay Elam
Loretta Gaddies
Edward Taylor
Edgar Ureta

CITY COUNCIL CHAMBERS
555 Santa Clara Street, Vallejo, California

1. **CALL TO ORDER:** The meeting was called to order at 6:05 p.m., by Chairperson (Chair) Tennyson
2. **OATH OF OFFICE – Reappointment of Chairperson Kevin Tennyson and Boardmember Edgar Ureta, and appointment of new Boardmember Lindsay Elam.**
3. **PLEDGE OF ALLEGIANCE:** Led by Chair Tennyson
4. **ROLL CALL:**
 - Present: Board Members: Cavalli, Elam, Schultz, Taylor, Tennyson, Ureta
 - Absent: Gaddies (Excused)
 - Staff: Planning & Development Services Director Pollot, Administrative Analyst Ang
5. **CONSENT CALENDAR AND APPROVAL OF AGENDA**
 - A. **APPROVAL OF FEBRUARY 26, 2026 REGULAR MEETING AGENDA:** Vice Chair Schultz motioned to approve the agenda, seconded by Boardmember Taylor and was carried unanimously.
 - B. **APPROVAL OF JULY 24, 2025 REGULAR MEETING MINUTES:** Vice Chair Schutz motioned to approve the minutes. The motion was seconded by Boardmember Cavalli. Boardmember Elam abstained and all other Boardmembers voted to approve the minutes.
6. **REPORT OF THE CITY COUNCIL LIASION:** Councilmember Matias reported on City Council’s 2026 Goal Setting, Budget and Economic Development initiatives.
7. **COMMUNITY FORUM:** None
8. **PRESENTATIONS AND COMMENDATIONS:** None
9. **OLD BUSINESS:** None
10. **NEW/UNFINISHED BUSINESS:**
 - A. **DISCUSS THE “BOARDS, COMMISSIONS, AND COMMITTEES’ ASSESSMENT REPORT” AND PROVIDE FEEDBACK TO STAFF –** Staff facilitated a discussion on the five (5) questions provided via the report. (See attachment for summarized responses.)
11. **REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD:** None
12. **FUTURE AGENDA ITEMS**
 - A. **NEXT REGULAR MEETING – MARCH 26, 2026**
13. **ADJOURNMENT:** Chair Tennyson adjourned the meeting at 6:34 p.m.

MINUTES
City of Vallejo Code Enforcement Appeals Board

KEVIN TENNYSON, CHAIRPERSON

ATTEST:

KRISTIN POLLOT (BOARD STAFF SECRETARY)

Questions to facilitate discussion with BCCs members:

Name of Board, Commission, Committee: Code Enforcement Appeals Board

Date of Meeting: February 26, 2026

The City contracted with Municipal Resource Group (MRG) to perform a review of City Boards, Commissions and Committees (BCCs), make suggestions as to best practices, and review BCCs for potential consolidation. The report from MRG was presented to City Council and staff were instructed to ask for and receive feedback from members of BCCs, to directly include as data with the report.

1. Do you believe you have the necessary training and tools to help you be effective in your role?

Boardmember Elam: would like something written describing her role and what to expect since it is her first meeting.

Chair Tennyson requested that CEAB liaison and former CEAB Chair, Councilmember Alex Matias, provide input.

Councilmember Matias: remembers a brief training from years ago that could possibly be outdated; felt that it took him about a year before he understood and felt comfortable in his role, which others agreed.

- 1.b. What, if anything, could make you more effective?

Boardmember Taylor: watch the recorded videos

Staff: in addition to videos, read the Vallejo Municipal Code, PowerPoint presentations, etc. (Staff will email these to the Board)

2. Do you feel the topic(s) your Board/Commission/Committee oversees is easily understandable, focused, and reflects the work you do?

Chair Tennyson: cases can be complicated from time-to-time but once appellant's side is heard it helps paint a better picture for them to make decisions

3. Do you believe having defined goals and a work plan would help your Board/Commission/Committee be more effective?

Boardmember Taylor: CEAB's goals/workplan is clearly delineated and is pretty much worked out due to the nature of the Board.

Questions to facilitate discussion with BCCs members:

4. Do you feel your recommendations, if any, flow through to City Council well?

Boardmember Cavalli: Yes because the CEAB's liaison, Councilmember Matias, was previously a CEAB Chair & Boardmember.

Chair Tennyson: the CEAB liaison is phenomenal

5. Do you feel consolidation of Boards, Commissions or Committees with overlapping focuses would be a positive step?

Boardmember Cavalli: No because it might be conflicting and could cause the lack of (case) settlement; the CEAB is better off separated from the other boards/commissions/committees.

Vice Chair Schultz: agrees with Boardmember Cavalli

- 5.b. If so, do any specifically come to mind?

Vice Chair Schultz: per the report she agrees that some other commissions could be consolidated due to budget reasons but it would not make sense for the CEAB.

SPECIAL ASSESSMENTS HEARING INFORMATION



Karen Ang, Administrative Analyst
Code Enforcement



SPECIAL ASSESSMENTS HEARING INFORMATION


- ❖ Property Owner Notification Process (Flowchart Overview)
- ❖ What are Special Assessments?
- ❖ About the Special Assessments Hearing
- ❖ Special Assessments Process
- ❖ Code Enforcement Fee Schedules
 - Link to Past & Current Schedules, Current Fiscal Year 2025-2026 Code Enforcement Fee Schedule
- ❖ Contact Information





PROPERTY OWNER NOTIFICATION PROCESS

DEFINITION OF PROPERTY OWNER

- Per ***Section 7.54.020 E*** of the Vallejo Municipal Code (VMC), “Property owner” shall mean the owner or owners of record of real property as shown on the latest equalized assessment roll of Solano County, or as otherwise known to the code enforcement supervisor or other city official by virtue of more recent and reliable information.
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PROPERTY OWNER NOTIFICATION PROCESS

(Flowchart Overview)

**What type of violation of the Vallejo
Municipal Code (VMC) has been
reported?**



**Property Maintenance
Ordinance (PMO)**

[Section 7.54 only – Example:
overgrown vegetation on private
property]

Most sections of the VMC

[Example: Section 7.64
Inoperative/Unregistered
Vehicle on Private Property]

The Code Enforcement (CE) Officer performs an inspection. If there are no violations present, then the case is closed as unfounded. If violation(s) is/are valid, the CE Officer will then issue a notice based on the type of code violation observed.

PROPERTY OWNER NOTIFICATION PROCESS

(Flowchart Overview, continued)

Property Maintenance Ordinance (PMO) Violation [Section 7.54 only]

Start Here

Warning Notice

Sent to the Property Owner(s) via regular and certified mail. No fine amount is associated with this notice.

For Vacant Real Property Cases (PR/VL), the registration packet which includes the letter & registration form serves as the "Warning." Owners/Banks/interested parties can register the property.

If violation(s) still exist(s) after 30 days, or no response received from owner/occupants...

PROPERTY OWNER NOTIFICATION PROCESS

(Flowchart Overview, continued)

PMO Violation (continued)



Notice of Violation (NOV)

Encompasses all PMO violations under one fine. Sent to the Property Owner(s) via regular and certified mail; posted on property as a courtesy.

NOV may be appealed within 30 days of issuance. This appeal fee is non-refundable but can be waived by applying for an Appeal Fee Waiver.

After 30 days...



PROPERTY OWNER NOTIFICATION PROCESS (continued)

PMO Violation (continued)

After 30 days...

If violation still exists (is not corrected), the notice is not appealed, or no response has been received from the owner/occupants, then a **First Administrative Citation (C1)** is issued at the re-inspection.

If violation is corrected, then case is closed.

PR/VL cases: if property is registered & monthly monitoring report/photos submitted or proof of disqualification from registering (for sale, leased/rent, leasing agreement, active permit) is provided then they are considered compliant.

PAYMENTS

If the fine is paid, any lien(s) against the property is/are released.

If the NOV was not paid, it is then invoiced/liened

(Continue to **Administrative Citation** Process)

PROPERTY OWNER NOTIFICATION PROCESS (continued)

PMO Violation (continued)

If violation(s) still exist after 30 days, or no appeal/response received from owner/occupants...

Administrative Citation
Issued per violation. Sent to the Property Owner(s) via regular and certified mail. Posted onto the property as a courtesy.
(Same process repeats for C2-C5 every 30 days).

PR/VL cases:
properties that have been registered but are not submitting their monthly monitoring report/photos, the issuance of the C1 kicks off the \$200/day monitoring fine violation

Citations may be appealed within 30 days of issuance. This appeal fee is a refundable deposit equal to the amount of the citation but can be waived by applying for an Appeal Fee Waiver.

In the same case file, property owners may receive multiple concurrent citations for each ordinance category. For instance, an NOV may be issued to a property owner for overgrown weeds (PMO violation) while a C1 may simultaneously be issued for an inoperative vehicle (Zoning violation).

PROPERTY OWNER NOTIFICATION PROCESS (continued)

PMO Violation (continued)

After 30 days...

If violation still exists (is not corrected), the notice is not appealed, or no response has been received from the owner/occupants, then a **Second Administrative Citation (C2)** is issued at the re-inspection.

(Continue with **Administrative Citation** Process until compliance or the C5 or \$10k cap is reached, whatever comes first)

If violation is corrected, then case is closed.

PR/VL cases: properties that have not submitted their monthly monitoring report/photos will receive a \$6,000 monitoring fine violation (= \$200 x 30 days). After 30 days the fine is lienable; \$ is also capped at \$10k.

PAYMENTS

If the fine is paid, no lien(s) are recorded against the property.

If the citation was not paid, then a late fee penalty is issued and all monies are invoiced and liened.

PROPERTY OWNER NOTIFICATION PROCESS (continued)

Violation of most sections of the VMC

[e.g. Section 7.64 Inoperative/Unregistered
Vehicle on Private Property]

**Start
Here**

Administrative Notice

Sent to the Property Owner(s) via
regular and certified mail. No fine
amount is associated with this
notice.

If violation(s) still exist(s) after 30 days, or no
response received from owner/occupants...



PROPERTY OWNER NOTIFICATION PROCESS (continued)

Violations of most sections of the VMC
[e.g., Section 7.64 Inoperative Vehicle on
Private Property]

If violation(s) still exist after 30 days, or no response received from owner/occupants...

Administrative Citation

Issued per violation. Sent to the
Property Owner(s) via regular and
certified mail. Posted onto the
property as a courtesy.

(Same process repeats for C2-C5 every 30 days).

Citations may be appealed within
30 days of issuance. This appeal
fee is a refundable deposit equal
to the amount of the citation but
can be waived by applying for an
Appeal Fee Waiver.

PROPERTY OWNER NOTIFICATION PROCESS (continued)

Violations of most sections of the VMC

After 30 days...

If violation still exists (is not corrected), the notice is not appealed, or no response has been received from the owner/occupants, then a **Second Administrative Citation (C2)** is issued at the re-inspection.

If violation is corrected, then case is closed.

(Continue with **Administrative Citation** Process until compliance or the C5 or \$10k cap is reached, whatever comes first)

PAYMENTS


If the fine is paid, any lien(s) against the property is/are released.

If the cite was not paid, it is then invoiced/liened along with the cite late fee penalty.



WHAT ARE SPECIAL ASSESSMENTS?

If a property owner has an overdue and unpaid fine amount (meaning they have passed the 30-day payment period indicated on the notice), this amount, along with any late fees, gets placed onto the Solano County Tax Roll as a **Special Assessment** on the owner's property taxes. In order for a fine to be placed onto the Special Assessments list, the fine is first invoiced and liened.




As a practice, each case is capped off at \$10k – this includes any additional fees such as late fees, abatement costs, administrative charges, etc.



ABOUT THE SPECIAL ASSESSMENTS HEARING

At this hearing, the Code Enforcement Appeals Board (Board) will listen to any testimony and accept evidence regarding discrepancies relating to the amount of the special assessment, e.g., payment receipt, amounts printed on the notices, citations, and/or liens they received, etc. The time for a regular appeals hearing has expired, therefore the Board will not receive testimony or evidence related to the validity of the underlying violation.



The Board will only be reviewing the cost accounting of the assessments and making sure that the figures are correct.

THE SPECIAL ASSESSMENTS PROCESS

- **February/March:** Code Enforcement compiles a list of properties/cases with outstanding fines to be placed on the Special Assessments List.
- **April:** the fine(s) is(are) invoiced and a lien(s) is(are) placed against the property.
- **May:** a Special Assessments Hearing Notice and Appeal/Objection Forms are mailed to the property owner/responsible party. If no response is received by **May 31st**, the amount is automatically placed on the list. If someone submits an Objection Form, they may appear at the Special Assessments Hearing. If they respond after the May 31st deadline, they may only appear at the hearing during the open community forum and speak for a 3-minute limit.

THE SPECIAL ASSESSMENTS PROCESS

- **June:** the CEAB holds its annual Special Assessments Hearing on the fourth Thursday. At the hearing, appellants are reminded that they can only discuss/appeal the **amount** of the fines (due to administrative or clerical error, for example if they have a receipt or if the payment was mistakenly applied to an incorrect case #, etc.), however, they **cannot** discuss/appeal the validity of the violation since that appeal period has already passed. The CEAB then reviews the calculations, makes any necessary modifications/amendments to the list, then votes to submit the approved list and total to staff.
- **July:** Staff forwards the approved list to the Finance Department (last minute payments may be accepted at this time).
- **August:** After receiving updates to the list from Code Enforcement Staff, Finance sends the amended and finalized list to the Solano County Tax Collector by the annual August deadline.

FEE SCHEDULE INFORMATION

- **Link to current and past Fee Schedules:**
https://www.cityofvallejo.net/our_city/departments_divisions/finance_department/finance_document_library
- **Current Code Enforcement Fee Schedule for Fiscal Year 2025-2026**
 (Page 15 - Effective July 1, 2025):

City of Vallejo Master Fee Schedule FY 2025-2026				
Code Enforcement Fees				
Line No.	Service Name	Fee Description	FY 2025-2026 Current Fee	Footnotes
1	Warrant Processing Fee	Flat	\$1,694.23	
2	Warrant Lien Process Admin. Charge	Flat	\$567.18	
3	Notice of Violations Appeals Fees	Flat	\$584.22	
4	Administrative Citation Fine Per Code Section Violated - 1st Citation	Per Violation	\$324.97	
5	Administrative Citation Fine Per Code Section Violated - 2nd Citation	Per Violation	\$649.94	
6	Administrative Citation Fine Per Code Section Violated - 3rd and All Subsequent Citations	Per Violation	\$976.13	
7	Administrative Citation Lien Processing and Late Payment Penalty	Per Citation	\$578.14	
8	Notice of Violation Admin. Charge	Flat	\$469.81	
9	Vacant Real Property	Flat	\$519.71	
10	Tobacco Retail License - initial (TRLI)	Flat	\$2,500.00	Resolution No. 24-211 N.C.
11	Tobacco Retail License - Renewal (TRLR)	Flat	\$542.76	Resolution No. 24-211 N.C.
12	Tobacco Retail License – Annual Inspection (TRLAI)	Flat	\$1,141.00	Resolution No. 24-211 N.C.
13	Notice of Violation or Administrative Citation Posting Fee	Fee	\$87.81	Resolution No. 24-154 N.C.
14	Demand Request Processing Fee	Fee	\$231.01	Resolution No. 24-154 N.C.
15	Lien Release Request Processing Fee	Fee	\$763.66	Resolution No. 24-154 N.C.
16	Vacant Real Property Renewal Fee (75% of regular fee)	Fee	75% of regular fee	Resolution No. 24-154 N.C.