




**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS FOR CONSIDERATION AT THE HEARING ON NOVEMBER 7, 2024**

**Approved by:** Curt Michael, Code Enforcement Manager 

**Date:** October 24, 2024

**Subject:** Approval of the Levy of Special Assessments on Certain Properties for Unpaid Administrative Abatement and Lien Processing Fees for May and July, 2024

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**RECOMMENDATION**

The Board of Administrative Appeals shall confirm each assessment and the amount thereof, as proposed or as corrected and modified, and order it assessed against the property (Attachment "A"). The Board shall also direct 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.

**FISCAL IMPACT**

The action will enable the City of Antioch to collect outstanding receivables against properties for the month of March, 2022, in the amount of **\$34,277.89.**

**BACKGROUND INFORMATION**

Pursuant to Antioch Municipal Code §1-5.09 the City may collect any past due Administrative Citation fines, Abatements or late payment charges by use of special assessment liens and all action for recovery of money.

A Notice of Intent to Record Lien (Attachment B) was sent to each property owner who is entitled to notice reflecting the property address directly connected to conditions or activities on the subject real property, assessor's parcel number, the municipal code violation, administrative citation fine and copy of the administrative citations.

**ATTACHMENTS**

- A: List of Assessments
- B: Notice of Intent to Record Lien

AR	CASE#	APN	AMOUNT	LIEN PROC FEE	SITE ADDRESS	OWNER LAST	OWNER FIRST	MAILING ADDRESS
AR171048	CE2401-0068	052-291-031	\$ 3,892.89	\$ 290.00	4264 MERCED CIR	STREETER CELISSAINT	JULBETHE & DONA B	4264 MERCED CIR ANTIOCH CA 94531-8226
AR171504	CE2404-0756	053-770-007	\$ 609.36	\$ 290.00	4727 BRAEMAR ST	CHOW	KA TSUN	11661 TEXAS AVE #APT 6 LOS ANGELES CA 90025-5675
AR171505	CE2404-0649	051-230-028	\$ 28,905.64	\$ 290.00	3200 E 18TH ST	VINCI	MARIA THERESA	2407 MAHO BAY CIR PITTSBURG CA 94565-3277
			\$ 33,407.89	\$ 870.00				
		Total:	\$ 34,277.89					



**NOTICE OF INTENT TO RECORD LIEN**

October 15, 2024

«OWNER\_FIRST» «OWNER\_LAST»  
«STREET»  
«CITY», «STATE» «ZIP»

**SUBJECT: NOTICE OF INTENT TO RECORD LIEN**

Address: «SITE\_ADDRESS»  
Parcel No. «APN»  
Case No. «CASE»

PLEASE BE ADVISED, the City of Antioch claims a special assessment of \$«AMT» pursuant to Cal. Gov't Code §38773.5 and Antioch Municipal Code §1-5.09 for unpaid Administrative Citations and penalties relating to the above referred to real property. **Said fines and late penalties are not subject to appeal.**

**On Thursday, November 7, 2024 at 3:00 P.M.** the **ADMINISTRATIVE BOARD OF APPEALS** will receive the proposed assessment for hearing and confirmation. Should you object to our **INTENT TO RECORD LIEN** and choose to challenge it at the hearing, **you must** submit any and all objections in writing to the City Clerk at least three (3) days prior to the date of said hearing. In addition, you will need to pay the required \$50.00 appeal fee. Failure to submit written objections to the City Clerk at least three (3) days prior to the hearing date shall constitute a waiver of any such objections.

**Fines and late penalties are not subject to appeal. You may only object to the INTENT TO RECORD LIEN. Objections are on the basis that said fines and late penalties have been paid in full.**

**BE FURTHER ADVISED** that the amount of the assessment shall be recorded with the Contra Costa County Recorder's office by **November 12, 2024**. To avoid recordation, please make payment to the City of Antioch, on or before **November 4, 2024**. Failure to respond to this notice shall not affect the validity of the proceedings. Please be aware that if a lien is recorded on your property there will be additional fees to record, and release said lien.

**CITY OF ANTIOCH  
COST RECOVERY/COMMUNITY DEVELOPMENT  
P.O. BOX 5007  
ANTIOCH, CA 94531-5007**

It is my desire that you will comply with this final notice, thus relieving the City of any further action. If you have any questions or wish to discuss this matter, please call Code Enforcement at **(925) 779-7042**.

Sincerely,

A handwritten signature in black ink, appearing to read "Curt Michael".

Curt Michael  
Code Enforcement Manager  
cc: City Attorney

Community Development Department  
Code Enforcement Division