



STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS FOR CONSIDERATION AT THE HEARING ON JANUARY 4, 2024

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

Date: December 19, 2023

Subject: Approval of the Levy of Special Assessments on Certain Properties for Unpaid Abatement Invoices and Lien Processing Fees for July, 2023

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 July, 2023 in the amount of **\$2,344.20.**

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	AMT	LIEN PROC FEE	SITE ADDRESS	OWNER LAST	OWNER FIRST	MAILING ADDRESS	PAID
AR169275	CE2304-137	051-200-039	\$ 925.01	\$ 290.00	HOLUB LN	HASAN	MANSOURI	416 NIGHTHAWK LN HENDERSONVILLE NC 28739-2201	
AR169276	CE2303-064	056-450-020	\$ 839.19	\$ 290.00	5676 ROSSCOMMON WAY	WEIJUN	WANG	SOUTH RD NANSHAN DIST SH GUANGDONG CHINA 518000	
			\$ 1,764.20	\$ 580.00					
			Total: \$ 2,344.20						

NOTICE OF INTENT TO RECORD LIEN

December 19, 2023

[OWNER NAME]
[OWNER ADDRESS]
[OWNER CITY], [OWNER STATE] [OWNER ZIP]

SUBJECT: NOTICE OF INTENT TO RECORD LIEN

Address: [SITE ADDRESS]
Parcel No. [SITE APN]
Case No. [CASE NO]

PLEASE BE ADVISED, the City of Antioch claims a special assessment of **[\$[BAL DUE]** 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 January 4, 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 **January 9, 2024**. To avoid recordation, please make payment to the City of Antioch, on or before **January 2, 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,



Curt Michael
Code Enforcement Manager
cc: City Attorney