



**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS FOR
CONSIDERATION AT THE HEARING ON JUNE 5, 2025**

Approved by: Curt Michael, Code Enforcement Manager *CM*
Date: May 21, 2025
Subject: Approval of the Levy of Special Assessments on Certain Properties
for Unpaid Administrative Abatement and Lien Processing Fees for
December, 2023 & October, 2024.

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 months of December, 2023 & October, 2024, in the amount of **\$10,615.95.**

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	PAID
AR170245	CE2309-1353	056-380-018	\$ 4,911.73	\$ 290.00	5537 MCFARLAN RANCH DR ANTIOCH CA 94531-8652	PAPANGGO	JOSEFINA C	5537 MCFARLAN RANCH DR ANTIOCH CA 94531-8652	
AR172353	CE2406-1237	056-450-020	\$ 5,124.22	\$ 290.00	5676 ROSSCOMMON WAY ANTIOCH CA 94531-8646	WANG	WEIJUN	SOUTH RD NANSHAN DIST SH GUANGDONG CHINA	
			\$ 10,035.95	\$ 580.00					
			Total:	\$ 10,615.95					



NOTICE OF INTENT TO RECORD LIEN

[DATE]

[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 June 5, 2025, 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 on **June 10, 2025**. To avoid recordation, please make payment to the City of Antioch, on or before **June 2, 2025**. 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", is written over a light blue circular stamp.

Curt Michael
Code Enforcement Manager
cc: City Attorney

Community Development Department
Code Enforcement Division