



**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS FOR CONSIDERATION AT THE HEARING ON JANUARY 2, 2025**

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

**Date:** December 19, 2024

**Subject:** Approval of the Levy of Special Assessments on Certain Properties for Unpaid Administrative Citations and Lien Processing Fees for May – September, 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 May – September, 2024, in the amount of **\$77,464.97.**

**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
AR171047	CE2404-0867	068-131-013	\$ 4,999.75	\$ 290.00	23 E MADILL ST	HARRIS	JAMES	23 E MADILL ST ANTIOCH CA 94509-3812
AR171049	CE2402-0219	068-152-020	\$ 8,309.40	\$ 290.00	2720 SUNSET LN	RICHARD	HERBERT R & BETTY TRE	2720 SUNSET LN ANTIOCH CA 94509- 4936
AR171659	CE2402-0219	068-152-020	\$ 57,990.46	\$ 290.00	2720 SUNSET LN	RICHARD	HERBERT R & BETTY TRE	2720 SUNSET LN ANTIOCH CA 94509- 4936
AR171046	CE2311-1679	065-062-014	\$ 5,005.36	\$ 290.00	900 ORCHARD LN		THE BANK NEW YORK MELLON	1600 S DOUGLASS RD STE 200 A ANAHEIM CA 92806-5951
			\$ 76,304.97	\$ 1,160.00				
		Total:	\$ 77,464.97					

**NOTICE OF INTENT TO RECORD LIEN**

December 16, 2024

«OWNER\_FIRST» «OWNER\_LAST»  
«OWNER\_ADDRESS»  
«OWNER\_CITY», «OWNER\_STATE» «OWNER\_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 \$«AMOUNT» 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, January 2, 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 by **January 7, 2025**. To avoid recordation, please make payment to the City of Antioch, on or before **December 30, 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